



City of Manhattan Beach Special Event Application Rules and Regulations

Applications and other required documents must be submitted to:
City of Manhattan Beach Parks and Recreation Department
1400 Highland Avenue, Manhattan Beach, CA 90266
Office Phone: 310.802.5403 • Email: lrobb@citymb.info • Fax: 310.802.5401

NO LATE APPLICATIONS WILL BE ACCEPTED

Application, application fee and all required documents **must** be submitted to the Parks and Recreation Department on or before **January 31, 2016** for events taking place July 2016 through June 2017 to be considered. *Please make sure all sections of the application are completed and legible for review.* You will be notified by City staff if your application was **not** accepted for review.

Any event with expected attendance of fewer than 300 people will be reviewed administratively. Any event with expected attendance of 300 or more will require review by the Parks and Recreation Commission and approval by the City Council. You, or your representative, may be required to attend the meeting at which your event will be considered. If the Commission recommends your event for approval, you or your representative **may** be required to additionally attend a City Council meeting.

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

Completed Application, including

- Public Relations Form**
- Green Matrix**

Application Fee

- Submit non-refundable \$771 application fee or \$386 for pass-throughs, payable to the City of Manhattan Beach. ***Applications received without the application fee will not be processed.***

Event Date(s)

- On your application, you are required to submit a requested date/s and an alternate date/s. Requested dates are subject to approval. The date/s you request may not be available for your event. Staff will contact you if an alternate date/s assignment is necessary.

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).

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**

Please be aware of the following policies and procedures. You will be required to abide by the following, but not limited to, rules and regulations throughout the event approval process:

1. Application Review
 - a. Special event plans may require review by each Department, the Parks and Recreation Commission and/or City Council. Need for review is based on size, scope and impact of event.
2. Certificate of Insurance
 - a. The City requires submission of an insurance certificate a *minimum* of **30 days prior** to your event date. The City requires \$2 million in general liability and the "City of Manhattan Beach, its agents, officers and employees" must be named as additionally insured.
3. Fees
 - a. The application fee is non-refundable and is to be submitted with the application. An estimate of event related fees will be provided to you upon approval. Any event changes made after approval may require additional fees. Actual fees will be invoiced within 30 days of your event.
4. Portable Restrooms
 - a. Depending upon the duration or size of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants and spectators. The City recommends availability of seven toilets for every 500 people, or portion thereof. The figure is based on the maximum number at your peak event time. The total number of toilets you need to provide will be determined on a case-by-case basis.
5. Marketing of Event
 - a. You must receive approval for your event prior to promoting or marketing your event. Submission of your application does not automatically constitute a guarantee of the date, location or automatic approval of your event. Copies of marketing material for the event must be submitted to the Parks and Recreation Department for approval.
6. Clean Up
 - a. All debris and trash must be removed from your event site immediately after the event. Failure to do so will require the City to call upon the Public Works Department and additional fees will be assessed. All expenses will be the responsibility of the event applicant. The applicant is required to arrange for recyclable receptacles at the event.
7. Damage Deposit
 - a. The City may require a damage deposit of up to \$5000 depending upon the size and scope of the event.

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.

Name (printed)	Signature:
	Date:



City of Manhattan Beach
Parks and Recreation Department

PERMIT NUMBER:

DATE STAMP

STAFF
INITIALS

SPECIAL EVENT PERMIT APPLICATION

1400 Highland Ave • Manhattan Beach, CA 90266 • 310.802.5403 • Fax: 310.802.5401

- **APPLICATION MUST BE SUBMITTED BY JANUARY 31, 2016 FOR EVENTS SCHEDULED FROM JULY 1, 2016 THROUGH JUNE 2017.**
- **\$771 Non-Refundable Application FEE required with application.**
- **\$386 Non-Refundable Application FEE, for Pass-through Events**

Requested Event Date (1st Choice^{**}): _____

2nd Choice ^{**} (Required): _____

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

ORGANIZATION INFORMATION

EVENT TITLE: _____

Applicant Name: _____ Birthdate: _____

Organization Name: _____

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

Address: _____

_____ City _____ State _____ Zip _____

Phone: _____ Cell: _____

Email Address: _____ Fax: _____

CONTACT 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: _____ Cell: _____

EVENT INFORMATION

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

Event Start Time: _____

Event End Time: _____

Set-Up Date: _____

Set-Up Time: _____

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

Break Down Date: _____

Break Down Time: _____

Event Location: _____

Estimated # of Participants: _____

Age of Participants: _____

Estimated # of Spectators (daily): _____

Total Estimated Attendance: _____

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	_____	_____	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 sponsors.

Parking \$.75 - \$1.50 per hour (must adhere to 72 hour posting)

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? Yes No

Does your event involve the sale or consumption of alcoholic beverages? 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):

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?

Will you be requesting street banners? Yes No

Will you be filming or having television coverage? Yes No

Entrance or Registration Fee: _____

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).

- | | |
|---|--|
| <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) | |

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 Manhattan 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 Manhattan Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Manhattan 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 Manhattan Beach Sustainability Measures. All fees, charges and other material will be paid and or furnished to the City of Manhattan Beach as mutually agreed to by both parties.

Name/Company Representative

Signature

Date