



Special Use Application

District facilities may be reserved for use by the public in accordance with the District Facility Use and Reservation Policy. This Special Use Application is for special events at the North Tahoe Regional Park, the Tahoe Vista Recreation Area, the Kings Beach State Recreation Area, the Kings Beach Plaza and other facilities operated by the Department of Recreation & Parks. The Ramada and other District Picnic Facilities, Thomas Llewellyn Scout Area, and Ball fields have separate facility use applications.

This application must be submitted to the District office at PO Box 139/875 National Avenue, Tahoe Vista, CA 96148, Attn: District Reservations, fax it to 530-546-2652 or email to parks@ntpud.org.

Filing an application is not a District use permit and does not guarantee that a District use permit will be issued. If the District approves your application, it will issue a Special Use Permit outlining all appropriate conditions. The applicant will be required to return the signed District Use Permit and agree to comply with its conditions and pay the requested fees before the dates are guaranteed. Applicants are cautioned against making final arrangements or arranging publicity until a District use permit has been issued and signed by the applicant.

Event: _____

Name of Organization: _____ Type of Organization: _____

Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Fax: _____

Email: _____

Requested Event Location: _____

Describe your event (indicate on map): _____

EVENT DETAILS

1. Event Date: _____ Event Time: _____

2. Arrival Date _____ Arrival Time: _____

Set-up Time (if different from Arrival Date/Time): _____

3. Departure Date: _____ Departure Time: _____

4. Clean Up Date: _____ Clean Up Time: _____

5. Number support and event staff you expect: Minimum: _____ Maximum: _____

6. Number of spectators and/or event attendees you expect: Minimum: _____ Maximum: _____

7. Number of participants you expect: Minimum: _____ Maximum: _____

8. Number of children and minors expected: Minimum: _____ Maximum: _____

Describe procedure proposed to supervise children and minors: _____



9. Is the event open to the general public? Yes No

If no, explain: _____

10. Will admission be charged? Yes No

- Participants - No Yes: Amount: _____
- Spectators - No Yes: Amount: _____
- Vendors - No Yes: Amount: _____

11. How will access and security be controlled: _____

12. Special Equipment to be brought to facility: _____

13. Electrical Needs: _____

14. Water needs? Yes No

15. Restroom needs? Yes No

16. Will food, beverages (alcoholic and non-alcoholic) or wares be sold or provided?
Yes No _____

If yes, indicate details below:

Food

- Number of Food Vendors: _____
- Type: _____
- Who will prepare food? _____
- Where will food be prepared? _____
- If food is served, applicant must complete the Placer County Community Event Temporary Food Permit Application and show proof of a health permit to the District.

Beverages: Alcoholic _____ Non-Alcoholic _____

- District Alcohol Application must be submitted if alcohol sales are requested. A copy of ABC liquor license must also be provided to the District.
- Number of Beverage Vendors: _____

Wares/Retail:

- Number of Vendors: _____
- Vendors must complete the District's vendor application, pay a \$25 application fee and provide the District with a certificate of insurance naming the NTPUD as additionally insured.

17. Will amplified sound or live music be part of your event? Yes No

If yes, District Amplified Sound/Live Music Application must be submitted.

18. How will clean-up of District facility and removal of equipment be handled? _____



19. Will the event require permits from other agencies, such as Placer County or the Tahoe Regional Planning Agency? Yes No

If yes, identify the other agencies and attach copies of the applications to or permits from these agencies.

20. How many parking places will the event require?

- Support and Event Staff: _____
- Spectators: _____
- Participants: _____

21. Special Parking Requests or Needs: _____

22. Is any special publicity or advertising proposed for the event? Yes No

If yes, attach sample copies.

23. Do you want banner display space? Yes No

If yes, see Banner Display Guidelines

INSURANCE REQUIREMENTS

Applicants shall provide and maintain general liability insurance with limits of at least one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate for bodily injury and property damage arising out of the activities and properties as described herein. Coverage shall include contractual liability covering the Applicant's obligations. Applicant shall provide the District with a certificate of insurance and additional insured endorsement naming the North Tahoe Public Utility District 14 days in advance of the event. The District reserves the right to require additional insurance requirements dependent on the nature of the event. **North Tahoe Public Utility District PO Box 139, Tahoe Vista, CA 96148.**

PAYMENT OF FEES

A reservation is not considered secure and a permit will not be approved until:

- The tentative permit is signed and returned to the District by the applicant.
- The security deposit is paid in full.
- 50% of the rental use fees have been paid.

