

# Olivehurst Public Utility District



## Agenda Item Staff Report

Meeting Date: 07/15/2021

### Item description/summary:

#### **Discuss the Special Events Application Request**

Cobblestone Crocs PTO submitted a request to hold a Plumas Lake Block Party Beer Garden event at Eufay Wood Sr. Memorial Park on August 28, 2021. The hours of the event will be from 7:00 a.m. to 10:00 p.m. They will be having a DJ with four monitors, a live band with a temporary stage, and will be serving alcohol. They have also requested portable toilets at the event. A deposit has not been taken, an ABC license, licensed security information, and insurance has not yet been received for the event. This event has been approved and successfully held in the past.

### Fiscal Analysis:

### Employee Feedback

### Sample Motion:

Approving Cobblestone Crocs PTO Special Events Application.

Prepared by:

Bri Anne Ritchie, Board Clerk



**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: Cobblestone Crocs PTO Contact Person(s): John Lawson

Contact Phone #(s): 916-960-8630 Email: CrocsPresident@gmail.com

Event Location (name of park/facility) Eufay Woods Jr.Park

Name/Type of Event: Plumas Lake Block Patry Beer Garden Date(s) of Event 08/28/2021

Hours of event: 7:00 am am /pm - 10:00 pm am/pm (Include set up and clean up time)

Estimate: Number of Participants: 1500 Spectators: 0 Staff: 12

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 with four monitors and live band and temporary stage.

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

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 X No        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 X No       

(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 JL.*

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 JL.

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 JL.

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 JL.

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

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