



### Special Use/Event Application

This Special Use/Event Application is for public special events at the North Tahoe Regional Park and Tahoe Vista Recreation Area. **A public special event is any event with 50 or more people where a monetary amount is charged for participation.** Other District facilities such as Thomas Llewellyn Scout Area, Regional Park Ramada and Regional Park ball fields have separate facility use applications that can be found on the Recreation & Parks website. **There is a \$200 nonrefundable administrative fee due with an application for a public special event.**

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

Filing an application is not a District use permit and does not guarantee a District use permit will be issued. If the District approves an application, it will issue a Special Use Permit outlining all appropriate conditions. The applicant will be required to return a signed copy of the 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.

Tahoe Vista Recreation Area Plaza - Public Event Pricing			
# of people	1-50	51-150	151+
Rental Rates	\$450/day	\$450/day	Contact NTPUD for pricing
Deposit	\$350	\$500	\$1500

North Tahoe Regional Park - Public Event Pricing			
# of people	1-50	51-150	151+
Rental Rates	Contact NTPUD for pricing	Contact NTPUD for pricing	Contact NTPUD for pricing
Deposit	\$350	\$500	\$1500

Event: \_\_\_\_\_

Requested Event Location: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Organization:  Nonprofit     Public Agency     Private Business

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_



Type of Event:  Run/Walk  Concert  Bike Race  Kayak/Paddleboard Race

Street Festival/Craft Fair  Car Show  Other: \_\_\_\_\_

**EVENT DETAILS**

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Arrival Date \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Clean Up Date: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_

Set up time and date (if different from arrival date/time): \_\_\_\_\_

Is this an annual event?  Yes  No If so, how many years has the event been produced? \_\_\_\_\_

Number support and event staff you expect: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Number of spectators and/or event attendees you expect: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Number of participants you expect: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Number of children and minors expected: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

Describe procedure proposed to supervise children and minors: \_\_\_\_\_

Is the event open to the general public?  Yes  No

If no, explain: \_\_\_\_\_

Will admission be charged?  Yes  No

- Participants - No Yes: Amount: \_\_\_\_\_
- Spectators - No Yes: Amount: \_\_\_\_\_
- Vendors - No Yes: Amount: \_\_\_\_\_

Does the event have sponsors?  Yes  No If yes, please list company names: \_\_\_\_\_

How will access and security be controlled? \_\_\_\_\_

Please note additional security may be required at the District's discretion at the applicant's expense.

Special Equipment to be brought to facility: \_\_\_\_\_

Electrical Needs? \_\_\_\_\_

Water needs?  Yes  No

Restroom needs?  Yes  No



Please note additional restrooms may be required at the District's discretion at the applicant's expense.

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

If yes, indicate details below:

**\*All vendors must complete the District's Special Event Vendor application, submit a \$25 nonrefundable processing fee and provide the District with a certificate of insurance naming the NTPUD as additionally insured regardless if product is sold or provided free of charge. \***

**Food**

- Number of Food Vendors: \_\_\_\_\_
- Please list food vendors names and contact information: \_\_\_\_\_

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- If food is served, applicant must contact Placer County Environmental Health at 530.581.6248 to receive information regarding community events and mandatory health permits. Applicant must show the District proof of contact for a permit to be issued.

**Beverages:**

Alcoholic:  Yes  No                      Non-Alcoholic:  Yes  No

- A copy of ABC liquor license must also be provided to the District if alcoholic beverages are sold.
- Number of Beverage Vendors: \_\_\_\_\_
- Please list beverages vendors names and contact information: \_\_\_\_\_

**Wares/Retail:**

- Number of Vendors: \_\_\_\_\_
- Please list retail vendors names and contact information: \_\_\_\_\_

Will amplified sound or live music be part of your event?  Yes  No    If yes, please describe: \_\_\_\_\_

**All amplified music or announcements must end at 9:00 pm or applicant forfeits security deposit.**

How will clean-up of District facility and removal of equipment be handled? \_\_\_\_\_

Will the event require permits from other agencies such as:

Placer County  Yes  No                      Tahoe Regional Planning Agency  Yes  No

North Tahoe Fire Protection District  Yes  No                      California Highway Patrol  Yes  No



Placer County Sheriff's Office  Yes  No      Caltrans  Yes  No

If yes, identify the other agencies and attach copies of permits.

How many parking places will the event require?

- Support and Event Staff: \_\_\_\_\_
- Spectators: \_\_\_\_\_
- Participants: \_\_\_\_\_

**Please attach a traffic and parking plan to application and include any shuttle routes (if appropriate).**

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

If yes, attach sample copies and email online marketing/website links to parks@ntpud.org.

Do you want banner display space?    Yes    No

If yes, see Banner Display Guidelines.

**EMERGENCY MEDICAL SERVICES**

Is your event a timed physical event?  Yes  No    Type: \_\_\_\_\_  
(Examples: bike race, foot race, open water swim, etc.)

If your event includes the above type of activity, you must provide an Emergency Medical Plan and will need to contact North Tahoe Fire Protection District at (530) 582-7850 for approval. Also required is a clearance letter from North Tahoe Fire Protection District before your special event permit will be issued. Finally, an EMS clearance letter may be required if the event is considered a large event (concerts, etc.)

**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 before scheduled. The District reserves the right to require additional insurance requirements dependent on the nature of the event.

**North Tahoe Public Utility District**

875 National Ave./P.O. 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 event date require full payment of all fees in advance of the scheduled event in order to confirm the date and permit.



## **PARKING**

All District owned facilities, and some District managed 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. 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.

## **CANCELLATION POLICY**

The cancellation policy is based upon the cancellation date prior to the event. The below days are cancellation timeframes *before* the event day.

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

**14 - 30 days:** Applicant shall be refunded entire security deposit but will forfeit use fee deposit.

**Less than 14 days:** The entire security deposit and use fee deposit will be forfeited.

## **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.

## **ADJUSTMENT OF FEES AND CHARGES**

The Park and Facilities 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 1 lose priority reservation status and risk the loss of their requested date. The District will review the application and return a permit with terms, condition 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, an additional \$100 nonrefundable security deposit is 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.

## **CONCESSIONS**

Any concessionaire activities (food, drink or other additional concessionaires) on District or District managed facilities must obtain prior written approval by the District. Vendors must complete the special event vendor



application, pay a nonrefundable \$25 fee and provide a certificate of insurance naming the District as additionally insured. 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.

**AMPLIFIED SOUND OR LIVE MUSIC**

**Any use of amplified sound or live music requires an additional \$100 refundable security deposit.** 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.

**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. Tents must be approved by the Parks and Facilities 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 and Facilities 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.

**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.

**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.

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 this application.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_