



NORTHERN NEVADA PUBLIC HEALTH  
 ENVIRONMENTAL HEALTH SERVICES DIVISION  
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 www.NNPH.org

**Office Use Only**

Fee Paid \_\_\_\_\_  
 \_\_\_\_\_  
 Date Paid \_\_\_\_\_  
 Cash/CC/Check \_\_\_\_\_  
 Receipt No. \_\_\_\_\_

**APPLICATION FOR SPECIAL EVENTS  
 PROMOTER PERMIT**

**A late fee applies to applications not received with payment at least 14 days prior to the event.**

1. Applicant's Full Name: \_\_\_\_\_

2. Applicant's Address: \_\_\_\_\_

3. Person, Corporation or Partnership: \_\_\_\_\_

4. Name(s), Address(es) and Phone Number(s) of Partner(s):

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

5. Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

6. Begin Date & Time: \_\_\_\_\_ End Date & Time: \_\_\_\_\_

7. Event Location(s): \_\_\_\_\_  
 \_\_\_\_\_

8. Solid Waste Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

9. Liquid Waste Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

10. Power Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

11. Food Promoter: \_\_\_\_\_ Phone #: \_\_\_\_\_

12. Location(s) of and Contact for Three (3) Compartment Sinks: \_\_\_\_\_

13. Location(s) and Contact for Backup Refrigeration: \_\_\_\_\_

14. **REQUIRED ATTACHMENTS** (also see **Special Events Promoter Requirements on Reverse Side**):

- Event Layout       List of Food Vendors       Solid Waste and Recycling Plan

*I hereby consent to inspection by the HEALTH DISTRICT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with Section 170 of the Regulations of the District Board of Health Governing Food Establishments.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ORIGINAL | NNPH      YELLOW | FIELD COPY      PINK | APPLICANT

# SPECIAL EVENTS PROMOTER REQUIREMENTS

*A promoter permit is required if event attendance exceeds 5,000 people daily or more than 10,000 people total.*

As an event promoter, you're responsible to ensure the event complies with Northern Nevada Public Health [Regulations](#).

## AT LEAST 30 DAYS PRIOR TO EVENT

- OBTAIN SPECIAL EVENT PROMOTER PERMIT; PROVIDE THE FOLLOWING WITH APPLICATION:
- LIST OF ALL FOOD AND BEVERAGE VENDORS
  - List must be provided at least 15 days prior to start of event
  - Ensure that food vendors have [Temporary Food Permits](#) , [Annual Mobile Food Permits](#) or a [Cottage Food Registration](#) from Northern Nevada Public Health (NNPH) prior to operating at event
  - Mobiles must be able to return to their servicing area nightly, or a temporary food permit may be required.
- EVENT LAYOUT THAT INCLUDES THE FOLLOWING:
  - Locations of dumpsters, potable water source(s), wastewater tanks, restrooms, hand wash stations, grease collection, back-up refrigeration (if required), 3-compartment sink(s) (if required), power source (if required)
  - A layout is required for business license approval and submittal with the permit
- SOLID WASTE AND RECYCLING PLAN FOR CARDBOARD, GLASS, PLASTIC (PTE) AND ALUMINUM

## DURING EVENT

- PROVIDE POWER
  - Must be sufficient for food vendors to keep food at safe hot/cold temperatures
  - Provision of power must not present a hazard to the event patrons or vendors
- MAINTAIN TOILETS, WASTEWATER AND GREASE CONTAINERS
  - Ensure all wastewater and grease is contained during event and properly disposed of after event
  - Must have sufficient toilet facilities for anticipated attendance. Must provide temporary toilet and hand washing facilities if there are not enough seweried toilets available. (See restroom information and table on page 2)
- CONTAIN SOLID WASTE
  - Provide sufficient trash containment
  - Trash must be removed and hauled to a proper waste disposal facility by an approved/permitted solid waste hauler at a frequency that does not allow trash to attract pests, cause odors, or otherwise become a nuisance

## EVENTS SPANNING MULTIPLE CONSECUTIVE DAYS

- PROVIDE ANSI CERTIFIED 3-COMPARTMENT SINK FOR DISHWASHING
  - Must have hot and cold running water, drain stoppers, and large enough basins to completely submerge the largest food vendor equipment
  - Ensure sink is maintained and serviced during the event
- PROVIDE BACK-UP REFRIGERATION
  - Refrigerator truck or trailer, or walk-in refrigerator located inside a fixed permitted food establishment at event site

