City of Hermosa Beach
Special Event Application Rules and Regulations

2017

Applications and other required documents must be submitted to:
City of Hermosa Beach Community Resources Department
710 Pier Avenue, Hermosa Beach, CA 90254
Office Phone: 310.318.0280 ● Email: hbconnect@hermosabch.org ● Fax: 310.372.4333

Please refer to the Special Event Policy Guide on the City website for a complete listing of all policies and procedures related to special events in the City of Hermosa Beach.

Application, application fee and all required documents **must** be submitted to the Department of Community Resources to be considered. ***Please note:***

- ✓ ***Applications MUST be completed electronically – handwritten applications will not be accepted.*** *(Instructions for completing applications electronically can be found on the City website.)*
- ✓ ***ALL sections and pages of the application MUST completed (or marked NA) to be eligible for review.*** You will be notified by City staff if your application was not accepted due to it being incomplete.

Approval Process

Event Level	Approval Group	Event Review Schedule
Level I	Approved by Community Resources Staff	As received
Level II	Approved by the Parks, Recreation and Community Resources Advisory Commission	Meets monthly (first Tuesday of each month)
Level III & New Events	Approved by public hearing at the Parks, Recreation and Community Resources Advisory Commission and City Council	Meets monthly (Commission) (first Tuesday of each month)
		Meets bi-monthly (Council) (second and fourth Tuesday of each month)

Multiple Events

If you are applying for multiple event days and ALL characteristics of each day are the SAME (set-up, parking requests, etc.), you are welcome to submit one application and one application fee that includes all dates. Once an event has any details that differ between event dates, you are required to submit a SEPARATE application and application fee for each.

Example: A youth volleyball organization is holding a variety of tournaments, including:

- *May – youth tournament (80 participants, 10 volleyball courts)*
- *June – youth tournament (80 participants, 10 volleyball courts)*
- *July – adult tournament (100 participants, 16 volleyball courts)*

The May and June events will be accepted on one application; the July event is required to be submitted on its own application.

YOU MUST SUBMIT THE FOLLOWING: To avoid processing delays of your application, do not leave any sections blank. Indicate items that do not apply with an N/A. Attach additional sheets to the application if more space is required.

- ☐ **Completed Application (ALL pages – blank pages marked NA)**
- ☐ **Application Fee**
  - Submit non-refundable $779 application fee ($520 for nonprofits) or $260 for pass-thrus, payable to the City of Hermosa Beach. ***Applications received without the application fee will not be reviewed and will be returned as incomplete.***
- ☐ **Site Plan**
  - Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators and all other items for your event. Facilities, equipment placement, parking needs, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP) should your event be approved.
- ☐ **Proof of Non-Profit Status** Pending status does not qualify. Non-profit organizations must apply under their own name and not borrow the non-profit status of another entity.
  - ☐ **Non-Profit Designation Letter**
  - ☐ **Current Copy of Form 990**

AGREEMENT AND SIGNATURE:

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

_____ _____

Signature of Applicant Date

City of Hermosa Beach
Community Resources Department

PERMIT NUMBER:	
EVENT DATE:	
DATE STAMP	STAFF INITIALS

COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

2017

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

- ***$779 Non-Refundable Application FEE required with application.***
- ***$520 Non-Refundable Application FEE, for VERIFIABLE non-profits (SEE INSTRUCTIONS)***

Requested Event Date(s) (1st Choice):** _____

2nd Choice ** (Required): _____

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

ORGANIZATION'S INFORMATION

EVENT TITLE: _____

Applicant Name: _____ **Birthdate:** _____

Organization Name: _____

Non-Profit? ☐No ☐Yes Non-Profit I.D. or Tax Exempt #: _____

If non-profit, please describe who will benefit from funds raised from your event:

_____

Address: _____

_____
City State Zip

Phone: _____ Cell: _____

Email Address: _____ Fax: _____

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: _____ Cell: _____

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

Name: _____ Birthdate: _____

Address: _____

_____
City State Zip

Phone: _____ Cell: _____

Email Address: _____ Fax : _____

Revised 12/6/2016

EVENT INFORMATION

Is this a NEW or RETURNING event to Hermosa Beach? ☐ NEW ☐ RETURNING

Please indicate your event level *(participants, outreach, marketing, etc.)*

☐ Local ☐ Regional ☐ National

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

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

☐ Tournament *Type:* _____
☐ Pass-Through
☐ Fundraiser *Benefitting:* _____
☐ Swim Event

Date	Event Day Activity	Start Time	End Time
	☐ Load-in/set-up ☐ Event day ☐ Load-out/Clean-up		
	☐ Load-in/set-up ☐ Event day ☐ Load-out/Clean-up		
	☐ Load-in/set-up ☐ Event day ☐ Load-out/Clean-up		
	☐ Load-in/set-up ☐ Event day ☐ Load-out/Clean-up		
	☐ Load-in/set-up ☐ Event day ☐ Load-out/Clean-up		
	☐ Load-in/set-up ☐ Event day ☐ Load-out/Clean-up		
	☐ Load-in/set-up ☐ Event day ☐ Load-out/Clean-up		

