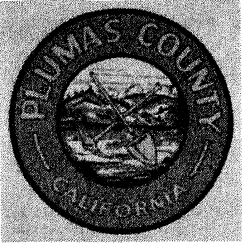


Plumas County Event Planning Packet



Points to consider

- The date: Check to see what other events are taking place the day you have in mind. Too many events in the county on one day can often lead to low attendance for all events.
- Where to have it: If you plan to hold the event on government or private property, there's often a price-tag that comes with its use. Find out if you need to rent the use of the area.
- Insurance: Event liability insurance can be purchased from Flanigan Levitt. Contact Flanigan Levitt at 283-1112 for a quote.
- Promotion: Do you plan to promote this event through social media, hang posters up, put an ad in the newspaper?
- Porta-potties: Keep in mind that people will need to use the bathroom at the event. A good rule of thumb is to have one toilet for every 50 people. Porta-pottys can be rented through Plumas Sanitation out of Portola. The number is 832-0370. Also, keep plenty of garbage cans around.



**PLUMAS COUNTY PUBLIC HEALTH AGENCY
ENVIRONMENTAL HEALTH DIVISION**

270 County Hospital Road, Ste 127, Quincy, CA 95971
Tel (530) 283-6355 Fax (530) 283-6241

COMMUNITY EVENT

Application for Permit

A Community Event Coordinator Permit fee applies to events lasting two(2) or more days, or events that include three (3) or more permitted temporary food facilities. Fee: \$73.00

EVENT INFORMATION

Name of Event: _____

Location of Event: _____

Dates of Event: _____

Name of Event Coordinator: _____

Coordinator Daytime Telephone No: (_____) _____

Email Address: _____

This application, permit fees when applicable, and supporting documentation must be submitted to Environmental Health **30 days** prior to the first day of the event. Supporting documentation must include the following:

- ❖ A Site Plan of the Event Area and Facilities, showing the location of each vendor.
- ❖ A List of Vendors planning to attend the event. *(Use Space on the reverse side of this form)*

BUSINESS INFORMATION

Sponsor of Event: _____

Mailing Address: _____

City, State, Zip: _____

Telephone No: (_____) _____

I HEREBY MAKE APPLICATION FOR A PERMIT FOR THE COMMUNITY EVENT ABOVE IN ACCORDANCE WITH THE STATE HEALTH LAWS AND LOCAL ORDINANCES AND REGULATIONS.

Date: _____ Signed: _____

FOR OFFICE USE ONLY

Rec'd By: _____ Date Received: _____ Site Plan Review By: _____

Date Reviewed: _____ Approved By: _____

Recreation Events on the Plumas National Forest

A Recreation Event is an organized event of a temporary nature, such as animal, vehicle, or boat races; fishing contests; rodeos; adventure games; and fairs. If you are interested in learning more about submitting a proposal for a recreation event, please contact your local ranger district office (Feather River Ranger District 530-534-6500, Mt Hough Ranger District 530-283-0555 or the Beckwourth Ranger District 530-836-2575).

The Plumas National Forest is requesting that Recreation Event proposals be submitted no later than **180 days in advance of the proposed event**, in order to facilitate the processing of the application and permit. There are fees and insurance requirements associated with this type of permit.

DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

*Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>
Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.*

LICENSE NUMBER	GEO CODE
RECEIPT NUMBER	
FEE	
\$	

1. ORGANIZATION'S NAME	CONDITIONS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	DIAGRAM REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No
------------------------	---	--

2. LICENSE TYPE (Check appropriate license type AND organization type)

a. **Daily General (\$25.00)** (Includes beer, wine and distilled spirits)

<input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure	<input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership
<input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose	<input type="checkbox"/> Religious Organization
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)

NUMBER OF DISPENSING POINTS _____

b. **Special Daily Beer (\$25.00)** **Special Daily Beer & Wine (\$50.00)** **Special Daily Wine (\$25.00)**

<input type="checkbox"/> Charitable	<input type="checkbox"/> Fraternal	<input type="checkbox"/> Social	<input type="checkbox"/> Political	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Civic	<input type="checkbox"/> Religious	<input type="checkbox"/> Cultural	<input type="checkbox"/> Amateur Sports Organization	

