



Olivehurst Public Utility District (OPUD)

Special Events Policy

Effective: 04/20/23
Rev 1

Purpose

The purpose of this policy is to establish specific guidelines that OPUD will use in the process of issuing permits for special events on public park grounds. The policy is intended to ensure equitable access to park facilities and to promote a diverse range of organized activities. It also is intended to ensure safety and balance the needs of park users, special event organizers and participants, and the communities surrounding parks. The provisions of the policy do not apply to OPUD-sponsored events. The provisions of the policy may be waived at the discretion of the OPUD Board of Directors.

Definitions

For the purposes of this policy, the following definitions shall apply:

- Olivehurst Public Utility District (OPUD) – Shall be referred to as “the District”.
- OPUD Board of Directors – Shall be referred to as “the Board”.
- OPUD Employees – Shall be referred to as “Staff”.
- Parks Department Committee – Shall be referred to as “the Committee”.

Special events are defined as events on public park property that have any of the following complex components:

- Food events, music events, or any other gathering of similar nature.
- Need for security.
- Use of elevated stages or other temporary structures (i.e. bleachers, platforms) that are built on site.
- A gathering of 50 or more people.

Events that have any of the following complex components may require a special event permit:

- Live entertainment.
- Barbeques/open flames.
- Generators (for party jumps)/electrical distribution.
- Food or beverage (both alcoholic and non-alcoholic) sales (including giving away or providing samples of food or beverages)
- A fee of any kind or amount is charged.
- A service of any type is provided.

Criteria for approval of Special Events

Special events submitted to the District for approval must meet certain criteria to be eligible for consideration.

- Events must be compatible with all District and County Ordinances.
- Proposed event site must be able to accommodate the event.
- The proposed event must adhere to all local, state and federal statutes, as well as all Sheriff Department, Fire Department and County Public Health codes.
- The preparation for or the conduct of the proposed event will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the Staff’s ability to perform municipal functions or furnish District services in the vicinity of the permit area.

Committee Review

The Committee, during review of the application shall consider, but not be limited to, the following:

- Compliance with this policy.
- Impact on natural resources and other park users.
- Extent of Staff involvement required to facilitate the event.
- Past history of the sponsor in conducting special events.
- Applicant's past experience with planning and implementing similar events.
- Purpose of the event.
- Impact upon, and permits or approvals required by, other agencies.
- Day and month of the event.

Permit – Standards for Issuance

Staff shall issue a permit hereunder when:

- The proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park;
- That the proposed activity or use will not unreasonably interfere or detract from the promotion of public health, welfare, safety, and recreation;
- All conditions including, where applicable, the payment of fees and/or deposits, approval of the Committee or Board of Directors, and insurance coverage, are met;
- The proposed activity or use is not reasonable anticipated to incite violence, crime, or disorderly conduct;
- The proposed activity or use will not entail unusual, extraordinary, or burdensome expense or security operation by the District; and
- The facilities desired have not been reserved for other use.

Site requirements

- The proposed event will be of a nature and size appropriate to the proposed venue, location or site, and will occur during a time period approved for that venue or site.
- The proposed event must not present a substantial or unwarranted safety, noise, or traffic hazard.
- The proposed event will not cause other adverse impacts on health or safety to surrounding residential or commercial uses, which cannot be effectively mitigated.

Application Process & Deadlines

All special event organizers will be required to fill out a "Special Events Application/Permit". Applications shall be submitted by the event organizer at least 30 days prior to the proposed date of the special event.

1. Board Clerk/Executive Assistant will conduct review of application. At the time of application submittal, the application fee is due and payable. Said application fee is non-refundable and non-transferrable.
2. Application will go to committee for review at the next month's committee meeting. If approved by the committee, the deposit/cleaning fee will be due and payable.
3. Should application be referred to the Board for consideration, more information will be requested. At this time, you will be notified if your event requires any additional information, clarification, permits, agreements, insurance, event location map, security contracts, etc. Delays in providing additional information could delay the ability to approve the application/permit in a timely manner thus resulting in denial of the application.

4. Other District Department fees may apply to your event. These fees will be deducted from the deposit/cleaning fee at the end of the event.
5. Prior to permitting the event all fees must be paid in full and agreements executed.

*Note: Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your event based on the availability of services or other circumstances. **You are encouraged not to advertise your event until final approval for the District has been received.**

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.