Event Location: _____

If your event is on the beach, do you plan to remove any volleyball courts? ☐ YES ☐ NO

If YES, please indicate which courts will be removed on the Beach Usage Map (p. 14)

Estimated # of Participants: _____ Age of Participants: _____

Estimated # of Spectators (daily): _____ Total Estimated Attendance: _____

Marketing & Advertisement Plan

Please list how you plan to advertise & promote your event for **participants**:

_____

Please list how you plan to advertise & promote your event for **spectators**:

_____

Overall Event Description - Briefly explain event and activities:

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 _____ _____ am/pm to _____ am/pm

_____ between _____ and _____ _____ am/pm to _____ am/pm

_____ between _____ and _____ _____ am/pm to _____ am/pm

_____ between _____ and _____ _____ am/pm to _____ am/pm

_____ between _____ and _____ _____ am/pm to _____ am/pm

Description of 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 $260 each and must be approved by the Community Resources Department. 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 _____ 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

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 the fundraising activities:

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?

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):

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:

EVENT PROMOTION INFORMATION

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

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).

- ☐ Cars _____
- ☐ Semi-Trucks _____
- ☐ Generator _____
  - Size/Type: _____
- ☐ Vans _____
  - Size: _____
- ☐ Sound Equipment _____
- ☐ Enclosed Tents _____
- ☐ Other *(please attach list with description of each item)*
- ☐ Porta Potties _____
- ☐ Motor Homes _____
  - Size: _____
- ☐ Trailer _____
  - Size: _____
- ☐ Stage _____
  - Measurements: _____
- ☐ Canopies _____

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 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.

