



**OLIVEHURST PUBLIC UTILITY DISTRICT**  
 Business Office  
 1970 9<sup>th</sup> 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: <u>We will light the tree. Pass out hot cocoa and cookies. Santa will come. DJ will play music.</u>	
Will there be any fenced areas? Yes _____ No <input checked="" type="checkbox"/> If yes, please describe: _____	
Will there be a tent, canopy, or other temporary structure at your event? Yes _____ No <input checked="" type="checkbox"/> 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.






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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O  
↑ Tree

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Santa