NUMBER OF DISPENSING POINTS _____

c. **Special Temporary License (\$100.00)** (Different privileges depending on statute)

<input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P	<input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P
<input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P	<input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P

Other Special Temporary Licenses, per Section _____

License number _____ Amount \$ _____

3. EVENT TYPE

<input type="checkbox"/> Dinner	<input type="checkbox"/> Dance	<input type="checkbox"/> Wedding	<input type="checkbox"/> Lunch	<input type="checkbox"/> Picnic	<input type="checkbox"/> Barbeque	<input type="checkbox"/> Social Gathering	<input type="checkbox"/> Festival
<input type="checkbox"/> Sports Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Birthday	<input type="checkbox"/> Mixer	<input type="checkbox"/> Carnival	<input type="checkbox"/> Dinner Dance	<input type="checkbox"/> Other: _____	

4. TOTAL # OF DAYS _____ 5. ESTIMATED ATTENDANCE _____

6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION
From _____ To _____

7. EVENT DATE(S) _____ 8. EVENT IS OPEN TO THE PUBLIC
 Yes No

9. EVENT LOCATION (Give facility name, if any, street number and name, and city) _____

10. LOCATION IS WITHIN THE CITY LIMITS Yes No

11. TYPE OF ENTERTAINMENT _____

12. SECURITY GUARDS Yes No If yes, how many? _____

13. AUTHORIZED REPRESENTATIVE'S NAME _____ 14. REPRESENTATIVE'S TELEPHONE NUMBER _____

15. REPRESENTATIVE'S ADDRESS _____

16. ORGANIZATION'S MAILING ADDRESS (if different from #15 above) _____

17. AUTHORIZED REPRESENTATIVE'S SIGNATURE _____ 18. DATE SIGNED _____

PROPERTY OWNER APPROVAL BY (Name), REQUIRED	PHONE NUMBER	PROPERTY OWNER SIGNATURE	DATE SIGNED
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE	PHONE NUMBER	LAW ENFORCEMENT SIGNATURE	DATE SIGNED
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE	ISSUANCE DATE

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above. This license does not include off-sale ("to-go") privileges.

This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.

PLUMAS COUNTY ENCROACHMENT PERMIT NO. _____

Under P.C.C., Section 4-3.302. *ENCROACHMENT PERMITS*

ISSUE _____

Plumas County Department of Public Works

FINAL _____

1834 E. Main Street Quincy, CA 95971
Telephone (530) 283-6268 Fax (530) 283-6323

Owner: _____

Mailing Address: _____

Telephone: () _____ Fax: () _____

Contractor: _____

Mailing Address: _____

Telephone: () _____ Fax: () _____

Site Address: _____ **APN:** _____

Construction/ Event Dates: **Start:** _____ **Finish:** _____

Description of Work or Event:

An **ENCROACHMENT PERMIT** is hereby granted to the undersigned **PERMITTEE** for the placement of a encroachment within a County highway as described above providing the following conditions are satisfied:

1. **PERMITTEE** agrees to move or remove this improvement at their expense if required by future improvements within the county right-of-way, and to provide all future maintenance for any and all improvements constructed under this Permit. **PERMITTEE** guarantees all work accomplished under this Permit for a period of one year from the date of final inspection.
2. **PERMITTEE** agrees to provide construction signs and flaggers, barricades and flashers as required, and to notify the Department of Public Works for inspection of same **prior** to beginning of construction. No lanes will be closed or detours established without the consent of the Department of Public Works.
3. Utility trenches shall be constructed to Plumas County Standard Plans. No open trenches will be allowed after sunset or over weekends or holidays. Temporary steel plates may be allowed with approved ramps, signage and flashing lights/barricades.
4. Utility poles shall be placed a minimum of 10' from the edge of pavement, unless an exception is granted. All pole and anchor locations shall be field-reviewed by Plumas County **prior** to construction.
5. **PERMITTEE** shall notify the Department of Public Works no less than 24 hours prior to beginning work if starting date is different than shown above. Call your district foreman (see attachment) no less than 24 hours in advance for inspection. If no answer, call (530) 283-6268 or stop by Public Works at 1834 East Main Street in Quincy.

