

# Olivehurst Public Utility District

## Agenda Item Staff Report



**Meeting Date: April 16<sup>th</sup>, 2026**

### **Item description/summary: Special Event Request – SactoMoFo – Plumas Lake Food Truck Mania**

SactoMoFo would like to hold a food truck mania event every Tuesday during the months of March through November from 4pm to 8pm at Eufay Woods Sr Park in the parking lot off Hidden Creek Way. Insurance for the company has been received along with insurance for the food trucks. Application fee and deposit have not been received.

They have requested not pay any fees per their email. It was mentioned that they come up with a fair amount that could be paid to OPUD or donate time for park improvements to offset the gift of public funds.

The request and response for waving of fees:

Hi Brianne,

Thanks again for chatting with me today.

I just spent some time crunching the numbers on this event. Sactomofo takes a commission from the trucks' revenue for our part in booking. We then send a staff member out each week to make sure everything runs smoothly and is left clean. Once I factored in the staffing time to coordinate the trucks and event staffing, plus gas to drive there every week, we had a net loss of about \$3k over the last 12 months.

I understand that waiving this as a gift of public funds isn't an option, but I contest that adding food to the park is a community service that benefits the public at no profit to me. Our trucks and staff take out their own trash, and we're committed to keeping our sites clean.

This is ostensibly not for profit anymore. I want to maintain a relationship with your community and bring food there to honor our past relationship. This is a new role for me, and I would like to start things off on the right foot. That said, I have incurred many new costs in this acquisition, and I cannot really afford more.

As a token to your board, I could donate a couple hundred bucks to a baseball league or something, but I can't really do much more than that.

I hope you understand here. I would love to chat more about this if you have any other ideas.

Best,

James

Typical fees to rent government property for food sales range from \$50 to \$150 per day for temporary spots to \$200-\$1,000+ per month for regular long-term parking at municipal locations.

**Fiscal Analysis:**

**Sample Motion/Staff Recommendation:**

Consider approving the special event request by SactoMoFo subject to receiving deposit and collecting fees determined by Board.

Prepared by:

Bri Anne Ritchie, Board Clerk

**From:** [James Squires](#)  
**To:** [Brienne Ritchie](#)  
**Subject:** Re: **\*\*Urgent - OPUD COIs for SactoMoFo\*\***  
**Date:** Tuesday, April 7, 2026 1:25:12 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)

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Hi Brienne,

Thanks again for chatting with me today.

I just spent some time crunching the numbers on this event. Sactomofu takes a commission from the trucks' revenue for our part in booking. We then send a staff member out each week to make sure everything runs smoothly and is left clean. Once I factored in the staffing time to coordinate the trucks and event staffing, plus gas to drive there every week, we had a net loss of about \$3k over the last 12 months.

I understand that waiving this as a gift of public funds isn't an option, but I contest that adding food to the park is a community service that benefits the public at no profit to me. Our trucks and staff take out their own trash, and we're committed to keeping our sites clean.

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As a token to your board, I could donate a couple hundred bucks to a baseball league or something, but I can't really do much more than that.

I hope you understand here. I would love to chat more about this if you have any other ideas.

Best,

James

On Tue, Apr 7, 2026 at 12:02 PM James Squires <[james@sactomofu.com](mailto:james@sactomofu.com)> wrote:  
Sounds good. I am available now 510-299-8598

On Tue, Apr 7, 2026 at 11:08 AM Brienne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)> wrote:

What is a good number for you?

Best Regards,

*BriAnne Ritchie*

Board Clerk / Executive Assistant / HR Technician

Olivehurst Public Utility District

530-743-0317

[britchie@opud.org](mailto:britchie@opud.org)

Our Mission is to provide high quality  
services to enhance our community's quality of life.



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**From:** James Squires <[james@sactomofo.com](mailto:james@sactomofo.com)>  
**Sent:** Tuesday, April 7, 2026 10:33 AM  
**To:** Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)>  
**Subject:** Re: \*\*Urgent - OPUD COIs for SactoMoFo\*\*

Hi Brianna,

I am available all day today, except 2-3 pm. I am open all afternoon tomorrow or Friday.

Do any of those times work for you?

Thanks,

James

On Tue, Apr 7, 2026 at 10:30 AM Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)> wrote:

Hello James,

What time would you be available to speak with?