Terms & Conditions

- 1) If a special event application is approved, a special event permit will be issued to the applicant. This permit will outline specific requirements of the applicant in order for the event to proceed. Below is a list of typical event conditions. Additional conditions may be required based upon the characteristics of the event, including size, location and nature.
 - a) The applicant shall obtain, and present to the District, copies of all permits and written approvals from other agencies that may be required prior to conducting the event.
 - b) The applicant shall estimate on the application the number of participants that will take part in the event. To Be Determined (TBD) will not suffice.
- 2) Special Event Filing & Permit Approval
 - a) After receiving a special event application approval from the Committee or Board of Directors, the submission of permit and other applicable fees is required to reserve a future special event date and time.
 - b) The submission of a filing fee should not be construed as a special event approval or a confirmation of a special event date.
 - c) Event organizers should not assume special events are approved based on the previous year's event approval.
 - d) All special event coordinators for new events and annual events are required to complete the entire special event process for each event date.
 - e) Special events will not be advertised to the public prior to the approval of the special event.
- 3) Special Event Insurance
 - a) All special event applicants must obtain a Certificate of Insurance specifically naming the ***Olivehurst Public Utility District*** as additionally insured. This document must be signed, a stamped signature will suffice.
 - b) All special event applicants must obtain a General Liability Certificate of Insurance in an amount no less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
 - c) Liquor Liability (only when alcohol is provided) needs to be added to a General Liability Certificate of Insurance in an amount no less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
 - d) Policy must be primary and non-contributory.
 - e) Policy must contain a waiver of subrogation.
 - f) A 30-day notice of cancellation (10 days for non-payment) must be provided.
 - g) The policies may not contain language which prohibits additional insured or other Insurers from satisfying the self-insured retention or deductible.

- h) All Self-Insured Retentions must be listed on the certificate.
- 4) Other Jurisdictions
- a) Many agencies require approval for events that impact their jurisdiction (i.e., Yuba County Sheriff, CalTrans, and Yuba County). If required, you must provide an approval letter from these agencies.
- 5) Fees
- a) Application/Permit Fee is due at the time of submission.
- b) All special event fees must be paid in full two weeks prior to the special event
- c) Filing Application/Permit Fee is \$125 for minor events and \$250 for major events. All application/permit fees are non-refundable. A completed permit application is required to be submitted a minimum of 30 days in advance of the special event. Filing Application/Permit Fee and all applicable letters, insurance documents, etc., must be received to secure the specified date and time of the special event. Failure to turn in all required information, including deposits, will result in denial or revocation of approval.
- i) A **Minor Event** is categorized as a public event which requires completion of a Special Event Application. Approval from the Committee is required. Fees and deposit of \$200 are due at submittal of application.
- ii) A **Major Event** is categorized as a public event which may include sales/consumption of alcohol. This type of event requires the completion of a Special Event Application. Approval from the Committee and the Board is required. Other items may also be required depending on the type of special event. Fees and deposit of \$500 are due at the submittal of application.
- d) Non-profit and for-profit special events will require the same filing and processing fees.
- e) All payments must be made by means of cash, check, or money order. Checks must be made payable to ***Olivehurst Public Utility District***.
- f) All fees must be paid in full at the time of application and no later than at least 10 days prior to the event and NO post-dated checks will be accepted.
- 6) Deposit/Cleaning Fees
- 7) All deposits/cleaning fees are due at time of application and will only be refunded if the reserved area is left clean at the end of the event and all excessive trash is removed from the property. If the District's assistance is required for additional cleaning or removal of excessive garbage, the cost will be deducted from the deposit/cleaning fee and any amounts left over will be refunded. Should the deposit/cleaning fee be completely exhausted and additional monies are owed, an invoice will be sent to the special event permittee for payment. Waiver of Fees
- a) Some or all fees may be waived for special events co-sponsored by the District.

Advertising

The District is not responsible for any losses associated with early advertising and recommends that applicants receive event date approval prior to any advertising.

OPUD logos are not to be used unless specifically permitted in event conditions.

Music – Public Address Systems

- Music and Public Address systems can be used during special events.
- Event organizers must submit a special event layout map with event application showing all site location(s) for all amplified sound systems.
- Electricity for music or public address systems is not available at all park locations.

Sales of Goods & Services

- The selling or offering for sale any goods, services, liquids, or edibles for human consumption is prohibited without the proper approvals.
- All state and local regulations must be met before such sales are allowed.
- All beverage and food sales are required to comply with all local and state health & safety codes and regulations.
- Glass containers are prohibited at special events.
- All grease and oils from cooking will be removed from park. No illegal dumping of grease or oils on park grounds, in trash cans, dumpsters, or storm drains is allowed.

