



City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER: 5816

EVENT DATE: 3/30/14

DATE STAMP
NOV 04 2013

STAFF
INITIALS

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 FOR EVENTS SCHEDULED FROM JANUARY THROUGH JUNE, AND DUE MARCH 1, 2014 FOR EVENTS SCHEDULED FROM JULY THROUGH DECEMBER.
- \$758 Non-Refundable Application FEE required with application.
- \$505 Non-Refundable Application FEE, for VERIFIABLE non-profits (SEE INSTRUCTIONS)

Request Event Date: 1st choice **: March 30, 2014

2nd Choice ** (Required): March 23, 2014

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

ORGANIZATION'S INFORMATION

EVENT TITLE: Walk for Water

Applicant Name: The Samburu Project

Organization Name: The Samburu Project

Non Profit?: No

Yes

Non-Profit I.D. or Tax Exempt #:

20-3541982

20-3541982

CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM ABOVE)

Name: Stephanie Ng

Address: 2510 Main St. Suite 202

Santa Monica

City

CA

State

90405

Zip

Phone: (310) 881-7265

Cell: ()

Email Address: stephanie@thesamburuproject.org

Fax: ()

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: Stephanie Ng

Cell: (310) 343-0473

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: clean water in kenya
- Other _____

Event Start Time: 8:00 AM

Event End Time: 12:00 PM NOON

Set-Up Date: ~~3/27/14~~ 3/30/14

Set-Up Time: 6:00 AM

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

Break Down Date: 3/30/14

Break Down Time: 12:00 PM NOON

Event Location: Patio of American Junkie. Footprint attached also. requests use of folding tables out front for additional seating.

Estimated # of Participants: 200

Age of Participants: babies to 70 yrs

Estimated # of Spectators (daily): 0

Total Estimated Attendance: 200

Overall Event Description - Briefly explain event and activities:

5th annual Walk for Water to benefit The Samburu Project. A pier to pier family friendly Walk to raise funds and awareness of TSP's clean water initiative in Kenya. Our start + end point will be the American Junkie restaurant.

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)

Assembly Area/Event Start: American Junkie Restaurant

Disbanding Area/Event End: American Junkie Restaurant.

Sponsors

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

no cosponsors anticipated

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):

DJ with 2 speakers set up inside the restaurant.

Is this a fundraising event? Yes No

-If YES, please describe:

Walk for Water is a family friendly walk from pier to pier to raise funds for clean water in Kenya.

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:

What is your clean-up plan post event?

Clean up will be completed within half an hour of the event. Event has minimal waste impact and will be contained within American Junkie restaurant.

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: \$30.00

Methods of Registration (please check all that apply):

Website
 Active.com

Mail
 Other _____

Prizes (including anticipated cash prizes):

T-shirts

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:

The Samburu Project will utilize current interns and board members to help run the event.

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

Pre-registration will be required. The venue will be adequately staffed. Walk leaders will guide the participants and will be stationed along the path.

EVENT PROMOTION INFORMATION

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

www.walkforwater2014.org, facebook coverage on Facebook.com/the samburu project, twitter posts, and coverage on our website: thesamburuproject.org

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: _____

- Porta Potties _____
- Motor Homes _____
Size: _____
- Trailer _____
Size: _____
- Stage _____
Measurements: _____

- Sound Equipment 2 speakers for DJ
- Enclosed Tents _____
- Other (please attach list with description of each item)

- Canopies 1 for children's ~~st.~~ corner

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:

Pier avenue and the Strand are accessible.
American Junkie is accessible to persons with disabilities.

