



COUNTY OF LAKE WATER RESOURCES

255 N. Forbes Street
Lakeport, California 95453
Telephone (707)263-2344
Fax (707)263-1965
water.resources@lakecountyca.gov

Scott DeLeon
Public Works Director

COUNTY PROPERTY USAGE APPLICATION HIGHLAND SPRINGS PARK

For those individuals and organizations desiring to use county facilities for a certain event, the Water Resources Department requests the following:

1. Name Applicant/ Organization:

Two horizontal lines for name entry

2. Applicant's Address:

Two horizontal lines for address entry

3. Name/ Title of Individual representing the Applicant:

Phone Number: E-mail:

4. Area Desired: (Please be specific: i.e., will you require special areas such as picnic areas, horseshoe pits, barbecue pits, trails, etc.?)

Two horizontal lines for area desired entry

5. Date(s) of Event:

6. Time(s) desired: (From what time to what time?)

7. Please provide a complete explanation of event:

Three horizontal lines for explanation entry

8. Will food and/or drinks be sold? Served Free? Yes No Free

9. Will alcohol be sold? Served Free? Yes No Free

10. Will you be charging admission or an entry fee to the event? Yes No

11. Are you a non-profit organization?                      Yes                       No

12. How many people do you anticipate will be involved in the event?

Participants \_\_\_\_\_                      Observers \_\_\_\_\_

13. Please provide a complete, legible MAP of any event such as parade, race, walk-a-thon, bicycle event, etc. and attach. (If applicable)

Signed: \_\_\_\_\_  
Applicant or Applicant's Representative

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

**You will be notified as soon as possible as to whether or not your application has been approved.**



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### **General Requirements for Use of County Property for Special Events Highland Springs Recreation Area**

#### **Application:**

In order to conduct a special event as previously defined, application must be made with the Water Resources Department at least sixty (60) days prior to the event.

#### **Special Event Defined:**

Special events, include, but are not limited to, any organized or planned event taking place on County property. Whether it be a family group, individual person, publicly recognized organization, business, or other entity (profit or non-profit) advertise, invite or seed entrants to participate. If the total number of participants is less than 25, a permit is not required, unless alcohol is present, then a permit is **always** required.

#### **Racing Events involving Trails:**

Special events involving racing will not be permitted except under planned conditions. Races may be permitted if full trail closures specified for racing are given advance public notice and are monitored as required. Final approval for issuing permits for racing events rests solely with the Board of Supervisors. A racing event is any event wherein participants compete against each other, or are timed or where awards, prizes or points are issued.

#### **Approving authority:**

Except for racing events, the Water Resources Department and Risk Management are the final approving authorities for all applications and issuance of permits for special events at the Highland Springs Recreation Area.

#### **Failure to Comply:**

It is the responsibility of each applicant to adhere to all conditions described in the issued permit. Failure to comply will result in permit revocation and the applicant shall be ineligible for future permits.

#### **Processing Permits and Appeal Rights:**

Applications can be denied if adequate cause exists. Should an application be denied, special event organizers have the right to appeal directly to the County Board of Supervisors.

**Insurance Requirements:**

It is the responsibility of the special event organizer to provide the Lake County Watershed Protection District with a liability insurance policy, name the **Lake County Watershed Protection District as Additional Insured**, in the amount specified as follows:

- \$ 300,000: Youth events such as little league, Scouting, 4-H and similar youth organizations involving more than 25 participants.
- \$ 1,000,000: All other events involving groups of more than 25 persons and/or events with alcohol present.

**Road Closures:**

For any closures of County roads contact the Lake County Department of Public Works at (707)263-2341.



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### INSURANCE CERTIFICATE INSTRUCTIONS

1. Insurance Certificates are to List the "County of Lake" and "Lake County Watershed Protection District", its officers, employees and agents as additional insured. Information block should look like what is below:

County of Lake and  
Lake County Watershed Protection District  
255 N. Forbes Street  
Lakeport, CA 95451

Listing the Department (Water Resources, Public Works, Public Services, etc.) as the insured instead of the County of Lake and Lake County Watershed Protection District **will not be accepted.**

2. Minimum insurance amount for Public liability and property damage is \$1,000,000. In some cases where the County had determined the event is at a higher risk (i.e. -races, live concerts w/ alcohol, etc.), the county may require more. If more than the minimum liability coverage is required, the County will state what is required in the Insurance Agreement.
3. If alcohol is being sold or served at the event. The insurance certificate must have a liquor liability insurance rider on it.

If you have any questions regarding insurance requirements, please feel free to contact, Cherish Holcomb at 707-263-2344.



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### **INSTRUCTIONS FOR EVENTS THAT WILL BE SERVING/SELLING LIQUOR**

Any event where liquor is being sold (whether non-profit or for profit) requires a liquor license from the Alcohol Beverage Control Board (ABC).

The ABC license must be signed by the Water Resources Director under “property owner, a business association member, organization president, or individual does not have the authority to sign these permits” when the event is being held on County roadways or right of way areas.

An insurance certificate naming the County of Lake as additional insured **and** a liquor liability insurance rider as required whenever alcohol is being served for free or sold at an event.

A copy of the completed permit needs to be provided to Water Resources prior to a property usage permit being issued.

If multiple organizations are selling alcohol, it is up to the permit applicant to insure that each organization is made aware of and complies with these rules, and provides a copy of each organization's liquor license and liability insurance.



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**EXHIBIT 1**

**HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_, as the authorized representative of \_\_\_\_\_, have requested permission to use Highland Springs Reservoir, between the hours of \_\_\_\_\_ and \_\_\_\_\_, on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, for the purpose of holding an event. The event is called \_\_\_\_\_.

In consideration of the issued permit and to the fullest extent permitted by law, \_\_\_\_\_, and its members and participants, agree to indemnify and hold harmless the County of Lake, its officers, agents and employees against and from any and all liability claims, lawsuits, damages, losses, expenses and costs, brought for, or on account of, injuries to or death of any person or persons, including members of \_\_\_\_\_, or damage to or destruction of property, arising out of, or other occurrence during or in connection with the foregoing event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



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**EXHIBIT 2**

**INSURANCE AGREEMENT**

\_\_\_\_\_, shall not use Highland Springs Reservoir, on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, until all insurance required herein has been obtained and certificates of insurance have been submitted to the County of Lake, and said insurance has been approved by the County of Lake. The certificates of insurance shall contain a provision that coverage afforded under the policies shall not be cancelled or reduced without at least ten (10) day's prior notice to the County of Lake. A certificate evidencing insurance shall be filed by \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

**PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

\_\_\_\_\_, shall procure and maintain Comprehensive General Liability insurance, acceptable to the Risk Management Department, which will cover the event and dates herein above described in an amount of not less than \$1,000,000.00 for injuries, including death, on account of one incident or occurrence, and Property Damage insurance also in the amount of \$1,000,000.00. \_\_\_\_\_, shall not hold the event until it has delivered to the County of Lake and "Additional Insured Endorsement" naming the County of Lake, its officers, employees and agents as additional insured under each of the aforementioned policies in this paragraph.

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



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**EXHIBIT 3**

**CLEAN UP AGREEMENT**

\_\_\_\_\_ agrees to clean up the entire event area used and return it to its pre-existing condition within two (2) hours of the completion of the event. \_\_\_\_\_ also agrees to provide one (1) 3-yard trash bin per every 25+ people attending and/or participating in the \_\_\_\_\_ event.

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