



City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400
FAX: (310) 802-5401
TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION: Manhattan Beach Hometown Fair Assoc.

APPLICANT'S NAME & TITLE: Anne Kelly - President

ADDRESS: 3008 Elm Avenue

CITY/STATE/ZIP: Manhattan Beach, CA 90266

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE: (310) 480-0443

ALT. PHONE: (310) 545-0980

GENERAL EVENT INFORMATION

NAME OF EVENT: 42nd Annual Manhattan Beach Hometown Fair

TYPE OF EVENT: Community Fair / Fundraiser

PROPOSED DATE(S): October 4th & 5th, 2014

LOCATION: LIVE OAK PARK - VALLEY DR.
(15th 21st STREETS)

TIME: 10:00am - 6:00pm

ANTICIPATED ATTENDANCE: 80,000

COST PER PARTICIPANT: Free

EVENT SPONSORS: NONE

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?

Please see attached copy of the 2013 City Agreement for this event.

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:

Please See Attached Site Plan.

CITY SERVICES AND VARIANCES

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

Per attached 2013 City Agreement.

Specific Updates will be made closer to event.

SECURITY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

The insurance policy shall name the City of Manhattan Beach, Its Officers, Employees, Elected Officials, Volunteers and Members of Boards and Commission as additional insured. A copy of the Insurance Certificate and Endorsement to be provided to the City thirty (30) days prior to the event.

Yes - Policy In-Effect

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT FEE WAIVER

The City of Manhattan Beach annually reviews requests for Special Event Fee Waivers. Waivers may be granted for costs/fees associated with requested services (personnel, equipment and materials) provided by the City.

Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:

\$ 1,008

Police:

\$ 25,968

Public Works:

\$ 27,562

Other:

\$ 4,169

Total City Fees:

\$ 59,207

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:

\$ _____

In-kind Donations from Sponsors:

\$ _____

Cost per Participant:

\$ _____

Anticipated Cost of Event:

\$ _____

Anticipated Revenue from Event:

\$ _____

Proposed Special Event Fee Amount to be waived for this event

\$ 59,207 (100%)

How will anticipated revenue be spent?

All monies are used to pay for the event.

Explain why you believe the Special Event fees should be waived.

Please see email letter.

Additionally, in order to preserve this as a community event and protect its hometown feel (and really - why it is so special) our event accepts "ZERO" money from businesses. The city is our Sole (Please use additional pages as needed.) sponsor for this event. We thank you for the current 75% fee waiver, but would like a 100% fee waiver as our sole sponsor and partner of the Hometown Fair.

CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT PERMIT

**AGREEMENT BETWEEN THE CITY OF MANHATTAN BEACH AND THE
HOMETOWN FAIR ASSOCIATION, INC.**

The agreement is made on the 3rd day of September, 2013, by and between the CITY OF MANHATTAN BEACH ("CITY"), a municipal corporation organized under the laws of the State of California with its principal offices at 1400 Highland Avenue, Manhattan Beach, California 90266, and the HOMETOWN FAIR ASSOCIATION, INC. ("HTF"), a non-profit California Corporation, Post Office Box 3068, Manhattan Beach, California 90266.

RECITALS

- A. HTF is the organizer and promoter of the Hometown Fair (the "Event") held annually in October in the City of Manhattan Beach and conducted on City property. The Event is described in the attached Special Event Application, attached hereto as Exhibit A;
- B. CITY has determined that its support for the Event will result in favorable public response;
- C. CITY support will provide for greater safety for all Event participants and the general public;
- D. CITY wishes to allow the Event to be conducted on City property under the terms and conditions set forth below.

NOW, THEREFORE, the parties hereto agree as follows:

1. THE EVENT.

- A. Beginning in 2014 and each year thereafter, HTF shall submit a Special Event Application to CITY at least 30 days prior to that year's Event, indicating the dates of that year's Event and other information required by CITY. Historically, HTF conducts the Event at Live Oak Park, Joslyn Center, Dorsey Field, Veterans Parkway and Valley Drive from 15th Street to Blanche in Manhattan Beach, California, during the first weekend in October.
- B. The Event will begin at 10:00 a.m. on Saturday and conclude at 6:00 p.m. on Sunday during the Event weekend.
- C. Clean-up activity shall cease on Sunday by 10:00 p.m. and resume on Monday at 7:30 a.m., as needed.

2. CITY RESPONSIBILITIES.

CITY shall:

- A. Coordinate City services and functions with the HTF City Services Coordinator appointed by the HTF Board of Directors.**
- B. Appoint a City representative to be the liaison to the HTF Board of Directors.**
- C. Waive 75 percent of the City's permit and application fees and fees for labor and materials.**
- D. Provide electrical and water service.**
- E. Provide one qualified Public Works Department staff member capable of dealing with general maintenance matters, trash service, water service and electrical service, except with respect to private electrical booths, for the following hours: Friday 2:00 p.m. to 8:00 p.m.; Saturday 8:00 a.m. to 5:00 p.m.; and Sunday 8:00 a.m. to 2:00 p.m.**
- F. Provide use of Manhattan Beach Parkway parking lots #7 and #8 adjacent to Manhattan Beach Boulevard, the parking lot between Joslyn Community Center and the Post Office, and the upper city hall parking lot on 15th Street.**
- G. Make available the following CITY building and parks facilities during the times approved by CITY's Director of Parks and Recreation for the conduct of the Fair as described in Section 1A. Exclusive use of the Joslyn Center, Scout House, Rec Hall and Manhattan Beach Parkway and the furniture and equipment in the area of Live Oak Park. Use of such facilities is subject to approval and direction of the Director of Parks and Recreation. HTF shall be responsible for returning all furniture and equipment to original locations in the same or comparable condition as before the Event.**
- H. CITY shall not be responsible for any costs or expenses not listed in this section 2, including those incurred by HTF, unless otherwise authorized in writing by the City Manager.**
- I. CITY will close Valley Drive and associated property between 15th Street and Blanche Road & Pacific Avenue to allow HTF to use such property as part of the Event's fairgrounds from 9:00 a.m. on Friday through 10:00 p.m. on Sunday. Such hours may be amended if approved in writing by the City Manager.**
- J. CITY will close 15th Street between Valley and Highland on Saturday from 7 a.m. to 6 p.m. and on Sunday from 10:00 a.m. to 6:00 p.m. for safety**

purposes only. Such hours may be amended if approved in writing by the City Manager. No events are to be placed in the area except for the display of antique cars to be located in front of the post office.

3. HTF RESPONSIBILITIES.

HTF shall:

- A. Arrange, conduct and administer the Event for the citizens of Manhattan Beach.
- B. Designate one individual to serve as City Services Coordinator to interface with the City's designated liaison and support staff.
- C. Reimburse the CITY for labor and material costs for all work performed, including overtime of personnel, by CITY in connection with the Event, upon receipt of invoices from the CITY's Finance Department, pursuant to Section 8.C.
- D. Reimburse the CITY for set-up, actual event hours worked, and cleanup by the CITY employee identified in Section 2.E of this Agreement at the fully burdened hourly rate specified by the City Manager. It shall be HTF's responsibility to arrange for any on-call response capability beyond the hours of coverage set forth in Section 2 of this Agreement.
- E. Provide sole responsibility for the operation and maintenance of private electrical booths.

4. INSURANCE.

- A. HTF shall not commence activities under this Agreement until it has obtained CITY's prior approval of all required insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, and for periods after the end of this Agreement as indicated below, HTF must have and maintain in place all of the insurance coverages. HTF's insurance shall comply with all items specified by this Agreement. All commercially operated rides and activities shall be subject to all of the insurance requirements and HTF shall be responsible to obtain evidence of insurance from each operator of same and provide it to CITY before the ride or activity commences.
- B. All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers authorized to do business in the State of California. Insurers shall have a current A.M. Best's rating of not less than A-:VII unless otherwise approved by CITY.
- C. HTF shall maintain the types of coverages and limits indicated below:

(1) **COMMERCIAL GENERAL LIABILITY INSURANCE** – a policy for occurrence coverage, including all coverages provided by Insurance Services Office Form CG 0001 ed. 11/88 or 11/85, with no special limitations affecting CITY. The limit for all coverages under this policy shall be no less than two million dollars (\$2,000,000) per occurrence. CITY, its employees, officials and agents, shall be added as additional insureds by endorsement to the policy. The insurer shall agree to provide CITY with 30 days prior written notice of any cancellation, non-renewal or material change in coverage. The policy shall contain no provision that would make this policy excess over, contributory with, or invalidated by the existence of any insurance, self-insurance or other risk financing program maintained by CITY. In the event the policy contains such an “other insurance” clause, the policy shall be modified by endorsement to show that it is primary for any claim arising out of the work performed under this Agreement. HTF shall provide CITY with an executed endorsement form acceptable to CITY.

