



City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER: 5025

COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

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

EVENT DATE: RECEIVED-YS		STAFF INITIALS
DATE STAMP OCT 28 2013		
COMMUNITY RESOURCES		

- APPLICATION **MUST BE SUBMITTED BY OCTOBER 31ST, 2013**
- **\$750 NON-REFUNDABLE APPLICATION FEE REQUIRED WITH APPLICATION.**
- **\$505 NON-REFUNDABLE APPLICATION FEE, FOR VERIFIABLE NON-PROFITS (SEE INSTRUCTIONS)**

Request Event Date: 1st choice **April 26, 2014 (5th Year Event)**

2nd Choice ** (Required): May 3, 2014

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

ORGANIZATION'S INFORMATION

EVENT TITLE: Night at the Ballpark

Applicant Name: Amy Schmargen

Organization Name: Hermosa Beach Little League and Softball (Hermosa Beach Diamond Sports, Inc.)

Non Profit?: No Yes Non-Profit I.D. or Tax Exempt #: 22-2501521



CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM ABOVE)



REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: Amy Schmargen

Cell: () 310-938-1536

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 Night at the BallPark

Event Start Time: 3:00 pm

Event End Time: Day after at 9 am

Set-Up Date: Day of Event at 1:00 pm

Set-Up Time: 1:00 pm

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

Break Down Date: Day after

Break Down Time: 9:00 pm

Event Location: Clark Field

Estimated # of Participants: 300-450

Age of Participants: all ages

Estimated # of Spectators (daily): -----

Total Estimated Attendance: 300-450

Overall Event Description - Briefly explain event and activities:

This is an opportunity for the HBLL players and families to have a family night which includes a picnic like atmosphere as well as a sleepover using tents on the field. There will be a softball game, movie (appropriate for all ages), and food enjoyed by the HBLL community. The entire event will be held at Clark Field.

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)

N/A

Assembly Area/Event Start: Same as above

Disbanding Area/Event End: Same as above

Sponsors

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

We do not anticipate any co-sponsors. Should the situation change, we will inform the City, obtain required approvals and submit required fees.

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*)?
(Note: No sales on beach per HBMC) Yes No

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

Will the event have amplified sound? Yes No
-If YES, please describe (live music, PA, number and size of speakers, microphone, bullhorn, etc):
PA for announcements and small speakers for movie

Is this a fundraising event? Yes No
-If YES, please describe:

This is strictly a community building event.

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:

No stages or structures. We will potentially bring in grills, food tables which may include a tent or awning. The individual families will "pitch" tents to sleep in

What is your clean-up plan post event?

The HBLL clean-up crew will ensure that Clark Field and the surrounding areas is completely cleaned-up of trash, debris and all items removed. We will restore Clark Field to the condition that we found it by 10 am on that Sunday morning.

Will you be requesting street banners? Yes No

Will you be requesting light pole banners? Yes No

Will you be filming or having television coverage? Yes No

Entrance or Registration Fee: _____ approximately \$15-25/person to cover the cost of the event

Methods of Registration (please check all that apply):

- Website Mail
 Active.com Other _____

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:

Volunteers will help organize, set-up, manage, run event as well as clean-up.

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

This will be our 6th year hosting this community event and we have never encountered a crowd control or security issue. Only HBLL family and members are invited to this event. There will not be outside attendees. We will have volunteers specifically assigned to assuring that all attendees are representing HBLL and the City appropriately.

EVENT PROMOTION: Strictly email to the HBLL community. No outside event promotion or marketing

EVENT PROMOTION INFORMATION

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

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 Portable PA system
- Enclosed Tents _____
- Other (please attach list with description of each item)
- Porta Potties 2
- Motor Homes _____
Size: _____
- Trailer _____
Size: _____
- Stage _____
Measurements: _____
- Canopies _____

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:

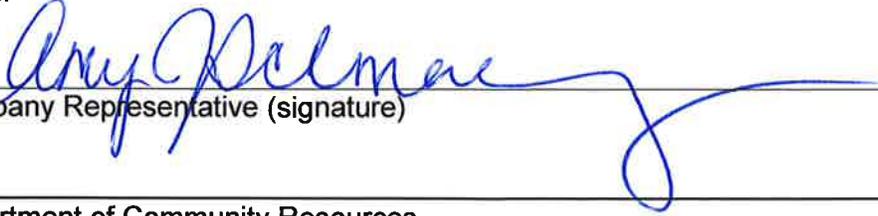


INSURANCE

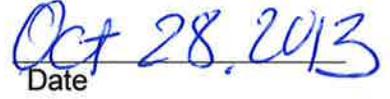
Unless greater or lesser coverage is requested, applicant agrees to furnish the City of Hermosa Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Hermosa Beach, its 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

Department of Community Resources

Date

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 in subsequent years.

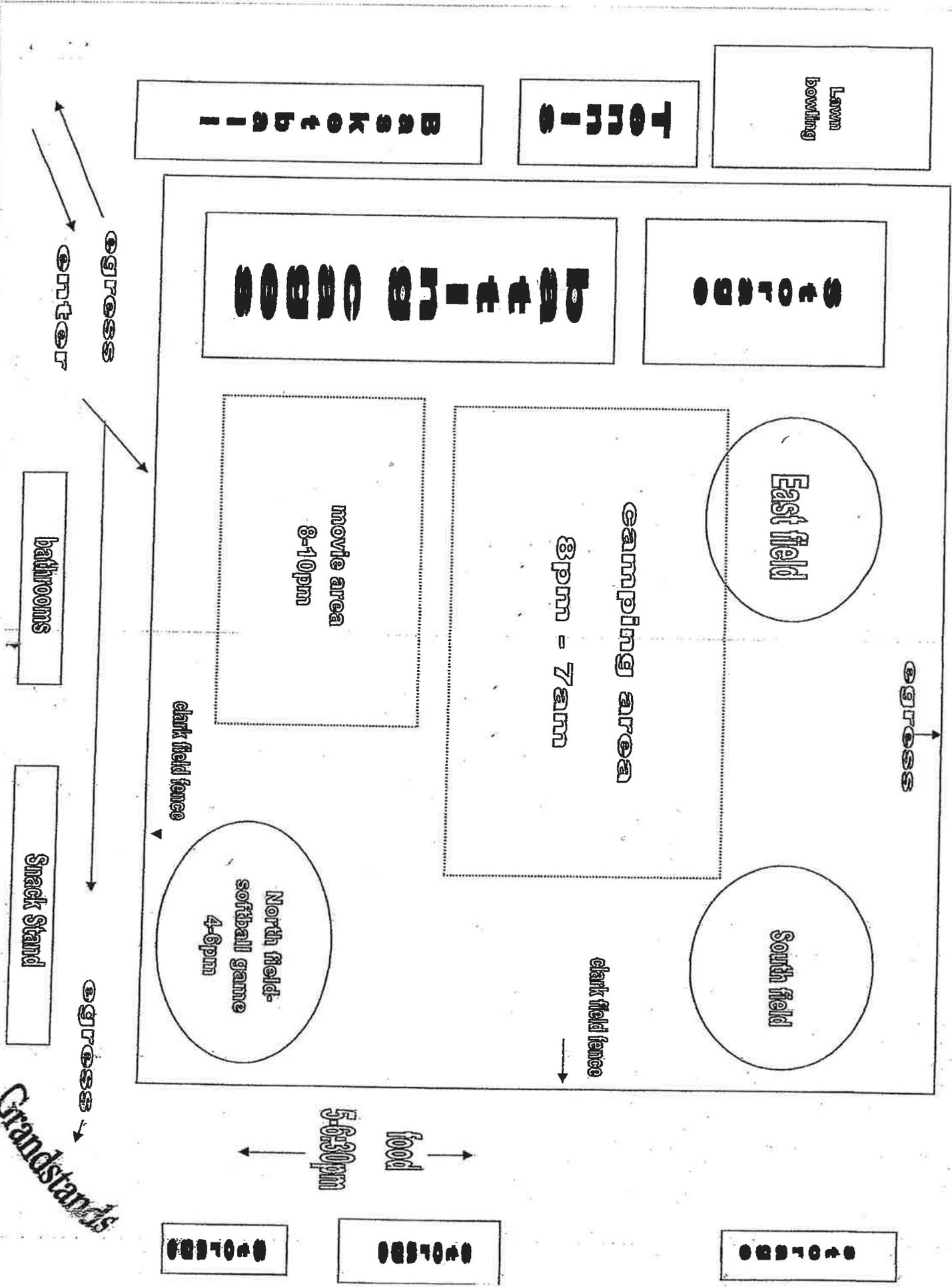
Event Name: HBLL Night at the Ballpark

Expected Attendance: 300-450

MEASURE	APPLIES TO:	HOW WILL YOU COMPLY? (use additional sheets if needed)
Recycling and Waste Reduction		
1. Reduce waste and single-use items		
<ul style="list-style-type: none"> ▪ Limit single-use paper, plastics, packaging, and décor items 	All events	Only food will be server per health code req's. Drinks will be served in plastic cups - 1 per person
<ul style="list-style-type: none"> ▪ Reduce size/bulk of plates, containers, cups 	All events	Recycled as much as possible
<ul style="list-style-type: none"> ▪ Use products with high recycled content 	All events	Will will use as many recyclable products as feasible
<ul style="list-style-type: none"> ▪ Avoid sale or give-away of single-use plastic bottled drinking water 	All events	
<ul style="list-style-type: none"> ▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) 	500 or more	If provided, we will recycle in blue receptacles
<ul style="list-style-type: none"> ▪ At 'beer or drink gardens' recycle cups (provide dump station for liquids) 	2000 or more	N/A
<ul style="list-style-type: none"> ▪ Recycle fry-grease for bio-diesel fuels 	2000 or more	N/A
<ul style="list-style-type: none"> ▪ 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	N/A
2. Recycling containers:		
<ul style="list-style-type: none"> ▪ Place well-marked recycle containers adjacent to every trash container 	500 or more	N/A
<ul style="list-style-type: none"> ▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters 	2000 or more	N/A
3. Staging		
<ul style="list-style-type: none"> ▪ Recycle or reuse event construction materials 	2000 or more	N/A