Alcoholic Beverages

Alcohol may be permitted during special events. Requesting the presence, consumption, and/or sale of alcohol has some very specific requirements, as follows:

- No alcoholic beverages shall be sold or served at any special event without a valid Alcohol Beverage Control (ABC) license on file with Regional Parks staff. The valid (ABC) license will be presented no later than 10 business days prior to the scheduled event date.
- Alcoholic beverages are prohibited in any type of glass container.
- Alcohol is only permitted in designated fenced in area.
- Yuba County Sheriff will must inform if an event includes the presence, consumption, and/or sale of alcohol and their approval obtained and submitted to the District no later than 14 business days prior to the scheduled event date.
- Licensed security services are required when alcohol is being sold or is present at the event. 1 guard for every 250 guests present. A signed security agreement is to be provided prior to final approval is given, no later than 14 business days before the event. Failure to provide this information in a timely manner will result in denial of the application.
- At no time is alcohol to be disposed of by dumping within the park and on the park turf. This includes liquid waste at cleanup. All disposal of liquid waste should be disposed of properly. Should there be an excessive smell of alcohol on the turf within the park that the event was held, monies will be withheld from the deposit/cleaning fee.

Portable Restrooms

- Depending on the size of the event and the availability of park restrooms, special events will be required to contract for portable restrooms and hand washing station. If portable toilets are required, please provide supplier information.
- During the application process the Committee will review the impact to the park's restroom facilities. Larger special events will be required to contract for portable toilets and hand washing stations to be placed in the parking lot area of the parks for an event. At no time are portable toilets or hand washing stations allowed on park turf or sidewalks.
- 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 existing restroom facility capability.
- The ratio of users per portable toilet is 100 to 1.
- Portable restrooms must be removed within 3 days of the event. If the District's assistance is required, the cost of removing restrooms will be charged to the special event permittee.
- The American with Disabilities Act requires that 10% of all portable toilets be ADA accessible.

Garbage / Dumpsters

- Excessive garbage must be removed from the premises, this includes overflowing trash cans.
- All trash needs to be cleaned and the park returned to pre-event conditions.
- Dumpsters may be required when the projected special event attendance exceeds 300 people; this includes participants, support teams, special event volunteers, and spectators.
- Dumpsters can be placed in parking lots or offsite areas. Dumpsters cannot block vehicle access; Emergency Response vehicles, Park vehicles, and vehicles associated with special events.
- Dumpsters must be removed within 3 days of event. If the District's assistance is required, the cost of removing dumpsters will be charged to the special event permittee.
- 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 be fully exhausted, and invoice will be charged to the special event permittee.

Site Preparations & Security

- Event organizers can request extra time to prepare special event locations. Early site preparations and time must be coordinated through the Committee during the filing process.
- Event organizers must submit a special event layout map with the application at least 30 days prior to the event. The layout map will detail: emergency response routes, the special event course, food service, concessions, portable restrooms, dumpsters, and any other equipment or structures used during the event, including electricity, water, and generators.
- There are no vehicles allowed on turf areas of District property. Must hand cart items onto turf.
- Event organizers will be required to hire and have present, licensed security guards if the presence, consumption and/or sale of alcohol is allowed at the special event. If you are required to use a security company, please provide the name of the company. A signed contract with a security company will be required to be submitted to the District no less than 14 business days prior to the event.
- If event staffing or security is present at an event site overnight, an overnight security plan will be required detailing: personnel, contact phone numbers, and other pertinent information.

ADA Accessibility

- Special Events must be accessible 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 an 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.



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: _____ Address: _____

Type of group: Individual Business/Commercial Non-Profit Organization, ID number: _____

Phone #: _____ Email Address: _____

Person(s) responsible and can make changes or cancel: _____ Contact person(s) "on site" day of and phone #: _____

Deposit check refund payable to: _____

Event Information:

Event name: _____

Event location: _____

Event date: _____

Event time: Start: _____ a.m. / p.m. End: _____ a.m. / p.m.

Set up: Date: _____ Time: _____ Clean up: Date: _____ Time: _____

Clean up completed by: _____ Phone: _____

Estimate: Number of Participants: _____ Spectators: _____ Staff: _____

Description of Event: _____

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? _____

(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.: _____

Will your 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: _____

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: _____
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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
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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: _____ _____
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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.

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: _____

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.
_____	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 _____).
_____	Trash container (# of trash cans _____; # of dumpsters _____).
_____	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** _____.

