



## City of Hermosa Beach 2011 Special Event Application Process

Special events contribute to the spirit and vitality of our community by celebrating the Beach and Community Park settings, while bringing together members of the community.

The following pages include the City of Hermosa Beach Special Event Permit Application and accompanying instructions developed to guide you through the process. Applications must be submitted to the Department of Community Resources by **October 1st, 2010**. A representative from the City will contact you upon receipt of the application and thereafter will serve as your primary point of contact for the processing of your permit.

All special event applications must be reviewed by the Parks, Recreation and Community Resources Advisory Commission and approved by the City Council. You are required to attend the Commission meeting scheduled for the **first Tuesday** in December, December 7, 2010. If the Commission recommends your event for approval to the City Council, you will be required to attend a City Council meeting thereafter.

### Special Event Permit Checklist

- Complete application in its entirety. To avoid processing delays, do not leave any blanks. Indicate items that do not apply with an N/A.
- Submit non-refundable \$500 deposit payable to the City of Hermosa Beach, long with completed application to the Department of Community Resources by the required deadline. Applications received without the fee will not be processed. Applications with a **valid** non-profit identification, included with the application, need not submit this fee.
- Requested dates are subject to approval. The date you request may not be available for your event. Staff will contact you if an alternate date request is necessary.
- Your organization must have a valid non-profit identification number to qualify as a non-profit. Pending status does not qualify.
- **REQUIRED:** Attach diagram/map to illustrate the site plan of your event. Parking, ingress and egress routes, placement of equipment, and street closure requests must be included. The City may require a certified Traffic Control Plan (TCP).
- Certificate of insurance is due a *minimum* of **14 days prior** to your event date.



City of Hermosa Beach  
Community Resources Department

CONTRACT NUMBER:

EVENT DATE:

DATE STAMP

STAFF  
INITIALS

# SPECIAL EVENT PERMIT APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280 • Fax: 310.372.4333

- **APPLICATION MUST BE SUBMITTED BY OCTOBER 1<sup>ST</sup> OF THE PRECEDING YEAR FOR APPROVAL BY CITY COUNCIL.**
- **\$500 APPLICATION FEE IS REQUIRED WHEN APPLICATION IS SUBMITTED.**

Request Event Date: 1<sup>st</sup> choice \*\*: \_\_\_\_\_ 2<sup>nd</sup> Choice \*\*: \_\_\_\_\_

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

## ORGANIZATION'S INFORMATION

Applicant's Name: \_\_\_\_\_ Event Title: \_\_\_\_\_

Non Profit:    No    \_\_\_\_\_    Yes    \_\_\_\_\_    Non-Profit I.D. Number: \_\_\_\_\_

Tax Exempt # (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

Name: \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

## BRIEF DESCRIPTION OF THE EVENT (ATTACH ADDITIONAL PAGES IF NEEDED)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EVENT INFORMATION

Event Date: requested \_\_\_\_\_ Location: \_\_\_\_\_

Set Up Date/s & Time/s: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Tear Down Dates & Times: \_\_\_\_\_

Number of Commercial Co-Sponsors: \_\_\_\_\_

Please list **all** Commercial Co-Sponsors: \_\_\_\_\_

Will there be merchandise sales at the event? Yes  No

Requesting Street Banners? Yes  No  (All Banner applications and permits are available through Public Works Department)

Requesting Light Pole Banners? Yes  No

Requesting Commercial Establishment Banners? Yes  No

Amplified Sound? Yes  No

If yes to amplified sound, please describe: \_\_\_\_\_

Number of Participants (including volunteers): \_\_\_\_\_ Method of Registration: Check all that apply:  Website  
Anticipated Number of Spectators: \_\_\_\_\_  Active.com  
Entrance or Registration Fee: \_\_\_\_\_  Mail  Other

Prizes: \_\_\_\_\_

### EQUIPMENT INFORMATION

Please check all the boxes that apply to the equipment that will be on site for your event and specify the number of each (if applicable). All equipment should be included on site plan:

Cars  \_\_\_\_\_ Porta Potties  \_\_\_\_\_ Semi  \_\_\_\_\_ Motor Home  \_\_\_\_\_

Generators  \_\_\_\_\_ Trailers  \_\_\_\_\_ Vans  \_\_\_\_\_ Stage  \_\_\_\_\_

Sound Equipment  \_\_\_\_\_ Tents  \_\_\_\_\_ Other  \_\_\_\_\_

### SAFETY/SECURITY PLAN

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PARKING PLAN

Please describe your parking plan for vehicles on city streets or in any parking lot(s):

\_\_\_\_\_  
\_\_\_\_\_

**SITE PLAN (ATTACH SITE PLAN)**

**A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES AND PARKING MUST BE ATTACHED TO THE APPLICATION. YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN.**

**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 lessor 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 PREMESIS 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. 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.

