



City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER:

EVENT DATE:

RECEIVED

DATE STAMP

OCT 29 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**): April 19, 2015

2nd Choice ** (Required): April 26, 2015

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

ORGANIZATION'S INFORMATION

EVENT TITLE: Walk for Water

Applicant Name: The Samburu Project Birthdate: 2005

Organization Name: The Samburu Project

Non-Profit? No Yes Non-Profit I.D. or Tax Exempt #: 20-3541982

Address: 2510 Main Street Suite 202

Santa Monica

CA

90405

City

State

Zip

Phone: 310-881-7265

Cell: 310-343-0473

Email Address: stephanie@thesamburuproject.org

Fax: _____

CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM ABOVE)

Name: Stephanie Yeun Birthdate: 10/20/1988

Address: 2510 Main St. Suite 202

Santa Monica

CA

90405

City

State

Zip

Phone: 310-881-7265

Cell: _____

Email Address: Stephanie@thesamburuproject.org

Fax: _____

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: Stephanie Yeun

Cell: 310-343-0473

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: clean water in Kenya
- Swim Event

Event Start Time: 8:00 am Event End Time: 12:00 pm noon

Set-Up Date: 4/19/15 Set-Up Time: 6:00 am
(If set up includes multiple days, please include additional pages with a daily set-up schedule).

Break Down Date: 4/19/15 Break Down Time: 2pm 12:00pm noon (out by

Event Location: additional seating *Patio of American Junkie; Footprint attached also—requests use of folding tables out front for*

Estimated # of Participants: 300 Age of Participants: babies to 70yrs

Estimated # of Spectators (daily): 0 Total Estimated Attendance: 300

Overall Event Description - Briefly explain event and activities:
6th annual Walk for Water to benefit The Samburu Project. A pier to pier family friendly walk to raise funds and awareness of TSP's clean water initiative in Kenya. Our start & end point will be the American Junkie Restaurant.

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: American Junkie Restaurant

Disbanding Area/Event End: American Junkie Restaurant

Sponsors

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

No co-sponsors anticipated

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):
DJ with 2 speakers set up inside the restaurant*

Is this a fundraising event? Yes No

*-If YES, please describe:
walk for Water is a family friendly walk from pier to pier to raise funds for clean water in Kenya.*

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?

Clean up will be completed within half an hour of the event. Event has minimal waste impact and will be contained within American Junkie Restaurant

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: \$30.00

Methods of Registration (please check all that apply):

Website

Mail

Active.com

Other _____

Prizes (including anticipated cash prizes):

T-shirts

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 Samburu Project will utilize current interns and board members to help run the event

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

Pre-registration will be required. The venue will be adequately staffed. Walk leaders will guide the participants and will be stationed along the path.

EVENT PROMOTION INFORMATION

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

www.walkforwater2015.org; facebook coverage on facebook.com/thesamburuproject; twitter posts, and coverage on our website: www.thesamburuproject.org

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 checked="" type="checkbox"/> Sound Equipment <u>2 speakers for DJ</u> | Measurements: _____ |
| <input type="checkbox"/> Enclosed Tents _____ | <input checked="" type="checkbox"/> Canopies <u>1 for children's corner</u> |
| <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:

Pier Avenue and the Strand are accessible. American Junkie is accessible to persons with disabilities.

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.

Stephanie Yuen

Name/Company Representative

[Handwritten Signature]

Signature

10/23/14

Date



PUBLIC RELATIONS INFORMATION

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

Name of Event: *The Samburu Project's 6th Annual Walk for Water*

Name of Organization: *The Samburu Project*

Event Dates and Times:

Date	<i>4/19/15</i>				
Times	<i>8am-12pm</i>				

Event Information can be found online at: *www.walkforwater2015.org*

Public Relations Contact: *Kristen Kosinski*

Day Phone: *310-881-7265* Evening Phone: *310-881-7625*

Email: *kristen@thesamburuproject.org*

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

The Samburu Project's Walk for Water is a 4-mile walk along the beautiful and famous oceanside strand. The event culminates with a delicious pancake breakfast and exciting raffle at American Junkie Restaurant.