Best Regards,

*BriAnne Ritchie*

Board Clerk / Executive Assistant / HR Technician

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530-743-0317

[Britchie@opud.org](mailto:Britchie@opud.org)

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**From:** James Squires <[james@sactomofo.com](mailto:james@sactomofo.com)>

**Sent:** Thursday, April 2, 2026 5:17 PM

**To:** Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)>

**Subject:** Re: \*\*Urgent - OPUD COIs for SactoMoFo\*\*

Hi Brianne,

I am not entirely clear on the process for this. Are you available for a quick phone call between now and the next meeting to fill me in on what to expect? I can help shed some light on our business model and our goals.

Thanks for your help here.

Best,

James

On Fri, Mar 6, 2026 at 7:22 AM Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)> wrote:

Hello James,

The meeting information can always be found on our website. You will want to attend the Parks Committee meeting which will be held on Thursday, April 2<sup>nd</sup> at 4:30 pm and the Board meeting will be held on Thursday, April 16<sup>th</sup> at 7pm. The Zoom Meeting IDs are under each of the meeting tabs. Please let me know if you have any questions.

Best Regards,

*Brianne Ritchie*

Board Clerk / Executive Assistant / HR Technician

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**From:** James Squires <[james@sactomofo.com](mailto:james@sactomofo.com)>

**Sent:** Thursday, March 5, 2026 4:32 PM

**To:** Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)>

**Cc:** Ceara Kennedy <[ceara@sactomofo.com](mailto:ceara@sactomofo.com)>; Deirdre Joan Cox <[dcox@bwslaw.com](mailto:dcox@bwslaw.com)>; Potestio, Danielle E. <[dpotestio@bwslaw.com](mailto:dpotestio@bwslaw.com)>; John Tillotson <[jtillotson@opud.org](mailto:jtillotson@opud.org)>; Paul Somerhausen <[paul@sactomofo.com](mailto:paul@sactomofo.com)>

**Subject:** Re: \*\*Urgent - OPUD COIs for SactoMoFo\*\*

Hi Brianne,

I will attend the meetings. Can you provide a link for how to zoom in?

Regarding the application. We have been working with Plumas Lake for years and would like to continue supporting the community there. The request would be for a recurring approval. At this time, we don't plan on bringing more than 2-3 trucks.

Thanks again for your help.

Best Regards,

James Squires

On Thu, Mar 5, 2026 at 3:05 PM Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)> wrote:

Thank you, Ceara. This item will be presented at the next committee meeting on **Thursday, April 2 at 4:30 p.m.** A representative from your organization is encouraged to attend either **in person or via Zoom** in case the committee has any questions. This would also be a good opportunity for your CEO to raise that question directly with the committee and receive their feedback.

Please note that **any formal request for a fee reduction must be approved by the Board.** The Board will meet on **Thursday, April 16 at 7:00 p.m.** Your CEO is also encouraged to attend that meeting should the Board have any questions.

Best Regards,

*BriAnne Ritchie*

Board Clerk / Executive Assistant / HR Technician

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**From:** Ceara Kennedy <[ceara@sactomofo.com](mailto:ceara@sactomofo.com)>

**Sent:** Thursday, March 5, 2026 1:28 PM

**To:** Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)>

**Cc:** Deirdre Joan Cox <[dcox@bwslaw.com](mailto:dcox@bwslaw.com)>; Potestio, Danielle E.  
<[dpotestio@bwslaw.com](mailto:dpotestio@bwslaw.com)>; John Tillotson <[jtillotson@opud.org](mailto:jtillotson@opud.org)>; James Squires  
<[james@sactomofo.com](mailto:james@sactomofo.com)>; Paul Somerhausen <[paul@sactomofo.com](mailto:paul@sactomofo.com)>

**Subject:** Re: \*\*Urgent - OPUD COIs for SactoMoFo\*\*

Hi Brianne,

Please find the completed Special Event application and site map attached.

Regarding the application fees, our CEO would like to speak with someone about the possibility of a fee reduction, given that this is a recurring weekly community event.

Please let us know the best way to proceed with this request. Thank you for your help!

Best,  
**Ceara Kennedy Watrous (She/Her)**

*Lead Public Events & Compliance Coordinator*

*SactoMoFo, Inc.*

**Office: (916) 400-3978, extension #2**

[Facebook](#) | [Website](#) | [Instagram](#)



On Wed, Mar 4, 2026 at 11:03 AM Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)> wrote:

Hello Ceara,

The policy indicates that the fee applies to each individual event. However, this matter can be discussed with the Directors, as they have the authority to make the final determination.

