



SPECIAL USE APPLICATION
NORTH TAHOE PUBLIC UTILITY DISTRICT
DEPARTMENT OF PARKS AND RECREATION
530-546-4212/Fax 530-546-2652
parks@ntpud.org

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.

Please review the Facility Use and Reservation Policy before submission of this Application. The application must be submitted to the District office at PO Box 139, 875 National Avenue, Tahoe Vista, CA 96148, Attn: District Reservations, or fax it to 530-546-2652.

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. Annual events may follow the procedures outlined for those events in the Facility Use and Reservation Policy in order to facilitate reservations as quickly as possible.

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 provided): _____

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? _____
- Copy of Health Department Permit Required

Beverages: Alcoholic _____ Non-Alcoholic _____

- District Alcohol Application must be submitted if alcohol sales are requested.
- Number of Beverage Vendors: _____

Wares/Retail:

- Number of Vendors: _____
- Type of Wares: _____
- Federal/State Resale Number of Vendors Required _____

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

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.

I certify that the information contained herein is true and correct. I agree to abide by the District Facility Use and Reservation Policy, the conditions of the Permit and any stipulations of the permit issued for this application. I understand that misrepresentation of the event may result in the permit being revoked, deposit held or being prohibited from future use of the facilities.

Signature: _____ Date: _____