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)

10.21.13

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: Walk for Water Expected Attendance: 200

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	We will use as much of the restaurants supplies as possible
▪ Reduce size/bulk of plates, containers, cups	All events	OK
▪ Use products with high recycled content	All events	OK
▪ Avoid sale or give-away of single-use plastic bottled drinking water	All events	OK - we will encourage walkers to bring own bottles
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups)	500 or more	we will work with restaurant Bartenders can refill water
▪ At 'beer or drink gardens' recycle cups (provide dump station for liquids)	2000 or more	N/A
▪ Recycle fry-grease for bio-diesel fuels	2000 or more	N/A
▪ 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:		
▪ Place well-marked recycle containers adjacent to every trash container	500 or more	N/A
▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters	2000 or more	N/A
3. Staging		
▪ Recycle or reuse event construction materials	2000 or more	N/A
▪ Use 'no emission/no VOC' paints/sealants	500 or more	N/A
Transportation		
▪ No-idling policy for all vehicles	All events	OK
▪ Sponsor free shuttle or low cost bus passes	2000 or more	N/A
▪ Use hybrid, electric or CNG vehicles	2000 or more	N/A
Energy		
▪ Use energy-efficient lighting	All events	OK
▪ Turn lighting and devices off when not in use	All events	OK

▪ Turn off generators when not in use for significant period of time	All events	OK (but will not need generators)
▪ 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	will be using reusable gift bags
▪ 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	we will use the restaurant's utensils
▪ No hosing of surfaces unless specifically allowed by city	All events	OK
▪ Full containment of all wastes	All events	we will make announcements to use trash bins + restaurant staff will clean
▪ 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	No six packs used
▪ Provide recycling containers and litter control	All events	will sort trash
▪ 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

HERMOSA AVE

LOCATION FOOTPRINT

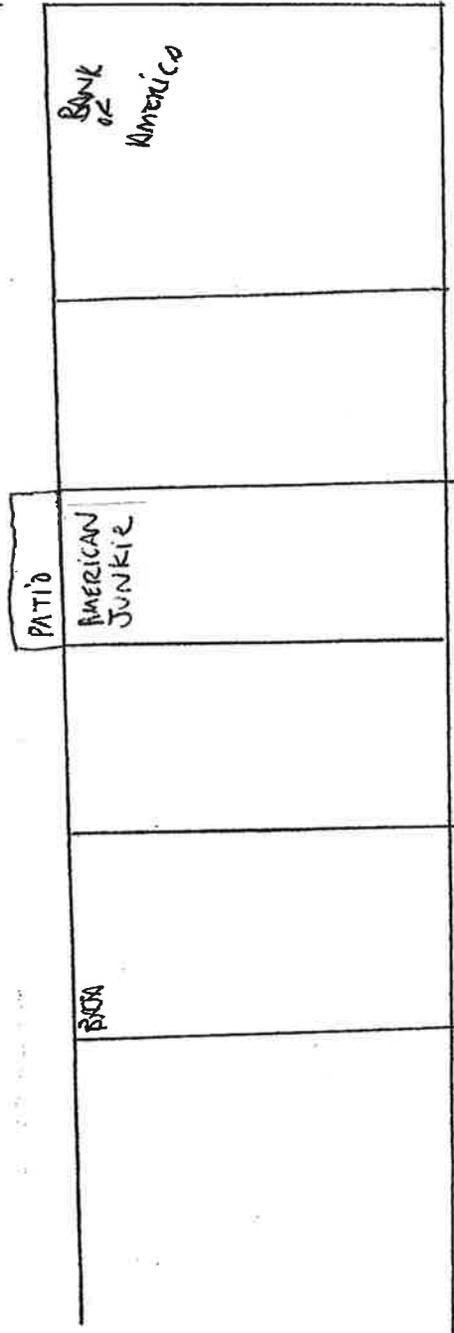
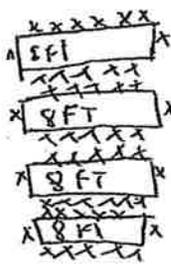


3/30/2014

REQUEST PERMISSION
 To set up 4 8FT. Long
 Folding Tables & chairs
 for walkers to EAT
 Breakfast.
 Tables will be set up
 from 11:00am - 1:00 PM
 The Samburus projects
 walk for water &
 pancake breakfast

PALM TREES

* * * * *
 PIER AVENUE
 * * * * *



PARKING LOT

STRAND