



City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER: 238

EVENT DATE:
RECEIVED-VS

DATE STAMP
OCT 09 2014

STAFF
INITIALS
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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 30, 2014** FOR EVENTS SCHEDULED FROM JANUARY THROUGH JUNE 2015, AND DUE MARCH 2, 2015 FOR EVENTS SCHEDULED FROM JULY THROUGH DECEMBER, 2015.
- \$758 Non-Refundable Application FEE required with application.
- \$505 Non-Refundable Application FEE, for VERIFIABLE non-profits (SEE INSTRUCTIONS)

Requested Event Date (1st Choice^{**}): APRIL 25, 2015

2nd Choice ^{**} (Required):

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

ORGANIZATION'S INFORMATION

EVENT TITLE: 28th Annual Richstone Pier-to-Pier Walk

Applicant Name: Allison Tanaka Birthdate:

Organization Name: Richstone Family Center

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

Address: 13620 Cordary Avenue

Hawthorne
City

CA
State

90250
Zip

Phone: 310-970-1921

Cell: 310-918-7193

Email Address: atanaka@richstonefamily.org

Fax: 310-970-1330

CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM ABOVE)

Name: Birthdate:

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
 Other _____

- Tournament Type: _____
 Pass-Through
 Fundraiser Benefitting: _____
 Swim Event

Event Start Time: 7:30 amEvent End Time: 10:00 amSet-Up Date: Saturday 4/25/15Set-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 4/25/15Break Down Time: 10:00 amEvent Location: Hermosa Beach Pier is our turnaround pointEstimated # of Participants: 1000Age of Participants: all agesEstimated # of Spectators (daily): n/aTotal Estimated Attendance: 1000**Overall Event Description** - Briefly explain event and activities:**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 _____	to _____
	between _____	and _____	to _____
	between _____	and _____	to _____
	between _____	and _____	to _____
	between _____	and _____	to _____

Event Route (official map must be submitted with application)

*Along the Strand from the Manhattan Beach Pier to the Hermosa Beach Pier and back.
 (Map attached)*

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 *(attach additional sheets if necessary)*:

# of Spaces _____	Date _____	from _____	to _____
# of Spaces _____	Date _____	from _____	to _____
# of Spaces _____	Date _____	from _____	to _____

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):

Is this a fundraising event? Yes No

-If YES, please describe:

Annual fundraiser that supports Richstone's child abuse treatment and prevention programs and its community outreach and education efforts.

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?

A crew of event volunteers will ensure that any materials at the turnaround point on the Hermosa Beach Pier are collected and that the area is left clean after the final walkers have passed through.

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: \$25-\$30 registration fee per person

Methods of Registration (please check all that apply):

- Website Mail
 Active.com Other in-person on event day

Prizes (including anticipated cash prizes):

N/A

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 be stationed at the Manhattan Beach Pier, Hermosa Beach Pier, as well as along the route to monitor participant activity and ensure that crowd flow and safety is maintained.

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

Safety/security will be coordinated with the City of Manhattan Beach's Police Department.

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, schools and residents. It will also be advertised in local newspapers and through social media and web postings.

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.

Allison Tanaka

Name/Company Representative



Signature

10/1/14

Date



PUBLIC RELATIONS INFORMATION

Please provide the following information to be given out to the general public, if requested:

Name of Event: 28th Annual Richstone Pier-to-Pier Walk

Name of Organization: Richstone Family Center

Event Dates and Times:

Date	4/25/15				
Times	7:30 am				

Event Information can be found online at: www.RichstoneWalk.org

Public Relations Contact: Allison Tanaka

Day Phone: 310-970-1921

Evening Phone: 310-970-1921

Email: atanaka@richstonefamily.org

Please provide a brief description of your event. Please include any information that would be helpful for someone looking for more information.

On Saturday, April 25, Richstone will host its 28th Annual Pier-to-Pier Walkathon in honor of National Child Abuse Prevention Month. We invite you to join us at the Manhattan Beach Pier for this beloved community event. The Walkathon provides the funds needed to support Richstone’s vital child abuse treatment and prevention programs that serve vulnerable children and families who need them the most.