(2) Additionally, HTF shall provide to CITY evidence of a separate Liquor Liability insurance policy with minimum limits of \$1,000,000 per occurrence for each of the following: (i) the beer garden area and (ii) the wine garden area.

(3) HTF shall provide to CITY evidence of **COMMERCIAL AUTO LIABILITY INSURANCE** – a policy including all coverages provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including Symbol 1 (any auto) with no special limitations affecting the CITY. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000) per occurrence. CITY, its employees, officials and agents, shall be added as additional insureds by endorsement to the policy. The insurer shall agree to provide CITY with thirty (30) days prior written notice of any cancellation, non-renewal or material change in coverage. The policy shall contain no provision that would make this policy excess over, contributory with, or invalidated by the existence of any insurance, self-insurance or other risk financing program maintained by CITY. In the event the policy contains such “other insurance” clause, the policy shall be modified by endorsement to show that it is primary for any claim arising out of the work performed under this Agreement. HTF shall provide CITY with an executed endorsement form acceptable to CITY.

E. All Certificates and Endorsement forms are due to the Risk Manager at least 30 days prior to the Event, except for third party vendors, whose forms are due 7 days prior to the Event.

F. The procuring of such required policies of insurance shall not be construed to limit HTF’s liability hereunder, nor to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against CITY for payment of premiums or other amounts with respect thereto. If HTF does not deposit copies of acceptable insurance

policies with CITY incorporating such changes within 10 days of receipt of such notice, HTF shall be deemed in default hereunder.

G. Any deductibles or self-insured retentions must be declared to and approved by CITY. Any deductible exceeding an amount acceptable to CITY shall be subject to the following changes:

(1) either the insurer shall eliminate, or reduce, such deductibles or self-insured retentions with respect to CITY and its officials, employees and agents (with additional premium, if any, to be paid by HTF); or

(2) HTF shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration, and defense expenses.

H. HTF shall furnish City with original endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by CITY before work commences. Not less than 15 days prior to the expiration date of any policy of insurance required by this Agreement, HTF shall deliver to CITY a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to CITY.

I. Upon the recommendation of the CITY's Risk Manager, CITY may increase the insurance limits required by this Section 4 and HTF shall obtain insurance in the amount required by CITY.

5. INDEMNIFICATION.

A. HTF shall defend, indemnify, and hold CITY, and its elected officials, officers, agents and employees free and harmless from all claims for damage to persons or property by reason of the acts, omissions or negligence of the HTF, HTF's employees, agents, volunteers, guests, or invitees in connection with this Agreement, except for such loss, damage, liability and claims arising due to the sole negligence or willful misconduct of City, as determined by final arbitration or court decision or by the agreement of the parties. HTF shall defend CITY, with counsel of CITY's choice, at HTF's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against CITY. HTF shall reimburse CITY for any and all legal expenses and costs incurred by CITY in connection therewith or in enforcing the indemnity herein provided. In the event that HTF insurance proceeds are used to settle any claim, such settlement shall be subject to HTF's consent, which shall not be unreasonably withheld. HTF's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by HTF or CITY. All

duties of HTF under this Section shall survive termination of this Agreement.

B. CITY shall defend, indemnify, and hold HTF, and its officials, officers, agents and employees free and harmless from all claims for damage to persons or property by reason of the acts, omissions or negligence of the CITY, CITY's employees, agents, or volunteers in connection with this Agreement, except for such loss, damage, liability and claims arising due to the sole negligence or willful misconduct of HTF, as determined by final arbitration or court decision or by the agreement of the parties. CITY shall defend HTF, with counsel of HTF's choice, at CITY's own cost, expense, and risk and shall pay and satisfy any judgment, award, or decree that may be rendered against HTF. In the event that CITY insurance proceeds are used to settle any claim, such settlement shall be subject to CITY's consent, which shall not be unreasonably withheld. CITY shall reimburse HTF for any and all legal expenses and costs incurred by HTF in connection therewith or in enforcing the indemnity herein provided. All duties of CITY under this Section shall survive termination of this Agreement.

C. The CITY hereby releases, waives, discharges and agrees not to sue any individual member of the Hometown Fair Board of Directors (in his/her official and personal capacity) from any liability, claims, costs, expenses, attorneys' fees, demands, actions and causes of action whatsoever arising out of or related to any damage, or injury including death, that may result from this Agreement and the events held hereunder, except for such loss, damage, liability and claims arising due to the sole negligence or willful misconduct of such individual, as determined by final arbitration or court decision or by the agreement of the parties.

6. BEER & WINE GARDENS.

The Beer and Wine gardens shall be contained in separate facilities within Event space.

A. HTF shall obtain, or ensure obtainment by beer garden and wine garden permittees, a license for consumption of beer and wine from the Alcoholic Beverage Control Board ("ABC").

B. HTF shall enclose the beer garden with a double fence with a 3' foot separation between each fence. Fencing must be approved by CITY's Police Department Special Event Coordinator.

C. Sale and dispensing of beer and wine to be limited to Saturday and Sunday, for adults only (21 years old), and strictly enforced as follows:

1. Beer and wine ticket sales in the beer garden to start at 10:00 a.m. on Saturday and Sunday. Beer and wine ticket sales in the beer garden to cease at 5:00 p.m. on Saturday and Sunday. Dispensing of beer and

wine to cease at 5:30 p.m. on Saturday and Sunday. The beer garden will be closed at 6:00 p.m. on Saturday and Sunday. Wine ticket sales in the wine garden to start at 11:00 a.m. on Saturday and Sunday. Wine ticket sales in the wine garden shall cease at 5:00 p.m. on Saturday and Sunday. Dispensing of wine shall cease at 5:30 p.m. on Saturday and Sunday. The wine garden will be closed at 6:00 p.m. on Saturday and Sunday.

2. HTF to provide at least four (4) volunteers to adequately monitor each of the entrances and exits of the beer and wine gardens to prevent minors from entering; to prevent beer and wine from being taken from the beer and wine gardens; and to control the maximum occupant capacity of the gardens as set by the Fire Marshal.

3. All alcohol to be possessed and consumed only within the confines of the individual beer and wine gardens.

4. Adequate uniformed private security shall be hired to provide security during nighttime hours of closure.

D. HTF shall comply with the following conditions as to the operation of the wine garden:

1. The wine garden shall be limited to the Live Oak basketball courts. HTF shall submit a detailed site plan to the building department in order to establish an occupancy load for the wine garden area.

2. Security staff members shall use a hand-held counting device to assist with limiting the number of patrons inside the wine garden.

3. The on-duty wine garden coordinator, all wine garden volunteers and all security staff members will wear an approved t-shirt or apron to assist with identification.

4. A two-day temporary ABC license must be obtained at least five days prior to the Event; a copy of this license must be posted in the immediate area of wine dispensing.

5. Identification will be checked prior to a patron entering the wine garden; no one under 21 will be allowed inside the wine garden; no sales to minors will be allowed.

6. No removal of open alcohol will be permitted from the wine garden.

7. No tickets will be sold or alcohol served to an intoxicated person.

8. No alcoholic beverage will be allowed to be brought into the wine garden.

9. No more than two full glasses should be served to a patron at one time.

10. No more than five tickets should be sold to a patron at one time.

7. **ADDITIONAL CONDITIONS OF EVENT OPERATION.**

As additional conditions hereunder, HTF shall:

- A. Obtain permits, as required, from CITY and other agencies, including the Los Angeles County Health Department, for use of the property.
- B. Use its best efforts to allocate space to Manhattan Beach residents and/or Manhattan Beach businesses and/or non-profit organizations on a first priority basis. With the exception of booths for businesses that are known to operate year round, business license fees will be waived. Inform and distribute to exhibitors State Board of Equalization requirements for temporary sales locations.
- C. Insure that no event shall be presented that shall allow or require the participants to disrobe or appear partially clothed.
- D. Request specific CITY labor through the City Manager's office during normal working hours. All work performed specifically for the HTF shall be considered a reimbursable cost to be paid to CITY, as indicated in 3.C, above.
- E. Send requests to borrow CITY equipment to the City Manager, who will coordinate availability.
- F. Send requests for Police and Fire support to the City Manager, who will coordinate supportive forces with the respective Chiefs. Police escort to the bank with beer and wine garden revenues will be at the Police Department's convenience and accordingly, requests should be made sufficiently ahead of the time desired. The Fire Department shall inspect all booths for fire hazards.
- G. Submit requests for hanging banners to the Parks and Recreation Department with appropriate fees. All insurance requirements shall be met.
- H. Obtain prior Risk Manager approval for all mechanical rides to be included in the Event.
- I. Be responsible for cleaning sites utilized and restoring them (both grounds and buildings) to their original condition.
- J. File a financial statement with the City Council annually.

