



City of Hermosa Beach  
Community Resources Department

CONTRACT NUMBER:

EVENT DATE:

**RECEIVED**

DATE STAMP

OCT 28 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 (1<sup>st</sup> Choice<sup>\*\*</sup>):

5 Events - CAT 1

2<sup>nd</sup> Choice<sup>\*\*</sup> (Required):

March 28-29 May 9-10 Aug 22-23 Sept 19-20 Oct 24-25

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

## ORGANIZATION'S INFORMATION

EVENT TITLE: 5 Events - March 28-29 May 9-10 Aug 22-23 Sept 19-20 Oct 24-25

Applicant Name: Donald Young

Birthdate: 8-23-63

Organization Name: West Coast Beach tennis

Non-Profit?  No  Yes

Non-Profit I.D. or Tax Exempt #: 32-0370178

Address:

1600 Ardmore Ave #412

Hermosa Beach, Ca

90254

City

State

Zip

Phone: (310) 753-2834

Cell:

Email Address: westcoastbeachtennis@gmail.com

Fax: (310) 376-1048

## 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:

Cell:

**EVENT INFORMATION**

**Event Type** (please select all that apply):

- Race (run, walk, bike, etc.)
- Parade
- Street Fair/Festival
- Concert
- Other

- Tournament
- Pass-Through
- Fundraiser
- Swim Event

Type: Beach Tennis

Benefitting: \_\_\_\_\_

Event Start Time: 10:00 am

Event End Time: 6:00 pm

Set-Up Date: The first Day of tourney

Set-Up Time: 8:00 am

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

Break Down Date: Last Day of tourney

Break Down Time: 7:30 pm

Event Location: 14<sup>th</sup> & Strand

Estimated # of Participants: 30 - 50

Age of Participants: 25 - 75

Estimated # of Spectators (daily): 30 - 50

Total Estimated Attendance: 30 - 60

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

We have from 10 to 25 teams of two. They play on the beach tennis courts at 14th St. This is a tennis type game played with special Beach tennis paddles and a soft tennis ball. Players are required to hit over the raised net over the sand and ball does not touch the ground. Scoring is tennis style.

**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	_____	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: \_\_\_\_\_

**Sponsors**

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

**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:*

All proceeds go to our nonprofit organization

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?

We clean up all trash, net systems, Lines, tables, chairs, etc. Everything is picked up an hour or 2 after the End of Event

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: ~~0~~ \$25 - \$30

Methods of Registration (please check all that apply):

Website  
 Active.com

Mail  
 Other at the site

Prizes (including anticipated cash prizes):

usually gift 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:

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

N/A

5

**EVENT PROMOTION INFORMATION**

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

Email, Facebook, website, twitter

**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.

**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.

Donny Young - President  
Name/Company Representative

  
Signature

10-27-14  
Date



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

13th St  
5x

PARK

14th St  
5x

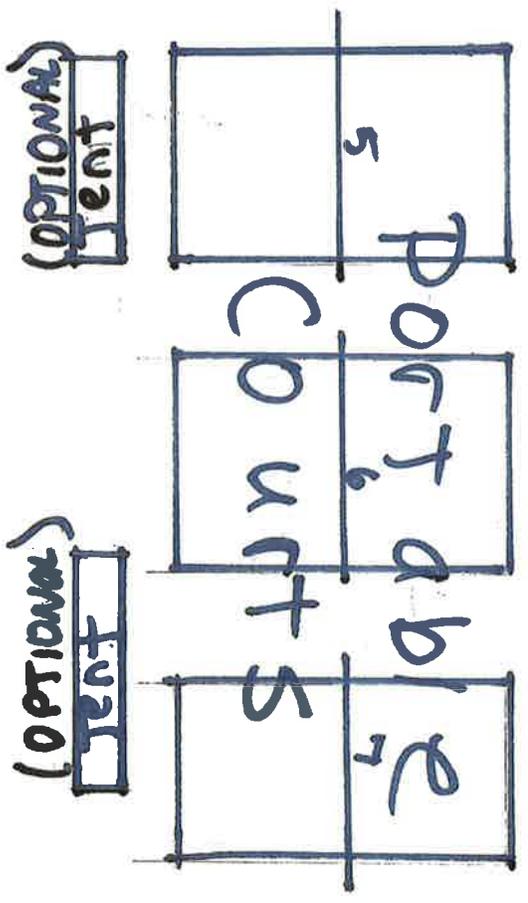
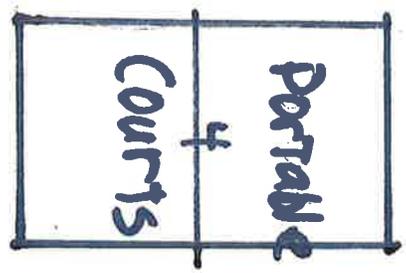
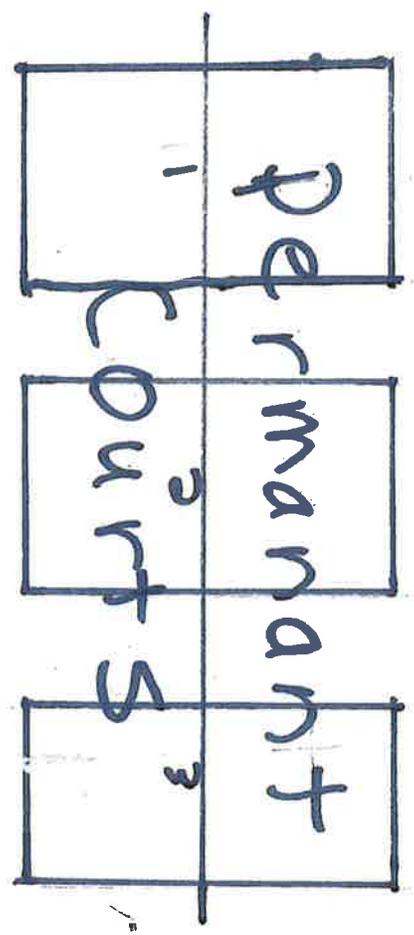
# The Strand

West Coast Beach Tennis 2015

SPECIAL Events -  
Site Plan

TENT

TENT





# PUBLIC RELATIONS INFORMATION

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

Name of Event: St. Patrick's beach tennis Tournament

Name of Organization: West Coast Beach Tennis, Inc.

