



Special Event on City Property Permit Description

The City of Elko encourages Special Events within the city limits provided the applicant complies with all applicable City Code requirements to ensure a safe event for the sponsors and the public.

This application is for those special events open to the general public when the event requires closure of any city street, alley, right-of-way, or public property which is owned or controlled by the city and may or may not include vendors. This application must be **approved by City Council**, therefore the application must be completed **30 days prior** to the event date.

Please read the application instructions and follow the application checklist carefully. This application requires the sponsor to include a liability insurance policy in the amount of \$1,000,000.00 with the City named as additional insured. This application also requires a sales tax or use permit from the State of Nevada. If alcohol will be served a special event liquor application is required. Elko Police Department requires approval be obtained in person at 1448 Silver Street. The fee is \$34.50 per vendor (unless they have a City of Elko business license or are a non-profit).