



City of Hermosa Beach  
Community Resources Department

CONTRACT NUMBER:

EVENT DATE:

**RECEIVED**

DATE STAMP

NOV 25 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\*\*): 7/6, 7/7, 7/8, 7/9 of 2015

2<sup>nd</sup> Choice \*\* (Required): 7/13, 7/14, 7/15, 7/16

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

## ORGANIZATION'S INFORMATION

EVENT TITLE: Junior Volleyball Associatio(JVA) hosting the BVCA National Beach Championships

Applicant Name: Jennifer Hahn Birthdate: 04/18/1963

Organization Name: Junior Volleyball Association

Non-Profit?  No  Yes Non-Profit I.D. or Tax Exempt #: 80-0360755 *ok @ 1/18/15*

Address: 1414 Underwood Ave suite 400  
Milwaukee, WI 53213  
City State Zip

Phone: 414 640-1738 Cell: 414 588-3131

Email Address: jennylhahn@gmail.com Fax: \_\_\_\_\_

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

Name: Jeff Smith Birthdate: 04/17/1972

Address: 14127 Segundo Court  
Poway CA 92064  
City State Zip

Phone: 858 405-4306 Cell: 858 405-4306

Email Address: Beachvolleyballclubs@gmail.com Fax: \_\_\_\_\_

## REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: Jeff Smith Cell: 858 405-4306

**EVENT INFORMATION**

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

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

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

Event Start Time: 7:30

Event End Time: 5:00

Set-Up Date: 7/6

Set-Up Time: 8:30-3:00

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

Break Down Date: 7/9

Break Down Time: 2:00-5:00

Event Location: North side of Hermosa Pier at volleyball courts

Estimated # of Participants: 360

Age of Participants: 12-18

Estimated # of Spectators (daily): 100

Total Estimated Attendance: 460

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

We are hosting a National Beach Volleyball Championship for junior beach clubs who will be traveling across the country to compete in u12/u14/u16/u18 volleyball tournament in Hermosa Beach, CA. This will be our 3<sup>rd</sup> year, and feel that Hermosa Beach creates the right family environment for our players&families. This will be a 3 day event, that will host 150 teams and decide who the best junior beach volleyball team is in the nation. We estimated off of last year's numbers that our organization will bring in over 200K in lodging and food into Hermosa over these 4 days.

**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)

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.

*Rox VB apparel*

**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   1   Date   7/6-7/12   from   All day   to   all day  

# 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):*

*We will have a microphone, 2-3 medium speakers, and music. The main purpose of this is to announce games up and court assignments and have a "center court" where the games will be highlighted. The music will be at a low-medium volume. We do not want our junior players to be distracted.*

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:*

*We will have a 10x20 tent for registration  
2-5 10x10 players tent  
1 10x10 tents for co-sponsor  
6 small tables/10 chairs*

What is your clean-up plan post event?

*Last year we had 6 people sweep the beach and pick up all the left over water bottles and trash everyday. We made sure we recycled all the plastic bottles.*

Will you be requesting street banners?  Yes  No

Will you be requesting light pole banners?  Yes  No

Will you be filming of having television coverage?  Yes  No

Entrance or Registration Fee: \$75

Methods of Registration (please check all that apply):

- Website  Mail  
 Active.com  Other \_\_\_\_\_

Prizes (including anticipated cash prizes):

*Medals and plaques, RoX Clothing & hats*

#### 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:

*We are planning on getting overnight security for Monday, Tuesday, Wednesday night with 2 guards from 5:30 pm to 7:00 am. We are unsure what company we are going to use.*

Do you plan on utilizing volunteers?  Yes  No

-If YES, please describe:

*We have 4 parents that will assist in the morning of registration of players*

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

*We have never had a problem of crowd control to the small size of our event. Every morning we have our registration away from the boardwalk to not congest that area of people jogging or riding bikes. Most of our players, go to the beach every weekend and they are very seasoned and knowledgeable of the registration process. Parking is no issue with the public parking right at our entrance point.*

*If we do see a problem from someone outside of our members, we will notify life gurards or call 911.*

**EVENT PROMOTION INFORMATION**

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

*Every JVA and BVCA member will have the opportunity to register from our internal members email list. This is not a sign up off the street event. Members will sign up on <http://www.jvaonline.org/> or [www.beachvolleyballclubs.com](http://www.beachvolleyballclubs.com)*

**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 <u>gas/solar</u>                    | Size: _____   |
| Size/Type: <u>small</u>   | <input type="checkbox"/> Trailer _____                            |
| <input type="checkbox"/> Vans _____   | Size: _____   |
| Size: <u>14ft</u>   | <input type="checkbox"/> Stage _____                              |
| <input checked="" type="checkbox"/> Sound Equipment <u>3 speakers</u>             | Measurements: _____   |
| <input type="checkbox"/> Enclosed Tents _____                                     | <input checked="" type="checkbox"/> Canopies <u>6 10x10 tents</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:

*There will be a handicap area for wheelchair access on the entrance to the beach by court 7.*

**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.

Jeff Smith

Name/Company Representative

M Guir

Signature

11/25/14

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	514
Pass-Thru Application Fee - <i>non-refundable</i>	\$257	
Amplified Sound Permit	\$143	143
Street Banner Fees	\$212	
Event Co-Sponsor	\$257 each	257
Event Set-Up/Tear-Down	\$205 per location, per day	
Community Resources Staff (Required Cat. II-IV)	\$308 per day	
Paramedic	\$131 per hour	

<b>Energy</b>		
▪ Use energy-efficient lighting	All events	<i>n/a</i>
▪ Turn lighting and devices off when not in use	All events	<i>n/a</i>
▪ Turn off generators when not in use for significant period of time	All events	<i>use solar power</i>
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	2000 or more	<i>n/a</i>
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	2000 or more	<i>n/a</i>
<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	<i>n/a</i>
▪ 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	<i>n/a</i>
▪ No hosing of surfaces unless specifically allowed by city	All events	<i>n/a</i>
▪ Full containment of all wastes	All events	<i>placing in dumpsters</i>
▪ 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	<i>n/a</i>
▪ Provide recycling containers and litter control	All events	<i>getting from public works</i>
▪ Beach and street cleaning required	500 or more	<i>n/a</i>
<b>Education</b>		
▪ Event and vendors to make reducing waste and recycling a prominent theme	500 or more	<i>announce on PA to clean up the beach</i>
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	2000 or more	<i>na</i>
▪ Advertise green measures and rules in all event advertising and on website	500 or more	<i>n/a</i>
▪ Demonstrate that vendors and service providers will comply with green measures	500 or more	<i>announce at meeting</i>
<b>Monitoring</b>		
▪ Report on compliance with above applicable measures	500 or more	<i>will report after the event</i>