

# Olivehurst Public Utility District



## Agenda Item Staff Report

Meeting Date: 10/21/2021

### Item description/summary:

***Consider approving the Special Event Request made by Plumas Lake Properties to hold Trunk-or-Treat/Movie in the Park at Eufay Woods Sr. Park on October 30, 2021.***

This event request has been approved in the past. It will be held on Saturday, October 30, 2021 in Eufay Woods Sr. Park from 3:00 p.m. to 10:00 p.m. It is anticipated to have 400 participants and will include the use of a DJ and movie sound system.

### Fiscal Analysis:

None

### Employee Feedback

Positive

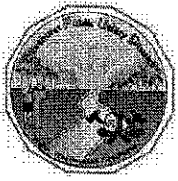
### Sample Motion:

A motion to approve the special event request made by Plumas Lake Properties to hold Trunk-or-Treat/Movie in the Park at Eufay Woods Sr. Park on October 30, 2021.

Prepared by:

Bri Anne Ritchie, Board Clerk

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**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)

Organization/Group: Plumas Lake Properties Contact Person(s): Desiree Hastey  
Contact Phone #(s): 530-329-4814 Email: desiree@plumaslakeproperties.com

Event Location (name of park/facility): Enfay Woods

Name/Type of Event: Trunk-or-Treat / Movie in the park Date(s) of Event: 10/30/2021

Hours of event: 3:00 am/pm - 10:00 am/pm (Include set up and clean up time)

Estimate: Number of Participants: 400 Spectators: - Staff: -

Will you be using a public address system or any other type of amplified sound equipment? Yes X No    

If yes, provide a detailed plan for all electronics including music, public address systems, etc.: DJ and movie sound system

Will there be any vendors or contractors operating a booth, shop, or mobile operation during event? Yes X No    

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 alcoholic beverages be served or given away? Yes     No X If yes, must provide valid ABC license and provide licensed security. (Per OPUD Special Events Policy)

Is this a for-profit or non-profit event: non-profit Will you be charging fees to participants? Yes     No X

Will dumpsters be required: Yes     No X Will portable toilets be required: Yes     No X

(If yes, see OPUD Special Events Policy regarding dumpsters and portable toilets.)

**INSURANCE:** 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. 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    

Any change, alteration or modification of intended use must be approved by Olivehurst Public Utility District. Change can result in cancellation of use. Any misrepresentation of your group or use, or failure to comply with Special Events Policy may result in expulsion from the park. INITIAL HERE    

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT APPLICANT/ORGANIZATION SHALL SAVE, KEEP AND HOLD HARMLESS OLIVEHURST PUBLIC UTILITY DISTRICT, ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS FROM ALL DAMAGES, COSTS OR EXPENSES IN LAW OR EQUITY THAT MAY AT ANY TIME ARISE OR BE SET UP BECAUSE OF DAMAGES TO PROPERTY OR PERSONAL INJURY RECEIVED BY REASON OF OR IN THE COURSE OF USING OR OCCUPYING THE FACILITY. INITIAL HERE    

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, BUILDING, OR EQUIPMENT OCCURRING, OR UNUSUAL CLEAN-UP REQUIRED, AS A RESULT OF MY AND/OR MY ORGANIZATION'S USE OF THE FACILITY. AMOUNT OF CLEANING DEPOSIT WILL BE BASED ON TYPE AND SIZE OF EVENT. 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.

INITIAL HERE    

I have read and understand the attached OPUD Special Events Policy INITIAL HERE    

<b>FOR OFFICIAL USE ONLY: Application/Permit Fee \$</b> _____		<b>Amount Refundable \$</b> _____		<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____
Insurance:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Food Sale/Use _____	Alcohol Sale/Use _____	Law Enforcement Notified _____	
Permits/Written Approvals:	_____	ABC License: _____	Licensed Security: _____		
Approved:	<input type="checkbox"/> Disapproved: <input type="checkbox"/>	Remarks: _____	Cleaning Deposit \$ _____		
Processed by:	_____	Date: _____	_____		