



City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER: **5829**

RECEIVED-YS
EVENT DATE

DATE STAMP
OCT 31 2013

STAFF
INITIALS

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 **: Saturday, April 26, 2014

2nd Choice ** (Required): _____

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

ORGANIZATION'S INFORMATION

EVENT TITLE: 27th Annual Richstone Pier-to-Pier Walk

Applicant Name: Allison Tanaka

Organization Name: Richstone Family Center

Non Profit?: No Yes Non-Profit I.D. or Tax Exempt #: 23-7373745

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: Allison Tanaka

Cell: (310) 918-7193

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: Richstone Family Ctr.
 Other _____

Event Start Time: 7:30 amEvent End Time: 10:00 amSet-Up Date: Saturday, April 26, 2014Set-Up Time: 6:30 am*(If set up includes multiple days, please include additional pages with a daily set-up schedule).*Break Down Date: Saturday, April 26, 2014Break Down Time: 10:00 amEvent Location: Pass through Event - Hermosa Beach Pier as turnaround pointEstimated # of Participants: 1000Age of Participants: all agesEstimated # of Spectators (daily): n/aTotal Estimated Attendance: 1000 total**Overall Event Description** - Briefly explain event and activities:

Annual Pier-to-Pier Walk in honor of National Child Abuse Awareness Month that benefits the Richstone Family Center's child abuse treatment, prevention and education programs. Participants begin the walk at the Manhattan Beach Pier, travel to the Hermosa Beach Pier and back.

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):

<u>n/a</u>	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)

Along the Strand from the Manhattan Beach Pier to the Hermosa Beach Pier and back.

Assembly Area/Event Start: Manhattan Beach PierDisbanding Area/Event End: Manhattan Beach 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. TBD

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):

Is this a fundraising event? Yes No

-If YES, please describe:

Annual fundraising that supports Richstone's child abuse treatment, prevention and community education programs.

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:

EVENT PROMOTION INFORMATION

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

The event will be marketed through posters and brochures distributed to South Bay businesses and schools, as well as through newspaper advertisements, social media posts, and website calendars.

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).

- | | |
|-----------------------------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Cars _____ | <input type="checkbox"/> Porta Potties _____ |
| <input type="checkbox"/> Semi-Trucks _____ | <input type="checkbox"/> Motor Homes _____ |
| <input type="checkbox"/> Generator _____ | Size: _____ |
| Size/Type: _____ | <input type="checkbox"/> Trailer _____ |
| <input type="checkbox"/> Vans _____ | Size: _____ |
| Size: _____ | <input type="checkbox"/> Stage _____ |
| <input type="checkbox"/> Sound Equipment _____ | Measurements: _____ |
| <input type="checkbox"/> Enclosed Tents _____ | <input type="checkbox"/> Canopies _____ |
| <input type="checkbox"/> Other (please attach list with description of each item) | |

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:

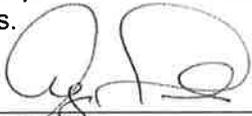
All related event routes are wheelchair and handicap accessible.

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)