Best Regards,

*BriAnne Ritchie*

Board Clerk / Executive Assistant / HR Technician

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**From:** Ceara Kennedy <[ceara@sactomofo.com](mailto:ceara@sactomofo.com)>  
**Sent:** Wednesday, March 4, 2026 10:53 AM  
**To:** Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)>  
**Cc:** [info@sactomofo.com](mailto:info@sactomofo.com); Deirdre Joan Cox <[dcox@bwslaw.com](mailto:dcox@bwslaw.com)>; Potestio, Danielle E. <[dpotestio@bwslaw.com](mailto:dpotestio@bwslaw.com)>; John Tillotson <[jtillotson@opud.org](mailto:jtillotson@opud.org)>  
**Subject:** Re: **\*\*Urgent - OPUD COIs for SactoMoFo\*\***

Hi Brianne,

Thank you for sending this information over.

Can you please clarify the fees and what that looks like for our weekly event? Will we be required to pay a fee for each event, or is it a flat fee for the application?

We appreciate your help!

Best,  
**Ceara Kennedy Watrous (She/Her)**  
*Lead Public Events & Compliance Coordinator*  
*SactoMoFo, Inc.*

**Office: (916) 400-3978, extension #2**

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On Wed, Mar 4, 2026 at 7:59 AM Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)> wrote:

Hello Ceara,

Upon reviewing the certificates of liability insurance provided by SactoMoFo, our legal team noted that we do not currently have a Special Event request on file for Tuesday night activities, nor do we have official Board approval for your organization to sell in the parks for this specific event.

As a result, we will need a completed Special Event application submitted so we can proceed through the formal review and approval process. For your convenience, I have attached the application and the relevant policy for your review.

Please let me know if you have any questions. I am happy to assist in any way and help guide you through the process.

Best Regards,

*Bri Anne Ritchie*

Board Clerk / Executive Assistant / HR Technician

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**From:** Ceara Kennedy <[ceara@sactomofo.com](mailto:ceara@sactomofo.com)>

**Sent:** Tuesday, March 3, 2026 3:29 PM

**To:** Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)>  
**Cc:** [info@sactomofo.com](mailto:info@sactomofo.com); Raymond Vasquez <[raymond@sactomofo.com](mailto:raymond@sactomofo.com)>; Brian Douglass <[brian@sactomofo.com](mailto:brian@sactomofo.com)>  
**Subject:** Re: \*\*Urgent - OPUD COIs for SactoMoFo\*\*

Hi Brianne,

I hope you're doing well.

I am checking in regarding the status of the insurance documents we submitted. Have they been approved by your legal counsel, and are we cleared to park within the park?

Thank you!

Best,  
**Ceara Kennedy Watrous (She/Her)**  
*Lead Public Events & Compliance Coordinator*  
*SactoMoFo, Inc.*

**Office: (916) 400-3978, extension #2**

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On Tue, Feb 24, 2026 at 2:21 PM Ceara Kennedy <[ceara@sactomofo.com](mailto:ceara@sactomofo.com)> wrote:

Hi Brianne,

Thank you for the update. The trucks will park on Hidden Creek Way,

outside of the park, for tonight's event.

Please let us know if you have any questions.

Best,  
**Ceara Kennedy Watrous (She/Her)**

*Lead Public Events & Compliance Coordinator*

*SactoMoFo, Inc.*

**Office: (916) 400-3978, extension #2**

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On Tue, Feb 24, 2026 at 2:11 PM Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)> wrote:

Hello Ceara,

Our legal counsel is reviewing the insurance that was submitted. As of now, the approval is still suspended until I get the approval from them.

Best Regards,

*BriAnne Ritchie*

Board Clerk / Executive Assistant / HR Technician

Olivehurst Public Utility District

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[Britchie@opud.org](mailto:Britchie@opud.org)

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**From:** Ceara Kennedy <[ceara@sactomofo.com](mailto:ceara@sactomofo.com)>  
**Sent:** Monday, February 23, 2026 3:51 PM  
**To:** Brianne Ritchie <[britchie@opud.org](mailto:britchie@opud.org)>  
**Cc:** [info@sactomofo.com](mailto:info@sactomofo.com)  
**Subject:** \*\*Urgent - OPUD COIs for SactoMoFo\*\*

Hi Brianne,

Thank you for your email regarding our insurance. We are currently in the process of switching policies; however, we expect to have our General Liability and Auto coverage finalized in April once the remaining policy changes are complete.

In the meantime, please find the updated Certificates of Insurance (COIs) for General Liability, Auto, and Workers' Compensation attached.

Please let me know if you have any questions. Thank you again!

