



Main Street Gardnerville Program Corporation
Policies and Procedures

SUBJECT: HERITAGE PARK GARDENS EVENT POLICY

HERITAGE PARK GARDENS ("HPG")/GARDNERVILLE ("TOWN") PROPERTY USE AND RESERVATION POLICY RULES AND REGULATIONS

1. Heritage Park Gardens Use and Reservation Policy:

The Main Street Gardnerville Board ("Board") defines and declares that, with the completion of the improvements to HPG, and the requests for public and private exclusive use of Heritage Park Gardens on Town property, HPG use requires a reservation policy for all persons desiring to use, promote, encourage or sponsor activities on town property.

The Board will, for events, allow for a public or private group or person to reserve HPG for such use, for limited amounts of time, pursuant to this policy and the following rules and regulations.

Any person desiring to use HPG for an event must first apply to the Main Street Gardnerville ("MSG") office for approval by the HPG Committee Chair and MSG Program Manager for the event within HPG.

2. Priority of Uses:

The Board establishes, in the first instance, that reservation of HPG shall be on a first come, first served basis. If an application is received, reviewed and approved, the application to use HPG shall take precedence over any other applications even if a later received application requests use of HPG for the same time period.

3. Application:

A completed "Reservation Form and Release of Liability and Indemnification Agreement" ("application") for use of HPG to conduct an activity or event, must be submitted in writing to MSG at least 10 business days prior to the event date and shall be accompanied by any fees and/or deposits established or required pursuant to this Policy.

4. Cancellations and Refunds:

Reservations may be cancelled for a full refund up to 5 business days prior to the scheduled use. If a reservation is cancelled with less than 5 business days remaining prior to the scheduled use, no refund will be given, except in extraordinary circumstances, extreme weather, natural disasters, or other acts of God, but any deposits made will be refunded.

5. Damage to Facilities:

Any applicant whose use of HPG causes damage or excessive wear and tear to HPG or its fixtures shall be required to reimburse MSG/the Town for all costs to repair, replace, restore, repaint or clean up the affected area to its original condition prior to the use. Any damage caused by HPG use beyond normal wear and tear shall cause any future application submitted by the same person or entity to be reviewed to determine if the applicant will be allowed to use HPG/town property and its facilities in the future.

6. Reservation Fee:

A \$50 fee is required to serve as a basic reservation fee for use of HPG. Checks made payable to Main Street Gardnerville.

7. Alcohol and Food:

Should the applicant desire to sell alcoholic beverages and/or food, the applicant must request permission from the Board on the application. Only beer or wine may be consumed at an event and/or during HPG/Town property use. The applicant shall obtain any other permits required for the selling alcoholic beverages and/or food, including but not limited to any liquor/food handling permits required by Douglas County, and proof of compliance with such permit requirements must be submitted with the completed application within the time for submitting the application as set forth in this Policy.

8. Insurance: At the time of this report, we are waiting on input from Town's Insurance Carrier. Main Street's Insurance Carrier recommended we have a written agreement between our program and the town for use of the property.

As per the Town policy: As part of the application, each applicant shall supply proof of insurance as required below, unless the applicant is a local government entity sharing the same liability insurance as the Town, in which latter instance Town staff shall verify the status of the local government entity and the liability insurance of such entity. Subject to the immediately preceding sentence, comprehensive general liability insurance naming the Town as an additional insured and certificate holder with minimum limits of insurance of \$1 million for each occurrence and \$1 million annual aggregate will be required for any Town park use when 1) the event is open to the public; 2) a fee is charged; 3) the very nature of the event and/or the number of applicants require(s) liability insurance; 4) alcoholic beverages are to be sold; and/or 5) as recommended by the Town Manager to the Board and/or as determined by the Board. Insurance coverage must include premises, operations, products and completed operations, at a minimum.

9. Miscellaneous Use Rules:

Winter Restroom Use: The applicant will be charged \$50.00 if park restroom use is required from the time period of the day immediately after Thanksgiving until March 31 of the next year.

Damage or Destruction of Town Property: No person shall intentionally damage, destroy, remove or modify any MSG/Town property.

Music: Amplified music must have prior approval.

Tents, Canopies, Awnings, etc.: Erection of tents, canopies, awnings, or other like structures must be preapproved. Bounce houses, dance floors, or tents larger than 20 ft. by 20 ft. may be subject to additional security deposits and/or insurance coverage, at the discretion of the Board and as recommended to the Board by the Town Manager.

Firearms, Crossbows, Air Rifles, and Fireworks: The discharge of firearms, crossbows, air rifles or fireworks is strictly forbidden.

Camping: Camping is not permitted on Town property. Exceptions may be granted at the sole discretion of the Board.

All Other Laws: An applicant requesting to use Town property for an event is responsible for complying with all federal, state, and county laws and ordinances, including the Nevada Revised Statutes, the Nevada Administrative Code, and the County Code for Douglas County, Nevada ("Douglas County Code"). This includes but is not limited to any outdoor festival permits, liquor licenses, etc. required by the U.S. government, the State of Nevada, Douglas County - Nevada, or the Town of Gardnerville. The Town shall provide a copy of this Policy to the applicant at the time of furnishing an application.