



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** February 16, 2023

Staff Contact: Hope Sullivan, AICP, Community Development Director

Agenda Title: For Possible Action: Discussion and possible action regarding street closures for special events in calendar year 2023, including the proposed closure of streets around the United Methodist Church, for its Drive Through Living Nativity / The Road to Bethlehem event. (Hope Sullivan, hsullivan@carson.org)

Staff Summary: At its meeting of December 15, 2022, the Board of Supervisors identified street closures for special events that the Public Works Director is authorized to approve. This item is for the Board to consider street closures for special events in calendar year 2023 that are not within the authority of the Public Works Director. The only additional street closure requested is for the Drive Through Living Nativity / The Road to Bethlehem event.

Agenda Action: Formal Action / Motion **Time Requested:** 5 Minutes

Proposed Motion

I move to approve the street closures as presented.

Board's Strategic Goal

Quality of Life

Previous Action

December 15, 2022 (Item 19A): The Board discussed special event policies including identifying what street closures the Public Works Director is authorized to approve.

Background/Issues & Analysis

At its meeting of December 15, 2022, the Board of Supervisors discussed special event policies, including identifying what streets the Public Works Director is authorized to close to accommodate a special event. During the meeting, it was agreed that the Community Development Director would reach out to each event organizer who hosted an event in calendar year 2022 to advise of those street closures the Public Works Director is authorized to approve and determine if the event organizer would need additional streets closed for an event in 2023.

On December 27, 2022, the Community Development Director sent out 51 emails and 51 letters by first class mail to each person who was identified as an event organizer in 2022. A number of event organizers responded, primarily to confirm that their event's street closures were within the authority of the Public Works Director.

The only request for additional street closures is from the First United Methodist Church for the Drive Through Living Nativity / The Road to Bethlehem event. This event consists of ten sets that depict various scenes related to the Christmas story. These sets are on the church's property and utilize actors and animals. Guests

either walk by or drive by to view the scenes. The proposed street closures are indicated in the letter from Tannis Causey regarding the event.

As this event is on private property and would likely generate traffic issues if the street was not closed, staff is supportive of closing the streets as requested. The street closure will protect safety and allow for alternative traffic patterns to be identified before and implemented during the event.

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 4.04.077

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: Redevelopment PW Event Street Closures: 6037510-500549

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The proposed special event is within the Redevelopment District; therefore, the street closure would be paid for out of Redevelopment Authority funds. Anticipated cost is \$1,500. FY 2022 Street Closures for Carson City cost \$40,940.22, there is \$25,000 budgeted in Redevelopment, which is transferred to Streets Maintenance to help with the cost of street closures provided. Additional events in 2023 may impact the Streets Maintenance Fund, unless a larger transfer from Redevelopment is approved.

Alternatives

Do not approve the requested street closure and/or provide alternative direction to staff.

Attachments:

[Drive Thru Nativity - Street Closure Request.pdf](#)

[DRIVE THROUGH LIVING NATIVITY 2022- APPLICATION \(2\).pdf](#)

[First United Methodist Church - Special Event Courtesy Letter.pdf](#)

[Carson City Special Event Updates - Email to Event Organizers.pdf](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

From: [Tannis Causey](#)
To: [Hope Sullivan](#)
Cc: [Christie Overlay](#)
Subject: Re: street closures
Date: Wednesday, January 18, 2023 3:26:55 PM
Attachments: [image001.png](#)

This message originated outside of Carson City's email system. Use caution if this message contains attachments, links, or requests for information.

Hi Hope

I hope this is sufficient for your meetings in Feb. As I mentioned we have traditionally held our Drive-thru Nativity on the second weekend of Dec but based on 2022's massive storm, there is some discussion around moving it to Dec 2/3 with Dec 9/10 being a second opportunity if we're hit like this past year. We'll be having that meeting in late February, and I can advise you of that outcome before we file the Special Event permit in early October. I have also included the street closures we have traditionally done. The only change might be moving the closure of King/Division back to Second /Division (NB only) to accommodate cars entering into our staging area in the parking lot of 400 W King Street (we own this building). It's a conversation I'll have with the Brewery Arts Center once they have set their schedule as they usually have a program on the second Saturday evening, and we want to make their parking situation as easy as possible. Their cast is usually the only ones affected as their patrons come in as we're lifting the closures.

If you need anything else - let me know.

Tannis Causey
775-220-4065

On Tue, Jan 17, 2023 at 2:33 PM Hope Sullivan <HSullivan@carson.org> wrote:

Tannis:

Please provide a detailed description of what you are proposing for street closures for the drive by nativity. Include exactly what streets you will want closed on what dates (you can say this weekend or that weekend if you aren't sure), and what hours the event will be. Be as specific as possible. As discussed, I plan to bring this to the Board at its meeting of February 16, so if I can get the info this week – that would be great!


