



Olivehurst Public Utility District (OPUD)

Special Events Policy

Effective: 06/02/13
Rev 0

Purpose

The purpose of this policy is to establish specific guidelines that OPUD will use in the process of issuing permits for special events on public park grounds. The policy is intended to ensure equitable access to park facilities and to promote a diverse range of organized activities. It also is intended to ensure safety and balance the needs of park users, special event organizers and participants, and the communities surrounding parks. The provisions of the policy do not apply to OPUD-sponsored events. The provisions of the policy may be waived at the discretion of the OPUD Board of Directors.

Definitions

For the purposes of this policy, the following definitions shall apply:

- Olivehurst Public Utility District (OPUD) – Shall be referred to as “the District”.
- OPUD Board of Directors – Shall be referred to as “the Board”.
- OPUD Employees – Shall be referred to as “Staff”.
- Parks Department Committee – Shall be referred to as “the Committee”.

Special events are defined as events on public park property that have any of the following complex components:

- Food events, music events, or any other gathering of similar nature.
- Need for security.
- Use of elevated stages or other temporary structures (i.e. bleachers, platforms) that are built on site.
- A gathering of 50 or more people.

Events that have any of the following complex components may require a special event permit:

- Live entertainment.
- Barbeques/open flames.
- Generators (for party jumps)/electrical distribution.
- Food or beverage (both alcoholic and non-alcoholic) sales (including giving away or providing samples of food or beverages)
- A fee of any kind or amount is charged.
- A service of any type is provided.

Criteria for approval of Special Events

Special events submitted to the District for approval must meet certain criteria to be eligible for consideration.

- Events must be compatible with all District and County Ordinances.
- Proposed event site must be able to accommodate the event.
- The proposed event must adhere to all local, state and federal statutes, as well as all Sheriff Department, Fire Department and County Public Health codes.
- The preparation for or the conduct of the proposed event will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the Staff’s ability to perform municipal functions or furnish District services in the vicinity of the permit area.

Committee Review

The Committee, during review of the application shall consider, but not be limited to, the following:

- Compliance with this policy.
- Impact on the natural resources and other park users.
- Extent of Staff involvement required to facilitate the event.
- Past history of the sponsor in conducting special events.
- Applicant's past experience with planning and implementing similar events.
- Purpose of the event.
- Impact upon, and permits or approvals required by, other agencies.
- Day and month of the event.

Permit – Standards for Issuance

Staff shall issue a permit hereunder when:

- The proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park;
- That the proposed activity or use will not unreasonably interfere or detract from the promotion of public health, welfare, safety, and recreation;
- All conditions including, where applicable, the payment of fees, approval of the Committee or Board of Directors, and insurance coverage, are met;
- The proposed activity or use is not reasonable anticipated to incite violence, crime, or disorderly conduct;
- The proposed activity or use will not entail unusual, extraordinary, or burdensome expense or security operation by the District; and
- The facilities desired have not been reserved for other use.

Site requirements

- The proposed event will be of a nature and size appropriate to the proposed venue, location or site, and will occur during a time period approved for that venue or site.
- The proposed event must not present a substantial or unwarranted safety, noise, or traffic hazard.
- The proposed event will not cause other adverse impacts on health or safety to surrounding residential or commercial uses, which cannot be effectively mitigated.

Application Process & Deadlines

All special event organizers will be required to fill out a "Special Events Application/Permit". Applications shall be submitted by the event organizer at least 30 days prior to the proposed date of the special event.

Terms & Conditions

- 1) If a special event application is approved, a special event permit will be issued to the applicant. This permit will outline specific requirements of the applicant in order for the event to proceed. Below is a list of typical event conditions. Additional conditions may be required based upon the characteristics of the event, including size, location and nature.
 - a) The applicant shall obtain, and present to the District, copies of all permits and written approvals from other agencies that may be required prior to conducting the event.
 - b) The applicant shall estimate on the application the number of participants that will take part in the event.