Best,  
**Ceara Kennedy Watrous (She/Her)**  
*Lead Public Events & Compliance Coordinator*  
*SactoMoFo, Inc.*

**Office: (916) 400-3978, extension #2**

[Facebook](#) | [Website](#) | [Instagram](#)

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**James Squires**

CEO

SactoMofo

Office: (916) 400-3978

[Facebook](#) | [Website](#) | [Instagram](#)

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**James Squires**

CEO

SactoMofo

Office: (916) 400-3978

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**James Squires**

CEO

SactoMofo

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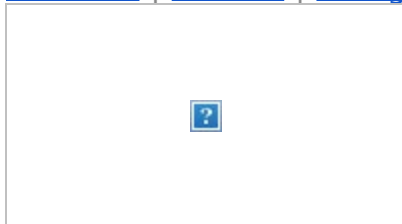
**James Squires**

CEO

SactoMofo

Office: (916) 400-3978

[Facebook](#) | [Website](#) | [Instagram](#)



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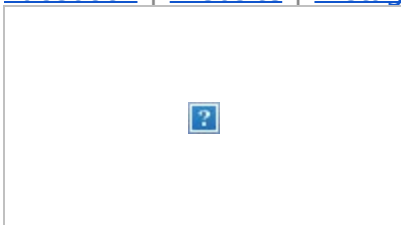
**James Squires**

CEO

SactoMofo

Office: (916) 400-3978

[Facebook](#) | [Website](#) | [Instagram](#)





**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: SactoMoFo Address: 204 21st Street, Sacramento, CA 95811

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

Phone #: 916-400-3978 Email Address: info@sactomof.com

Person(s) responsible and can make changes or cancel: James Squires - CEO  
Ceara Watrous - Lead Public Events & Compliance Coordinator Contact person(s) "on site" day of and phone #: Raymond Vasquez - (530) 383-4466

Deposit check refund payable to: J Squires LLC DBA SactoMoFo

**Event Information:**

Event name: Plumas Lake Food Truck Mania

Event location: Eufay Wood Spray Park, Olivehurst, CA 95961

Event date: Every Tuesday, March through November

Event time: Start: 5 PM a.m. / p.m. End: 8 PM a.m. / p.m.

Set up: Date: March through November Time: 4 PM Clean up: Date: March through November Time: 8 PM

Clean up completed by: 8:30 PM Phone: Office: (916) 400-3978, Day-of: (530) 383-4466

Estimate: Number of Participants: 150 people per event Spectators: \_\_\_\_\_ Staff: Front of house varies per event

Description of Event: Food truck community gathering

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? We clean up after ourselves and take our trash with us.  
\_\_\_\_\_  
\_\_\_\_\_

(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.: \_\_\_\_\_  
Speaker with recorded music  
\_\_\_\_\_

Will you 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 Inflatable 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 2-3 and vendor type(s): Mobile food trucks/trailers  
\_\_\_\_\_

(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   
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: Clean Site Services - PortaPotty Phone: (866) 679-3373	Address: 6910 28th St, North Highlands, CA 95660 _____ _____
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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 <a href="http://www.ada.gov">www.ada.gov</a> 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>Primarily on paved paths/flat grass/hard-packed dirt.</u>
<u>The truck layout is wide, with unobstructed pathways for wheelchairs and mobility aids. All participating food trucks are instructed to assist with ordering. If a service window is too high, staff are available to come to the ground level to take your order and deliver the food. A dedicated area with accessible picnic tables.</u>

Event Map
An <b>Event Map</b> of your event <b>must be included with your application</b> identifying the location of all items listed below that apply to the event in order to accept application. Map <b>must</b> be a <b>Google image</b> type of map. <b>(No hand drawn maps accepted.)</b> It is important for OPUD staff to have a clear understanding of the event to permit.
<u>N/A</u> Entertainment and/or stage locations & sound amplification – location of amplifier and all speakers.
<u>1 GEN. PER TRUCK</u> Electricity, water, and generators
<u>N/A</u> 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)
<u>2-3 FOOD TRUCKS</u> Non-alcoholic beverage, food concession area(s) & Merchandise sales area(s).
<u>X</u> Portable toilets (Indicate number of toilets <u>1</u> ).
<u>X</u> Trash container (# of trash cans <u>3 PER TRUCK</u> ; # of dumpsters <u>N/A</u> ).
<u>2</u> 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. <b>INITIAL HERE</b> <u>JS</u> .

