



City of Hermosa Beach
Community Resources Department

CONTRACT NUMBER:	
EVENT DATE:	RECEIVED
DATE STAMP MAR 24 2015	STAFF 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**): November 7-8, 14-15
 2nd Choice ** (Required): N/A

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

ORGANIZATION'S INFORMATION

EVENT TITLE: Hermosa Beach Junior Satellite Tennis Tournament
 Applicant Name: Adam Burt Birthdate: 4/25/66
 Organization Name: N/A
 Non-Profit? No Yes Non-Profit I.D. or Tax Exempt #: _____
 Address: 1707 P.C.H. #409
Hermosa Beach City Ca. State 90254 Zip
 Phone: 310-489-5584 Cell: _____
 Email Address: adam.burt66@yahoo.com Fax: _____

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: Adam Burt Cell: 310-489-5584

EVENT INFORMATION

Event Type (please select all that apply):

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

- Tournament Type: Tennis
- Pass-Through
- Fundraiser Benefitting: _____
- Swim Event

Event Start Time: 8am

Event End Time: 8pm

Set-Up Date: 11/7/15

Set-Up Time: 7am

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

Break Down Date: 11/15/15

Break Down Time: 3pm

Event Location: HB Community Center & Kelly Tennis Courts

Estimated # of Participants: 160

Age of Participants: 8-16

Estimated # of Spectators (daily): 20

Total Estimated Attendance: 80

Overall Event Description - Briefly explain event and activities:

Tennis Tournament

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)

N/A

Assembly Area/Event Start: _____

Disbanding Area/Event End: _____

N/A

Sponsors

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

N/A

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:

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 will clear all the courts and desk area of trash & recycling.

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: \$28 Singles \$40 Doubles

Methods of Registration (please check all that apply):

- Website Mail
 Active.com Other

Prizes (including anticipated cash prizes):

Trophies

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

EVENT PROMOTION INFORMATION

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

U.S.T.A.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 type="checkbox"/> Generator _____ | Size: _____ |
| Size/Type: _____ | <input type="checkbox"/> Trailer _____ |
| <input type="checkbox"/> Vans _____ | Size: _____ |
| Size: _____ | <input type="checkbox"/> Stage _____ |
| <input type="checkbox"/> Sound Equipment _____ | Measurements: _____ |
| <input type="checkbox"/> Enclosed Tents _____ | <input type="checkbox"/> Canopies _____ |
| <input type="checkbox"/> Other (please attach list with description of each item) | |

N/A

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:

N/A

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.

Adam Burt

Name/Company Representative

Adam Burt

Signature

3/20/15

Date



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: Hermosa Beach Junior Tennis Tournament Expected Attendance: 160

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	Tennis balls & cans recycled
▪ 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	N/A
▪ Use 'no emission/no VOC' paints/sealants	500 or more	N/A
Transportation		
▪ No-idling policy for all vehicles	All events	N/A
▪ 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	N/A
▪ Turn lighting and devices off when not in use	All events	N/A

▪ Turn off generators when not in use for significant period of time	All events	N/A
▪ 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	We will comply
▪ 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	We will comply
▪ Full containment of all wastes	All events	N/A
▪ 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	We will have these
▪ 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



PUBLIC RELATIONS INFORMATION

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

Name of Event: Hermosa Beach Junior Tennis Tournament

Name of Organization: N/A

Event Dates and Times:

Date	11/7/15	11/8/15	11/14/15	11/15/15	
Times	8am - 8pm	8am - 8pm	8am - 8pm	9am - 3pm	

Event Information can be found online at: USTA.com

Public Relations Contact: N/A

Day Phone: _____ Evening Phone: _____

Email: _____

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

N/A