

Olivehurst Public Utility District



Agenda Item Report

Meeting Date: May 19, 2022

Item description/summary:

Consider approving the special event request made by SactoMofo, Inc. for multiple events at Eufay Woods, Sr. Park.

SactoMofo, Inc. would like to hold multiple Plumas Lake 2nd Saturday Picnic in the Park events at Eufay Woods, Sr. Park on the second Saturday of every month from May 13th through October 2023, from 4:30 p.m. to 10:30 p.m. They will have an unknown number of participants at the event and would like to serve alcoholic beverages to those who attend. The insurance information and security company information has been furnished; however, a deposit has not been taken and the ABC license has not been provided and insurance for other participants has not been received.

They would like to reserve all the picnic benches under the fixed gazebo. The Parks Reservation policy only allows for 3 picnic benches to be reserved at a cost of \$50 per every 2 hours of reserved time.

They would also like to block off a portion of the parking lot on Zanes the Friday night before the events to ensure room for the food trucks.

There are a couple of potential conflicts for this event. One would be the Plumas Lake Little League setting up their fireworks booth in the location where the food trucks would be parked. To eliminate the conflict, the food trucks can park further down in the parking lot. The other conflict would be park table reservations for birthdays and other events where they have bounce houses and wish to utilize the area where this event would take place and be blocked off by a removable fence.

The Board has approved a single event of this kind where alcohol is served, but not in this particular location of the park. Food trucks have also been approved, but not in this parking lot of the park.

Fiscal Analysis:

Need to determine if the park table reservation fee will be charged and if they are allowed to reserve all picnic tables as there could be a potential conflict with the public wishing to reserve for birthday parties and other events.

Employee Feedback

This event has the support of Supervisor Gary Bradford and the support of the parks committee.

Sample Motion:

Move to approve the special event request made by SactoMofo, Inc. for the 2nd Saturday Picnic in the Park events at Eufay Woods, Sr. 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)

Organization/Group: SactoMoFo Inc. Contact Person(s): Paul Somerhausen

Contact Phone #(s): 916-400-3978 Email: paul@sactomofo.com

Event Location (name of park/facility) Eufay Wood Spray Park, Zane drive side

Name/Type of Event: Plumas Lake' 2nd Saturday Picnic in the Park Date(s) of Event May 13, and 2nd Saturdays til Oct.

Hours of event: 430 pm am /pm - 1030 pm am/pm (Include set up and clean up time)

Estimate: Number of Participants: TBD Spectators: _____ Staff: 4-6

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

If yes, provide a detailed plan for all electronics including music, public address systems, etc.: _____
We will have amplified music for a live music act, and a MC to manage event between musical sets

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

If yes, provide number of vendors 12-15 and vendor type(s): food, clothing, jewelry, etc

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

Will alcoholic beverages be served or given away? Yes xxx No _____ If yes, must provide valid ABC license and provide licensed security. (Per OPUD Special Events Policy)

Is this a for-profit or non-profit event: For profit Will you be charging fees to participants? Yes _____ No xxx

Will dumpsters be required: Yes _____ No xxx Will portable toilets be required: Yes _____ No xxx

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

INSURANCE: 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. 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 ^{PS} _____.

Any change, alteration or modification of intended use must be approved by Olivehurst Public Utility District. Change can result in cancellation of use. Any misrepresentation of your group or use, or failure to comply with Special Events Policy may result in expulsion from the park. INITIAL HERE ^{PS} _____.

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT APPLICANT/ORGANIZATION SHALL SAVE, KEEP AND HOLD HARMLESS OLIVEHURST PUBLIC UTILITY DISTRICT, ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS FROM ALL DAMAGES, COSTS OR EXPENSES IN LAW OR EQUITY THAT MAY AT ANY TIME ARISE OR BE SET UP BECAUSE OF DAMAGES TO PROPERTY OR PERSONAL INJURY RECEIVED BY REASON OF OR IN THE COURSE OF USING OR OCCUPYING THE FACILITY. INITIAL HERE ^{PS} _____.

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, BUILDING, OR EQUIPMENT OCCURRING, OR UNUSUAL CLEAN-UP REQUIRED, AS A RESULT OF MY AND/OR MY ORGANIZATION'S USE OF THE FACILITY. AMOUNT OF CLEANING DEPOSIT WILL BE BASED ON TYPE AND SIZE OF EVENT. 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. INITIAL HERE ^{PS} _____.

I have read and understand the attached OPUD Special Events Policy INITIAL HERE ^{PS} _____.

Signature of Individual/Representative Paul Somerhausen

FOR OFFICIAL USE ONLY: Application/Permit Fee \$ _____ Amount Refundable \$ _____ Cash Check # _____
Insurance: Yes No Food Sale/Use _____ Alcohol Sale/Use _____ Law Enforcement Notified _____
Permits/Written Approvals: _____ ABC License: _____ Licensed Security: _____
Approved: Disapproved: Remarks: _____ Cleaning Deposit \$ _____
Processed by: _____ Date: _____



Zanes Dr

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FOOD TRUCKS

Booth Vendors

Bar area

Fusion Early Learning Preschool

Plumas Lake Child Development Center

Band

