



Application for Special Event/Street Closure/Exclusive use of Heritage Park
1407 Highway 395
Gardnerville, Nevada 89410
(775) 782-7134 (775) 782-7135 Fax

Date of Application: _____

Location of Event/Activities: _____
(submit letter of property owner's permission if event is to be held on private property)

Street(s) proposing to be closed: _____
(US 395, SR756 require NDOT permission*Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes _____ No _____

Organization: _____ Corporation: Yes _____ No _____
(if a corporation is applying for use, a copy of the Articles of Incorporation must be attached).

Contact Person: _____

Home Telephone #: _____ Business Telephone # _____ Fax #: _____

Mailing Address: _____

Type of Activity Park will be used for: _____

Will alcohol be sold or served? Yes _____ No _____ Band or amplified music? Yes _____ No _____

This event is Non-Profit _____ For Profit _____ Closed to Public _____ Open to Public _____

Will a fee be charged to attend the event? Yes _____ No _____

Date(s) Requested (include setup and tear down time): _____

Event hours: _____

Describe proposed event, concessions, fund-raisers, etc: _____

Event Insurance Carrier & Telephone #: _____

Event Security Plan: _____

(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: _____

Event Clean-up/Sanitation/Garbage Plan: _____

(garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: _____

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: _____

(Heritage Park Parking MUST remain open for visitors at all times)

Event Layout: Applicants MUST provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. **If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.**

Waiver of Liability: Said group agrees that it shall indemnify, defend and hold harmless the Town of Gardnerville and Douglas County from any and all expenses or damages which may occur, or liability that it may sustain, including reasonable attorney's fees, administrative costs, and court costs, by reason of the Town's permission to said group for conducting referenced event at denoted location. Said group, through its representative, hereby agrees to abide by the conditions of approval of the Town Board and any other conditions that may be set forth by Douglas County.

Date: _____ Signature: _____

Printed name above: _____

(Town Office Use Only)

Deposit amount Paid: _____ Date Processed: _____

Receipt Number: _____ Facility Reviewed: _____

Scheduled for Town Board Agenda: _____

Approved: _____

Scheduled for Douglas County Commissioner Agenda: _____

Approved: _____

Deposit Returned: _____

A copy of the approved form MUST be at the event