<ul style="list-style-type: none"> ▪ Use 'no emission/no VOC' paints/sealants 	500 or more	N/A
Transportation		
<ul style="list-style-type: none"> ▪ No-idling policy for all vehicles 	All events	N/A
<ul style="list-style-type: none"> ▪ Sponsor free shuttle or low cost bus passes 	2000 or more	N/A
<ul style="list-style-type: none"> ▪ Use hybrid, electric or CNG vehicles 	2000 or more	N/A
Energy		
<ul style="list-style-type: none"> ▪ Use energy-efficient lighting 	All events	Primary lighting are the Clark Field lights
<ul style="list-style-type: none"> ▪ Turn lighting and devices off when not in use 	All events	Will comply

▪ 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	N/A
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	2000 or more	N/A
Marine environment		
▪ Avoid use of single-use plastic bags. <u>Events on Pier Plaza, Pier Avenue and Hermosa Avenue: NO single-use plastic bags.</u>	All events	No single use bags will be used
▪ Avoid Styrofoam for outdoor events, take-out cups or containers. <u>Events on Pier Plaza, Pier Avenue and Hermosa Avenue: NO Styrofoam for outdoor events, take-out cups or containers.</u>	All events	No styrofoam will be used
▪ No hosing of surfaces unless specifically allowed by city	All events	Agree
▪ Full containment of all wastes	All events	Trash cans and recycle receptacles will be used
▪ Full containment of all six-pack plastic rings. <u>Events on Pier Plaza, Pier Avenue and Hermosa Avenue: Full containment of all six-pack plastic rings.</u>	All events	Agree - don't anticipate using
▪ Provide recycling containers and litter control	All events	Will provide
▪ Beach and street cleaning required	500 or more	N/A
Education		
▪ Event and vendors to make reducing waste and recycling a prominent theme	500 or more	N/A
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	2000 or more	N/A
▪ Advertise green measures and rules in all event advertising and on website	500 or more	N/A
▪ Demonstrate that vendors and service providers will comply with green measures	500 or more	N/A
Monitoring		
▪ Report on compliance with above applicable measures	500 or more	N/A

NIGHT AT THE PALACE 2014
 Site Plan



Grandstands