- K. Provide the Parks and Recreation Department, Police Department, and the Risk Manager, at least 5 days prior to the Event, with a list specifying each booth and activity planned for the Event and its planned location so that any problems may be identified and provisions made to eliminate or prevent them.
- L. Provide the Parks and Recreation, Police, and Fire Departments and the Risk Manager, at least 5 days prior to the Event, with a map or diagram of the fairgrounds showing locations of all booths, fair activities and a time schedule for all events, entertainment, etc.
- M. Provide the Parks and Recreation, Police, Finance, and Fire Departments and the Risk Manager, at least 5 days prior to the Event, with a list of all booths, their locations and the names of the organization or person operating each booth.
- N. Insure that, if used, the Scout House will be thoroughly cleaned and repaired during the week immediately following the Event (including stripping, waxing and polishing of all floors).
- O. Insure that all food booths adhere to Fire Department guidelines, including successful completion of a Fire Department Life Safety Inspection. HTF shall be responsible for the cost of inspection.

8. DEPOSIT FOR CITY CHARGES.

- A. All amounts due to the CITY for charges will be due and payable within 30 days of invoicing by the CITY Finance Department.
- B. A 5% charge will be assessed for all late payments after 30 days.

9. TERM AND TERMINATION.

The term of this agreement shall be for 10 years from the date of execution. Each party may terminate this Agreement, with or without cause, upon 90 days' written notice to the other party.

10. NON-LIABILITY OF OFFICIALS AND EMPLOYEES OF THE CITY.

No official or employee of CITY shall be personally liable for any default or liability under this Agreement.

11. NON-DISCRIMINATION.

HTF covenants there shall be no discrimination based upon race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.

12. INDEPENDENT CONTRACTOR.

It is agreed that HTF shall act and be an independent contractor and not an agent or employee of CITY, and shall obtain no rights to any benefits which accrue to CITY's employees.

13. COMPLIANCE WITH LAW.

HTF shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government.

14. MODIFICATION.

This Agreement may be modified, at any time, only by a written agreement executed by CITY and HTF.

15. CALIFORNIA LAW.

This Agreement shall be construed in accordance with the laws of the State of California. Any action commenced about this Agreement shall be filed in the appropriate branch of the Los Angeles County Municipal or Superior Court.

16. INTERPRETATION.

This Agreement shall be interpreted as though prepared by both parties.

17. PRESERVATION OF AGREEMENT.

Should any provision of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.

18. ENTIRE AGREEMENT.

This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that representations by any party not embodied herein, and any other agreements, statements, or promises concerning the subject matter of this Agreement, not contained in this Agreement, shall not be valid and binding.

19. ATTORNEYS' FEES.

If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party in such action shall be entitled to have and recover from the losing party all of its attorneys' fees and other costs incurred in connection therewith.

20. EXHIBITS; PRECEDENCE.

All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

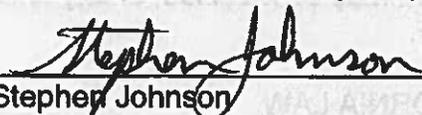
IN WITNESS WHEREOF, this agreement has been duly executed in duplicate originals on the date first above written.

CITY OF MANHATTAN BEACH

HOMETOWN FAIR ASSOCIATION, INC.



David N. Carmany
City Manager



Stephen Johnson
President

APPROVED AS TO CONTENT:



Mark Leyman
Director of Parks and Recreation

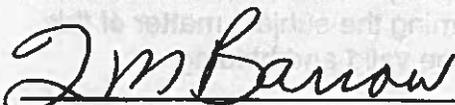
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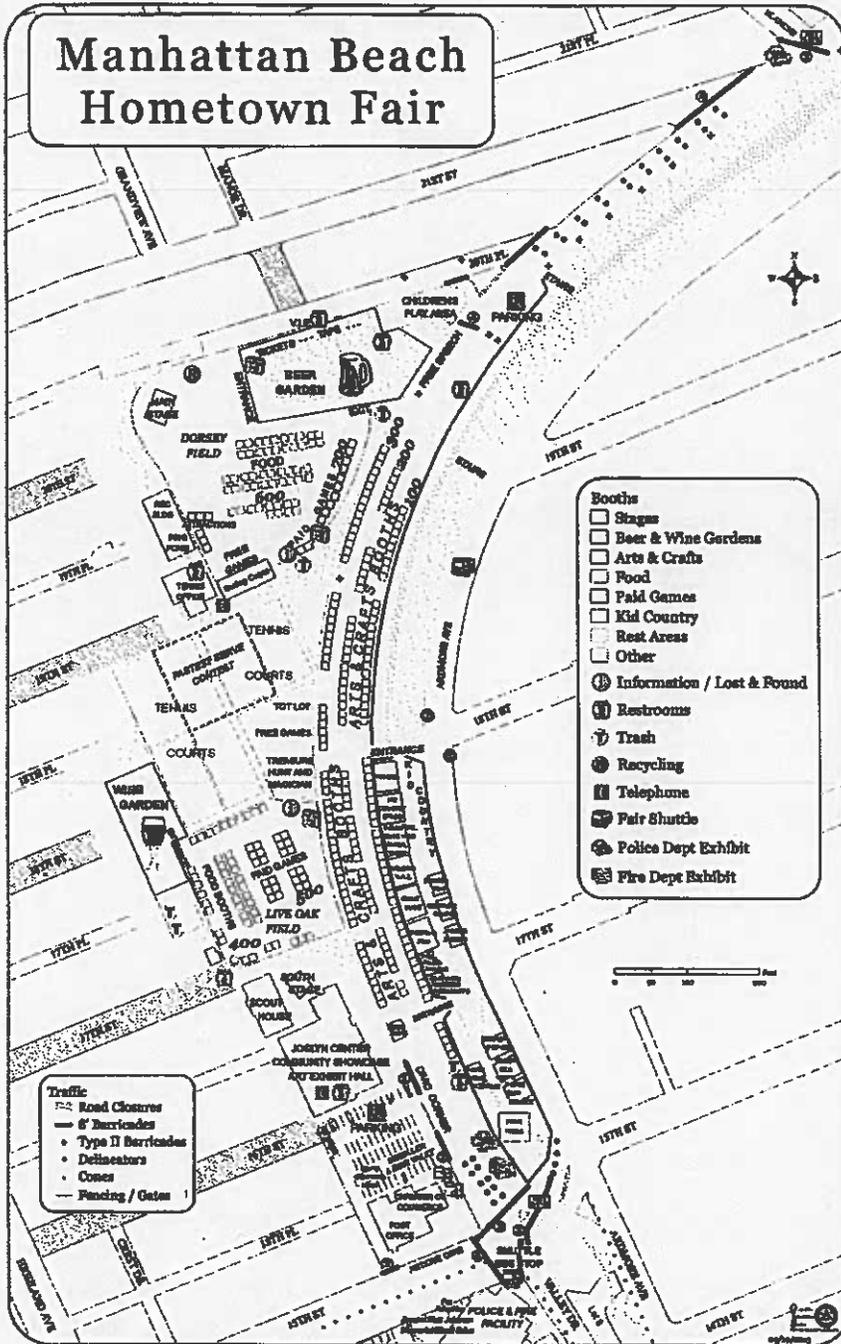
Liza Tamura
City Clerk

9-5-13

APPROVED AS TO FORM:



Quinn M. Barrow
City Attorney





City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400
FAX: (310) 802-5401
TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION: Manhattan Beach 10K Race Committee

APPLICANT'S NAME & TITLE: Rachel Judson - Race Chair/Director

ADDRESS: 429 3rd Street, Manhattan Beach CA 90266

CITY/STATE/ZIP:

MAILING ADDRESS (if different from above): same

APPLICANT'S PHONE: 3104087719

ALT. PHONE:

GENERAL EVENT INFORMATION

NAME OF EVENT: Manhattan Beach 10K Run

TYPE OF EVENT: 10K Run

PROPOSED DATE(S): Oct 4 2014

LOCATION: 10K race course + pier area

TIME: 7:30 AM - 10 AM

ANTICIPATED ATTENDANCE: 4000

COST PER PARTICIPANT: \$20-35

EVENT SPONSORS: list of prior supporters attached

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?

Set up finish line at pier Friday afternoon. Set up course Saturday morning. T-shirts & various items given to finishers. Entry fee \$20-35 per person. The race is coordinated with the police & fire departments & public works. No alcohol is served.

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. **Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:**

same as prior years

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

Police & paramedic services are required throughout race. Public ^{works} service is required for set up & take down

BOND AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

The insurance policy shall name the City of Manhattan Beach, Its Officers, Employees, Elected Officials, Volunteers and Members of Boards and Commission as additional insured. A copy of the Insurance Certificate and Endorsement to be provided to the City thirty (30) days prior to the event.

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be received one month prior to the event date.

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

MB10K
2014

Fee Waiver Continued

For over 35 years the City has been a partner in this event. The original goal 35 years ago was to make this a local race and not have any major cash Supporters. Most, if not all major Supporters want logos on T-Shirts, etc.

The Manhattan 10K is one of the very few races with 4000+ participants that has no cash Supporter. Without the partnership with the City it would be extremely difficult to continue the event in the same format.

