

Olivehurst Public Utility District



Agenda Item Report

Meeting Date: May 16, 2024

Item description/summary:

Consider approving the special event request made by Metanoia Community Church for an event at Olivehurst Community Park.

Metanoia Community Church would like to have a Music Concert/Youth Rally at Olivehurst Community Park on Saturday, September 21, 2024, from 3pm to 8pm with set up on Friday, September 20, 2024, at 10am and clean-up on Sunday September 22, 2024, at 10:00 a.m. They will have approximately 1500 participants at the event with 25 staff. A deposit has not been taken, Insurance has not been received by the applicant or any of the vendors. An event of this magnitude was approved by the Board last year. The event was a great success with no problems or damage to the park.

Fiscal Analysis:

Employee Feedback

Sample Motion:

Move to approve the special event request made by Metanoia Community Church for an event at Olivehurst Community Park.

Prepared by:

Bri Anne Ritchie, Board Clerk



OLIVEHURST PUBLIC UTILITY DISTRICT

Business Office
1970 9TH Avenue/P.O. Box 670
Olivehurst, CA 95961
Phone (530) 743-4657 Fax (530) 743-3023 www.opud.org

Application must be submitted to Business Office a minimum of 30 business days prior to date of event.

Special Events Application/Permit

(YOU MUST HAVE YOUR COPY OF YOUR PERMIT IN POSSESSION DURING EVENT)

Applicant Information	
Organization/Group: <u>Metanoia Community Church Olivehurst</u>	Address: <u>4240 Dan Ave Olivehurst, Ca. 95961</u>
Type of group: <input type="checkbox"/> Individual <input type="checkbox"/> Business/Commercial <input checked="" type="checkbox"/> Non-Profit Organization, ID number: <u>84-2324326</u>	
Phone #: <u>916.583.1176</u>	Email Address: <u>Gina@olivehurst.church</u>
Person(s) responsible and can make changes or cancel: <u>Gina Diehl and OR Brian Diehl</u>	Contact person(s) "on site" day of and phone #: <u>Gina Diehl 916.583.1176</u>
Deposit check refund payable to: <u>Metanoia Community Church Olivehurst</u>	
Event Information:	
Event name: <u>Let's Go Youth Rally</u>	
Event location: _____	
Event date: <u>September 21st, 2024</u>	
Event time: Start: <u>3pm</u> a.m. / p.m.	End: <u>8pm</u> a.m. / p.m.
Set up: Date: <u>9/20/2024</u> Time: <u>10am</u>	Clean up: Date: <u>9/22/2024</u> Time: <u>10am</u>
Clean up completed by: <u>Metanoia Community Church Olivehurst</u>	Phone: _____
Estimate: Number of Participants: <u>1500</u>	Spectators: <u>25</u> Staff: <u>25</u>
Description of Event: <u>Let's Go Youth Rally is a 4 hour fun for the whole family event; with professional skate demos, graffiti artists, 3,000 square foot kids</u>	
<u>Food trucks/vendors with community organizations/schools involved. I.e. LHS Marching Band etc.</u>	
Will there be any fenced areas? Yes _____ No <u>X</u> If yes, please describe: _____	
Will there be a tent, canopy, or other temporary structure at your event? Yes <u>X</u> No _____ If yes, please describe: <u>10x10 booth spaces along side fence of baseball Diamond, as well as a 40/30 professional stage on the soccer field.</u>	
There are no vehicles allowed on turf areas of District property. Must hand cart items onto turf.	

Event Information Continued

What is your cleanup plan after the event? _____

As we do at each event, we make sure all trash and debris is removed and we leave the park even better then when we find it.

(Hourly cleaning rates will be deducted from deposit/cleaning fee is extra cleaning is required.)

Entertainment Information

Will you be using a public address system or any other type of amplified sound equipment? Yes No _____

If yes, provide a detailed plan for all electronics including music, public address systems, etc.: Singly put- everything will
Be ran on generators

Will you event have a DJ or live music? Yes No _____

Please describe any live entertainment staging or dance floor that will be part of your event: _____

Stage will be set up same place each year.

On the lawn In front of the restrooms. Live bands local community groups will perform from the main stage.

Will you have inflatables at your event? Yes No Text If yes, please describe: _____

Yea we have 3-6 inflatables

(No inflatables that utilize or involve water is allowed on any of the grass areas.)

Name of Inflatable Vendor: Private vendors

Contact Information: _____

Food / Beverage / Vendor Information

Will there be any vendors or contractors operating a booth, shop, or mobile operation during event? Yes No _____

(The event organizer is responsible to make sure vendors are following state, county, and local requirements.)

If yes, provide number of vendors 30 and vendor type(s): Food, and informational for local community
organizations ions

(Must provide copies of all permits and written approvals from other agencies that may be required prior to conducting event.)