Event Dates and Times: 2015

Date	March	28-29			
Times	9:00am	7:00pm			

Event Information can be found online at: westcoastbeachtennis.net

Public Relations Contact: Donny or Ginger Young

Day Phone: (310) 753-2834 Evening Phone: \_\_\_\_\_

Email: westcoastbeachtennis@gmail.com

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



# **PUBLIC RELATIONS INFORMATION**

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

Name of Event: Spring Fever beach tennis tournament

Name of Organization: West Coast Beach Tennis Inc.

Event Dates and Times: 2015

Date	May	9-10			
Times	9:00 am	7:00 pm			

Event Information can be found online at: westcoastbeachtennis.net

Public Relations Contact: Donny or Ginger Young

Day Phone: (310) 753-2834 Evening Phone: \_\_\_\_\_

Email: WestCoastBeachTennis@gmail.com

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



## **PUBLIC RELATIONS INFORMATION**

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

Name of Event: Indian Summer beach tennis tournament

Name of Organization: West Coast Beach Tennis, Inc.

Event Dates and Times: 2015

Date	<u>Sept</u>	<u>19-20</u>			
Times	<u>9:00am</u>	<u>7:00pm</u>			

Event Information can be found online at: westcoastbeachtennis.net

Public Relations Contact: Donny OR Ginger Young

Day Phone: (310) 753-2834 Evening Phone: \_\_\_\_\_

Email: westcoastbeachtennis@gmail.com

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



# 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: West Coast Beach tennis  
5 Events

Expected Attendance: 30-50

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>		
▪ Limit single-use paper, plastics, packaging, and décor items	All events	will comply
▪ Reduce size/bulk of plates, containers, cups	All events	N/A
▪ Use products with high recycled content	All events	will use high recycled items if at all possible
▪ Avoid sale or give-away of single-use plastic bottled drinking water	All events	USE Large water dispensers
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups)	500 or more	people can use paper cups or their own
▪ At 'beer or drink gardens' recycle cups (provide dump station for liquids)	2000 or more	
▪ Recycle fry-grease for bio-diesel fuels	2000 or more	
▪ 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	
<b>2. Recycling containers:</b>		
▪ Place well-marked recycle containers adjacent to every trash container	500 or more	
▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters	2000 or more	
<b>3. Staging</b>		
▪ Recycle or reuse event construction materials	2000 or more	
▪ Use 'no emission/no VOC' paints/sealants	500 or more	
<b>Transportation</b>		
▪ No-idling policy for all vehicles	All events	will comply
▪ Sponsor free shuttle or low cost bus passes	2000 or more	
▪ Use hybrid, electric or CNG vehicles	2000 or more	
<b>Energy</b>		
▪ Use energy-efficient lighting	All events	N/A
▪ Turn lighting and devices off when not in use	All events	N/A

<ul style="list-style-type: none"> <li>▪ Turn off generators when not in use for significant period of time</li> </ul>	All events	N/A
<ul style="list-style-type: none"> <li>▪ Using alternative energy (solar, wind, fuel cell) to supply some power</li> </ul>	2000 or more	
<ul style="list-style-type: none"> <li>▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)</li> </ul>	2000 or more	
<b>Marine environment</b>		
<ul style="list-style-type: none"> <li>▪ Avoid use of single-use plastic bags. <u>Events on Pier Plaza, Pier Avenue and Hermosa Avenue: NO single-use plastic bags.</u></li> </ul>	All events	Will use Large garbage Bags
<ul style="list-style-type: none"> <li>▪ 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></li> </ul>	All events	Do not use Styrofoam
<ul style="list-style-type: none"> <li>▪ No hosing of surfaces unless specifically allowed by city</li> </ul>	All events	N/A
<ul style="list-style-type: none"> <li>▪ Full containment of all wastes</li> </ul>	All events	Will put in Large garbage Bags
<ul style="list-style-type: none"> <li>▪ 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></li> </ul>	All events	N/A
<ul style="list-style-type: none"> <li>▪ Provide recycling containers and litter control</li> </ul>	All events	N/A
<ul style="list-style-type: none"> <li>▪ Beach and street cleaning required</li> </ul>	500 or more	
<b>Education</b>		
<ul style="list-style-type: none"> <li>▪ Event and vendors to make reducing waste and recycling a prominent theme</li> </ul>	500 or more	
<ul style="list-style-type: none"> <li>▪ Provide one booth, kiosk or space for green education sponsored by city or designee</li> </ul>	2000 or more	
<ul style="list-style-type: none"> <li>▪ Advertise green measures and rules in all event advertising and on website</li> </ul>	500 or more	
<ul style="list-style-type: none"> <li>▪ Demonstrate that vendors and service providers will comply with green measures</li> </ul>	500 or more	
<b>Monitoring</b>		
<ul style="list-style-type: none"> <li>▪ Report on compliance with above applicable measures</li> </ul>	500 or more	