10/25/13

Date

Department of Community Resources

Date

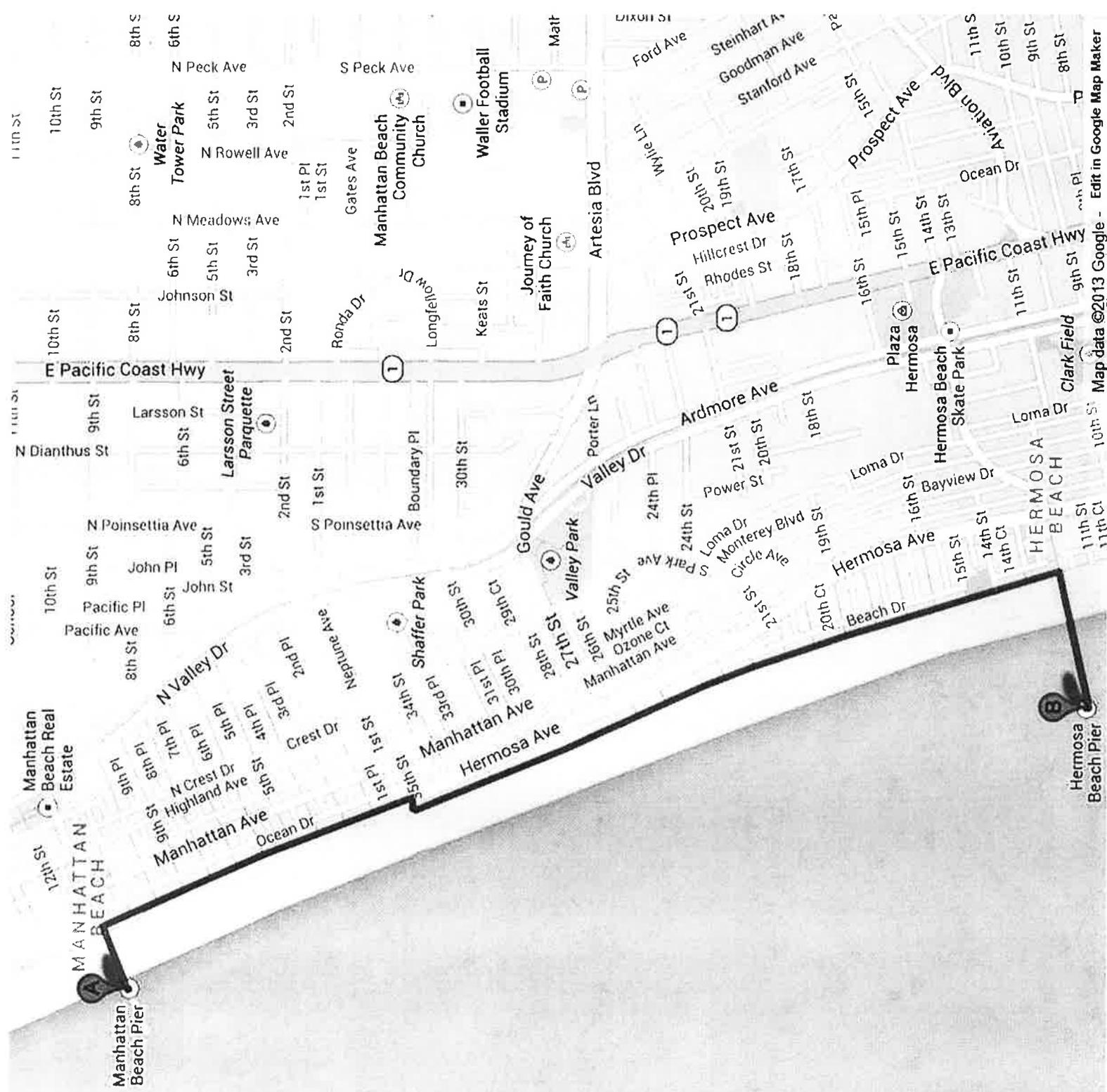
All Event Applications must include the completed GREEN MATRIX (Environmental Protection Plan)

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 in subsequent years.

Event Name: 27th Annual Richstone Pier-to-Pier Walk **Expected Attendance:** 1000

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	reusable table cloths and decor are being rented or re-purposed from prior years
<ul style="list-style-type: none"> ▪ Reduce size/bulk of plates, containers, cups 	All events	n/a
<ul style="list-style-type: none"> ▪ Use products with high recycled content 	All events	recycled products (cups, etc) are used
<ul style="list-style-type: none"> ▪ Avoid sale or give-away of single-use plastic bottled drinking water 	All events	the use of reusable water bottles and recyclable cups for water are encouraged
<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	we are working with our water providers to see if large jugs can be donated
<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	online pre-registration is encouraged and no extraneous materials will be handed out event day
2. Recycling containers:		
<ul style="list-style-type: none"> ▪ Place well-marked recycle containers adjacent to every trash container 	500 or more	recycling containers are made accessible
<ul style="list-style-type: none"> ▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters 	2000 or more	volunteers make an effort to sort recyclable materials during cleanup
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	n/a
<ul style="list-style-type: none"> ▪ Turn lighting and devices off when not in use 	All events	n/a

▪ Turn off generators when not in use for significant period of time	All events	n/a
▪ 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	n/a
▪ 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	n/a
▪ No hosing of surfaces unless specifically allowed by city	All events	n/a
▪ Full containment of all wastes	All events	n/a
▪ 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	n/a
▪ Provide recycling containers and litter control	All events	both trash & recycling bins will be available
▪ 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	can be made available



Richstone Pier-to-Pier Walk

Route Map & Site Plan

(no parking, street closures, equipment are needed along the route or at the turnaround point in Hermosa Beach)