Hope Sullivan, AICP

Community Development Director

Carson City, NV

775-283-7922 (direct)



	CARSON CITY SPECIAL EVENT PERMIT APPLICATION	Special Event Permit No.
	Thank you for choosing Carson City as the location for your Special Event!	SPEV-2022-0184 Date Permit Submitted: 10-17-2022

Below, you'll find important information about the special event permitting process. In addition, you will be prompted by event-specific questions to guide you through completing the application and guide you through any additional requirements that might apply to your event.

*****PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION*****

SECTION 1: WHEN IS A SPECIAL EVENT PERMIT REQUIRED?

If you answer "yes" to any of the questions below, a Special Event Permit is required.

- | Yes | No | |
|---|-------------------------------------|---|
| 1. <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is your event open to the public?
<i>(Free or able to purchase tickets at the door)</i> |
| 2. <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is your event located on City property? ¹
<i>(Examples: public streets, sidewalks, McFadden Plaza, city courthouse, etc.)</i> |
| 3. <input type="checkbox"/> | <input type="checkbox"/> | If yes, will you be utilizing the cities electrical system? |
| 4. <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will your event require the closure of any public streets?
<i>(If yes, please also see Section 5 for information on street closures)</i> |
| 5. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does your event include live entertainment?
<i>(Examples: live bands, theatrical shows, etc.)</i> |
| 6. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you be offering merchandise for sale?
<i>(If yes, please also see Section 6 for information on vendors)</i> |
| 7. <input type="checkbox"/> | <input checked="" type="checkbox"/> | If your event is open to the public, will you be serving or selling food?
<i>(If yes, please also see Section 7 for information on food permit requirements)</i> |
| 8. <input type="checkbox"/> | <input checked="" type="checkbox"/> | If your event is open to the public, will you be serving or selling alcohol?
<i>(If yes, please also see Section 8 for information on temporary liquor licenses)</i> |
| 9. <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is your event promoted as a festival, trade show, craft show, car show, motorcycle rally, concert or parade? |
| 10. <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will your event require public safety services to support it?
<i>(Examples: Police, Fire, Emergency Medical Services)</i> |

¹ If your event will be located at a facility owned and operated by the Carson City Parks and Recreation Department, this application is not required. For a list of facilities owned by the Carson City Parks and Recreation Department and instructions on how to reserve space, please click the link below.

[Reservable Parks Facilities in Carson City](#)

Special Events are regulated by the following sections of the Carson City Municipal Code (CCMC):

- [CCMC Section 4.04.077 - Special Event Permits](#)
- [CCMC Section 4.13.240 - Special Event Liquor Permits](#)

Please click the links above to access the applicable sections of the Carson City Municipal Code on the web. At the end of this application, you will be required to sign a statement indicating that you have read and accept the requirements outlined in the code sections above.

SECTION 2: ORGANIZATION AND CONTACT INFORMATION

Business or Organization Name <i>First United Methodist Church</i>		Type of Business Entity <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Non-Profit	
Event Organizer Contact Name <i>Tannis Causey</i>		Phone <i>775-220-1436 4065</i>	
Email Address <i>tannis@ca@gmail.com</i>		Alternate Phone <i>775-882-1436 (msg at church)</i>	
Business Address <i>400 W. King Street #100</i>	City <i>Carson City</i>	State <i>NV</i>	ZIP <i>89703</i>
Mailing Address <i>Same</i>	City	State	ZIP

SECTION 3: GENERAL SPECIAL EVENT INFORMATION

Please tell us about the details of your Special Event.

Event Name
Drive Through Living Nativity / The Road to Bethlehem

Overall Event Start Date and Time <i>Sat Dec 10, 2022 5pm</i>	Overall Event Finish Date and Time <i>Sun Dec 11, 2022 8pm</i>	Estimated Number of Attendees - Per Day <i>300 cars (1500 people)</i>
Event Setup Start Date and Time <i>Sat Dec 10, 9AM</i>	Event Tear Down Finish Date and Time <i>Sun Dec 11, 2022 9pm</i>	Estimated Number of Attendees - Overall <i>1500</i>

For multiple day events, provide the start and finish times for each day:

Date (Day 1):	Start Time	Finish Time	Day 1:	Estimated Attendees
<i>Dec 10, 2022</i>	<i>5pm</i>	<i>8pm</i>		<i>750</i>
<i>Dec 11, 2022</i>	<i>5pm</i>	<i>8pm</i>	Day 2:	<i>750</i>
Date (Day 3):	Start Time	Finish Time	Day 3:	Estimated Attendees
Date (Day 4):	Start Time	Finish Time	Day 4:	Estimated Attendees
Date (Day 5):	Start Time	Finish Time	Day 5:	Estimated Attendees

Event Location(s)
This event takes place on the sidewalk around our church, including Musser, Minnesota, Proctor and Division Sts. Cars will queue inside the parking lot of 400 W. King St and be released single file to view the stations located on church property.

Event Description (please attach additional pages if necessary)
The Road to Bethlehem is created by using sets and actors portraying the multiple scenes of the Christmas story. A walking path is created using rope lights and stands on the public sidewalk. Driveway lanes are created using luminaria bags containing battery operated tea light candles. Over 150 people and possibly penned sheep, donkey, etc. are involved in telling the story.

