

Special Events Promoter Requirements

1. In addition to a business license, promoters must obtain a Special Event Permit from the Washoe County Health District (WCHD) if the event attendance exceeds 5,000 people daily or more than 10,000 people total, unless expressly exempted by WCHD from permit requirements.
2. Provide power in sufficient amount to food vendors to meet their needs to keep food at proper temperatures. Ensure that provision of power does not present a hazard to the event patrons or vendors.
3. For multiple day events, back-up refrigeration must be available to food vendors in case of power failure. Ensure this requirement by utilizing a refrigerator truck or a walk-in refrigerator in an annual permitted food establishment that is at the event site.
4. For multiple day events, provide an NSF Standard 3-Compartment Sink with hot and cold running water and drain, with large enough basins to completely submerge the largest food vendor pans. Ensure that the sink is maintained and serviced during the event.
5. Provide a list of food vendors and ensure that food vendors have Temporary Food Permits or Annual Mobile Food Permits from the Washoe County Health District (WCHD) prior to operating at event. WCHD does not honor permits from outside jurisdictions.
6. Ensure all wastewater and grease is contained at the event and sufficient toilet facilities are provided for anticipated attendance. Toilets, wastewater and grease containers must be maintained and serviced during the event.
7. Ensure all solid waste is contained at the event and provide sufficient waste containment, pickup and recycling for plastic, aluminum and cardboard as generated.
8. Provide an event layout that ensures all setback and placement regulatory requirements are met. A layout is required for business license approval and for submittal with the permit.

As an event promoter, you are responsible to ensure the event complies with Washoe County Health District Regulations. Each event is reviewed by Health District staff for licensure. Regulations apply to every event regardless of the Promoters Permit requirement. Regulations can be accessed under Section 170 at:

<http://www.washoecounty.us/health/regulations.php>