The remaining 50% of use fees and proof of insurance are required 14 days in advance of the event. Events scheduled within 2 weeks of the event date require full payment of all fees in advance of the scheduled event in order to confirm the date and permit.

CANCELLATION POLICY

30+days: Applicant shall be refunded entire security deposit and use fees minus a \$55 processing fee.

14-29 days: In the event of a cancellation by the customer between 29 days prior to the date of the event and 14 days prior to the date of the event, 50% of rental payments and the full security deposit will be refunded.

13 days: In the event of a cancellation by the customer between 13 days prior to the date of the event and the date of the event, no portion of rental payment and security deposit will be refunded.



SECURITY DEPOSIT

Cleanup after an event shall be the responsibility of the permit holder. Security deposits are fully refundable unless:

- Permit conditions are not met by the permit holder.
- Nature and size of event or crowd does not match the application.
- The event extends beyond reserved hours.
- The facility and/or its equipment sustain damage.
- Fights, vandalism or improper conduct occur during event.
- The facility is not left clean.

Fees for additional hours, cleaning or damage repair will be deducted from the deposit. Any balance will be refunded within 30 days of the event.

PARKING

All District-owned facilities have a parking fee that helps to support the operations and maintenance of the facility. The approval of a permit and the use fee associated with the rental of the facility does not include the parking fee. **Unless other arrangements are made, event participants will be responsible for the parking fee upon entry.** If parking is not hosted, please notify attendees of the event so that they are prepared with cash to pay the parking fee. The District also reserves the right to require parking fees be paid in advance by the event organizer. **The parking fee for the North Tahoe Regional Park is \$5 per car for non-residents and free of charge for NTPUD resident with a sticker.**

ADJUSTMENT OF FEES AND CHARGES

The Administrative Manager, with the approval of the General Manager, has the authority to create special rates when such would be in the best interests of the District, after taking into consideration the time of the year, nature of the client, the reservation status of the facilities, capacity and utilization of the field and other related factors. Such special pricing shall be on a one-time basis and not create a precedent for other users of the facility or future rates. Any special pricing must cover all incurred operating costs associated with use of the facility.

ANNUAL PUBLIC ACTIVITIES

Any group or organization that has established an annual public activity on a specific date, will receive an application for the coming year with the return of their security deposit. Applications not returned by December 1st, lose priority reservation status and risk the loss of their requested date. The District will review the application and return a permit with terms, conditions and cost within one month of submission of the application. The signed permit, payment of the security deposit and 50% of use fees must be returned within one month of the mailing date of the use permit or lose priority application status.

ALCOHOL

If alcohol is to be consumed at the event, the alcohol application must be filled out and submitted at the time that the application for the event is submitted and an additional \$100 deposit will be required. The permit will indicate whether the use or sale of alcohol at an event has been approved. All alcohol sales will require proof of an ABC license.



AMPLIFIED SOUND OR LIVE MUSIC

Any use of amplified sound or live music requires an Amplified Sound or Live Music Application. An additional \$100 security deposit will be required. The permission for amplified sound or live music will be indicated on the permit. In consideration to our neighbors, music or amplified sound must be turned off by 9:00 PM.

CONCESSIONS

Any concessionaire activities (food, drink or other additional concessionaires) on District-owned facilities must obtain prior written approval by the District. Vendors may be subject to additional use fees. No vendors will be permitted unless indicated on the application and Facility Use Permit. If vendors are included on the application, the permit will indicate the number and type of vendor (s) permitted.

TENTS AND BOUNCE HOUSES

“Bounce Houses” or other blow up play structures are not permitted on North Tahoe Public Utility District-owned or managed properties. Event tents must be approved by the Administrative Manager or General Manager in advance. Additional fees may be required. Restrictions will be placed on their use in the event of high winds.

FAILURE TO COMPLY

Reservations may be revoked at any time at the discretion of the Park staff. The District reserves the right to refuse or limit service (turning off power and water) to guests who behave in a destructive or disorderly manner while on District-owned or managed property. When there has been a violation of the rules and/or regulations, the entire security deposit may be retained. The District may, at its discretion, require security personnel with the cost of same borne by the applicant. Abuse of District property or failure to comply with the terms of the applicable permits, may result in the permit being revoked, security deposit not refunded and or the applicant being prohibited from future use of District facilities.