Manhattan Beach 10K Race Supporters from Prior Years:

Village Runner

Fresh Brothers Pizza

Body Glove

Pancho's Restaurant

Ralph's

Sketchers

Manhattan Repro

Lisa Z Gallery Frame Shop

Super Sorts

Jamba Juice

Sprouts

GI Joe Boot Camp

Trader Joe's

CITY OF MANHATTAN BEACH

REQUEST FOR SPECIAL EVENT FEE WAIVER

The City of Manhattan Beach annually reviews requests for Special Event Fee Waivers. Waivers may be granted for costs/fees associated with requested services (personnel, equipment and materials) provided by the City.

Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:

\$ 0

Police:

\$ 0

Public Works:

\$ 0

Other:

\$ 0

Total City Fees:

\$ 0

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:

\$ 0

In-kind Donations from Sponsors:

\$ 0

Cost per Participant:

\$ 20-35

Anticipated Cost of Event:

\$ 70,000

Anticipated Revenue from Event:

\$ 100,000

Proposed Special Event Fee Amount to be waived for this event

\$ all

How will anticipated revenue be spent?

All profits will be donated back to the community for athletic related items such as Mira Costa Track, Strand Mile Markers, etc.

Explain why you believe the Special Event fees should be waived.

This event originally was started by a volunteer group because there was demand in the city and the recreation department did not have resources to do it. It is completely a volunteer effort and all profits are donated back to the community. Residents participate in this event more than any other (see attached) (Please use additional pages as needed)



City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400
FAX: (310) 802-5401
TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION: American Martyrs CATHOLIC Church

APPLICANT'S NAME & TITLE: Troy R. Thrower, Fair Co-Chair

ADDRESS: 624 15th Street

CITY/STATE/ZIP: Manhattan BEACH, CA 90266

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE: ^(cell) 310-283-5608 ALT. PHONE: ^(Home) 310-546-4666

GENERAL EVENT INFORMATION

NAME OF EVENT: AMERICAN MARTYRS PARISH FAIR

TYPE OF EVENT: School & Church fundraiser (PARISH FAIR)

PROPOSED DATE(S): October 18th & 19th, 2014

LOCATION: 1701 LAUREL AVE, MB 90266
AMERICAN Martyrs School TIME: 10/18 - 10 AM - 10 PM
10/19 - 10 AM - 5 PM

ANTICIPATED ATTENDANCE: 500-1000 people COST PER PARTICIPANT: FREE

EVENT SPONSORS: ANHEUSER-BUSCH

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?

Set up Booths Friday 10/17 (1-9 pm); Fair includes Food Booths, Silent Auction, Petting ZOO, games, INFLATABLE SLIDES & Bouncies, ON Stage Entertainment. Saturday night Dinner + Dance with entertainment. Event is open to the public. Tickets can be purchased prior to the event - 3 for \$1. BEER & Wine is sold in designated AREAS + in designated cups. All games, food, Bouncies + Beverages are purchased By tickets. Security is provided 24 hours/DAY to maintain Alcohol in designated areas and to prevent vandalism at night.

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. **Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:**

SEE Attached Layout.

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

NONE

SURETY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

The insurance policy shall name the City of Manhattan Beach, Its Officers, Employees, Elected Officials, Volunteers and Members of Boards and Commission as additional insured. A copy of the Insurance Certificate and Endorsement to be provided to the City thirty (30) days prior to the event.

* Vehicles at Beach/picn related events will be limited to those vehicles transporting large, heavy materials.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be received one month prior to the event date.

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

CITY OF MANHATTAN BEACH

REQUEST FOR SPECIAL EVENT FEE WAIVER

The City of Manhattan Beach annually reviews requests for Special Event Fee Waivers. Waivers may be granted for costs/fees associated with requested services (personnel, equipment and materials) provided by the City.

Have you previously held this event? Yes No
Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:
\$ _____

Police:
\$ _____

Public Works:
\$ _____

Other:
\$ _____

Total City Fees:
\$ _____

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:
\$ _____

In-kind Donations from Sponsors:
\$ _____

Cost per Participant:
\$ _____

Anticipated Cost of Event:
\$ _____

Anticipated Revenue from Event:
\$ _____

Proposed Special Event Fee Amount to be waived for this event

\$ _____

How will anticipated revenue be spent?

REVENUE is Distributed as follows: 1/3 to church
1/3 to school
1/3 to sister parish in Compton

Explain why you believe the Special Event fees should be waived.

THE PARISH FAIR IS RUN BY VOLUNTEERS FROM MANHATTAN BEACH + AMERICAN MARTYRS CHURCH. DURING THE 43 PREVIOUS PARISH FAIRS NO CITY SERVICES HAVE BEEN NECESSARY FROM LAW ENFORCEMENT, PUBLIC WORKS OR OTHER CITY DEPARTMENTS.

(Please use additional pages as needed)

Granny's Kitchen
Drop-off Parking

LAUREL AVENUE

PARISH FAIR - 2014 Proposed
Layout

ENTRANCE

Granny's Kitchen

Kitchen

Madison is between food trucks and building

- Baked Potato
- Pasta
- Pizza
- Waffles
- Burgers
- Asside
- Carne Teriyaki
- Fish Tacos

The Gractory

- Face Painting
- Pumpkin Decorating
- Kids' Crafts / Cake Decorating

Game Tickets

Ice Cream Pizzas Churns

- Lollipop Tree
- Go Fish
- Peppermint Candy
- Hawaiian Shaved Ice

Lemon-ade

POPS

ICE

Classroom Trailer

Staffing, Fair Information, & First Aid

Showered Slip

Game Tickets

Pink It

Bumper Car

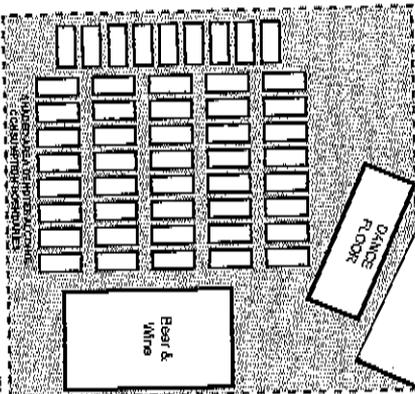
Ping Pong

Bumper

Pink Rack

ENTRANCE

15TH STREET



ENTRANCE

ENTRANCE

House of Horrors

House of Horrors

TRASH DUMPSTER

Hair painting

Console Game Prizes

Game Tickets

FIELD ENTRANCE

Parking Zoo created by playground

Bounce House 4 & Under

Bounce Houses 5 & Up

Inflatable Slide

Obstacle Course

Goldfish

Take Of Fun

Colorama

Ping Pong

Duck Pond

Dime Toss

Ultimate Athletic Challenge! Rock Climbing Wall

Home Run Derby

Basketball

DUMPSTER

Dunk Tank

DUMPSTER RECYCLING

SWAMP

Lucky 21

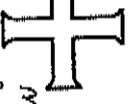
GYM ENTRANCE

Silent Auction

HOLY FAMILY HOUSE

Gas Storage

FAITHFUL FAMILY FRIENDS



*Classroom trailer might not be present for 2013-14 school year. Please including them in layout until we hear otherwise.

AMERICAN MARTYRS 43RD ANNUAL PARISH FAIR OCTOBER 19-20, 2013



City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400

FAX: (310) 802-5401

TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION:

APPLICANT'S NAME & TITLE: <u>PETE MOFFETT PRODUCTIONS, Inc.</u>	
ADDRESS: <u>3200 LA ROTONDA DRIVE, # 508</u>	
CITY/STATE/ZIP: <u>Rancho Palms Verdes, CA 90275</u>	
MAILING ADDRESS (if different from above):	
APPLICANT'S PHONE: <u>310.801.2202</u>	ALT. PHONE:

GENERAL EVENT INFORMATION

NAME OF EVENT: <u>Skechers Holiday Fireworks</u>	
TYPE OF EVENT: <u>TRADITIONAL COMMUNITY EVENT</u> 26th Annual	
PROPOSED DATE(S): <u>Sunday December 14, 2014</u>	
LOCATION: <u>Pier 2 / DOWNTOWN</u>	TIME: <u>4:00 to 7:30</u>
ANTICIPATED ATTENDANCE: <u>15,000 +</u>	COST PER PARTICIPANT: <u>-0 -</u>
EVENT SPONSORS: <u>SEE ATTACHED</u>	

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?