**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** JS.

**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.

<u>JS</u>	Event sponsor agrees to abide by the Olivehurst Public Utility District Insurance Requirements attached hereto on page 4.
<u>JS</u>	Event sponsor agrees, upon request, to pay the refundable deposit/cleaning fee.
<u>JS</u>	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.
<u>JS</u>	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.
<u>JS</u>	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.
<u>JS</u>	Issuance of a Special Event Permit does not absolve the applicant from obtaining local, state, or federal approvals or permits.
<u>JS</u>	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. <b>No personal vehicles are allowed on park grass areas</b> as grass and sprinkler heads can be damaged.
<u>JS</u>	I have read and understand the attached OPUD Special Events Policy
<u>JS</u>	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:

<b><u>Group One</u></b> Chairman of the Board President or Vice President	<b><u>Group Two</u></b> CEO Secretary or Treasurer
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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: <i>James Squires</i>	Date: 3/5/26
Print Name: James Squires	Title: CEO
BY:	Date:
Print Name:	Title:
<b>Agreement and Signature</b>	
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): James Squires	
Signature: <i>James Squires</i>	Date: 3/5/26

**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:

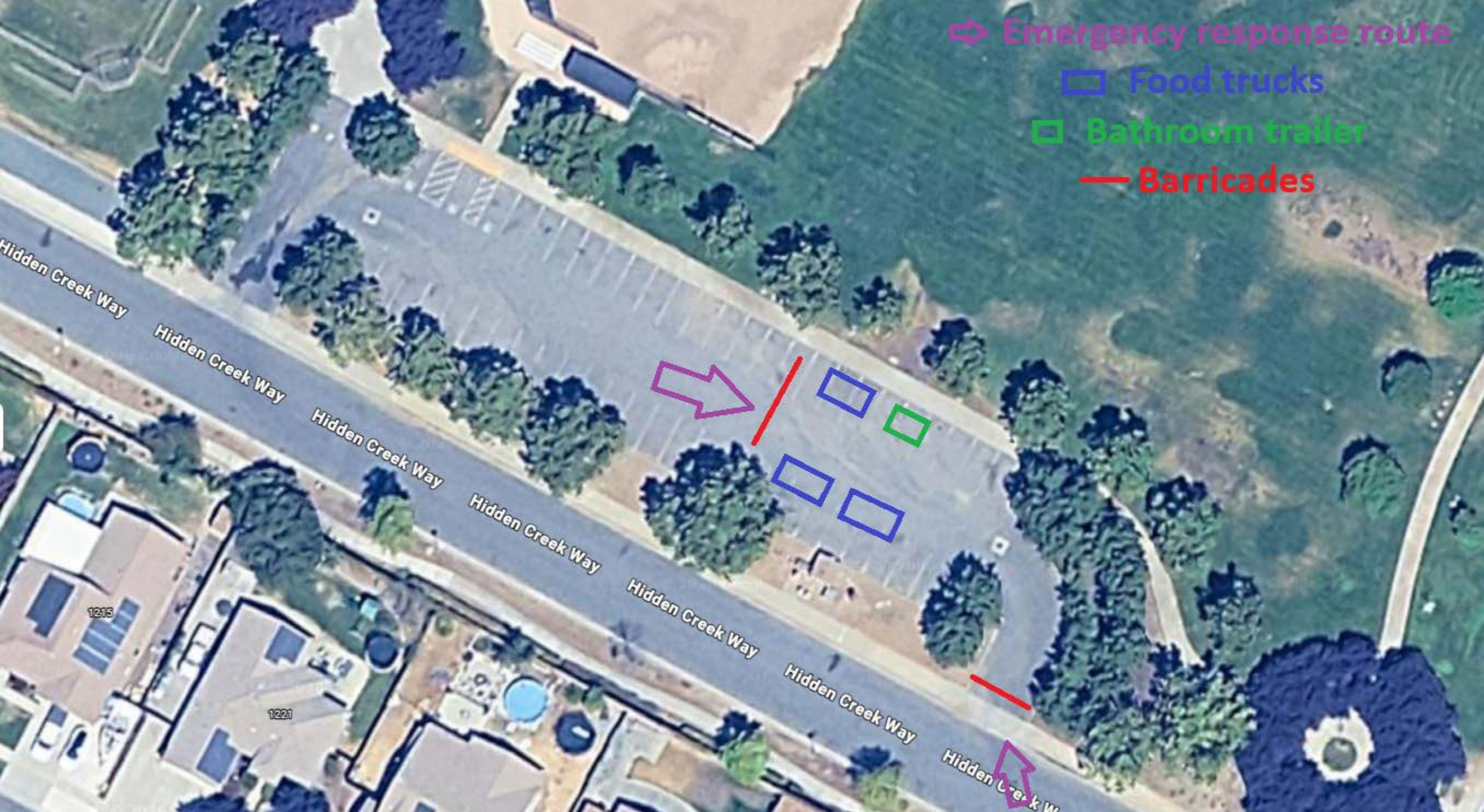
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

↪ Emergency response route

▭ Food trucks

▭ Bathroom trailer

— Barricades



1215

1221