Additional General Event Information Required:

- 1. Event Site Plan. Please attach a site plan showing the layout of your proposed event including all equipment. (This is **REQUIRED**. Please see Page 9 for an example.)
- 2. Daily Event Schedule. Please attach a daily event schedule including start and end times of all associated event activities, including set-up and tear down. (This is **REQUIRED**. Please see Page 10 for an example.)
- 3. Private Property Authorization Letter. If your event is being held on private property, please include a letter from the property owner(s) authorizing your event.
- 4. Vendor List, if applicable. Please provide a list of vendors selling/serving merchandise, food or liquor at your event. (Please see Section 6 for addition information.)
- 5. Liquor Liability Insurance, if applicable. (Please see Section 8 for more information.)
- 6. General Liability Insurance, if applicable. (Please see Section 10 for more information.)
- 7. Special Event Meeting. A pre-event meeting with City staff may be required depending on the scope of your event. Upon review of your application, City staff will determine the need for a pre-event meeting and will contact you. If you would like to request a pre-event meeting regardless of staff review, please check this box.

SECTION 4: EVENT APPLICATION SUBMITTAL DEADLINES²

- 1. Events without street closures are required to be submitted at least **30 days prior to the event**.
- 2. Events including street closures are required to be submitted at least **60 days prior to the event**.

² If submitted after the deadlines above, we will do our very best to accommodate your needs but cannot guarantee the same level of customer service as those applications submitted in a timely manner.

SECTION 5: EVENT STREET CLOSURES³

If your event requires street closures, please describe the closures needed here. (Example: Curry Street from Proctor to Spear, Proctor Street from Carson to Curry including entire intersection at Curry and Proctor.)

Streets Proposed for Closure

Musser Street from Phillips to Nevada
Minnesota St from King to Telegraph
Proctor from Minnesota to Nevada
Division from Telegraph to King
King Eastbound from Minnesota to Division

³ Please note that most events with street closures will require a pre-event meeting with City staff. Based on the 60-day application deadline, staff will attempt to schedule this pre-event meeting approximately 45 days prior to your event for sufficient coordination time.

Traffic Control Plans for Street Closures

All streets closures require a traffic control plan that will be prepared by City staff as a part of your event. We have several standard traffic control plans available for streets where most events take place. These plans are available for review if you need assistance determining which streets need closure for your event. You may request one of the plans be used as-is, or that one be modified or prepared specifically for your event. Upon determining the scope of your event, City staff will determine the most appropriate traffic control plan based on your needs.

The following steps will occur as a part of your street closure and traffic control plan process

1. A pre event meeting will (in most cases) be held to coordinate appropriate street closures needed.
2. A traffic control plan will be prepared by City staff. This may include using an existing plan, modifying an existing plan or creating a new plan
3. City staff will review the traffic control plan with you and make any needed changes
4. The final traffic control plan will be sent to you and all applicable city departments.
5. Traffic control equipment will be placed by City staff prior to the event start. This will occur as close to your event start as possible to minimize impact to the traveling public, but will also take into account set up needs for your event.
6. Traffic control equipment will be removed by City staff after the event ends. This will occur as soon as possible after your event ends and tear down is completed to minimize impact to the traveling public.

Street Closure Signature Sheet

Property owners and/or tenants that will be impacted by the proposed street, sidewalk or parking space closures must be contacted and informed. A Street Closure Signature Sheet must be provided showing the names, addresses and signatures of all affected parties. Please see Page 11 for the blank sheet.

As your exact street closures may be modified based on input from staff, please wait to obtain signatures until after the street closures have been confirmed by City staff. This is intended to ensure that you don't need to obtain additional signatures on a previously completed sheet as a result of street closure modifications. **The Street Closure Signature Sheet is due no later than 15 days prior to your event.**

SECTION 6: VENDORS

- | | | | |
|----|--------------------------|-------------------------------------|---|
| | Yes | No | |
| 1. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does your event include vendors offering merchandise, food or alcohol for sale? |
- If "yes", please complete the Vendor List located on Page 12 identifying each of your vendors and what product they will be selling.
2. Please note that vendors serving food are subject to the requirements outlined in Section 7 (Event Food) and vendors serving alcohol are subject to the requirements outlined in Section 8 (Event Liquor) below.

SECTION 7: EVENT FOOD AND BEVERAGES (SERVING OR SELLING)⁴

- | | | | |
|----|-------------------------------------|--------------------------|--|
| | Yes | No | |
| 1. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be serving food or drink at your event? |
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is your event open to the public? <i>Drinks will not be available to the public.</i> |

If "yes" to both questions above, a Temporary Food Permit issued through Carson City Health and Human Services **MAY** be required depending upon the type of food/drink served. The information below is provided to help you determine if a Temporary Food Permit is required.