\_\_\_\_\_  
Company Representative (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Community Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Department

\_\_\_\_\_  
Date

**SUBMITTING APPLICATION:**

Applications and other required documents must be submitted to the City of Hermosa Beach Community Resources Department, located at 710 Pier Avenue, Hermosa Beach, CA 90254. Banner applications are available at and submitted to: the Public Works Department, 1315 Valley Drive.

Office Phone: 310.318.0280 Email: [dhunter@hermosabch.org](mailto:dhunter@hermosabch.org)

Office Fax: 310.372.4333 Alternate Fax: 310.372.6186



# **SPECIAL EVENT PERMIT APPLICATION**

## ● 2011 FEE SCHEDULE ●

<b>Application Fee (non refundable)</b>	\$500	
<b>Damage/Clean-up Deposit (refundable)</b>	\$500-\$10,000	
<b>Amplified Sound Permit (Police Department)</b>	\$49 per day	
<b>Street Banner Fees (Public Works Department)</b>	\$480 per banner	
<b>Light Pole Flags (Public Works Department)</b>	\$250 per pole	
<b>Temporary Business Sign Permit (Public Works Dept.)</b>	\$255	
<b>Business License Fee (Required)</b>	Cashier's Office	
<b>Commercial Event Co-Sponsor</b>	\$250 per sponsor	
<b>Event Set Up/Tear Down</b>	\$200 per location per day	
<b>Community Resources Staff</b>	\$300 per day	
<b>Paramedic</b>	\$131 per hour	
<b>Parking Meter Space Fee</b>	\$22 per space, per day	
<b>Special Event Permit Fee</b>	<i>*Detailed descriptions of each category on next page</i>	
Category I.....		\$2,389
Category II.....		\$2,628
Category III.....		\$4,778
<b>Police</b>	\$103 per hour	
<b>Fire Inspection</b>	\$157 per hour	
<b>Special Event Filming – Application Fee</b>	\$478	
<b>Special Event Filming – Location Fee</b>	\$1,115 - \$2,500 per day	

- **ADDITIONAL FEES MAY BE ASSESSED ACCORDING TO IMPACT:**
  - Public Works pre and post cleanup, barricades, dumpsters, etc.
  - Police and Safety Fees
  - Community Development Plan Checks, Permits and Inspection Fees
- **Damage deposit** is set according to impact.
- **City may require attendance at Pre and Post Operations meetings**



# **SPECIAL EVENT 2011 PERMIT FEES**

## ● **CATEGORY I, II OR III CLASSIFICATIONS** ●

### **CATEGORY I**

***Daily minimum of \$2,389 per day in addition to any other fees deemed necessary by the Community Resources Department.***

- ✓ Meets the criteria of a commercial event.
- ✓ Impacts public areas for no longer than one (1) day including set-up.
- ✓ Is conducted in the off season (not between Memorial Day and Labor Day or any holiday).
- ✓ Participant/Spectator crowd does not exceed 3,000 people.
- ✓ Has no television coverage (except the news).
- ✓ A non-profit entity is the beneficiary of the net revenues (100%).
- ✓ Does not meet the identifying criteria for a Category II or III event.

### **CATEGORY II**

***Daily minimum of \$2,389 plus 10% per day (\$2,628) in addition to any other fees deemed necessary by the Community Resources Department.***

- ✓ Impacts public areas for more than one (1) day including set up.
- ✓ Has television coverage.
- ✓ Has more than \$3,000 and less than \$50,000 in prize money.
- ✓ Does not meet any of the identifying criteria for a Category III event.

### **CATEGORY III**

***Daily minimum of \$2,389 plus 100% per day (\$4,778) in addition to any other fees deemed necessary by the Community Resources Department. If applicable, a percentage of the gross admission revenues may be required to be paid to the City of Hermosa Beach.***

- ✓ Meets the criteria for a commercial event and has one or more of the following:
  - Has network television coverage.
  - Estimated participant/spectator crowds exceeds 5,000 people.
  - Prize money in excess of \$50,000.
  - Charges admission to spectator Gross revenues in excess of \$50,000.