



Town of Gardnerville  
Application for Street Closure and/or Special Event  
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**