6. Permit applications for public events, races or tours shall be accompanied by letters of notification from both the Plumas County Sheriff's Office and the California Highway Patrol (obtained by **PERMITTEE**). No traffic control or lane closures will be permitted without prior approval. A Certificate of Insurance for not less than \$1 million dollars, naming Plumas County as co-insured shall also accompany the application, along with a map showing the route or location of the public event, race or tour. **No objects or liquids may be thrown or discharged onto or from the County right-of-way during a permitted public event.**

7. **LIABILITIES FOR DAMAGES:** The **PERMITTEE** is responsible for all liability for personal injury or property damage which may occur through work herein permitted, and in the event any claim is made against the County of Plumas or any department, officer or employee thereof, through, by reason of, or in connection with such work or activity, **PERMITTEE** shall defend, indemnify and hold them and each of them harmless from such claim.

8. Unless a determination is made for a "no-fee" permit (i.e. public utility-sponsored projects or public events), **PERMITTEE** agrees to pay a fee for administration and inspection of this Permit, and provide a Performance Bond (if required), which will be fully refunded upon satisfactory completion of the work. The **PERMITTEE** understands and agrees that, if the work is not completed to the satisfaction of the County, the Performance Bond shall be forfeited and the Permit shall be voided. Any unsatisfactory work within County right-of-way may be removed at the County's discretion and the charges therefor billed to the **PERMITTEE**. Administrative fees are not refundable, even if no work takes place. The **PERMITTEE** also understands and agrees that, should additional inspections be necessary due to non-compliance with the terms of this Permit or because of variance from Plumas County Standards or contract plans, the **PERMITTEE** shall be billed for such additional inspection time at the County inspector's reimbursable rate, including travel time. Permits that expire prior to the completion of work may be extended for additional 1 year period(s) by written request. Extensions will not be given beyond 5 years of the first date of expiration of the permit. **Bonds may be returned, but fees for permits that expire or are cancelled shall be forfeited to the County of Plumas.**

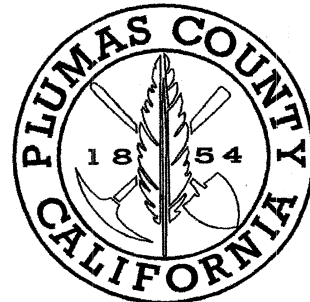
9. Fee: \$ _____ Performance Bond: \$ _____ Hourly Inspection Rate: \$ _____

Bond Refund to: _____

10. **CALL BEFORE YOU DIG!** You must mark out your work area in white paint and include the letters "USA", and call **USA North at 1 (800) 227-2600** at least 48 hours prior to beginning any excavation.

11. This Permit shall become null and void after _____. This Permit extended to: _____.

IMPORTANT NOTE: *PERMITTEE is responsible for all clean-up and storm water & erosion control that may be required in connection with the work done under this permit.*



This Permit shall not be effective for any purpose unless and until the above-named PERMITTEE agrees to these conditions. This Permit is revocable at any time if the above conditions are not met.

The **PERMITTEE** has read and understands the requirements of this Permit.

PERMIT APPROVAL

BOND RELEASE

Name (Please print)

