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 9¹¹¹ 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				
County Sunrise Rotary Club	Address:			
3	Manysville, CA 95901			
Type of group: Individual Business/Commercial No	on-Profit Organization, ID number:			
Phone #: 530 - 575 - 2005	Email Address: Jared hastey Egmail. com			
Person(s) responsible and can make changes or cancel: Tared Hastey Patrick Meagner	Contact person(s) "on site" day of and phone #: Tared Hast-ey 530-575-2005			
Deposit check refund payable to:	County Sunrise Rotary			
)			
Event Information:				
Event name: Plumas Lake Christma	as tree lighting			
Event location: Eufay Woods Pourk	3 3			
Event date: 12 3 2023				
Event time: Start:a.m. p.m.	End: 8:00 a.m. (p.m.)			
Set up: Date: 12 3 3093 Time: 5:000 M	Clean up: Date: 1233 Time: 8'.00PM			
Clean up completed by:	Phone:			
Estimate: Number of Participants: 250	Spectators: Staff:			
Description of Event: We will light the	tree Pass out hot			
cocoa and cookies Santo	2 will come DJ will			
Plau music.				
Will there be any fenced areas? YesNo 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 a shirt as the state of the state				
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? YesNo
If yes, provide a detailed plan for all electronics including music, public address systems, etc.: DT will palle speakers and play music.
Will you event have a DJ or live music? YesNo
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 Inflatable Vendor:
Contact Information:
Food / Beverage / Vendor Information
Will there be any vendors or contractors operating a booth, shop, or mobile operation during event? YesNo
(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 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 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	d is required.)			
Licensed Security Company Name:	1327 9575			
Address:	Contact Pers	on:		
	Phone:			
Describe how you will ensure that alcoholic beverages will be co	125-201-201-201-201-201-201-201-201-201-201			
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):	ne	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 toile	ts.)			
Permittees are required to provide portable toilets at locations w	here no permar	nent facilities are in place and/or when "total		
attendance" (including organizers, participants, volunteers, and s	spectators) exc	eeds 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 toile	ts be ADA accessible.)		
Portable Restroom Company Name:	Address:			
Phone:	200			
Will Dumpsters be required? YesNo	X			
(See OPUD Special Events Policy regarding dumpster requirem	ents.)			
(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 permitee.)				
Wastewater – Please provide a plan for the disposal of all waste storm drains. Dumping wastewater down District drains is prohib		r liquids to keep them from entering the District's		

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.

100	-	3,000					£ 4	
Δ	100	Δ	Δ	00	00	CI	n	litv
77	∟.	m	7		62	31	91	ILV

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: <u>Extent</u> will be on Sidewalk area by tree.					
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					
Incurance Perquirements					

Applicant must provide O

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 erising 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

Chairman of the Board

President or Vice President

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.

	And while the second decreased the second decreased and the second secon					
A	Event sponsor agrees to abide by the Olivehurst Public Utility District Insurance Requirements attached hereto on page 4.					
M	Event sponsor agrees, upon request, to pay the refundable deposit/cleaning fee.					
A.	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.					
M.	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.					
-git	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.					
Al	Issuance of a Special Event Permit does not absolve the applicant from obtaining local, state, or federal approvals or permits.					
AL	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.					
1	I have read and understand the attached OPUD Special Events Policy					
4	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 Group Two					

CEO

Secretary or Treasurer

If an officer holds a title in each of the above groups (dual title), that office signatures with the appropriate title listed with his or her signature.	cer may sign for each of the groups by two separate			
BY:	Date:			
Print Name:	Title:			
BY:	Date:			
Print Name:	Title:			
Agreement and Signature				
I, the undersigned representative, have read the rules and regulations we contained herein is complete and accurate.	vith reference to this application. The information			
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:			

