



# Temporary Health Permit Event Coordinator (EC) Application - **Body Art**

**\*\*An Event Coordinator is required if there is more than one booth at the event\*\***

Type or print clearly – Incomplete applications will be denied

Event Information			
Name of Event:			
Event Location/Address:			
Event Date(s):		Event Hours:	

Contact Information	
EC Business Name:	
EC Billing Address:	
City, State ZIP Code:	
EC Business Phone:	
Contact Name:	
Contact Phone Number during event:	
Email Address:	

Booth & Artist Information	
<b>Number of Booths:</b>	<b>Number of Artists:</b>
<p>The Event Coordinator (EC) is responsible for each booth's compliance with the applicable regulations and operations procedures over the span of the event. It is the responsibility of the EC to know what is required of the operator/vendor applying for a Special Event Health Permit. This includes:</p> <ul style="list-style-type: none"> <li>• Location of hand washing facility</li> <li>• Floor space (square feet) of the booth</li> <li>• Light source used (lamps, headlamps) for procedures</li> <li>• Sterile instruments: Pre-packaged, pre-sterilized, disposable instruments and the manufacturer of the equipment <b>OR</b> Operator sterilized instruments (ensure spore test is completed within thirty (30) days of the special event and a copy is provided to the Health District)</li> <li>• Sanitizer used on counter tops, chairs and work area (chlorine, quaternary ammonium or phenol based)</li> <li>• Disposal method of all sharps and bio-hazard wastes</li> </ul>	

Fees	
<p>Application AND Fee must be received by the office at least thirty (30) calendar days <b>PRIOR</b> to the event or a late fee will be assessed.</p> <p><b>ALL PERMIT FEES ARE NONREFUNDABLE – NO EXCEPTIONS.</b></p>	
Fee with 30 days advance notice	<b>\$290.00</b>
<p>Make Cashier's Check or Money Order payable to: Southern Nevada Health District            Personal &amp; Business Checks <b>NOT</b> accepted.            Cash, Visa &amp; Master Card accepted <b>in-person ONLY.</b></p>	

Mailed applications must be received no later than thirty (30) days prior to the event – **No Exceptions.**

Apply in-person at:  
**333 N. Rancho Dr. #450**  
**Las Vegas, NV 89106**  
**Monday – Friday 8am-4pm**  
**(except on holidays)**

The Event Coordinator is responsible for meeting all requirements as set forth in the applicable sections of the *Southern Nevada Health District Regulations Governing the Sanitation of Body Art Establishments.*

[www.southernnevadahealthdistrict.org/body-art/regulations.php](http://www.southernnevadahealthdistrict.org/body-art/regulations.php)

**I UNDERSTAND THAT FAILURE TO COMPLY WITH ALL APPLICABLE REGULATIONS MAY RESULT IN IMMEDIATE REVOCATION OF THE EVENT COORDINATOR SPECIAL EVENT HEALTH PERMIT.**

Event Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<p>Mail application &amp; payment to:  <b>SNHD EH Rancho - Special Programs, P.O. Box 3902, Las Vegas, NV 89127</b>  <b>Phone (702) 759-0677 ▶ Fax (702) 759-1486 ▶ Email <a href="mailto:bodyart@snhdmail.org">bodyart@snhdmail.org</a></b></p>
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