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:

<p><u>Group One</u></p> <p>Chairman of the Board</p> <p>President or Vice President</p>	<p><u>Group Two</u></p> <p>CEO</p> <p>Secretary or Treasurer</p>
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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): _____	
Signature: _____	Date: _____

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: _____

From: [Martinez-Johnson, Michelle](#)
To: [Brienne Ritchie](#)
Subject: RE SPECIAL EVENT INFORMATION
Date: Thursday, July 25, 2024 5:36:52 PM
Attachments: [Community Event Coordinator Permit Application 240122.pdf](#)
[TFF FAQs.pdf](#)

Hi BriAnne,

Here is the Yuba County Environmental Health's Special event application for the Coordinator of the event. If an event has two or more food/beverage vendors, technically it qualifies as a special event and the organizer of the event would need to pull an event permit for that event (even if all trucks at the event are currently permitted in Yuba County). This is due to an event drawing a larger crowd than if a few trucks just happened to be parked together somewhere. Special event permits allow the Environmental Health Department to be aware of an event, review permits/licenses of vendors attending, and potentially do inspections at the to reduce the outcome of a foodborne illness outbreak from occurring.

If it is an event that includes vendors selling from pop up tents or booths, this would require a special event permit pulled since these vendors do not have permits to operate outside of a Environmental Health permitted special event. Let me know if you have any questions. I appreciate you tackling this! I sent an email to our Admin services lead to see if I can get some details on liability insurance or policy requirements the County may have in place for mobiles operating on the property. I'll get back to you on that when I hear more.

Thank you,

Michelle Martinez-Johnson, REHS
Yuba County Environmental Health Department
530 749 5676



YUBA COUNTY
ENVIRONMENTAL HEALTH DEPARTMENT
 915 8TH Street Suite #123 Marysville, CA 95901
 Phone: (530) 749-5450 | Email:
 Environmentalhealth@co.yuba.ca.us

Community Event Coordinator Permit Application

Application Submittal and Payment Instructions

- Applications must be received **at least two weeks** prior to the planned event. Incomplete applications may delay processing.
- Submit a completed application to Environmental Health via email to environmentalhealth@co.yuba.ca.us. Applicants submitting via email will receive an emailed invoice with instructions to submit payment online via credit card or e-check. Your emailed invoice will include the correct fee amount. Current fees can also be found online here: [Permits, Forms, & Fees](#).

Event Details	Event Name:
	Event Location:
	Dates of Event:
	Hours of Operation:
	Anticipated Attendance (# of ppl):
Coordinator Details	Organization Name:
	Coordinator Name:
	Coordinator Mailing Address:
	Coordinator Phone:
	Coordinator Email:

I certify that I have obtained all necessary approvals from the appropriate planning and fire departments to hold the proposed community event. I understand that Yuba County Environmental Health only regulates and approves food service at the event, not the community event as a whole.

I certify that I am familiar with the infrastructure requirements for food service at community events (as listed in the attached site map checklist taken from the California Health & Safety Code), and that I will be responsible for the provision and maintenance of restrooms with hand washing, water supply, waste removal, janitorial facilities, or any other temporary food facility common services.

I also understand that, depending on risk assessment and staff assignments, initial vendor phone interviews and/or event inspections may be conducted by Environmental Health staff.

Coordinator Signature _____ Date _____

Coordinator Responsibilities

1. Ensure all participating food and beverage vendors have a valid Temporary Food Facility (TFF) Vendor Authorization with Yuba County Environmental Health.
 - Yuba County permitted food facilities, caterers, and cottage food operators must obtain a TFF Vendor Authorization as their existing operations do not cover service at community events.
 - Out of county mobile food trucks must obtain a TFF Vendor Authorization if they wish to operate temporarily in Yuba County.
2. Provide adequate sanitation support services for the event, such as chemical toilets with hand washing stations, janitorial services, and waste disposal.
3. Ensure food vendors post their **TFF Vendor Authorization** and **Yuba County TFF Self-Inspection Checklist** in a location visible to the public during all hours of operation.

Participating Event Vendors (If more than 15, attach additional list)

Note: Vendors with multiple booths must have a separate authorization **for each booth**.

Yuba County Permit Number (If already obtained)	Concession Name	Contact Person	Contact Phone Number

Site Map - Temporary Food Facilities at Community Events

Site Map Checklist

- North arrow
- Cross street for reference
- Vendor location ^{1.}
- Toilet and hand washing facility location

Notes:

- A. There needs to be at least one toilet and hand washing facility for every 15 food workers within 200 ft of each food service facility.
- B. Hand washing facilities must have

Potable water, soap, and single use towels in permanently installed dispensers and receptacle for paper towel waste.

- Janitorial facilities**
The event needs adequate janitorial services for cleaning facilities and restrooms.
- Location where vendors will dispose of their waste water**
- Garbage collection and storage locations**
- Potable water supply (if on-site well is utilized)**



TEMPORARY FOOD FACILITY (TFF) **FREQUENTLY ASKED QUESTIONS**

What is a Community Event?