Exempt from Temporary Food Permit:

- Coffee, tea or both, with powdered non-dairy creamer or ultra-pasturized dairy creamer packaged in individual servings. This does not include beverages such as lattes and espresso that are mixed with a dairy product by the vendor during preparation.
- Commercially prepared acidic beverages including, without limitation, orange juice, lemonade and other similar beverages that are served from the original, properly labeled container without the addition of ice or other regulated food products.
- Draft beer and other alcoholic beverages that are served without the addition of ice or potentially hazardous food (time/temperature control for safety food). Please note that a Temporary Liquor License is required to serve alcoholic beverages regardless of how the alcohol is served.

Exempt from Temporary Food Permit, Continued:

- Hermetically sealed (air tight) and unopened containers of nonpotentially hazardous beverages which do not require refrigeration.
- Hot chocolate prepared without the use of potentially hazardous food (time/temperature control for safety food) or reconstituted dairy products *Packaged Single Serve*
- Non-potentially hazardous prepackaged baked goods, with proper labeling, from an approved source and requiring no on-site preparation.
- Non-potentially hazardous and unopened prepackaged food from an approved source with proper labeling including, without limitation, honey, jerked meats, potato chips, popcorn and other similar foods. Sampling of these products is not allowed.
- Produce sold from a produce stand at which no food preparation, breaching (cutting, opening or breaking the produce skin) of produce or product sampling is performed.
- Food supplements that are offered for sample or sale without the addition of regulated food items. Such food supplements include, but are not limited to, vitamins, minerals, protein powder mixes, energy drinks and herbal mixtures, provided that they are from an approved source.

If the food and/or beverages you would like to serve or sell do not fall within the exempt food and beverage items described above, a Temporary Health Permit is required. Please see Pages 13-20 for the Temporary Health Permit application and instructions as well as a self-inspection checklist for temporary food facilities. Separate submittal of this permit application to the Health and Human Services Division, including the payment of separate fees, will apply.

⁴ Regardless of whether a Temporary Food Permit is required, food preparation and handling requirements will still apply. These requirements and other helpful tips are included in this packet on Pages 15-17.

SECTION 8: EVENT LIQUOR (SERVING OR SELLING)

- | | | | |
|----|--|-------------------------------------|---|
| | Yes | No | |
| 1. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you be serving or selling alcohol at your event? |
| | If "yes", who will be responsible for the selling or serving of alcohol? | | |
| | <input type="checkbox"/> | | Event Organizer Only (as sole alcohol vendor) |
| | <input type="checkbox"/> | | Vendors Only (as separate individual vendors each selling or serving alcohol) |
| | <input type="checkbox"/> | | Both |
2. **Liquor Liability Insurance Required When Alcohol is Served or Offered for Sale**
- a. If liquor will be sold, served or dispensed on any property owned by Carson City (including streets and sidewalks), the event organizer or vendor serving the liquor must provide Liquor Liability Insurance coverage naming the "City of Carson City, its officers, employees and agents" as an Additional Insured for a minimum of \$1,000,000 per occurrence. A sample insurance certificate has been provided on Page 21 for your reference.
 - b. If the event organizer is acting as the sole alcohol vendor, then he/she must provide a certificate of insurance for the liquor liability coverage identified above for the entire event.
 - Insurance Certificate Attached
 - c. If several vendors are serving alcohol, each vendor must provide a separate certificate of insurance for the required liquor liability coverage identified above for their individual operation.
 - Insurance Certificates Attached
3. **Purchase of Wholesale Liquor Required**
- Please note that liquor being served at Special Events must be purchased from a wholesale distributor licensed in Nevada. A list of wholesalers with contact information is attached on Page 22 for your use.

SECTION 9: FIRE⁵

- | | | | |
|----|--------------------------|-------------------------------------|---|
| | YES | NO | |
| 1. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you have a tent larger than 400 square feet with sides? |
| 2. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you have a tent larger than 700 square feet without sides? |
| 3. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you have any open flames? This includes cooking, candles, bonfires, or any other use of open flames. |
| 4. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you have fireworks or any type of pyrotechnics? |
| 5. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you have a temporary stage greater than 400 square feet? |
| 6. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you have any food trucks at your event (please provide a list of food truck vendors)? |

If you have answered "yes" to any of the questions above, a separate, no cost permit from the Carson City Fire Department MAY be required. Please call (775) 887-2210 for more information. Please note the following general requirements applicable to events with fire components and permits through the Fire Department:

1. For open flames, please be prepared to provide the following information to the Fire Department:
 - a. If you are cooking:
 - Detail on cooking appliances and fuel you will be using (i.e. LPG, wood, electric, etc.)
 - Detail on cooking equipment location regardless of whether it is inside or outside.
 - Detail on fire extinguishers on site (i.e. type, size, location, etc.)
 - b. If you are using candles, you will be asked to provide the following information
 - Provide detail on candle type, size and location
 - Lit candles can't be passed hand to hand
 - c. If you are having a bonfire:
 - Provide detail on the bonfire location and expected number of attendees. A site plan will be required.
 - Standby fees may apply for this activity.
 - d. If you are using a portable heater:
 - Provide detail on the type of heater and whether it is electric, LPG or kerosene.
2. Fireworks and pyrotechnics can only be done by a Nevada licensed pyrotechnician. Please refer to Section 18 of the Fire Prevention Planning Guide for Special Events on Page 29 for a checklist of what must be provided to the Fire Department. Standby fees may apply for these activities.

