

Olivehurst Public Utility District



Agenda Item Report

Meeting Date: October 19, 2023

Item description/summary:

Consider approving the special event request made by South Yuba County Sunrise Rotary Club for an event at Eufay Woods, Sr. Park.

South Yuba County Sunrise Rotary Club would like to have a Christmas Tree Lighting event at Eufay Woods, Sr. Park on Sunday, December 3, 2023, from 5:00 p.m. to 9:00 p.m. They will have approximately 250 participants. A deposit has not been taken and liability insurance has not been received. Events like these have been approved in the past.

They are requesting to waive the special event application fee of \$125.00

Fiscal Analysis:

Employee Feedback

Sample Motion:

Move to approve/disapprove the special event request made by South Yuba County Sunrise Rotary Club for an event at Eufay Woods, Sr. Park and waiver of the special event application fee.

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>South Yuba County Sunrise Rotary Club</u>	Address: <u>PO Box 5664 Marysville, CA 95901</u>
Type of group: <input type="checkbox"/> Individual <input type="checkbox"/> Business/Commercial <input type="checkbox"/> Non-Profit Organization, ID number: _____	
Phone #: <u>530-575-2005</u>	Email Address: <u>jared.hastey@gmail.com</u>
Person(s) responsible and can make changes or cancel: <u>Jared Hastey</u> <u>Patrick Meagher</u>	Contact person(s) "on site" day of and phone #: <u>Jared Hastey 530-575-2005</u>
Deposit check refund payable to: <u>South Yuba County Sunrise Rotary</u>	

Event Information:	
Event name: <u>Plumas Lake Christmas Tree Lighting</u>	
Event location: <u>Eufay Woods Park</u>	
Event date: <u>12/3/2023</u>	
Event time: Start: <u>6:00</u> a.m. <input checked="" type="radio"/> p.m.	End: <u>8:00</u> a.m. <input checked="" type="radio"/> p.m.
Set up: Date: <u>12/3/2023</u> Time: <u>5:00pm</u>	Clean up: Date: <u>12/3/23</u> Time: <u>8:00pm</u>
Clean up completed by: <u>9:00pm</u>	Phone: _____
Estimate: Number of Participants: <u>250</u>	Spectators: _____ Staff: _____

Description of Event: We will light the tree. Pass out hot cocoa and cookies. Santa will come. DJ will play music.

Will there be any fenced areas? Yes _____ No If yes, please describe: _____

Will there be a tent, canopy, or other temporary structure at your event? Yes _____ No If yes, please describe: _____

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? Trash will be picked up. Tree lights/timer will remain until after christmas.

(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.: DJ will have speakers and play music.

Will your event have a DJ or live music? Yes DJ No

Please describe any live entertainment staging or dance floor that will be part of your event: none

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

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

Name of Inflation Vendor: _____

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 _____ and vendor type(s): _____

(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 met 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: _____

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 even 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.

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 

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.

- Event sponsor agrees to abide by the Olivehurst Public Utility District Insurance Requirements attached hereto on page 4.
- Event sponsor agrees, upon request, to pay the refundable deposit/cleaning fee.
- 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.
- 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.
- 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.
- Issuance of a Special Event Permit does not absolve the applicant from obtaining local, state, or federal approvals or permits.
- 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.
- I have read and understand the attached OPUD Special Events Policy
- 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:

<u>Group One</u>	<u>Group Two</u>
Chairman of the Board	CEO
President or Vice President	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): Jared Hastey

Signature:  Date: 9/25/23

FOR OFFICIAL USE ONLY:

Application Received on: _____ Fees Submitted: _____

Application/Permit Fee \$ _____ Deposit/Cleaning Fee \$ _____ Amount Refundable: \$ _____

Paid for: Cash Check # _____

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: _____

DJ

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↑ Tree

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Santa