To show your support, we hope you will personally walk with us, form a team, sponsor a walker or make a donation to this year’s event. Please visit www.RichstoneWalk.org to get more info or to register and donate online. Every step we take on April 25th will help provide a brighter future in the lives of children and their families. Please join us and let’s do it together!



PRELIMINARY FEE WORKSHEET

Please complete, to the best of your ability, all event-related fees as it pertains to your proposed event, **even if you are requesting fee waivers**. **REMINDER: ONLY VALID NON-PROFIT ENTITIES ARE ELIGIBLE FOR FEE WAIVER CONSIDERATION.** A final total of charges will be determined thirty days prior to your event once approval is granted; additional fees may apply when deemed necessary through the approval process. Please use this worksheet as a preliminary guide for planning purposes of city fees.

EVENT CATEGORY FEES	PRICE	MY EVENT FEES
Category I <ul style="list-style-type: none"> <500 people Event registrations done through the Community Resources Department 	70/30% of registration fees	
Category II <ul style="list-style-type: none"> Impacts public areas for no longer than one (1) day including set-up & tear-down Is conducted in the off-season (not between Memorial Day and Labor Day or on any holiday) Participant plus Spectator crowd above 500 but does not exceed 3,000 people. Has no television coverage (except news). A non-profit entity is the beneficiary of the net revenues (100%). Does not meet any of the identifying criteria for a Category III or IV event. 	\$2454 per day	
Category III <ul style="list-style-type: none"> Impacts public areas for more than one (1) day including set up. Participant plus Spectator crowd does not exceed 5,000 people. Has no television coverage (except news). Has more than \$3,000 and less than \$50,000 in prize money. Does not meet any of the identifying criteria for a Category IV event. 	\$2699 per day	
Category IV <ul style="list-style-type: none"> Meets Category III Criteria and has one or more of the following: <ul style="list-style-type: none"> Has network television coverage or Estimated participant/spectator crowds exceeds 5,000 people or Prize money in excess of \$50,000 or Charges admission to spectator Gross revenues in excess of \$50,000. 	\$4908 per day	
MISCELLANEOUS FEES	PRICE	MY EVENT FEES
Commercial Application Fee - <i>non-refundable</i>	\$771	
Non-Profit Application Fee - <i>non-refundable</i>	\$514	
Pass-Thru Application Fee - <i>non-refundable</i>	\$257	257
Amplified Sound Permit	\$143	

Street Banner Fees	\$212
Event Co-Sponsor	\$257 each
Event Set-Up/Tear-Down	\$205 per location, per day
Community Resources Staff (Required Cat. II-IV)	\$308 per day
Paramedic	\$131 per hour
Fire Inspection	\$157 per hour
Police	\$104 per hour
Parking Meter Space Fee	\$30 per space, per day

Preliminary TOTAL 257



GREEN MATRIX (Environmental Protection Plan)
(Required for all event applications)

