City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER: 5820	
EVENT DATE:	
DATE STAMP	STAFF INITIALS

RECEIVED-YS
NOV 1 2 2013
COMMUNITY RESOURCES

COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

- ***APPLICATION MUST BE SUBMITTED BY OCTOBER 31ST, 2013***
- ***$758 NON-REFUNDABLE APPLICATION FEE REQUIRED WITH APPLICATION.***
- ***$505 NON-REFUNDABLE APPLICATION FEE, FOR VERIFIABLE NON-PROFITS (SEE INSTRUCTIONS)***

Request Event Date: 1st choice **: May 26-Monday

2nd Choice ** (Required): May 24-Friday

Date choice is not guaranteed until final calendar has been determined by City staff.

ORGANIZATION'S INFORMATION

EVENT TITLE: Beachsport.org SUP Contest

Applicant Name: Scott Hubbell

Organization Name: Beachsport.org

Non Profit?: No Yes Non-Profit I.D. or Tax Exempt #: _____

[redacted]

CONTACT PERSON'S INFORMATION *(IF DIFFERENT FROM ABOVE)*

Name: Same as above

Address: _____

City State Zip

Phone: ( ) _____ Cell: ( ) _____

Email Address: _____ Fax : ( ) _____

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: Scott Hubbell Cell: ( ) 310 924-5111

EVENT INFORMATION

Event Type *(please select all that apply):*

- ☑ Race *(run, walk, bike, etc.)*
- ☐ Parade
- ☐ Street Fair/Festival
- ☐ Concert
- ☐ Tournament *Type:* _____
- ☐ Pass-Through
- ☐ Fundraiser *Benefitting:* _____
- ☐ Other Stand up Paddle

Event Start Time: 10 am Event End Time: 4 pm

Set-Up Date: 5/26/14 Set-Up Time: 7 am

(If set up includes multiple days, please include additional pages with a daily set-up schedule).

Break Down Date: 5/26/14 Break Down Time: 5 pm

Event Location: Hermosa Pier

Estimated # of Participants: 75 Age of Participants: 18-50

Estimated # of Spectators (daily): 75 Total Estimated Attendance: 150

Overall Event Description - Briefly explain event and activities:

50-75 stand up and prone paddleboards will race around the Hermosa Pier in four different competitions including a SUP surf exhibition (conditions to dictate events)

Street Closure Information – For Parades, Races, Walk/Runs, etc.taking place on City streets.

Names of Streets to be closed *(please include additional sheets if necessary)*:

_____	between	_____	and	_____	am/pm	to	am/pm
_____	between	_____	and	_____	am/pm	to	am/pm
_____	between	_____	and	_____	am/pm	to	am/pm
_____	between	_____	and	_____	am/pm	to	am/pm
_____	between	_____	and	_____	am/pm	to	am/pm

Event Route *(official map must be submitted with application)*

NA

Assembly Area/Event Start: Hermosa Pier

Disbanding Area/Event End: Hermosa Pier

Sponsors
List **ALL** proposed/anticipated Co-Sponsors. Each Co-sponsor is a $250 per co-sponsor fee. Co-sponsors may sample only, not sell.

Beachsport.org

Parking *($1.25 per hour or $30 per space per day)*

Will you need reserved parking spaces? ☐ Yes ☑ No

If YES, please list requested parking times for each day of request:

Date _____ from _____ am/pm to _____ am/pm

Date _____ from _____ am/pm to _____ am/pm

Date _____ from _____ am/pm to _____ am/pm

Will official event merchandise be sold at the event *(Business License required)*? ☐ Yes ☑ No
(Note: No sales on beach per HBMC)

Does your event involve the sale or consumption of alcoholic beverages? ☐ Yes ☑ No
Alcohol is prohibited on the beach per HBMC 12.26.300

Will the event have amplified sound? ☑ Yes ☐ No

-If YES, please describe (live music, PA, number and size of speakers, microphone, bullhorn, etc):

P.A. –
Bullhorn -

Is this a fundraising event? ☐ Yes ☑ No

-If YES, please describe:

Will there be any fenced areas? ☐ Yes ☑ No

-If YES, please describe:

Will there be construction of stages or structures, including any tents or awnings? ☑ Yes ☐ No

-If YES, please describe:

4 10' x 10' pop-up tents for judges and contest personel.

What is your clean-up plan post event?

Police all beach areas for any trash!

Will you be requesting street banners? ☐ Yes ☑ No

Will you be requesting light pole banners? ☐ Yes ☑ No

Will you be filming of having television coverage? ☐ Yes ☐ No

Entrance or Registration Fee: $25 per contestant

Methods of Registration (please check all that apply):

☐ Website ☐ Mail
☐ Active.com ☑ Other on site

Prizes (including anticipated cash prizes):

SAFETY/SECURITY/VOLUNTEERS

Have you hired a security company to handle security arrangements for this event? ☐ Yes ☑ No

-If YES, please include the following information:

Company Name: _____ Phone: _____ # of Guards: _____

Guard Schedule:

Do you plan on utilizing volunteers? ☐ Yes ☑ No

-If YES, please describe:

Please describe your procedures for both crowd control and internal security:

NA

EVENT PROMOTION INFORMATION

Please describe marketing and promotional efforts for this event. Include event website, social networking sites, radio play, etc.