26th Annual HOLIDAY FIREWORKS
SNOW PARK, BOUNCE PARK : U/A
Skechers gives away promo items
Donut & HOT CHOC ONLY VENDOR
NO ALCOHOL SERVED, 4:00 SNOW & BOUNCE
OPEN TO PUBLIC, 5:00 to 7:00 STAGE
Entertainment, 7:00 FIREWORKS SHOW

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:

SITE PLAN SAME AS PREEK YEARS
SNOW PARK - Upper South Lot
Bourne PARK - lower South lot
VIP - upper North lot, ops lower
North lot - STAGE ON PIER
Sound towers MANHATTAN AVE: stage,
North & south on strand

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

USUAL CITY SERVICES

SURETY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

The insurance policy shall name the City of Manhattan Beach, Its Officers, Employees, Elected Officials, Volunteers and Members of Boards and Commission as additional insured. A copy of the Insurance Certificate and Endorsement to be provided to the City thirty (30) days prior to the event.

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be received one month prior to the event date.

CITY OF MANHATTAN BEACH

REQUEST FOR SPECIAL EVENT FEE WAIVER

The City of Manhattan Beach annually reviews requests for Special Event Fee Waivers. Waivers may be granted for costs/fees associated with requested services (personnel, equipment and materials) provided by the City.

Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:

\$ 1,717

Police:

\$ 33,408

Public Works:

\$ 17,492

Other: PARKING 1,668
PARKS REC 1,488

Total City Fees:

\$ 55,773

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:

\$ 50,000 +

In-kind Donations from Sponsors:

\$

Cost per Participant:

\$ - 0 -

Anticipated Cost of Event:

\$ 50,000 +

Anticipated Revenue from Event:

\$

Proposed Special Event Fee Amount to be waived for this event

\$

How will anticipated revenue be spent?

covering costs & expenses

Explain why you believe the Special Event fees should be waived.

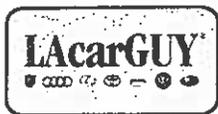
A FAVORITE TRADITION



Skechers Manhattan Beach Holiday Fireworks with the LAcARgUY "12 Days of Christmas" Community Sing-Along Founded and Produced by Pete Moffett Productions, in Cooperation with the City of Manhattan Beach

Happy Holidays!

Sponsors



DEALER.COM



Kim Komick
KK FINE HOMES



Shellback Tavern



Lisa Pola

ARMORY
LEADS

ENJOY RESPONSIBLY

Top Cat Ventures



VNSM



THE BEACH REPORTER



Jack, Maureen, Claire and Maggie Gillespie
The Greenberg Family
Richard and Diane Montgomery

The Ankwicz Family - John, Kelly and Georgia
Russ and Charlotte Lesser

The Tell Family - Nick, Valerie, Nicholas,
Natalie, Connor and Jessica
Manhattan Beach Youth Council

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: American Martyrs Parents Association
Applicant Name and Title: Eric Kutsenda, Chairperson American Martyrs 5K Run / Walk
Address: 1701 Laurel Ave., Manhattan Beach, CA 90266
Mailing Address (if different from above): this is the School's address
Phone #: School front office: 310.545.8559 Eric's number: 310-546-1167

GENERAL EVENT INFORMATION

Name of Event: 35th Annual American Martyrs 5k Run / Walk
Type of Event: 5K Run/Walk raising funds for American Martyrs School
Proposed Date(S) Saturday, February 21, 2015 Time(S) 8:00 a.m. – 9:30 a.m.
Location: Streets in and around American Martyrs Church and Ardmore between 13th and 33rd.
Anticipated Attendance: Approximately 1,000 participants
Cost Per Participant: \$20.00 (child) to \$25.00 (adult)
Event Sponsors: Individual donations from Parish Members, American Martyrs School Families, Local Businesses and Service Providers.

Event Description

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will Alcohol be present or consumed at the event?

The event begins at 8:00 a.m. Runners and walkers complete course by 9:00 a.m. Set up for events begins at approximately 5:30 a.m. on the morning of the event. Clean up and takedown of material pertaining to the event is completed by 11:00 a.m. All activities incidental to the event occur on the playground at American Martyr's School and inside/outside O'Donnell Hall at American Martyrs Church. No products/services are given away, other than water, oranges or similar items. The winners of the Men's and Women's' Overall Divisions receive \$100 gift certificates. Medals are awarded to top 3 finishers in various age categories. Breakfast is served inside O'Donnell Hall after the run/walk. Alcohol will not be present or consumed at the event.

Event Site Plan and Equipment Layout

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date.

For a depiction of the race course, please refer to the attached Registration Form from the 28th 5K Run / Walk.

City Personnel and Equipment

Describe type(s) , times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate.

We request the assistance of the Manhattan Beach Police Department from approximately 7:30 a.m. to 9:00 a.m. on the day of the race to help with motor cycle escort and traffic control at key intersections (14th and Valley, Pacific and Valley, etc.).

Surety and Insurance Requirements

The City requires all organizations to provide evidence of general liability insurance in the amount of \$1,000,000. A certificate of insurance with the City of Manhattan Beach listed as additional insured, Insurance Endorsement Form #1 and the Indemnification and Hold Harmless Agreement must be submitted for review and approved by the City's Risk Manager.

Submitting and Changing Application

Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be received one month prior to event date.

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

**CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT FEE VAIVER**

The City of Manhattan Beach annually reviews requests for Special Event Fee Waivers. Waivers may be granted for costs/fees associated with services (personnel, equipment and materials) provided by the City

Have you previously held this event? Yes X No _____

Were City fees waived? Yes X No _____

Amount of Fees previously charged for event:	Anticipated Donations from sponsors:
Fire:	Anticipated Cash Donations from Sponsors:
\$ 0	\$15,000 (approximate)
Police:	In-kind Donations from Sponsors
\$1,803.11 (from 2013)	\$2,500 value (approximate)
Public Works:	Cost per Participant:
\$407.00 (from 2013)	\$20.00 to \$25.00
Other:	Anticipated Cost of Event:
\$ 0	\$10,000 (approximate)
Total City Fees:	Anticipated Revenue from Event:
\$2,210.11 (from 2013)	\$8,000 to \$10,000 (approximate)

Proposed Special Event Fee Amount to be waived for this event

\$ 5,000

How will anticipated revenue be spent?

All revenue is given to the American Martyrs School Foundation for their Endowment Fund.

Explain why you believe the Special Event fees should be waived.

This will be the 35th consecutive year this event has been held. This event brings together approximately 1,000 runners annually, most from Manhattan Beach, in support of the community. It is for a charitable purpose and benefits our community as well as American Martyrs School by helping support an important educational and cultural resource in our Manhattan Beach Community.



City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400

FAX: (310) 802-5401

TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION: **Manhattan Beach Youth Athletics/Manhattan Beach Little League**

APPLICANT'S NAME & TITLE: **David Brantly, President**

ADDRESS: **2212 N Ardmore**

CITY/STATE/ZIP: **Manhattan Beach, CA 90266**

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE: **310-546-1176**

ALT. PHONE: **310-621-7371**

APPLICANT'S EMAIL ADDRESS: **d.brantly@hotmail.com**

GENERAL EVENT INFORMATION

NAME OF EVENT: **Opening Day Parade and Ceremonies**

TYPE OF EVENT: **Parade and Assembly**

PROPOSED DATE(S): **March 7, 2015**

LOCATION: **Live Oak, Downtown, 15th**

TIME: **8:30-11am**

ANTICIPATED ATTENDANCE: **2-3,000**

COST PER PARTICIPANT: **\$0**

EVENT SPONSORS: **MBYA, MBL, MBSG, AMS, Mira Costa HS Band**

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?

Parade set up will start at 7:30a w/ balloons and crowd control. Marchers will convene on

Valley Dr. between MB Blvd and 15th St. at 8:30am. Parade will start sharp at 9am.

Players march south along Valley to MB Blvd, west to Highland Ave, north to 15th St and east to AMS.

Ceremonies at AMS will end by 11a. Parade includes antique/specialty cars, firetrucks and approx 1200 marchers, led by MCHS Band.

No products or services will be sold. No alcohol will be present or sold (consumed).

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. **Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:**

See attached.

See attached.

See attached.

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

Closure of streets along parade route (see attached map).

Streets will need to be closed from 8a to 10a.

SURETY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

The insurance policy shall name the City of Manhattan Beach, Its Officers, Employees, Elected Officials, Volunteers and Members of Boards and Commission as additional insured. A copy of the Insurance Certificate and Endorsement to be provided to the City thirty (30) days prior to the event.

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be received one month prior to the event date.

CITY OF MANHATTAN BEACH

REQUEST FOR SPECIAL EVENT FEE WAIVER

The City of Manhattan Beach annually reviews requests for Special Event Fee Waivers. Waivers may be granted for costs/fees associated with requested services (personnel, equipment and materials) provided by the City.

Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:
\$ 0

Police:
\$ 0

Public Works:
\$ 0

Other:
\$ 0

Total City Fees:
\$ 0

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:
\$ 0

In-kind Donations from Sponsors:
\$ 0

Cost per Participant:
\$ 0

Anticipated Cost of Event:
\$ 0

Anticipated Revenue from Event:
\$ 0

Proposed Special Event Fee Amount to be waived for this event

\$ Full

How will anticipated revenue be spent?

None anticipated

Explain why you believe the Special Event fees should be waived.