By: _____

By: _____

Signature

Title: _____

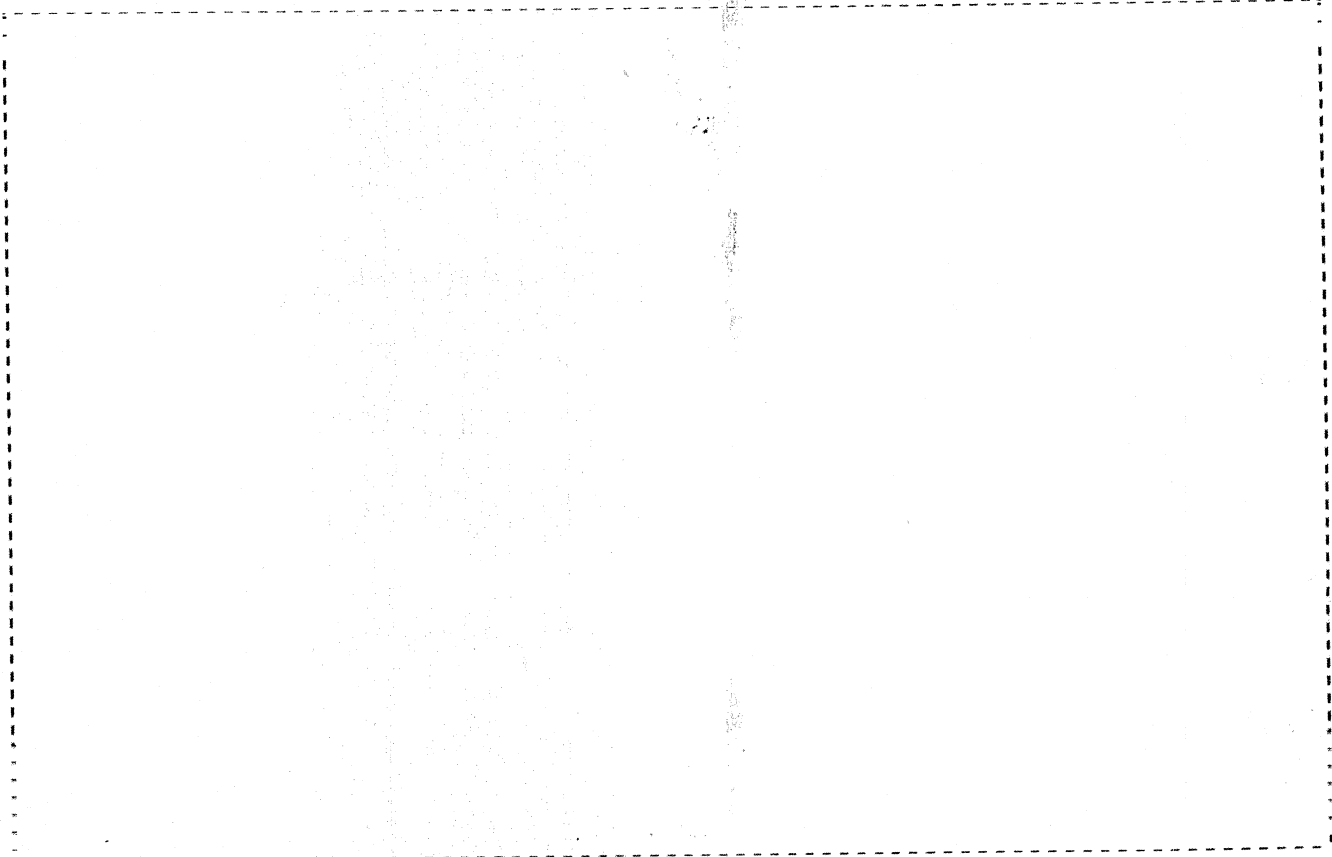
Title: _____

Date: _____

Date: _____

Plumas County Department of Public Works District Contacts:

Beckwourth (Sierra Valley, Delleker)	832-5232
Graeagle (Mohawk Valley, Johnsville)	836-0382
LaPorte (Little Grass Valley)	675-2781
Quincy (American Valley, Canyon)	283-6268
Greenville (Indian Valley)	284-7921
Chester (Lake Almanor)	258-2926



(Sketch/Attach Plans)

INSPECTIONS:

<u>Type</u>	<u>Date</u>	<u>Inspector</u>	<u>What we're looking for</u>
Preliminary	_____	_____	Does the proposed encroachment match the description provided in the application?
Safety	_____	_____	Are required flaggers, signs and barricades in place?
Final	_____	_____	Does the encroachment comply with the description, plans and Standard Details? Is clean-up work complete?

Inspection Notes:

RELEASE AND WAIVER OF LIABILITY for VENDORS

This Release and Waiver of Liability is executed _____, by the Vendor in favor of _____ and its directors, officers, employees, volunteers, and agents.

I, the Vendor, hereby freely and voluntarily, without duress, execute this Release under the following terms:

1. **Waiver and Release.** I hereby release and forever discharge and hold harmless _____ and its successors and assigns from any and all liability, claims, demands, and causes of action, of whatever kind of nature, either in law or equity, which may hereafter arise from my participation with _____ and/or any project, activity, or event sponsored, managed, arranged, or promoted by, or otherwise affiliated or associated with _____. I understand and acknowledge that this Release discharges _____ from any liability or claim that I may have against it, with respect to any bodily or other injury, illness, death, or property damage that may result from my participation. I also understand that _____ does not assume any responsibility or obligation to provide financial assistance or other assistance, including, but not limited to, medical, health, or disability insurance, in the event of injury, illness, death, or property damage.