The Samburu Project's Walk for Water is a fun, family oriented event and a great fundraiser. The first Walk took place in 2009 and it is quickly becoming one of The South Bay's favorite activities. Families, local service clubs, students and local business teams all participate in support of our efforts to provide easy access to clean, safe drinking water to communities throughout the Samburu District of Kenya.

The Samburu people in Northern Kenya do not have access to clean, safe drinking water. The Samburu Project offers a simple solution to an extraordinary problem by providing easy access to water to these communities through our well drilling initiatives.



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. 		
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. 		
MISCELLANEOUS FEES Commercial Application Fee - <i>non-refundable</i>	PRICE \$771	MY EVENT FEES

Non-Profit Application Fee - <i>non-refundable</i>	\$514	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 \$514



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: Walk for Water

Expected Attendance: 300

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>We will use as much of the restaurant's supplies as possible</i>
<ul style="list-style-type: none"> Reduce size/bulk of plates, containers, cups 	All events	<i>ok</i>
<ul style="list-style-type: none"> Use products with high recycled content 	All events	<i>ok</i>
<ul style="list-style-type: none"> Avoid sale or give-away of single-use plastic bottled drinking water 	All events	<i>ok-we will encourage walkers to bring own bottles</i>
<ul style="list-style-type: none"> Provide free drinking water in large dispensers (people can refill their own bottles, or use <u>paper cups</u>) 	500 or more	<i>We will work with restaurant Bartenders can refill water</i>
<ul style="list-style-type: none"> At 'beer or drink gardens' recycle cups (provide dump station for liquids) 	2000 or more	<i>n/a</i>
<ul style="list-style-type: none"> Recycle fry-grease for bio-diesel fuels 	2000 or more	<i>n/a</i>
<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>n/a</i>
2. Recycling containers:		
<ul style="list-style-type: none"> Place well-marked recycle containers adjacent to <u>every</u> trash container 	500 or more	<i>n/a</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>n/a</i>
3. Staging		

▪ Recycle or reuse event construction materials	2000 or more	n/a
▪ Use 'no emission/no VOC' paints/sealants	500 or more	n/a
Transportation		
▪ No-idling policy for all vehicles	All events	ok
▪ 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	ok
▪ Turn lighting and devices off when not in use	All events	ok
▪ Turn off generators when not in use for significant period of time	All events	ok-but will not need generators
▪ 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	will be using reusable gift bags
▪ 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	we will use the restaurant's utensils
▪ No hosing of surfaces unless specifically allowed by city	All events	ok
▪ Full containment of all wastes	All events	Make announcements to use trash bins
▪ 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	No six packs used
▪ Provide recycling containers and litter control	All events	will sort trash
▪ 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	n/a

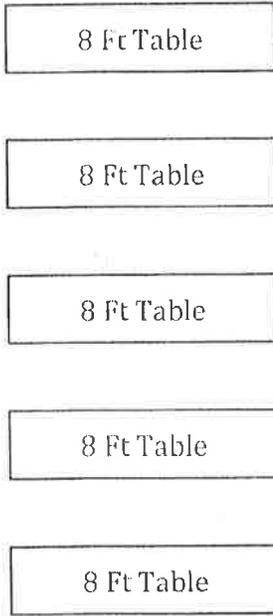
Walk for Water Site Plan

4/19/15
 Request permission to set up 5 8ft. long folding tables & chairs for walkers to eat breakfast. Tables will be set up from 9:30 am-12:00pm for The Samburu Project's Walk for Water & Pancake Breakfast

Palmilla Cocina y Tequila			Citibank
---------------------------------	--	--	----------

Hermosa Ave.

Pier Avenue



Registration

		American Junkie		Bank of America
--	--	-----------------	--	-----------------

Parking Lot

The Strand