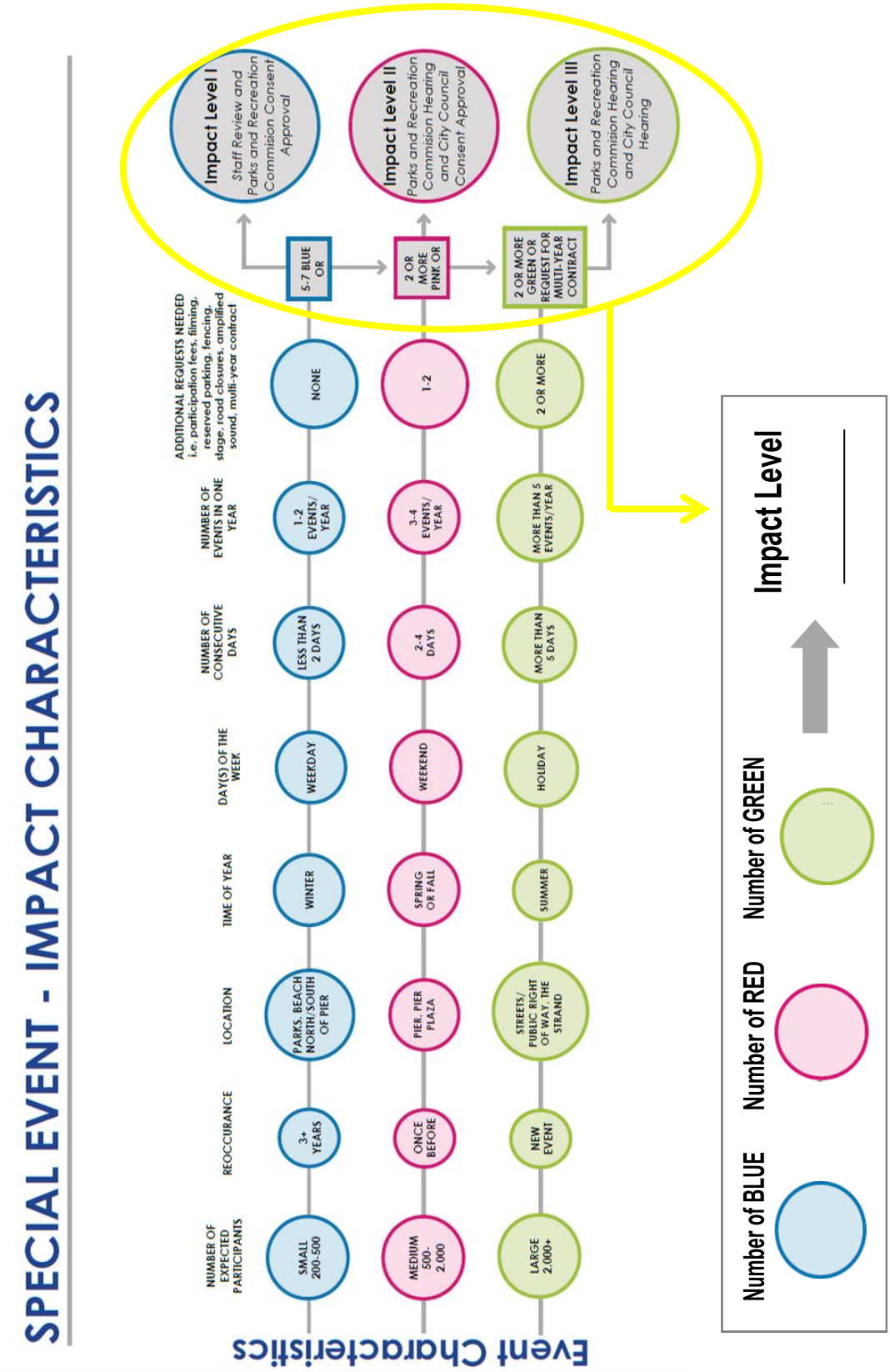
_____
Name/Company Representative

_____ _____
Signature Date

IMPACT CHARACTERISTIC WORKSHEET *(REQUIRED FOR ALL EVENTS)*

Please consider details of your event and use this worksheet to determine its impact level. Please circle one characteristic in each column as it relates to your event(s) and complete the form to determine impact level as defined in the boxes. If you are applying for multiple events, please complete a different page for each if the event details are different.

Event Name: _____ **Event Date(s):**_____



COMMUNITY BENEFIT

REQUIRED FOR ALL LEVEL II AND III EVENTS (per Impact Characteristics Worksheet)

Please provide a brief description of the benefit your event(s) add to the community. The Community Decision-Making Tool may be used as a guide and can be found on the City website at the following link: http://www.hermosabch.org/Modules/ShowDocument.aspx?documentid=5226

Event Name: _____ **Event Date(s):**_____

PUBLIC RELATIONS INFORMATION

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

Name of Event: _____

Name of Organization: _____

Event Dates and Times:

Date					
Times					

Event Information can be found online at: _____

Public Relations Contact: _____

Day Phone: _____ Evening Phone: _____

Email: _____

Please provide a brief description of your event that can be used on the online City calendar. Please include details that would be helpful for someone looking for more information specific to your event.

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 *(subject to change)*	MY EVENT FEES
Category I • <500 people	70/30% of registration fees	
Category II • 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.	$2481 per day	
Category III • 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.	$2729 per day	
Category IV • Meets Category III Criteria and has one or more of the following: ▪ 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.	$4962 per day	

MISCELLANEOUS FEES	PRICE *(subject to change)*	MY EVENT FEES
Commercial Application Fee - *non-refundable*	$779	
Non-Profit Application Fee - *non-refundable*	$520	
Pass-Thru Application Fee - *non-refundable*	$260	
Amplified Sound Permit	$145	
Street Banner Fees	$214	
Event Co-Sponsor	$260 each	
Event Set-Up/Tear-Down	$207 per location, per day	
Community Resources Staff (Required Cat. II-IV)	$311 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	

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 you have a multi-year contract for your event, please show how you will increase compliance in subsequent years.

Event Name: _____ **Expected Attendance:**_____

MEASURE	CHECK IF APPLICABLE	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	☐	
▪ Reduce size/bulk of plates, containers, cups	☐	
▪ Use products with high recycled content	☐	
▪ Avoid sale or give-away of single-use plastic drinking water bottles. *A mobile water cart ('Mother-Lode Wide') is available for use and reusable water bottles are encouraged	☐	
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) *Large drink dispensers are available for use and reusable water bottles are encouraged	☐	
▪ At 'beer or drink gardens' use recycled or compostable cups (provide dump station for liquids)	☐	
▪ Recycle fry-grease for bio-diesel fuels	☐	
▪ Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)	☐	
2. Recycling containers:		
▪ Place well-marked recycle containers adjacent to every trash container	☐	
▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters.	☐	
▪ Scavenging is prohibited from waste containers. Prevent and report scavenging	☐	
3. Staging		
▪ Recycle or reuse event construction materials	☐	
▪ Use 'no emission/no VOC' paints/sealants	☐	

3. Transportation		
▪ No-idling policy for all vehicles	☐	
▪ Sponsor free shuttle or low cost bus passes	☐	
▪ Use electric, hydrogen, hybrid or CNG vehicles	☐	
4. Energy		
▪ Use energy-efficient lighting	☐	
▪ Turn lighting and devices off when not in use	☐	
▪ Turn off generators when not in use for significant period of time	☐	
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	☐	
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	☐	
5. Marine environment		
▪ NO single-use plastic bags starting October 1, 2016.	☐	
▪ including take-out cups or containers.	☐	
▪ No hosing of surfaces. Consult Public Works regarding clean-up procedures for large events	☐	
▪ Full containment of all wastes	☐	
▪ Full containment of all six-pack plastic rings. Cut rings prior to disposal.	☐	
If Beach and street cleaning required consult Public Works regarding clean-up procedures	☐	
6. Education		
Event and vendors to make reducing waste and recycling a prominent theme	☐	
▪ Provide one booth, kiosk or space for green education sponsored by city or designee	☐	
▪ Advertise green measures and rules in all event advertising and on website	☐	
▪ Demonstrate that vendors and service providers will comply with green measures	☐	
7. Monitoring		
Report on compliance with above applicable measures	☐	

BEACH USAGE MAP *(required for all BEACH events)*

Please circle the courts that you will be using for your event. If you are applying for multiple events, please complete a different page for each, noting the event title and date below. Additionally, if you will be using different courts each day for multi-day events, please complete a separate form for each day.

Event Name: _____ **Event Date(s):**_____

Revised 12/6/2016