2. **Insurance.** I understand that _____ may elect to provide group accident or other liability insurance. Any coverage so provided will be governed by the policy language. Except to the extent that it may provide such insurance, _____ does not carry or maintain any health, medical, disability, damage, or other liability insurance coverage for the benefit of its vendors, and expressly disclaims any responsibility or obligation to do so. AS A VENDOR, I AM EXPECTED AND ENCOURAGED BY t _____ TO MAINTAIN MEDICAL, HEALTH, AND ALL OTHER APPLICABLE INSURANCE COVERAGE FOR MY OWN BENEFIT.

3. **Medical Treatment.** Except as otherwise agreed to by _____ in writing, I hereby release and forever discharge _____ from any and all liability claims, demands, and causes of action whatsoever that may arise on account of any first aid or other medical treatment rendered during my participation with _____ and/or any project, activity, or event sponsored, managed, arranged, or promoted by, or otherwise affiliated or associated with _____.

4. **Assumption of Risk.** I understand that my participation with _____ and/or any project, activity, or event sponsored, managed, arranged, or promoted by, or otherwise affiliated or associated with _____ may include activities that may be hazardous to me. I further recognize and understand that such participation may involve certain inherently dangerous activities. I hereby expressly and specifically assume the risk of injury or harm in the activities and release _____ e from all liability for injury, illness, death, and/or property damage that may result.

5. **Photography/Audio Release.** I do hereby grant and convey unto _____ rights, titles, and interest in and to any and all photographic images and video or audio recordings made by or on behalf of _____, or made with its consent, limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

6. **Other.** I expressly understand and agree that this Release is intended to be as broad and inclusive as permitted by law, and that this Release shall be governed by and interpreted in accordance with the laws of this state, county, city and/or township. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release.

By signing below, I acknowledge that I have read and understand this Release, and agree to its provisions.

Signature of participant/ vendor

Date

Participant Accident Waiver and Release of Liability

I acknowledge that participating in _____ carries with it the potential for serious injury and/or death. The risks include, but are not limited to, those caused by facilities, food, equipment, actions of other people including, but not limited to participants, volunteers, spectators, event officials, and event monitors, and/or producers of the event.

I hereby assume all of the risks of participating and/or volunteering in this event. I realize that liability may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained or controlled by them or because of their possible liability without fault. I certify that a qualified medical person has not advised me against participation in this event. I acknowledge that this accident waiver and release of liability form will be used by the event holder, sponsors, and organizers in events in which I may participate and that it will govern my actions and responsibilities at said events. In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assign as follow:

I hereby consent to receive medical treatment, which may be deemed advisable in the event of injury, accident and/or illness during the event.

I understand that at this event or related activities that I may be photographed. I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers and/or assigns.

This Accident Waiver and Release of Liability shall be construed broadly to provide a release and waiver to the maximum extent possible under applicable law. I hereby certify that I have read this document and I understand its contents.

Signature of Entrant: _____ Date: _____

Print Name Here: _____

Letters to the county

When planning an event, it's often necessary and always recommended to send letters to various county departments, letting them know of the time and place of the event along with a brief description.

It's recommended to send letters to the Board of Supervisors, the California Highway Patrol, the Plumas County Sheriffs Office and Public Works.

Following are sample letters demonstrating what a simple letter to a department can look like. The request for an encroachment permit can be sent with the letter to Public Works.

Plumas County Board of Supervisors
520 Main St.
Quincy, Ca 95971

Honorable Plumas County Supervisors,

I am requesting your permission for the _____
event set to take place on (date) at (time) at (location). I hope the
event will be a highlight of the county, as it will include
members of the community.

(Any necessary details of the event, including route if it's
a parade or race. Also include a map).

Please contact me if you have any questions or need
additional information.

Respectfully,

(name)

Date

County Department

Address

City

Dear department,

This letter is to inform your office that _____
will take place on (date) at (duration) in (location).

(Any necessary details of the event, including route if it's
a parade or race. Also include a map).

I respectfully request that you provide a letter stating that
you have been notified. Please contact me if you have any
questions or need additional information.

Respectfully,

(name)