MBYA has been an integral provider of children recreation, for both baseball and softball,
in Manhattan Beach since 1958. MBYA and Manhattan Beach have a had a complete
beneficial partnership since then and will continue a unique relationship in the future.

(Please use additional pages as needed)

MBYA Parade Map and Instructions

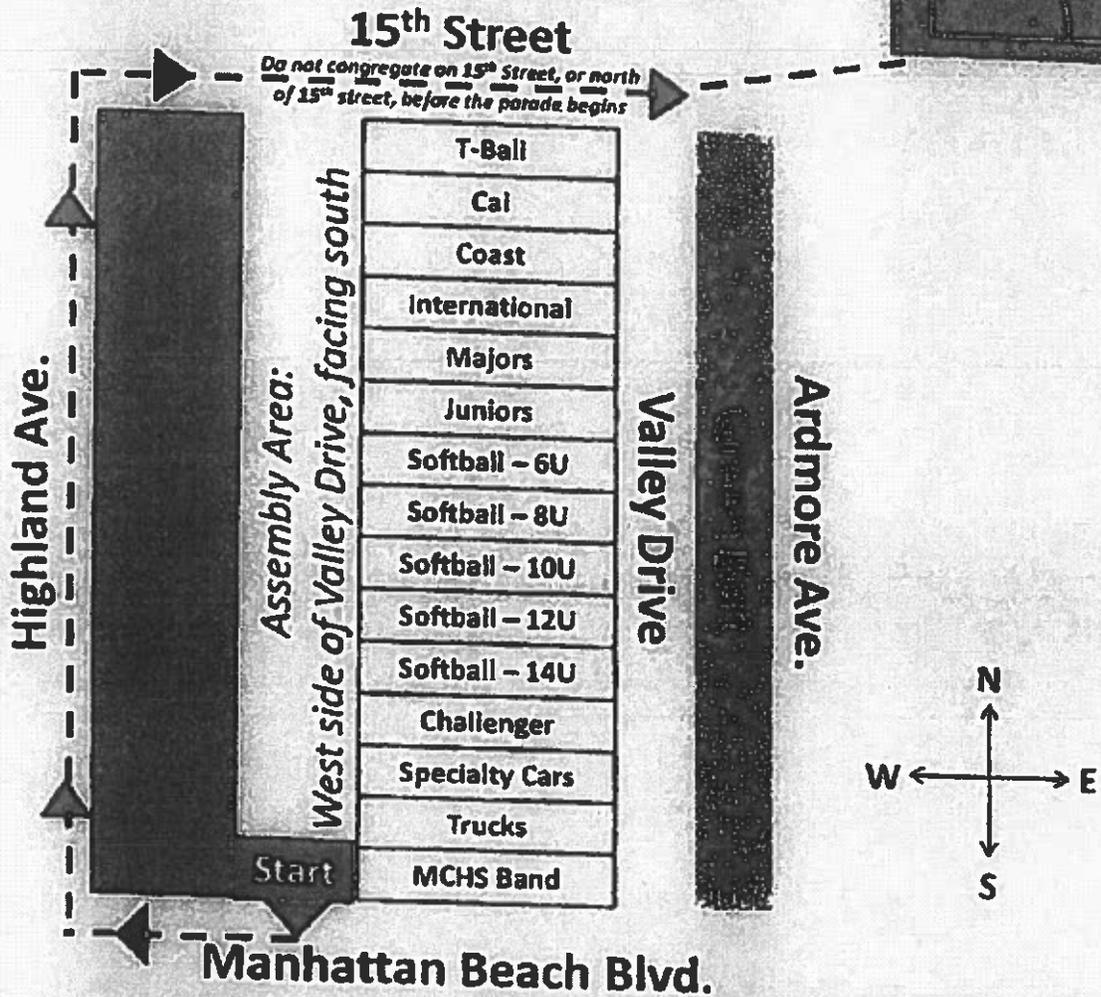
The annual Little League and Girls Softball parade through downtown Manhattan Beach is on March 2. Teams should begin assembling in alphabetical order within their division at 8:30am, must be ready by 8:45am, and will begin marching at 9am sharp.

We ask that parents watch the parade from the sides of the streets as their players and coaches march.

Once all players reach the American Martyrs field, there will be a brief ceremony, including a playing of the national anthem by the Mira Costa Marching Band.

Our annual Pitch, Hit & Run Competition will be held at the American Martyrs field immediately after the ceremony concludes.

The In-N-Out truck will be at American Martyrs from 10am to 12:30pm.





City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400
FAX: (310) 802-5401
TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION: Robinson Elementary School, PTSA

APPLICANT'S NAME & TITLE: Robinson family fun Run 5K

ADDRESS: 120 Morningside Drive

CITY/STATE/ZIP: Manhattan Beach, CA 90266

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE: Andree Barker (310) 200-3634 ALT. PHONE: N/A (310) 465-8537 *Headline Performance*

GENERAL EVENT INFORMATION

NAME OF EVENT: Robinson family fun Run

TYPE OF EVENT: 5K Run/Walk

PROPOSED DATE(S): March 14, 2015

LOCATION: Ardmore/Valley to Manhattan Beach Blvd.

TIME: 8:00 am - 9:00 am

ANTICIPATED ATTENDANCE: 500-600

COST PER PARTICIPANT: \$ 25.00

EVENT SPONSORS:

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?

Please see attached

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. **Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:**

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

- 1.) Barricades needed to secure route
- 2.) A-frames to hold arrows for route direction
- 3.) Police monitoring and escort on the course

SURETY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

The insurance policy shall name the City of Manhattan Beach, its Officers, Employees, Elected Officials, Volunteers and Members of Boards and Commission as additional insured. A copy of the Insurance Certificate and Endorsement to be provided to the City thirty (30) days prior to the event.

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be received one month prior to the event date.

CITY OF MANHATTAN BEACH

REQUEST FOR SPECIAL EVENT FEE WAIVER

The City of Manhattan Beach annually reviews requests for Special Event Fee Waivers. Waivers may be granted for costs/fees associated with requested services (personnel, equipment and materials) provided by the City.

Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire: \$ 0

Police: \$ 4,342

Public Works: \$ 3,359

Other: \$ 0

Total City Fees: \$ 7,701

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors: \$ 12,000

In-kind Donations from Sponsors: \$ 8,000 Primarily Sunscreen & Water bottles

Cost per Participant: \$ 25.00

Anticipated Cost of Event: \$ 11,000

Anticipated Revenue from Event: \$ 10,000 net

Proposed Special Event Fee Amount to be waived for this event

\$ 7,700

How will anticipated revenue be spent?

All revenues will go to the Robinson PTSA, which funds vital programs such as Young at Art, School Security equipment, field trips, playground and teacher supplies. Explain why you believe the Special Event fees should be waived. Meet the Masters and more. Without this fee waiver, almost all our net revenues would be spent. The City's support is imperative, giving us the opportunity to provide enhancements to the children's education with continued state cuts to school funding.

(Please use additional pages as needed)



City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400

FAX: (310) 802-5401

TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION: Richstone Family Center

APPLICANT'S NAME & TITLE: Allison Tanaka, Development Director	
ADDRESS: 13620 Cordary Avenue	
CITY/STATE/ZIP: Hawthorne, CA 90250	
MAILING ADDRESS (if different from above):	
APPLICANT'S PHONE: (310) 970-1921 ext 137	ALT. PHONE:
GENERAL EVENT INFORMATION	
NAME OF EVENT: 20th Annual Richstone Pier-to-Pier Walk	
TYPE OF EVENT: Walkathon	
PROPOSED DATE(S): Saturday, April 25, 2015	
LOCATION: Manhattan Beach Pier	TIME: 6:30am setup/8 am event/10 am clean up
ANTICIPATED ATTENDANCE: 900	COST PER PARTICIPANT: Free or \$25 for a shirt
EVENT SPONSORS: Local businesses	
EVENT DESCRIPTION	
<p>Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?</p> <p>6:30 am: Set-up (tables, chairs, balloons, small stage)</p> <p>7:30 am: Registration (light continental breakfast available to participants - nothing is sold)</p> <p>8:00 am: Walk Begins</p> <p>9:00 am: Walkers return; brief closing announcements are made</p> <p>10:00 am: Clean Up</p> <p>This is a family friendly event that raises awareness of National Child Abuse Prevention Month</p>	

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. **Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:**

Please see attached.

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

Locations needed: lower and upper parking lots on both sides of the pier

Services: barricades on street (Manhattan Beach Blvd) at Ocean Blvd.

SURETY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

The insurance policy shall name the City of Manhattan Beach, Its Officers, Employees, Elected Officials, Volunteers and Members of Boards and Commission as additional insured. A copy of the Insurance Certificate and Endorsement to be provided to the City thirty (30) days prior to the event.

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be received one month prior to the event date.

