



City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER:

EVENT DATE:

RECEIVED

DATE STAMP

FEB 03 2015

STAFF
INITIALS

(P)

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 4th 2015

2nd Choice ** (Required): (We would like April 4th but would be willing to discuss options)

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

ORGANIZATION'S INFORMATION

EVENT TITLE: Beach Cities Easter Egg Hunt

Applicant Name: Scott Elliott Birthdate: 06/18/77

Organization Name: Hope Chapel

Non-Profit? No Yes Non-Profit I.D. or Tax Exempt #: 95-2575880

Address: 2420 Pacific Coast Highway
Hermosa Beach City CA State 90254 Zip

Phone: 310-374-4673 Cell: 310-408-7344

Email Address: Scott.Elliott@hopechapel.org Fax: 310-374-8223

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: Scott Elliott Cell: 310-408-7344

EVENT INFORMATION

Event Type (please select all that apply):

Race (run, walk, bike, etc.)

Parade

Street Fair/Festival

Concert

Other Easter Egg Hunt w/ Games + Activities for Kids

Tournament Type: Community

Pass-Through

Fundraiser Benefitting: Beach City Families

Swim Event

Event Start Time: 9:00am

Event End Time: 12:00pm

Set-Up Date: April 4th 2015

Set-Up Time: 7:30am

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

Break Down Date: April 4th 2015

Break Down Time: 12:00pm - 1:30pm

Event Location: Valley Park Hermosa Beach

Estimated # of Participants: 500+

Age of Participants: 13 and under

Estimated # of Spectators (daily): —

Total Estimated Attendance: 500+

Overall Event Description - Briefly explain event and activities:

We would like to put on a community Easter Egg Event for Hermosa Beach and local families.

- Activities:
1. Easter Egg Hunt (By Age Demographic)
 2. Game Booths
 3. Inflatable Activities

4. Puppet Shows
5. Free Family Photos
6. Kid Friendly Live music

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 4 Date April 4th 2015 from 7am to 2pm
 # 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 would like to have live kid friendly music with a small PA system. 4-8 channel Amplifier/PA w/ 500 watts max 2 speakers on poles primarily for kid music + announcements

Is this a fundraising event? Yes No

-If YES, please describe:

Will there be any fenced areas? Yes No

-If YES, please describe:

If you allow a live bunny Rabbit petting zoo we would be glad to have people in Rabbit costumes and a bunny area.

Will there be construction of stages or structures, including any tents or awnings? Yes No

-If YES, please describe: If approved:

1. Game Booth pop-up tents
2. Small stage for musicians
3. Small stage for puppet shows
4. First Aid + Information Booths

What is your clean-up plan post event?

We will have a team of Volunteers and Staff bring all supplies and trash back to Hope Chapel.

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: _____

Methods of Registration (please check all that apply):

- Website Mail
 Active.com Other _____

Prizes (including anticipated cash prizes):

Small prizes for kids inside the Easter Eggs and at the game booths.

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: We have internal security volunteers who will staff a team of volunteers to ensure the event runs smoothly.

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

The event should be very mild and we intend to have sufficient signage and volunteers to host a successful event.

EVENT PROMOTION INFORMATION

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

We intend to create flyers to mail to beach city residents to invite them to the event as well as web and social media event promotion.

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 checked="" type="checkbox"/> Stage <u>2</u> (4'x8')
Measurements: <u>and 8'x10'</u> |
| <input checked="" type="checkbox"/> Sound Equipment _____ | <input checked="" type="checkbox"/> Canopies <u>8-10</u> 10'x10' |
| <input type="checkbox"/> Enclosed Tents _____ | |
| <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:

We will make sure to have some Easter Eggs easily accessible from the pathways to accommodate families and will have staff on hand to setup special accommodations for those in need of assistance.

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.



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: Beach Cities Easter Egg Hunt

Expected Attendance: 400+

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	We will comply with this and use minimal paper products.
<ul style="list-style-type: none"> Reduce size/bulk of plates, containers, cups 	All events	We intend to not have these
<ul style="list-style-type: none"> Use products with high recycled content 	All events	Free Water for Drinking (see below)
<ul style="list-style-type: none"> Avoid sale or give-away of single-use plastic bottled drinking water 	All events	↓
<ul style="list-style-type: none"> Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) 	500 or more	We can supply all containers.
<ul style="list-style-type: none"> At 'beer or drink gardens' recycle cups (provide dump station for liquids) 	2000 or more	_____
<ul style="list-style-type: none"> Recycle fry-grease for bio-diesel fuels 	2000 or more	_____
<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	We will strive to minimize paper flyers for this event
2. Recycling containers:		
<ul style="list-style-type: none"> Place well-marked recycle containers adjacent to every trash container 	500 or more	We have them in Blue
<ul style="list-style-type: none"> Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters 	2000 or more	see Above
3. Staging		
<ul style="list-style-type: none"> Recycle or reuse event construction materials 	2000 or more	yes we own all stages
<ul style="list-style-type: none"> Use 'no emission/no VOC' paints/sealants 	500 or more	_____
Transportation		
<ul style="list-style-type: none"> No-idling policy for all vehicles 	All events	Yes we will have security
<ul style="list-style-type: none"> Sponsor free shuttle or low cost bus passes 	2000 or more	_____
<ul style="list-style-type: none"> Use hybrid, electric or CNG vehicles 	2000 or more	_____
Energy		
<ul style="list-style-type: none"> Use energy-efficient lighting 	All events	_____
<ul style="list-style-type: none"> Turn lighting and devices off when not in use 	All events	_____



Game Booths

Game Booths

Info/First Aid

Puppet Show

Family Photos

Age based Easter Egg hunts

Age based Easter Egg hunts