PUBLICITY AND ADVERTISING

Use of the District name and logo in any publicity without prior written approval by the District is prohibited. Those wishing to display banners must consult and comply with the Banner Use Policy.

BANNER DISPLAY GUIDELINES

Hanging banners at TVRA (Tahoe Vista Recreation Area) and North Tahoe Regional Park will be considered on a case-by-case-basis in consultation with the Administrative Manager. The conditions of hanging of banners at these locations will be indicated on the permit when allowed and will generally follow the standards below:

- Be of professional quality materials and content
- Be no larger than 12’ in length by 3’ in height
- Be constructed with reinforced grommets in all four corners.
- Must be delivered to District staff a minimum of 72 hours before permitted time of installation.
- Banners may not include advertising for alcohol, tobacco or contain any lewd or suggestive material.
- It is recommended that due to the strength of onshore winds, the banner should be construction with wind slits to prevent it from being torn down or destroyed in the wind. The District suggests that banners be double sided so that they can be viewed from either direction.



- Banners will be displayed up to seven (7) days prior to the event and will be taken down within two (2) days after the end of the event.

PERMIT REQUIREMENTS BY OTHER AGENCIES

Applicants agree to be aware of, and in compliance with, all required health and safety codes, Placer County ordinances and any other applicable laws. The District cannot allow use of its facilities in a manner which requires permits by other agencies without being provided copies of permits from these agencies. It is the sole responsibility of the Applicant to obtain these permits. Please refer to this website for permit compliance resources www.gotahoenorth.com/special-event-resource-planning-guide.

BE BEAR AWARE

Lake Tahoe is black bear habitat, please use caution. Make sure to clean up after yourself and your guests and deposit all trash into a bear proof trash receptacle. Do not leave food unattended....a fed bear is a dead bear.

REGULATIONS FOR THE NORTH TAHOE REGIONAL PARK AND FACILITIES

Park hours: November 1st – May 31st 7 am to 5 pm; June 1st – August 31st 7 am to 9 pm; September 1st – October 31st 7 am to 7 pm. Gates are locked at closing time.

- ❖ Llewellyn Scout Camp check in 3:00 p.m./check out 12:00 p.m. the following day.
- ❖ Observe the 11 mph speed limit.
- ❖ Off-Highway vehicles are prohibited.
- ❖ Woodcutting or gathering is prohibited.
- ❖ State of California prohibits any use of firearms.
- ❖ Cooking in barbecues only; campfires are prohibited.
- ❖ Courtesy must be shown to other Park users; no loud music, noise or littering.
- ❖ Dogs are welcome, but must be on a leash or at the dog park and owners must pick-up after their pets. However, dogs are not permitted on ball fields or the soccer field for health reasons.
- ❖ Amplified sound or live music only with additional permit.
- ❖ Alcohol only with additional permit. Alcohol is never permitted on or around the ball fields or the playground.
- ❖ No early check in or use of site before reserved time.
- ❖ Park entry fee is NOT included unless arrangements are made in advance.
- ❖ Due to unknown weather conditions in the fall and early springs months, the District reserves the right to shut off the water at its discretion. During winter months, water is completely shut off to prevent pipes from freezing.

CLEANING CHECKLIST FOR THE RAMADA AND THE GROUP PICNIC AREAS:

- Keep area clear of debris or barriers.
- Remove and dispose of trash in the provided trash receptacles.
- Do not leave any food items or decorations at picnic site.
- Please turn off the water and lights before you leave.
- Lake Tahoe has an extreme fire risk, especially during summer months. Barbecue coals should be burned down before you leave. Spread coals evenly at the bottom of barbecue to hasten burn down. DO NOT pour water on the coals; this will crack the barbecue and cause embers to escape.



- Please do not rearrange the picnic tables. Any request for movement of tables must be through the District office or personnel.

Applicant/Permit Holder hereby agrees to indemnify, defend and hold harmless the North Tahoe Public Utility District and individual members thereof and all officers, agents and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of, resulting from or any manner related to the use and occupancy of said facility, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. I, the undersigned or the company I represent, will be responsible for any damages sustained to the facility.

I, the undersigned, acknowledge that I have read, understand and will abide by the rules and regulations set forth in the Facility Use and Reservation Policies.

Print Name: _____ Date: _____

Signature: _____ Date: _____