



City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER: X

EVENT DATE: 3/15/14

RECEIVED DATE STAMP

OCT 29 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.
\$750 Non-Refundable Application FEE required with application.
\$505 Non-Refundable Application FEE, for VERIFIABLE non-profits. (SEE INSTRUCTIONS)

Request Event Date: 1st choice **: MARCH 15, 2014

2nd Choice ** (Required): MARCH 8, 2014

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

ORGANIZATION'S INFORMATION

EVENT TITLE: HERMOSA BEACH ST PATRICKS DAY PARADE

Applicant Name: Hermosa Beach Chamber of Commerce

Organization Name: MATT BENNETT

Non Profit?: No Yes Non-Profit I.D. or Tax Exempt #: 95-1450397

CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM ABOVE)

Name: _____

Address: _____

City State Zip

Phone: () Cell: ()

Email Address: Fax: ()

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: Cell: ()

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

Event Start Time: 11 AM

Event End Time: 1:30 PM

Set-Up Date: MAR 14 & 15

Set-Up Time: 6 AM

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

Break Down Date: 3/15/14

Break Down Time: 2 PM

Event Location: PIER AVE / Hermosa Ave / Valley Dr.

Estimated # of Participants: 2,000

Age of Participants: Various

Estimated # of Spectators (daily): 7,000

Total Estimated Attendance: 7,000

Overall Event Description - Briefly explain event and activities:

20TH Annual Hermosa Beach
ST PATRICK'S
DAY PARADE

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)

SUBMITTED
Valley Drive, PIER AVE, Hermosa Ave

Assembly Area/Event Start: Valley Dr - near city Hall

Disbanding Area/Event End: Valley Dr - near city Hall

Sponsors

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

NOT SOLD YET BUT WE HOPE TO HAVE SOME

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):

YES PA at 3 locations w/announcers

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:

YES
Stages at Hernandez Ave & Pier Ave
Pier & Monterey
Pier & Valley

EVENT PROMOTION INFORMATION

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

*www.HBChamber.NET
Press Release attached*

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 _____

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.

St. Pats Parade Timeline 2012

WEDNESDAY, March 14th

**Post No Parking Signs (6:00 am – 2:00 pm)
Valley Drive from City Hall to Clark Building and 11th Street –
Pier Ave from Valley Drive to Hermosa Ave.
Parking Lot A, Hermosa Ave from 8th to 13th**

THURSDAY, March 15th

11:00 am Street Marking Vendor Spaces – BES Staff

FRIDAY, March 16th

**9:00 am No Parking signs posted on Parade -- BES Staff
Parade Street Marking -- Committee Personnel**

Noon Mark Parade Route

SATURDAY, March 17th

**6:00 am BES Staff – Arrival
Start Set up of Venue**

**7:00 am Committee and Volunteer Call Time
Set up Registration and Line up Area**

**7:00 am Set up Audio, Stages and Power
Street Closure Arrival, Valley Drive Closure Starts
First Security Arrival**

**8:00 am Security Arrival Completed
Valley Dr. Closed, Check in Open**

10:00 am Close Parade Route

11:00 am Parade Step Off

**1:30 pm Break down Parade Venue and Route – BES Staff, So Cal
Barricades, Security and Volunteers**

3:00 pm BES Secure Venue and Move Out