Will you be charging fees to participants? Yes _____ No

If yes, please describe: _____

Will your event have Food Vendors? Yes No _____

(If yes, all proper licensing and permit requirements must be meet per Yuba County Code/Ordinance. Please contact Yuba County Health Department for requirements and permit questions.)

Does your event involve the sale or consumption of alcoholic beverages? Yes _____ No

If yes, must provide valid ABC license and provide licensed security information.

(Security is required when alcohol is being sold or consumed. 1 Guard per every 250 guests present.)

Food / Beverage / Vendor Information Continued

If yes, please describe: _____

(Fencing around area where alcohol is being sold and consumed is required.)

Licensed Security Company Name: _____

Address: _____

Contact Person: _____
Phone: _____
Email: _____

Describe how you will ensure that alcoholic beverages will be consumed only by people 21 years or older: _____

Alcoholic beverages will be served from _____ a.m. / p.m. to _____ a.m. / p.m.

Who will be serving the alcoholic beverages? _____

Which type of alcohol will be served? (Please circle):

Beer / Wine

Liquor

Please provide a plan for the disposal of all wastewater and other liquids including alcohol to keep them from entering the District's storm drains. Dumping on Park turf and down District drains is prohibited.

Liquor Liability Insurance will be required only when alcohol is provided in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and will be included with your General Liability Insurance. (See OPUD Special Event Policy for all requirements).

Health and Safety Information

Will portable toilets and handwashing stations be required? Yes No _____

(If yes, see OPUD Special Events Policy regarding portable toilets.)

Permittees are required to provide portable toilets at locations where no permanent facilities are in place and/or when "total attendance" (including organizers, participants, volunteers, and spectators) exceeds restroom facility capacity. The ratio of users per portable toilet is 100 to 1. OPUD requires that all portable toilets and handwashing stations be placed in the parking lot of the parks for an event. At no time are portable toilets and handwashing stations allowed on park turf or sidewalks.

(The Americans with Disabilities Act requires that 10% of all portable toilets be ADA accessible.)

Portable Restroom Company Name:
Ben's Toilets
Phone: _____

Address: _____

Will Dumpsters be required? Yes No _____

(See OPUD Special Events Policy regarding dumpster requirements.)

(Costs associated with removal of any excessive trash that is left over or additional clean-up from the event that is required will be deducted from the deposit/cleaning fee. Should the deposit/cleaning fee be fully exhausted, an invoice will be charged to the special event permittee.)

Wastewater – Please provide a plan for the disposal of all wastewater and other liquids to keep them from entering the District's storm drains. Dumping wastewater down District drains is prohibited.

Event	Fees
Minor Event	\$125 with application
Major Event	\$250 with application

- A **Minor Event** – This type of event is defined as a public event which requires completion of a Special Event Application and a Special Event Permit. The Special Event Application will go before the Parks Committee for review and approval. Other items may be required depending on the type of special event. Fees and deposit/cleaning fees of \$200 are due at submittal of application.
- A **Major Event** – This type of event is defined as a public event which may include the sales/consumption of alcohol. This type of event requires the completion of a Special Event Application, a Special Event Permit and must go before the Parks Committee for review and then moved to the Board for review and approval. Other items may be required depending on the type of special event. Fees and deposit/cleaning fees of \$500 are due at submittal of application.

ADA Accessibility

Special Events must be assessable to persons with disabilities. Please visit www.ada.gov for additional information.

ADA Parking: There is ample accessible public parking available on a first come, first serve basis to vehicles displaying a handicap plate or placard.

Emergencies: Should an emergency arise; staff and volunteers will assist in making calls to get assistance. There should be a First Aid box at each Special Event.

Restrooms: If porta-potties are needed to be brought in for a Special Event, the organizer will ensure that at least one or 10% (whichever is greater) will include ADA compliant features.

Service Animals: Yuba County Environmental Health code prohibits animals near the food service areas; however, service animals are allowed. Your event accommodates all participants and visitors, including those with special needs.

Please describe how you will make your event accessible to disabled individuals: ADA porta potties
ADA parking, on site help if needed.

Event Map

An **Event Map** of your event **must be included with your application** identifying the location of all items listed below that apply to the event in order to accept application. Map **must** be a **Google image** type of map. **(No hand drawn maps accepted.)** It is important for OPUD staff to have a clear understanding of the event to permit.