⁵ Fire Department requirements apply to your event regardless of whether a separate Fire Department permit is required. Please refer to the Fire Prevention Planning Guide for Special Events on Pages 23-29 for additional information.

SECTION 10: GENERAL LIABILITY INSURANCE AND INDEMNIFICATION

Will Follow

1. General Liability Insurance Required.

If your event will be held on any portion of property owned by Carson City (sidewalks, streets, etc.), you are required to provide general liability insurance coverage for the specific dates of your event. This coverage is required to name the "City of Carson City, its officers, employees and agents" as Additional Insured for a minimum of \$1,000,000 per occurrence. The policy must be obtained from an insurance carrier licensed to do business in the State of Nevada. A sample insurance certificate has been provided on Page 30 for your reference.

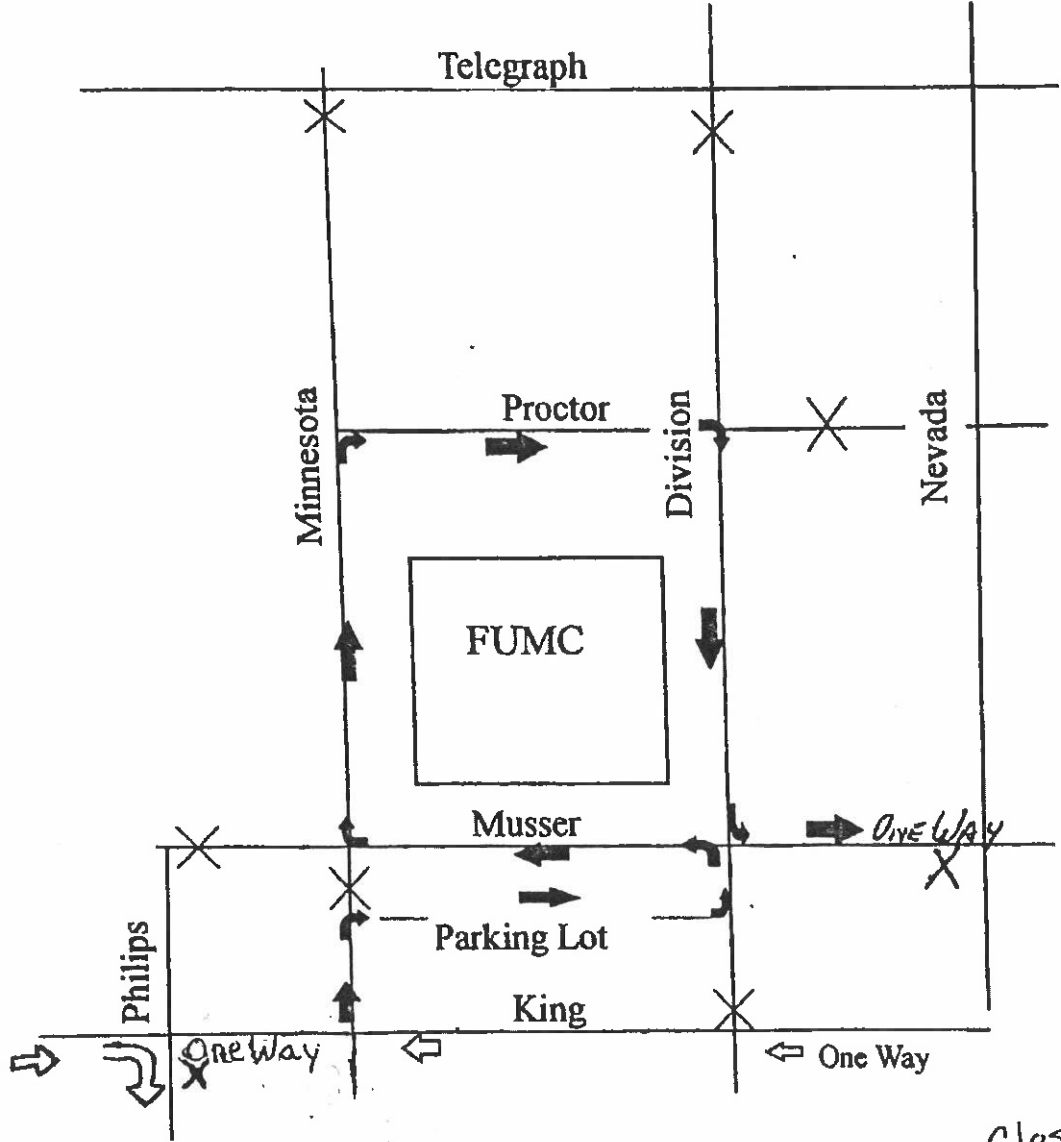
Insurance Certificate Attached

2. Hold Harmless and Indemnification.

A Hold Harmless and Indemnification Agreement is required as a part of this Special Event Permit. Please complete the agreement on the following page as a part of your application process.

