



City of Hermosa Beach  
Community Resources Department

CONTRACT NUMBER: 243

EVENT DATE:  
**RECEIVED**  
DATE STAMP  
OCT 30 2014  
STAFF INITIALS  
[Signature]

# COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

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

COMMUNITY RESOURCES

- 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 (1<sup>st</sup> Choice\*\*): April 25<sup>th</sup> 2015 (1<sup>st</sup> year)  
2<sup>nd</sup> Choice \*\* (Required): May 2, 2015

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

## ORGANIZATION'S INFORMATION

EVENT TITLE: Night at the Ball park  
Applicant Name: Amy Schmargen Birthdate: 9-25-65  
Organization Name: Hermosa Beach Diamond Sports DBA Hermosa beach Little League - ASA Softball  
Non-Profit?  No  Yes Non-Profit I.D. or Tax Exempt #: 22-250121  
Address: 710 Pier Avenue  
Hermosa Beach City CA State 90254 Zip  
Phone: 310 938 1536 Cell: 310 938 1536  
Email Address: aschmargen@verizon.net Fax: \_\_\_\_\_

## CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM ABOVE)

Name: Amy Birthdate: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

## 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
- Other overnight Movie night & dinner for HBLL families

- Tournament Type: \_\_\_\_\_
- Pass-Through
- Fundraiser Benefitting: \_\_\_\_\_
- Swim Event

Event Start Time: 3:30 pm

Event End Time: 9:00 am 4/26

Set-Up Date: 4/24/5

Set-Up Time: 3:30 pm

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

Break Down Date: 4/26

Break Down Time: 9:00 am

Event Location: Clark Field

Estimated # of Participants: 300

Age of Participants: 5 yrs adult

Estimated # of Spectators (daily): \_\_\_\_\_

Total Estimated Attendance: 300

**Overall Event Description** - Briefly explain event and activities:

This is an opportunity for HBLL players and families to enjoy a picnic like atmosphere as well as a sleepover using tents on Clark field. There will be a movie ~~and~~ softball game and food. Movie finished and lights out by 10pm

**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):

N/A

_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____
_____	between	_____	and	_____	_____	to	_____

**Event Route** (official map must be submitted with application)

Assembly Area/Event Start: \_\_\_\_\_

Disbanding Area/Event End: \_\_\_\_\_

What is your clean-up plan post event?

HBLL volunteers will clean up field to original condition by 9:00am on Sunday April 26, 2015

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: \$15.25 - to cover food costs etc.

Methods of Registration (please check all that apply):

- Website
- Active.com
- Mail
- Other paper form

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 help set up, serve food, man movie and clean up

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

Multiple members of the Board of HBLL will be in attendance the entire night to ensure crowd control and security.

**Sponsors**

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

N/A

**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)?

(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):

amplified sound for movie on Clark Field will  
end by 10 pm

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:

**EVENT PROMOTION INFORMATION**

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

Email sent to HBL families inviting them to the event

**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 for movie
- 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:

All areas of Clark Field are Handicap Accessible  
We will also utilize handicap parking spaces for those in need.

**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.

Amy Schmargen  
Name/Company Representative

Amy Schmargen  
Signature

10-29-14  
Date



**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: HBLL Night at the Ballpark Expected Attendance: 300

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

▪ 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
<b>Marine environment</b>		
▪ 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	Existing trash cans plus
▪ 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	additional containers will be placed throughout the field
▪ Provide recycling containers and litter control	All events	Waste containers + recycling containers
▪ Beach and street cleaning required	500 or more	N/A
<b>Education</b>		
▪ 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
<b>Monitoring</b>		
▪ Report on compliance with above applicable measures	500 or more	N/A

