



City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER:

EVENT DATE:

RECEIVED VS
DATE STAMP

OCT 02 2014

STAFF
INITIALS

(Handwritten 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 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**): July 30 - August 2, 2015

2nd Choice ** (Required): July 31 - August 2, 2015

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

ORGANIZATION'S INFORMATION

EVENT TITLE: International Surf Festival

Applicant Name: Robert McGowan Birthdate: 12/12/51

Organization Name: International Surf Festival

Non-Profit? No Yes Non-Profit I.D. or Tax Exempt #: 95-4233636

Address: 82 Highland Ave.

Manhattan Beach

City

CA

State

90266

Zip

Phone: 310 545-3222

Cell: 310 502-9910

Email Address: surffestival.president@gmail.com

Fax: _____

CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM ABOVE)

Name: SAME Birthdate: _____

Address: _____

City

State

Zip

Phone: _____

Cell: _____

Email Address: _____

Fax: _____

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: Rob McGowan

Cell: 310 502-9910

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: 8:00 am

Event End Time: 10:00 pm

Set-Up Date: 7/30/15

Set-Up Time: 7:30 am

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

Break Down Date: 8/3/15

Break Down Time: 7:30 am

Event Location: Hermosa Pier

Estimated # of Participants: 1200

Age of Participants: 8 - 80

Estimated # of Spectators (daily): 500

Total Estimated Attendance: 2000

Overall Event Description - Briefly explain event and activities:

This will be the 54th Annual International Surf Festival. Events include Lifeguard Races, Pier to Pier Swim, Pier to Pier Paddle, Volleyball Sand Run and Youth Events. The CITY OF HERMOSA BEACH is one of the co-sponsors of the International Surf Festival.

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)

N/A

Assembly Area/Event Start: _____

Disbanding Area/Event End: _____

Sponsors

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

Beachsport.org and the cities and Chambers of Commerce of Hermosa, Manhattan, Redondo and Torrance.

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):
PA with 2 speakers*

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:

8 3-row bleachers and an announcers platform.

What is your clean-up plan post event?

L.A. County Dept. of Beaches and Harbors will rake and sanitize and collect trash from all areas of the beach used.

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: Varies by event.

Methods of Registration (please check all that apply):

- Website Mail
 Active.com Other On-site for some events.

Prizes (including anticipated cash prizes):

T-shirts and medals. No cash prizes.

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 events are all run by volunteers from the ISF Committee and the local neighborhoods.

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

We will have on-duty lifeguards and have never had a crowd control or security in the event's 50+ year history.

EVENT PROMOTION INFORMATION

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

Surffestival.org

International Surf Festival and Pier to Pier Swim Facebook pages.

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 checked="" type="checkbox"/> Generator _____ | Size: _____ |
| Size/Type: _____ | <input type="checkbox"/> Trailer _____ |
| <input type="checkbox"/> Vans _____ | Size: _____ |
| Size: _____ | <input checked="" type="checkbox"/> Stage _____ |
| <input checked="" type="checkbox"/> Sound Equipment <i>PA system</i> _____ | Measurements: <i>14x8</i> _____ |
| <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:

Lifeguard vehicles and sand wheelchairs are available.

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.

ROBERT MCGOWAN

Name/Company Representative

Robert McGowan

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: International Surf Festival

Name of Organization: International Surf Festival

Event Dates and Times:

Date	7/31/15	8/1/15	8/2/15		
Times	7-10 pm	8 am - 10 pm	8 am - 2 pm		

Event Information can be found online at: Surffestival.org

Public Relations Contact: Rob McGowan

Day Phone: 310 502-9910 Evening Phone: 310 502-9910

Email: surffestival.president@gmail.com

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

This will be the 54th Annual International Surf Festival. Events include Lifeguard Races, Pier to Pier Swim, Pier to Pier Paddle, Volleyball Sand Run and Youth Events. The CITY OF HERMOSA BEACH is one of the co-sponsors of the International Surf Festival.

Preliminary TOTAL



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: International Surf Festival

Expected Attendance: 1500

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	N/A
▪ Reduce size/bulk of plates, containers, cups	All events	N/A
▪ Use products with high recycled content	All events	N/A
▪ Avoid sale or give-away of single-use plastic bottled drinking water	All events	N/A
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups)	500 or more	N/A
▪ 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	We do
▪ Use 'no emission/no VOC' paints/sealants	500 or more	N/A
Transportation		
▪ No-idling policy for all vehicles	All events	yes
▪ 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	yes
▪ Turn lighting and devices off when not in use	All events	yes
▪ Turn off generators when not in use for significant period of time	All events	yes
▪ 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	yes
▪ 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	yes
▪ Beach and street cleaning required	500 or more	will do
Education		
▪ Event and vendors to make reducing waste and recycling a prominent theme	500 or more	yes
▪ 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	yes
▪ Demonstrate that vendors and service providers will comply with green measures	500 or more	yes
Monitoring		
▪ Report on compliance with above applicable measures	500 or more	yes