Hold Harmless Agreement Completed and Signed by Authorized Party

Drive Through Nativity Scene



- X = Blocked off streets
- X— Totally Closed
- X— closed One Way
- ⇐ = Through Traffic
- ⇐ (thick) = Nativity Traffic

2022 Drive Through Living Nativity/ The Road to Bethlehem Event Schedule

Saturday, Dec 10

10 am Set Erection and Lighting Deployment

11 am Sign Installation

5 pm Luminaria Bag Distribution

5:30 pm Close streets (city)

5:30 to 6 pm Actors arrive to get into costume

6 pm Luminaria lighting

6:30 pm Actors take positions

6:30 – 7 pm Walkers only on street. Traffic held in 400 W King Street parking lot

***If no walkers by 6:45 pm, open up street to vehicle traffic. If any walkers do appear, they will walk on sidewalk path. ***

8 pm or last car in parking lot, begin shutting down. Pull luminaria onto curb, spool up rope light and holders, pull in props, actors return home.

Reopen streets by 9 pm (city)

Sunday, Dec 11

4 pm Install rope lighting and walking path signs.

5 pm Luminaria Bag Distribution

5:30 pm Close streets (city)

5:30 to 6 pm Actors arrive to get into costume

6 pm Luminaria lighting

6:30 pm Actors take positions

6:30 – 7 pm Walkers only on street. Traffic held in 400 W King Street parking lot

***If no walkers by 6:45 pm, open up street to vehicle traffic. If any walkers do appear, they will walk on sidewalk path. ***

8 pm or last car in parking lot, begin shutting down. Pull luminaria onto curb, spool up rope light and holders, pull in props and all lights/cords, actors return home.

Reopen streets by 9 pm (city)

CARSON CITY SPECIAL EVENTS
PERMIT HOLD HARMLESS & INDEMNIFICATION AGREEMENT

I, the undersigned, submit this hold harmless agreement as part of my request to be issued a special event permit for the dates of 10/10/22 to 10/11/22 and from the hours of 5pm to 9pm in the name of the following event: Drive Through Home Nativity / The Road to Bethlehem.

The provisions of this agreement apply to me, my entity, group or organization and our invitees and/or guests ("permittee"). I agree to abide by all applicable rules and regulations relating to this permit. Failure to do so may result in the revocation of this permit.

I agree to defend, protect, indemnify and hold Carson City, it's officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or resulting from, the alleged acts or omission of permittee, it's officers, agents or employees in connection with the permitted event or activity; and I agree, at my own cost, risk and expense, to defend any and all claims or legal actions that may be commenced or filed against the City, it's officers, agents or employees, and that I will pay any settlement entered into and will satisfy any judgement that may be rendered against the City, it's officers, agents or employees as a result of the alleged acts or omissions of permittee or permittee's officers, agents or employees in connection with the uses, events or activities under the permit.

I agree to give Carson City prompt and timely notice of any claims or suits instituted which may directly or indirectly affect Carson City or is officers, agents or employees.

I agree to reimburse Carson City for any expenses incurred in responding to or defending any claims or suits, including the reasonable value of any services rendered or time spent by City officers, agents or employees in in responding to or defending such claims or suits.

I also agree to obtain and maintain a policy of General Liability Insurance (Occurrence Form) in the amount of \$1,000,000 from an insurance carrier with an AM Best Rating, admitted to do business in the State of Nevada and to maintain this policy in full force during the term of this permit. I agree to name Carson City, its officers, agents and employees as additionally insured on this policy and accompanying endorsement page. This insurance policy must provide liability coverage for the activities of vendors and entertainers participating in the special event. If coverage is excluded for any vendor or entertainer, proof of insurance for the vendor or entertainer must be provided through additional insurance policies, also naming Carson City, its officers, agents and employees as the additional insured. Proof of insurance policies covering the permittee and/or vendors and entertainers must be submitted to Carson City at least seven (7) business days in advance of the event. Proof of coverage must be provided in the form of a Certificate of Insurance with the endorsement page. Carson City's acceptance of an insurance certificate does not relieve me of liability nor will the amount of insurance limit my responsibility.

I certify that I have the authority to enter into this agreement on behalf of the entity or organization described below and that I am executing this agreement on its behalf.