CITY OF MANHATTAN BEACH

REQUEST FOR SPECIAL EVENT FEE WAIVER

The City of Manhattan Beach annually reviews requests for Special Event Fee Waivers. Waivers may be granted for costs/fees associated with requested services (personnel, equipment and materials) provided by the City.

Have you previously held this event? Yes X No

Were City fees waived? Yes X No

Amount of Fees previously charged for event:

Fire:

\$

Police:

\$

Public Works:

\$

Other:

\$

Total City Fees:

\$

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:

\$ 25,000

In-kind Donations from Sponsors:

\$ 15,000

Cost per Participant:

\$ 0-25

Anticipated Cost of Event:

\$ 25,000

Anticipated Revenue from Event:

\$ 110,000

Proposed Special Event Fee Amount to be waived for this event

\$

How will anticipated revenue be spent?

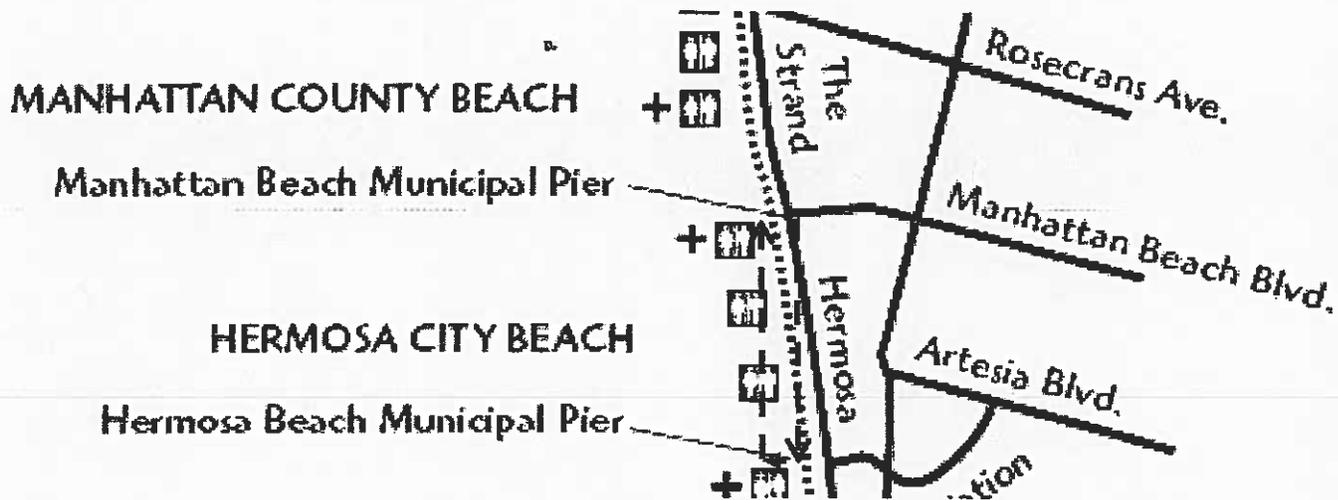
Funds raised at the event will be used to support the Richstone Family Center's programs that treat and prevent child abuse, family violence, and violence within the community.

Explain why you believe the Special Event fees should be waived.

Richstone serves families throughout the South Bay community for the past 40 years. The Center provides programs and resources for residents seeking information on parenting, violence and abuse prevention, and after school resources. Richstone has also provided a myriad of volunteer and community service experiences for local youth and service groups.

(Please use additional pages as needed)

**Site Plan
For the Richstone Family Center
Pier to Pier Walk
April 29, 2015**



The Pier to Pier Walk begins at the Manhattan Beach Pier, continues towards Hermosa Beach turnaround at the Hermosa Beach Pier and back to the Manhattan Beach Pier.



City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400
FAX: (310) 802-5401
TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION: SOUTH BAY WHEELMEN FOUNDATION (501c3)

APPLICANT'S NAME & TITLE: STEVE WHITSITT, PRESIDENT

ADDRESS: 445 28TH STREET

CITY/STATE/ZIP: MANHATTAN BEACH, CA 90266 -2126

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE: (310) 890-7416 ALT. PHONE: (310) 862-4541

GENERAL EVENT INFORMATION

NAME OF EVENT: MANHATTAN BEACH GRAND PRIX

TYPE OF EVENT: BICYCLE RACE

PROPOSED DATE(S): JUNE 6 & 7 2015 (SAT & SUN)

LOCATION: 15TH TO PACIFIC VALLEY & ARDMORE TIME: 6/6 12-4pm; 6/7 5AM-5PM

ANTICIPATED ATTENDANCE: 5000 COST PER PARTICIPANT: \$

EVENT SPONSORS: CHEVRON; SOUTH BAY WHEELMEN & FOUNDATION

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold/or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?

FINISH LINE SETUP & REGISTRATION 6/6 12-4pm (S. FIELD LNE OAK)

COURSE CLOSED TO TRAFFIC 6/7 5AM. FENCING SETUP

RACES 7AM - 3:30 PM; ARDMORE OPENED BY 3 DURING KIDS RACE

VENDORS IN ISLAND AREA + LIVE OAK SOUTH FIELD

NO ALCOHOL; RACERS GET CASH PRIZES; KIDS-ALL GET MEDALS

SEVERAL PREPARATION MTGS WITH POLICE/FIRE FOR RESPONSE COORD.

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:

SEE MAP ATTACHED

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

~9AM 6/5 SET UP BANSTAND. DELIVER BARRICADES/CLOSURE SIGNS

NOON 6/6 CLEAR PARKING ON ISLAND - VALLEY SIDE

5AM 6/7 CLEAR VALLEY & ARMORE 15TH TO PACIFIC

~3:30 6/7 OPEN ARMORE; 5PM 6/7 OPEN VALLEY

SURETY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

The insurance policy shall name the City of Manhattan Beach, its Officers, Employees, Elected Officials, Volunteers and Members of Boards and Commission as additional insured. A copy of the Insurance Certificate and Endorsement to be provided to the City thirty (30) days prior to the event.

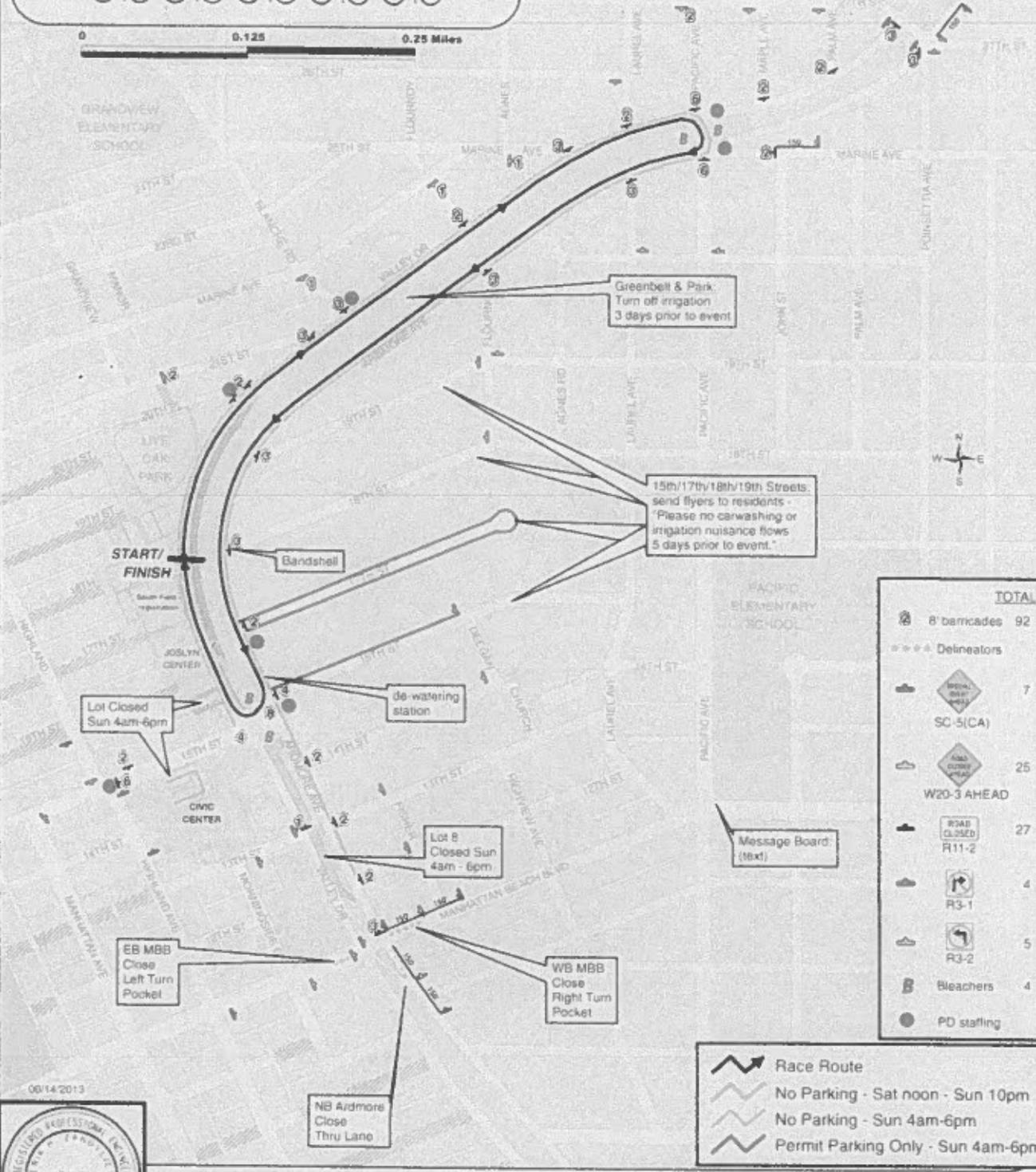
* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