# SPECIAL EVENTS PROMOTER REQUIREMENTS

## NON-SEWERED TOILETS – SPECIAL EVENTS

| NUMBER OF PEOPLE | NUMBER OF HOURS FOR EVENT |     |     |     |     |     |     |      |      |      |
|------------------|---------------------------|-----|-----|-----|-----|-----|-----|------|------|------|
|                  | 1                         | 2   | 3   | 4   | 5   | 6   | 7   | 8    | 9    | 10   |
| 0-500            | 2                         | 4   | 4   | 5   | 6   | 7   | 9   | 9    | 10   | 12   |
| 1,000            | 4                         | 6   | 8   | 8   | 9   | 9   | 11  | 12   | 13   | 13   |
| 2,000            | 5                         | 6   | 9   | 12  | 14  | 16  | 18  | 20   | 23   | 25   |
| 3,000            | 6                         | 9   | 12  | 16  | 20  | 24  | 26  | 30   | 34   | 38   |
| 4,000            | 8                         | 13  | 16  | 22  | 25  | 30  | 35  | 40   | 45   | 50   |
| 5,000            | 12                        | 15  | 20  | 25  | 31  | 38  | 44  | 50   | 56   | 63   |
| 6,000            | 12                        | 15  | 23  | 30  | 38  | 45  | 53  | 60   | 68   | 75   |
| 7,000            | 12                        | 18  | 26  | 35  | 44  | 53  | 61  | 70   | 79   | 88   |
| 8,000            | 12                        | 20  | 30  | 40  | 50  | 60  | 70  | 80   | 90   | 100  |
| 10,000           | 15                        | 25  | 38  | 50  | 63  | 75  | 88  | 100  | 113  | 125  |
| 12,500           | 18                        | 31  | 47  | 63  | 78  | 94  | 109 | 125  | 141  | 156  |
| 15,000           | 20                        | 38  | 56  | 75  | 94  | 113 | 131 | 150  | 169  | 188  |
| 17,500           | 22                        | 44  | 66  | 88  | 109 | 131 | 153 | 175  | 197  | 219  |
| 20,000           | 25                        | 50  | 75  | 100 | 125 | 150 | 175 | 200  | 225  | 250  |
| 25,000           | 38                        | 69  | 99  | 130 | 160 | 191 | 221 | 252  | 282  | 313  |
| 30,000           | 46                        | 82  | 119 | 156 | 192 | 229 | 266 | 302  | 339  | 376  |
| 35,000           | 53                        | 96  | 139 | 181 | 224 | 267 | 310 | 352  | 395  | 438  |
| 40,000           | 61                        | 109 | 158 | 207 | 256 | 305 | 354 | 403  | 452  | 501  |
| 45,000           | 68                        | 123 | 178 | 233 | 288 | 343 | 398 | 453  | 508  | 563  |
| 50,000           | 76                        | 137 | 198 | 259 | 320 | 381 | 442 | 503  | 564  | 626  |
| 55,000           | 83                        | 150 | 217 | 285 | 352 | 419 | 486 | 554  | 621  | 688  |
| 60,000           | 91                        | 164 | 237 | 311 | 384 | 457 | 531 | 604  | 677  | 751  |
| 65,000           | 98                        | 177 | 257 | 336 | 416 | 495 | 575 | 654  | 734  | 813  |
| 70,000           | 106                       | 191 | 277 | 362 | 448 | 533 | 619 | 704  | 790  | 876  |
| 75,000           | 113                       | 205 | 296 | 388 | 480 | 571 | 663 | 755  | 846  | 938  |
| 80,000           | 121                       | 218 | 316 | 414 | 512 | 609 | 707 | 805  | 903  | 1001 |
| 85,000           | 128                       | 232 | 336 | 440 | 544 | 647 | 751 | 855  | 959  | 1063 |
| 90,000           | 136                       | 246 | 356 | 466 | 576 | 686 | 796 | 906  | 1016 | 1126 |
| 95,000           | 143                       | 259 | 375 | 491 | 607 | 724 | 840 | 956  | 1072 | 1188 |
| 100,000          | 151                       | 273 | 395 | 517 | 639 | 762 | 884 | 1006 | 1128 | 1251 |

## RESTROOM INFORMATION

Approved toilet facilities must be accessible and available within 200 feet, and no less than 50 feet of any temporary food establishment.

Hand washing facilities must be provided, stocked and maintained when non-sewered toilets are used.

An additional portable hand washing facility shall be provided for each incremental increase of 20 or more non-sewered toilets.