Authorized Party Tannis Causey Organization First United Methodist Church
Signature [Handwritten Signature] Date Oct 5, 2022

ACORD CERTIFICATE OF LIABILITY INSURANCE

Date (MM/DD/YR)
10/11/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If PROXIMATE WAIVER IS WAIVED, subject to the terms and conditions of the policy, certain policies require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Producers
Herman Insurance Brokers
10 Carlback Avenue
Inlet Creek, CA 94596
License #0564249

CONTACT NAME Haley Glickman	
PHONE (A/C, No, Ext) 925-934-8500	FAX (A/C, No) 925-934-8278
EMAIL haleyg@heffins.com	
ADDRESS	
INSURER(S) AFFORDING COVERAGE	
NAIC #	
INSURER A	Philadelphia Indemnity Insurance Company 18058
INSURER B	
INSURER C	
INSURER D	
INSURER E	
INSURER F	

Insured
Norma-Nevada Annual Conference of the United Methodist Church
P.O. Box 1727
Ramon, CA 94583


COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDL INSURER	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	<input checked="" type="checkbox"/>		PHPK2362746	01/01/2022	01/01/2023	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Each occurrence)	\$ 1,000,000
						MED EXP (Any one person)	\$ 15,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 3,000,000
						PRODUCTS - COMP/OP AGG	\$ 3,000,000
AUTOMOBILE LIABILITY			PHPK2362749	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Each accident)	\$1,000,000
<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
<input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
<input type="checkbox"/> UMBRELLA LIAB							\$
<input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE	\$
<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE	\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH -ER
ANY PROPRIETOR, PARTNER, EXECUTIVE/OFFICER, MEMBER EXCLUDED? (Mandatory in N.H.)		N/A				E L EACH ACCIDENT	\$
If yes, describe under DESCRIPTION OF OPERATIONS below						E L DISEASE - EA EMPLOYEE	\$
						E L DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re First United Methodist Church, 400 West King Street, Ste 100, Carson City, NV 89703. Certificate holder is included as Additional Insured on the General Liability policy per the attached endorsement, if required, as respects to Use and occupancy of Living Drive-Through Nativity Program held December 10th & 11th, 2022 on a block of King, Musser, Minnesota, Proctor and Division Street, in Carson City, Nevada.

CERTIFICATE HOLDER
 Carson City Consolidated Municipality, City of Carson
 City, NV
 201 N. Carson Street
 Carson City, NV 89701

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS
 AUTHORIZED REPRESENTATIVE


Policy Number PHPK2362746
Named Insured California-Nevada Annual Conference of the
United Methodist Church

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)
Carson City Consolidated Municipality, City of Carson City, NV 201 N. Carson Street Carson City, NV 89701 Re: Use and occupancy of Living Drive-Through Nativity Program held December 10th & 11th, 2022 on a block of King, Musser, Minnesota, Proctor and Division Street, in Carson City, Nevada.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

SECTION 11: ACKNOWLEDGMENTS AND SIGNATURES

I have read and understand/accept the requirements related to this event as stated in this permit application and in Carson City Municipal Code, Sections 4 04 077 and 4 13 240. I further understand that issuance of my special event permit may be contingent upon my acceptance of additional reasonable conditions determined by City staff upon review of my application.

Signature: *Jannis Causey*
 Print Name: Jannis Causey

Date: Oct 5, 2020

Please check here if you are willing to attend a post-event meeting with City staff to provide feedback on how we can make your event experience better. (If box is checked, we will contact you to set up a meeting at your convenience.)

OFFICE USE ONLY

Permit Fees	FEE	Permit Checklist
Event Permit Fee		Vendor List <input type="checkbox"/>
Event Permit Fee (Non-Profit)		Authorization Letter from Property Owner <input type="checkbox"/>
Vendor Fees		Event Layout/Site Plan <input type="checkbox"/>
Temporary Liquor License Fee		Daily Event Schedule <input type="checkbox"/>
TOTAL FEES DUE:		Street Closures <input type="checkbox"/>
Payment Type:		Pre-Event Meeting Required <input type="checkbox"/>
Received By:	Date:	Street Closure Signature Sheet (15 days prior) <input type="checkbox"/>
Staff Notes:		Liquor Liability Insurance (if applicable) <input type="checkbox"/>
		General Liability Insurance Certificate <input type="checkbox"/>
		Separate Health Permit Required <input type="checkbox"/>
		Separate Fire Permit Required <input type="checkbox"/>



108 E. Proctor Street
 Carson City, Nevada 89701
 (775) 887-2180
 Hearing Impaired: 711

December 27, 2022

First United Methodist Church
 400 W King St Suite 100
 Carson City 89703

Dear Tannis Causey,

You were the event organizer for Drive Through Living Nativity held on December 10-11, 2022 in Carson City. I am writing to let you know that there will be some changes relative to street closures for special events in calendar year 2023. Specifically, the Public Works Director will have the authority to close the following portions of streets / parking lots if the following criteria is met.