Manhattan Grand Prix



0 0.125 0.25 Miles

Message Board
@ Valley/Elm
(text)



TOTAL	
	8' barricades 92
	Delineators
	7
	25
	27
	4
	5
	4
	PD staffing

- Race Route
- No Parking - Sat noon - Sun 10pm
- No Parking - Sun 4am-6pm
- Permit Parking Only - Sun 4am-6pm



Reviewed and Approved: _____ Date: 06/xx/2013



PRELIM.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be received one month prior to the event date.

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CITY OF MANHATTAN BEACH

REQUEST FOR SPECIAL EVENT FEE WAIVER

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Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:

\$ 1,494.56

Police:

\$ 8,179.68

Public Works:

\$ 7,859.64

Other:

\$ 4,469.24

Total City Fees:

\$ 22,003.12

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:

\$ 40,000.00

In-kind Donations from Sponsors:

\$ 0

Cost per Participant:

\$ 0 PUBLIC ; 36 RACERS

Anticipated Cost of Event:

\$ 51,000.

Anticipated Revenue from Event:

\$ 9,000.

Proposed Special Event Fee Amount to be waived for this event

\$ 16,502.34 (759.)

How will anticipated revenue be spent?

CYCLING TRAINING & SAFETY
NATIONAL & INTERNATIONAL AMATEUR COMPETITION
YOUTH RIDER TRAINING

Explain why you believe the Special Event fees should be waived.

EVENT PROVIDES NATIONAL & INTERNATIONAL RECOGNITION TO THE CITY. MOTIVATES PUBLIC (ESPECIALLY YOUTH) TO IMPROVE SKILLS. 53 YEAR HISTORY AS ANNUAL EVENT

(Please use additional pages as needed)



City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400
FAX: (310) 802-5401
TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION:

APPLICANT'S NAME & TITLE:	Kim Blum - 2014 registration Coordinator	310-850-4739
ADDRESS:	455 24th Street	Chair
CITY/STATE/ZIP:	Manhattan Beach, CA. 90266	
MAILING ADDRESS (if different from above):		
APPLICANT'S PHONE:	310-850-4739	ALT. PHONE:
APPLICANT'S EMAIL ADDRESS:	Kimconantblum@yahoo.com	

GENERAL EVENT INFORMATION

NAME OF EVENT:	Grand View Center 5K - 2015		
TYPE OF EVENT:	5K Run/walk		
PROPOSED DATE(S):	6/6/2015		
LOCATION:	Grand View School + nearby streets	TIME:	8:00 AM
ANTICIPATED ATTENDANCE:	1,200	COST PER PARTICIPANT:	\$ 20.00
EVENT SPONSORS:	To Be Determined		

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?

Set-up begins at 6:00 AM on the morning of the race. The race begins at 8:00 AM. The race is over by 10:00 AM

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. **Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:**

All set-up and parking is located at the school. The route is from 24th St. to Valley to 15th St., back down to Valley to approximately Oak then turn around and go back up Valley towards Blanche to 30th St. then turn and go back down Blanche then ~~left~~ up to 24th Street.

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

We request MBPD support to block off the race route from 7:15 AM to 9:00 AM

SURETY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

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* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

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* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

CITY OF MANHATTAN BEACH

REQUEST FOR SPECIAL EVENT FEE WAIVER

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Have you previously held this event? Yes [] No []
Were City fees waived? Yes [] No []

Amount of Fees previously charged for event:

Fire: \$ _____

Police: \$ 5,006

Public Works: \$ 1,300

Other: \$ _____

Total City Fees: \$ 6,306

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors: \$ 15,000

In-kind Donations from Sponsors: \$ 2,000

Cost per Participant: \$ 20

Anticipated Cost of Event: \$ 15,000

Anticipated Revenue from Event: \$ 30,000

Proposed Special Event Fee Amount to be waived for this event

\$ 6,306

How will anticipated revenue be spent?

All sponsor revenues will go to MBEF and registration revenue will go to MBEF.

Explain why you believe the Special Event fees should be waived.

This is a community even in it's 19th year. All the workers are volunteers and all proceeds go to the Education Foundation which benefits ALL Manhattan Beach schools

(Please use additional pages as needed)



City of Manhattan Beach

Parks & Recreation

Phone: (310) 802-5400
FAX: (310) 802-5401
TDD: (310) 546-3501

SPECIAL EVENTS APPLICATION

ORGANIZATION: Manhattan Beach Education Foundation

APPLICANT'S NAME & TITLE: Carolyn Leseman, Administrative Director

ADDRESS: 325 S Peak Ave

CITY/STATE/ZIP: Manhattan Beach, CA 90266

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE: 310-303-3342

ALT. PHONE: 310 245-1480

GENERAL EVENT INFORMATION

NAME OF EVENT: Manhattan Wine Auction

TYPE OF EVENT: Wine Auction - Food & Wine Tasting

PROPOSED DATE(S): June 13, 2015

LOCATION: Manhattan Country Club

TIME: 4:30pm - 11pm

ANTICIPATED ATTENDANCE: 1400

COST PER PARTICIPANT: \$250

EVENT SPONSORS: Chevron, Wells Fargo

EVENT DESCRIPTION

Give a detailed description of the event in chronological order from the set up to take down. This shall include event activities and timelines. Will there be any products/services given away? If so, what are they? Will there be products or services sold or rented? Please include prices charged to consumers. What measures will be taken to provide a safe event? Will alcohol be present or consumed at the event?

The event is held on center court & surrounding courts at Manhattan Country Club. Chair Rentals will begin set-up of tenting & equipment Friday noon through Saturday late morning. The event begins @ 4:30pm with wine & food sampling. At 7:00pm sampling is concluded & live auction runs from 7:15 - 9:00pm. Dance starts after live auction concludes by live band playing @ 11:00pm. Security will be present the entire evening. Clean-up & breakdown occurs on Sunday morning.

EVENT SITE PLAN AND EQUIPMENT LAYOUT

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. * Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent) or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City ordinance (5.56.120) prohibits sound amplification on public property without first filing for a permit. **Applications for sound amplification permits must be filed with the Chief of Police no later than 10 days prior to the event date:**

Will send this info closer to the event

CITY PERSONNEL AND EQUIPMENT

Describe type(s), times and location of any requested City services and/or variances from normal traffic, parking, City Ordinances, etc. Such services shall be billed to the applicant at the prevailing City rate:

none

SURETY AND INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS: The permittee shall obtain and, at all times during the life of the permit, have and maintain in full force General Liability insurance with the following limits of liability occurrence:

One million (\$1,000,000) dollars, combined single-limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts or omissions by the named insured.

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Will send this info. closer to the event

* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

INDEMNIFICATION REQUIREMENTS: The permittee shall indemnify and save harmless the City of Manhattan Beach including its elected officials, officers, agents and employees against any and all claims, liability, judgments, costs or expense resulting from the wrongful or negligent acts or omissions of the permittee or other parties acting on their behalf in the undertaking specified. Permittee shall sign the City's Indemnification and Hold Harmless Agreement form to be for review and approved by the City's Risk Manager.

SUBMITTING AND CHANGING APPLICATION

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CITY OF MANHATTAN BEACH

REQUEST FOR SPECIAL EVENT FEE WAIVER

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Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:

\$ _____

Police:

\$ waved

Public Works:

\$ _____

Other:

\$ _____

Total City Fees:

\$ _____

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:

\$ 60,000

In-kind Donations from Sponsors:

\$ 100,000

Cost per Participant:

\$ 250

Anticipated Cost of Event:

\$ 200,000

Anticipated Revenue from Event:

\$ 700,000

Proposed Special Event Fee Amount to be waived for this event

\$ _____

How will anticipated revenue be spent?

Funds raised will be granted to MBUSD for Programs and teachers which enhance education at all levels K-12.

Explain why you believe the Special Event fees should be waived.

MBEF is a non-profit org. which annually raised funds to support our local schools by filling in 10% of the district budget. Any money netted from this event will result in enhancing our gift (donation) to MB district schools.

(Please use additional pages as needed)