- 2) Special Event Filing & Permit Approval
 - a) After receiving a special event application approval from the Committee or Board of Directors, the submission of permit and other applicable fees is required to reserve a future special event date and time.
 - b) The submission of a filing fee should not be construed as a special event approval or a confirmation of a special event date.
 - c) Event organizers should not assume special events are approved based on the previous year's event approval.
 - d) All special event coordinators for new events and annual events are required to complete the entire special event process for each event date.
 - e) Special events will not be advertised to the public prior to the approval of the special event.
- 3) Special Event Insurance
 - a) All special event applicants must obtain a Certificate of Insurance specifically naming the ***Olivehurst Public Utility District*** as additionally insured.
 - b) All special event applicants must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.
- 4) Other Jurisdictions
 - a) Many agencies require approval for events that impact their jurisdiction (i.e. Yuba County Sheriff, CalTrans, and Yuba County). If required, you must provide an approval letter from these agencies.
- 5) Fees
 - a) All special event fees must be paid in full two weeks prior to the special event
 - b) Filing/Permit Fee is \$(dependent upon event type and size), and of which \$(dependent upon event type and size) is non-refundable. A completed permit application is required to be submitted a minimum of 30 days in advance of the special event. Filing/Permit Fee and all applicable letters, insurance documents, etc., must be received to secure the specified date and time of the special event.
 - c) Non-profit and for-profit special events will require the same filing and processing fees.
 - d) All payments must be made by means of check, cash or money order. Checks must be made payable to ***Olivehurst Public Utility District***.
 - e) All fees must be paid in full at least 10 days prior to the event and NO post dated checks will be accepted.
- 6) Waiver of Fees
 - a) Some or all fees may be waived for special events co-sponsored by the District.

Advertising

The District is not responsible for any losses associated with early advertising and recommends that applicants receive event date approval prior to any advertising.

OPUD logos are not to be used unless specifically permitted in event conditions.

Music – Public Address Systems

- Music and Public Address systems can be used during special events.
- Event organizers must submit a special event layout map with event application showing all site location(s) for all amplified sound systems.
- Electricity for music or public address systems is not available at all park locations.

Sales of Goods & Services

- The selling or offering for sale any goods, services, liquids or edibles for human consumption is prohibited without the proper approvals.
- All state and local regulations must be met before such sales are allowed.
- All beverage and food sales are required to comply with all local and state health & safety codes and regulations.
- Glass containers are prohibited at special events.
- All grease and oils from cooking will be removed from park. No illegal dumping of grease or oils on park grounds, in trash cans, or dumpsters is allowed.

Alcoholic Beverages

Alcohol may be permitted during special events. Requesting the presence, consumption, and/or sale of alcohol has some very specific requirements, as follows:

- No alcoholic beverages shall be sold at any special event without a valid A.B.C. license on file with Regional Parks staff. The valid A.B.C. license will be presented 10 days prior to the scheduled event date.
- Alcoholic beverages are prohibited in any type of glass container
- Yuba County Sheriff will be informed if an event includes the presence, consumption, and/or sale of alcohol.

Portable Restrooms

- Depending on the size of the event and the availability of park restrooms, special events will be required to contract for portable restrooms.
- During the application process the Committee will review the impact to the park's restroom facilities. Larger special events will be required to contract for portable toilets to be placed in the parking lot area of the parks for an event.
- 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 existing restroom facility capability.
- The ratio of users per portable toilet is 100 to 1.
- Portable restrooms must be removed within 3 days of the event. If the District's assistance is required, the cost of removing restrooms will be charged to the special event permittee.

Dumpsters

- Dumpsters may be required when the projected special event attendance exceeds 500 people; this includes participants, support teams, special event volunteers, and spectators.
- Dumpsters can be placed in parking lots or offsite areas. Dumpsters cannot block vehicle access; Emergency Response vehicles, Park vehicles, and vehicles associated with special event.
- Dumpsters must be removed within 3 days of event. If the District's assistance is required, the cost of removing dumpsters will be charged to the special event permittee.

Site Preparations & Security

- Event organizers can request extra time to prepare special event locations. Early site preparations and time must be coordinated through the Committee during the filing process.
- Event organizers must submit a special event layout map at least 30 days (dependent upon event type and size) prior to the event. The layout map will detail: emergency

response routes, the special event course, food service, concessions, portable restrooms, dumpsters, and any other equipment or structures used during the event.

- Event organizers will be required to hire and have present, licensed security guards if the presence, consumption and/or sale of alcohol is allowed at the special event.
- If event staffing or security is present at an event site overnight, an overnight security plan will be required detailing: personnel, contact phone numbers, and other pertinent information.