A "Community Event" is defined as an event that is civic, political, public or educational in nature (Cal Code 113755). It includes: state and county fairs, city festivals, circuses and other public gathering events.

What is an Event Organizer/Coordinator and when are they required?

An Event Organizer is a person or organization that is responsible for the coordination, sponsorship or arrangement of a community event. An Event Organizer is required when two or more food/beverage booths will be at an event.

What are the responsibilities of the Event Organizer?

- To provide a safe and healthy event.
- To allow only approved food vendors to setup at the event
- To submit a list of vendors to EHD, two-weeks prior to the event.
- To provide a site plan indicating adequate space for each vendor to meet proper setbacks.
- To provide basic sanitation (porta-potty and hand wash stations) for event attendees. Sanitation for vendors is to be within 200 feet of a TFF.
- To provide garbage and refuse containers. Ice service, potable water and safe electrical hook-ups may also be necessary depending on the event.
- To monitor the food vendor's practices.
- To Contact EHD if there are any issues.

Do food vendors need a permit to sell or give away food?

Yes, a permit is required even if the food is given away. The requirements apply to all persons participating in food events, regardless of non-profit status, and include sampling.

Where may a food vendor setup to sell or give away food/drink?

A food vendor may only operate at a community event.

Why is a health permit required?

The Legislature finds and declares that the public health interest requires that there be statewide health and sanitation standards for food facilities to assure the people of this state, that the food provided to consumers is safe, unadulterated and honestly presented through adoption of science-based standards. Regulations can be found in the California Retail Food Code (Cal Code).

Is a food vendor considered a food facility?

Yes. See section 114381.2 of the California Retail Food Code. A permit application shall be submitted to the enforcement agency by each temporary food facility operator that includes all of the following:

- A booth plan that indicates the proposed layout of equipment, food preparation tables, food storage, ware washing, and hand washing facilities.
- Details of the materials and methods used to construct the temporary food facility, including required netting/screens/walls.
- All food products that will be handled and dispensed.
- The proposed procedures and methods of food preparation and handling.
- Procedures, methods, and schedules for cleaning utensils, equipment, and structures, and for the disposal of refuse.
- How food will be transported to and from a permanent food facility or other approved food facility to the temporary food facility, including steps taken to prevent contamination of foods.
- How potentially hazardous foods will be maintained at or below 41°F or at or above 135°F.

My food is prepackaged...do I still need a permit?

Yes. A permit is still required. However, certain requirements may not apply if the food is not potentially hazardous (such as; candy, canned soda, bottled water)

I am only selling or giving away drinks ... do I still need a permit?

Yes. Beverages are considered food and a permit is required. The requirements for bottled or canned beverages are the same as for prepackaged food. There are special considerations for non-profit and winery operations.

Can I prepare food at my home for sale/distribution from a temporary food facility?

No. Food intended for public consumption may not be prepared in a home. All food must be obtained from approved sources. Exception: 114339. Non-potentially hazardous beverages and baked goods may be offered for sale, sold, or given away by a nonprofit charitable organization or by an established club or organization that operates under the authorization of a school or educational facility for fundraising purposes at community events. Note: A valid Cottage Food Operation is considered a food facility and may sell food as a vendor.

Do I need a permit if I'm a non-profit organization?

Yes. A permit is required for all food vendors offering food for sale to the public. The potential risk associated with handling food is the same, regardless of where the proceeds go.

Do I need a permit to have a private party?

No. Private parties intended only for members of an organization and/or their invited guests do not require a permit. If the event is advertised to the public; however, then a permit is required.

Do church potlucks or private club dinners need a permit?

No. A church, private club, or other nonprofit association that gives or sells food to its members and guests, and not to the general public, at an event that occurs not more than three days in any 90-day period.

How long is the permit valid?

The permit issued to a temporary food facility vendor may be valid for up to one year, or the vendor may choose to get a permit for only a single event.

The permit issued to the event organizer is valid only for the duration of that specific community event. A new application must be submitted, and a new permit obtained for each community event.

I already have a permit for my restaurant in Yuba County. Does that permit me to participate in temporary events?

No. The permit for your restaurant is site-specific and does not transfer to any other location. However, when you apply for a Temporary Food Facility permit you may also apply for a fee reduction.

Are other fee reductions available?

Yes. Honorably Discharged Veterans with a DD-214, nonprofit organizations with 501(c) 3 documentation, and Caterers, with a valid permit in good standing, may also apply for a fee reduction.

When do I need to submit my application?

At least 2 weeks prior to the event to allow adequate time to review the application, vendor list, and make any necessary adjustments and modifications.