- Entertainment and/or stage locations & sound amplification – location of amplifier and all speakers. *last year's map.*
- Electricity, water, and generators
- Alcoholic beverage concession area(s) including fencing with entrance and exit (if being sold, a one-day liquor permit is required and must be displayed)
- Non-alcoholic beverage, food concession area(s) & Merchandise sales area(s).
- Portable toilets (Indicate number of toilets 10).
- Trash container (# of trash cans 16-20; # of dumpsters 0).
- Emergency response routes

Insurance Requirements

Applicant must provide Olivehurst Public Utility District a properly worded Certificate of Insurance from an insurance company licensed to do business in the State of California as proof of possession of general liability, owner, landlords and tenants, or general homeowners insurance, providing for personal injury, death and property damage in the amount of not less than \$1,000,000.00 per occurrence and a \$2,000,000.00 aggregate. In the case of other than private use, said certificate shall also provide as additionally insured the Olivehurst Public Utility District, its officers, agents, and employees. Such insurance will be primary coverage for any liability arising from applicants' use of the facilities. The certificate must cover all dates and hours of facility use. INITIAL HERE GMD

Changes and Cancellation Policy

Should you, for any reason, need to cancel your event, you must first notify the Board Clerk/Executive Assistant. All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be emailed, mailed, or hand delivered. The Special Event Application/Permit fee is non-refundable and non-transferrable. INITIAL HERE GMA.

Indemnification

Event sponsor agrees to indemnify and hold harmless the Olivehurst Public Utility District, its officers, agents, employees, and volunteers from and against injury, damage, claims, actions or suits arising out of the special event, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the Olivehurst Public Utility District from and against any injury, damage, claims, actions or suits arising out of or connected with the special event.

Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement. Failure to comply with the terms and conditions of the Special Event Permit may result in cancellation or early termination of the special event and forfeiture of the deposit.

<u>Gd</u>	Event sponsor agrees to abide by the Olivehurst Public Utility District Insurance Requirements attached hereto on page 4.
<u>Gd</u>	Event sponsor agrees, upon request, to pay the refundable deposit/cleaning fee.
<u>Gd</u>	Event sponsor agrees to pay the Olivehurst Public Utility District all costs the District may incur as a result of any failure to fully comply with all of these conditions.
<u>Gd</u>	Event sponsor agrees to abide by all of the terms and conditions contained in this application, and any permit(s) issued in connection with the special event. Including ADA requirements.
<u>Gd</u>	Applicant declares under penalty of perjury of the laws of the State of California that the information provided in this special event application is true and correct to the best of applicant's knowledge. Applicant further acknowledges that the special event may be cancelled if this application contains any intentional misrepresentations.
<u>Gd</u>	Issuance of a Special Event Permit does not absolve the applicant from obtaining local, state, or federal approvals or permits.
<u>Gd</u>	I and/or my organization further expressly certify that I and/or my organization will be responsible for any damage or loss sustained to the grounds, buildings, or equipment occurring, or unusual clean-up required, as a result of my and/or my organization's use of the facility. It is understood and agreed that applicant/organization will clean up all decorations and trash or cleaning deposit will be forfeited. No personal vehicles are allowed on park grass areas as grass and sprinkler heads can be damaged.
<u>Gd</u>	I have read and understand the attached OPUD Special Events Policy
<u>Gd</u>	Applicants signature below signifies that applicant has read and understands ALL the rules and regulations.

In accordance with Section 313 of the California Corporations Code, any document executed by a corporation requires a signature from at least one person from each of the following two groups:

Group One

Chairman of the Board
President or Vice President



Group Two

CEO
Secretary or Treasurer



If an officer holds a title in each of the above groups (dual title), that officer may sign for each of the groups by two separate signatures with the appropriate title listed with his or her signature.

BY: _____

Date: _____

Print Name: _____

Title: _____

BY: _____

Date: _____

Print Name: _____

Title: _____

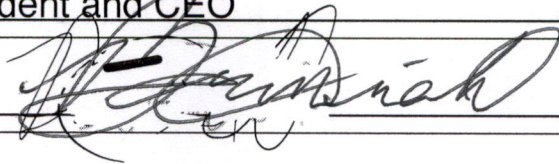
Agreement and Signature

I, the undersigned representative, have read the rules and regulations with reference to this application. The information contained herein is complete and accurate.

Name (Printed):

Brian R. Diehl President and CEO

Signature:



Date:

2/16/2024

FOR OFFICIAL USE ONLY:

Application Received on: 3/27/24

Fees Submitted: \$125

Application/Permit Fee \$ 125

Deposit/Cleaning Fee \$ _____

Amount Refundable: \$ _____

Paid for: Cash Check # 1048

Insurance Provided: Yes No

Food Sale/Use: Yes No

Alcohol Sale/Use: Yes No

Law Enforcement Notified: Yes No

Permits/Written Approvals: Yes No

ABC License: Yes No

Licensed Security: Yes No

Restrooms Provided: Yes No

Dumpster Provided: Yes No

Remarks: _____

Additional Documents Needed: _____

Parks Committee:

Approved: Disapproved:

OPUD Board :

Approved: Disapproved:

Processed by: _____ Date: _____

Water Bounce Houses X4

10X10 Vendors