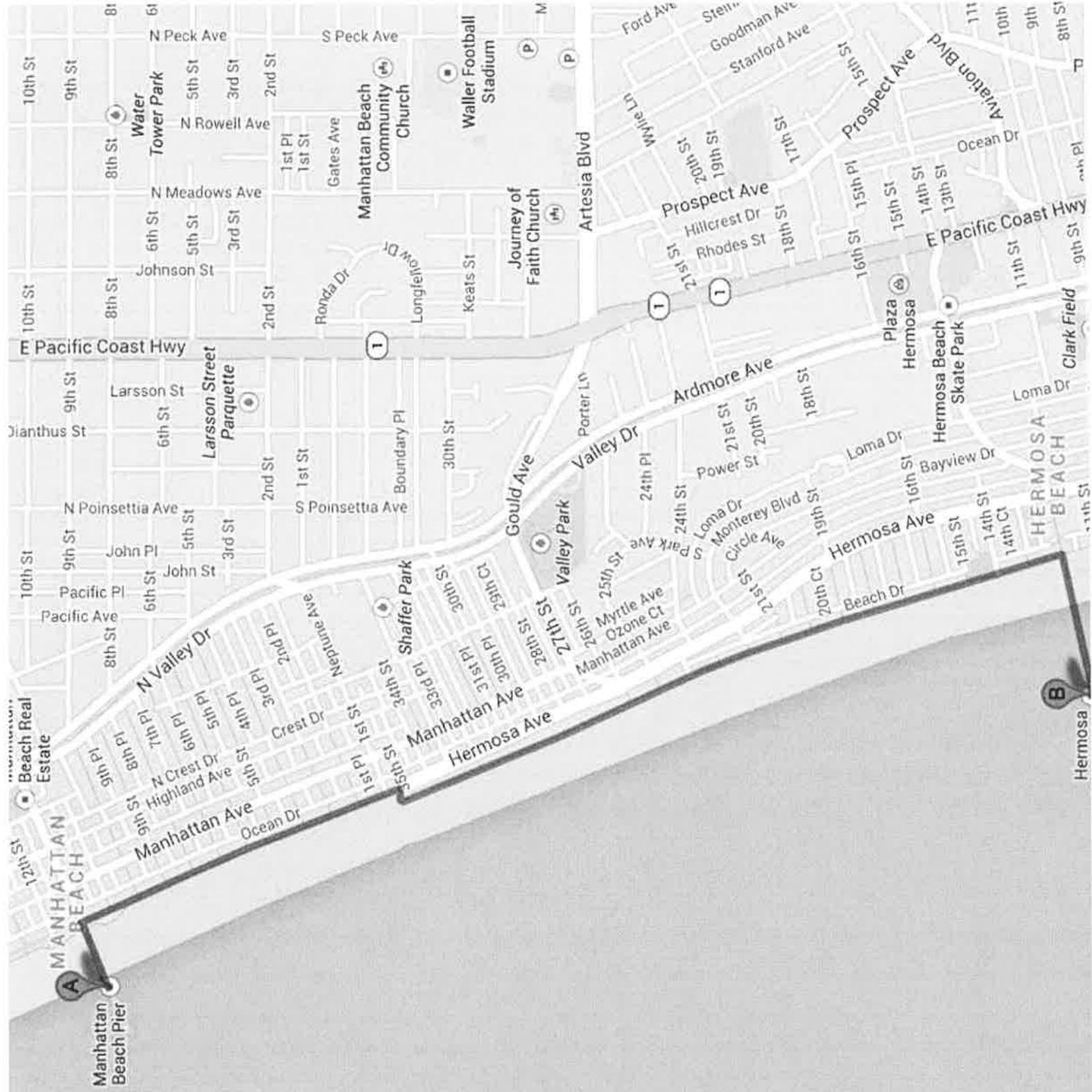
Events in Hermosa Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Specify how you will comply with applicable measures (or mark not applicable). If your contract is for several years, show how you will increase compliance in subsequent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

Event Name: 28th 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	<i>reusable tablecloths and décor are used</i>
<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	N/A
<ul style="list-style-type: none"> Avoid sale or give-away of single-use plastic bottled drinking water 	All events	<i>Walkers are encouraged to bring reusable</i>
<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	<i>We are working w/water sponsors on this</i>
<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	<i>Online reg encouraged to avoid handouts</i>
2. Recycling containers:		
<ul style="list-style-type: none"> Place well-marked recycle containers adjacent to every trash container 	500 or more	<i>Recycling containers are made accessible</i>
<ul style="list-style-type: none"> Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters 	2000 or more	<i>Volunteers are provided to assist</i>
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		
▪ No-idling policy for all vehicles	All events	N/A
▪ 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	N/A
▪ 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	<i>Both types of bins are provided.</i>
▪ 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	<i>Can be made available upon request</i>



Richstone Pier-to-Pier Walk Route Map