Closure Name	Criteria	Limitations	Street Closure Fee (Not-to-Exceed)
3rd Street Parking Lot		No road closures required, only closure of the parking lot. The southernmost drive aisle must remain open	\$500
Carson Street (Fifth to Robinson)	Only available for events with an estimated attendance of 2,000 or more people	Between Robinson St. and Fifth St. only and associated side streets	\$3,000
Curry Street (Second to Fourth)	Only available for events with an estimated attendance of 1,000 or more people	Between Second St. and Fourth St. only and associated side streets	\$1,000
Curry Street (Musser to Telegraph)	Only available for events with an estimated attendance of	Between Musser St. and Telegraph St. only and associated side streets.	\$1,000

	500 or more people		
Telegraph (Carson to Curry)	Only available for events with an estimated attendance of 100 or more people	Between Carson St. and Curry St only	\$500

The street closure fee will apply if the request is not submitted at least thirty days prior to the event.

If your event will meet the criteria, I encourage you to plan for your event at one of the locations where the Public Works Director is authorized to close the street.

If you are planning a street closure for your event in 2023 and it is NOT a street that the Public Works Director is authorized to close, I ask that you contact me at (775)283-7922 or hsullivan@carson.org by January 16, 2023. The requested street closure will need to be reviewed by the Board of Supervisors for its consideration. I would like to “batch” any requests and take them to the Board in February.

I look forward to working with you and your team on special events in 2023.

Sincerely,

Hope Sullivan

Hope Sullivan, AICP
Community Development Director

From: [Christie Overlay](#)
Cc: [Hope Sullivan](#); [Cecilia Rice](#)
Bcc: [BARBIECATHY55@GMAIL.COM](#); [BAYLEEBIBER@GMAIL.COM](#); [BHALL@CMNN.ORG](#); [BOB@NEVADASTATEFAIR.ORG](#); [BOLSON@OFFSITEDATADEPOT.COM](#); [BRENDA.COLLINGS@CORCORANGL.COM](#); [CARIN@GREENHOUSEGARDENCENTER.COM](#); [CARSONVICTORYROLLERS@GMAIL.COM](#); [CCDESERTROSE@YAHOO.COM](#); [CEO@SIERRANEVADAREALTORS.ORG](#); [CHAD@STRATEGICSUPPLIES.NET](#); [chad@strategicsupplies.net](#); [CKINCHELOE@MUSCLEPOWERED.ORG](#); [CLEMENCE@BIKEMONKEY.NET](#); [DIRECTOR@CARSONCITYCHAMBER.COM](#); [DONNYBFMC@YAHOO.COM](#); [DTHIELEN@NEVADACULTURE.ORG](#); [ENRIQUEARROYO11@OUTLOOK.COM](#); [ERIC@RACE178.COM](#); [GILLIAN@NVFISH.COM](#); [GILLIAN@NVFISH.COM](#); [GODGUY@STPETERSCARSON.CITY](#); [IMOUIRKY1@YAHOO.COM](#); [info@jazzcarsoncity.com](#); [JANA@NIACNV.COM](#); [JEFF.MANNING@BATTLEBORNHDCOM](#); [JENINPRINT@AOL.COM](#); [jim.gray@countryfinancial.com](#); [JOSLYN@INPLAINSIGHTLLC.COM](#); [JPICKETT@775OFR.COM](#); [JULIEANNGRADY@AOL.COM](#); [KRISTY.DJAL@YAHOO.COM](#); [MARIAH.COMPAU@BATTLEBORNHDCOM](#); [MCOOP59@GMAIL.COM](#); [MEEPLEPEAK@GMAIL.COM](#); [MELODY.DEMUTH@FOXNBREWERY.COM](#); [MIKE@MONARCH-DIRECT.COM](#); [MIKEATOZEN@GMAIL.COM](#); [mikev@breweryarts.org](#); [NEVADADAY@NEVADADAY.COM](#); [nhendee@carson.k12.nv.us](#); [NNVHOTSPOT@GMAIL.COM](#); [NONEVREPS@GMAIL.COM](#); [OFFICEMGR@AEDV.ORG](#); [ROWAN.COLGAN@YAHOO.COM](#); [SAMANTHA@PCCCARSON.ORG](#); [SASSABRATION@GMAIL.COM](#); [SGRECIAN3230@CHARTER.NET](#); [SHELBY.RILEY@DCFS.NV.GOV](#); [TANNISLAC@GMAIL.COM](#); [THESTREEFEKER@GMAIL.COM](#); [THETAPCC@GMAIL.COM](#); [TRTER100@GMAIL.COM](#); [VNLABN22@GMAIL.COM](#); [WEBSTERSD42@GMAIL.COM](#); [WALT@OWENS99.COM](#)
Subject: Carson City Special Event Updates
Date: Tuesday, December 27, 2022 4:04:00 PM
Attachments: [image001.png](#)

Good afternoon,

You were the event organizer for one of the special events held in Carson City during 2022. I am writing to let you know that there will be some changes relative to street closures for special events in calendar year 2023. Specifically, the Public Works Director will have the authority to close the following portions of streets / parking lots if the following criteria is met.

Closure Name	Criteria	Limitations	Street Closure Fee (Not-to-Exceed)
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I look forward to working with you and your team on special events in 2023.

Sincerely,

Hope Sullivan, AICP
Community Development Director