Website

EQUIPMENT INFORMATION (ATTACH SITE PLAN)

A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN

Please check all the boxes that apply to the equipment that will be on site for your event and specify the number and size of each (if applicable).

- ☐ Cars _____
- ☐ Semi-Trucks _____
- ☑ Generator _____
  - Size/Type: _____
- ☐ Vans _____
  - Size: _____
- ☑ Sound Equipment _____
- ☐ Enclosed Tents _____
- ☐ Other *(please attach list with description of each item)*
- ☐ Porta Potties _____
- ☐ Motor Homes _____
  - Size: _____
- ☐ Trailer _____
  - Size: _____
- ☐ Stage _____
  - Measurements: _____
- ☑ Canopies 4 pop ups 10' x 10'

GREEN MATRIX (ENVIRONMENTAL PROTECTION PLAN) - REQUIRED

COMPLETE THE ATTACHED GREEN MATRIX AND ATTACH TO YOUR APPLICATION.

ACCESSIBILITY PLAN

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

Please describe your accessibility plan: Utilize existing access

INSURANCE

Unless greater or lesser coverage is requested, applicant agrees to furnish the City of Hermosa Beach evidence of $2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Hermosa Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Hermosa Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit.

APPLICANT AGREES TO COMPLY WITH ALL APPLICANT'S LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.

I certify that the information contained herein is true and correct to the best of my knowledge. I have read and agree to comply with the City of Hermosa Beach Sustainability Measures. All fees, charges and other material will be paid and or furnished to the Department of Community Resources as mutually agreed to by both parties.

Company Representative (signature) — Date: 10/30/14

Department of Community Resources — Date

All Event Applications must include the completed GREEN MATRIX (Environmental Protection Plan)

Events in Hermosa Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Specify how you will comply with applicable measures (or mark not applicable). If your contract is for several years, show how you will increase compliance is subsequent years.

Event Name: Beachport.org SUP **Expected Attendance:** 150

MEASURE	APPLIES TO:	HOW WILL YOU COMPLY? (use additional sheets if needed)
Recycling and Waste Reduction		
1. Reduce waste and single-use items		
▪ Limit single-use paper, plastics, packaging, and décor items	All events	NA
▪ Reduce size/bulk of plates, containers, cups	All events	NA
▪ Use products with high recycled content	All events	All items packed in are packed out
▪ Avoid sale or give-away of single-use plastic bottled drinking water	All events	NA
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups)	500 or more	NA
▪ At 'beer or drink gardens' recycle cups (provide dump station for liquids)	2000 or more	NA
▪ Recycle fry-grease for bio-diesel fuels	2000 or more	NA
▪ Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)	500 or more	NA
2. Recycling containers:		
▪ Place well-marked recycle containers adjacent to every trash container	500 or more	NA
▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters	2000 or more	NA
3. Staging		
▪ Recycle or reuse event construction materials	2000 or more	NA
▪ Use 'no emission/no VOC' paints/sealants	500 or more	NA
Transportation		
▪ No-idling policy for all vehicles	All events	NA
▪ Sponsor free shuttle or low cost bus passes	2000 or more	NA
▪ Use hybrid, electric or CNG vehicles	2000 or more	NA
Energy		
▪ Use energy-efficient lighting	All events	NA
▪ Turn lighting and devices off when not in use	All events	NA

▪ Turn off generators when not in use for significant period of time	All events	will comply
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	2000 or more	NA
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	2000 or more	NA
Marine environment		
▪ Avoid use of single-use plastic bags. Events on Pier Plaza, Pier Avenue and Hermosa Avenue: NO single-use plastic bags.	All events	NA
▪ Avoid Styrofoam for outdoor events, take-out cups or containers. Events on Pier Plaza, Pier Avenue and Hermosa Avenue: NO Styrofoam for outdoor events, take-out cups or containers.	All events	NA
▪ No hosing of surfaces unless specifically allowed by city	All events	NA
▪ Full containment of all wastes	All events	NA
▪ Full containment of all six-pack plastic rings. Events on Pier Plaza, Pier Avenue and Hermosa Avenue: Full containment of all six-pack plastic rings.	All events	NA
▪ Provide recycling containers and litter control	All events	NA
▪ Beach and street cleaning required	500 or more	NA
Education		
▪ Event and vendors to make reducing waste and recycling a prominent theme	500 or more	Will comply
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	2000 or more	NA
▪ Advertise green measures and rules in all event advertising and on website	500 or more	NA
▪ Demonstrate that vendors and service providers will comply with green measures	500 or more	Will Comply
Monitoring		
▪ Report on compliance with above applicable measures	500 or more	Will Comply

Return to the Pier Paddle Board Race 5/26/14

Pier Banner

Start/Finish