

CITY OF MANHATTAN BEACH
SPECIAL EVENTS POLICY

Upon the recommendation of the Manhattan Beach Parks and Recreation Commission and approval of the City Council, the provisions, procedures and regulations stated hereafter shall constitute the Special Events Policy of the City.

General Provisions

1. Definitions

- A. **Special Event** - any activity that requires more than the normal amount of City Services or Resources for a successful completion and/or includes any of the following:
 - i. City streets or public rights-of-way more than one block long
 - ii. Utilizes public area or facility
 - iii. Requires reserved parking in or on a City parking lot, structure or street
 - iv. A likelihood to cause traffic delays, changes to the normal flow of traffic, or reduction in public parking
 - v. Attracts a substantial number of people
 - vi. Potential City exposure to liability
 - vii. Amplified sound or performances
 - viii. Gathering of over 50 people in a public space not reservable through Parks and Recreation
- B. **Pass-through Event** - event participants pass through the City of Manhattan Beach and the event does not begin or end in Manhattan Beach.
- C. **Legacy Event** - longstanding annual community special events that occurred in fiscal year 1987/1988 and continue to the present.
- D. **Annual Event** – event that occurs around the same time every year
- E. **Peak Season** – May 15 – September 15
- F. **Commercial Activation** - an event with the purpose of promoting a commercial interest, including but not limited to, product launches and promotions, movie premier campaigns and book launches. Commercial activations and events are not permitted.
- G. **County-Permitted Event** - event takes place completely on the beach requiring a permit from Los Angeles County department of Beaches and Harbors
- H. **City Services** – services provided by City staff
- I. **City Resources** – City-owned, operated or leased equipment and/or supplies
- J. **Fee Waiver** - Organizations may request from City Council, a waiver of costs for City Services and City Resources and/or fees for City Permits or Special Event Application. Fee waivers may only be granted by the City Council. Fee waivers do not apply to any third party costs incurred to support the event
- K. **Special Events Committee** – a committee of representatives from each City department meeting monthly to discuss staffing needs, departmental concerns and logistics for new and upcoming special events.
- L. The following locations are not eligible for Special Event permits:
Bruce's Beach, Larsson Street Parkette, 8th Street Parkette

2. Use Classifications and Impact Characteristics

Special events will be categorized as a Level I, II, or III event based on information provided in the special event application, Impact Characteristics Worksheet. Events requesting service or

consumption of alcohol on public property, a multi-year contract, and/or expected attendance of over 1,000 are automatically classified as Level III and are subject to approval by the City Council.

- A. Impact Level I events are low impact events requiring little to no City Resources.
Impact Level I characteristics may include but are not limited to:
 - i. 300 or fewer expected participants
 - ii. Event date is not in the peak season
 - iii. Event does not have amplified sound
 - iv. Event does not begin or end in Manhattan Beach (pass-through)
 - B. Impact Level II events are medium impact events.
Impact Level II characteristics may include but are not limited to:
 - i. 300-1000 expected participants/attendees
 - ii. Event occurs on the weekend
 - iii. Event occurs in a park or facility
 - iv. Reserved parking may be requested
 - v. Street closures may be requested
 - vi. Event requires amplified sound
 - C. Impact Level III events are high impact events
Impact Level III characteristics may include but are not limited to:
 - i. Over 1000 expected participants/attendees
 - ii. Involves alcohol on public property
 - iii. Event occurs on a Holiday
 - iv. Event occurs on the Strand or Pier area
 - v. Street closures are required
 - vi. Event occurs in Peak Season
 - D. Special events occurring entirely on private property, which do not require City services, may require a Temporary Use Permit or Group Entertainment Permit, issued by the Community Development Department.
3. Special Events Approval Guidelines and Process
- A. Event limits – the number of approved events shall be governed by available resources and is at the discretion of the City Council.
 - B. Application submittal deadlines - Special Events applications must be submitted as follows:
 - i. Level III events: must be submitted at least 180 days prior to the desired event date. Upon approval by the Parks and Recreation Commission and City Council, permit will be processed and issued by the Parks and Recreation Director. Legacy events may be approved by the Special Events Commission as long as there are no significant changes to the event.
 - ii. Level II events: must be submitted at least 90 days prior to desired event date and will be reviewed by the Special Events Committee and Parks and Recreation Commission. The Upon Parks and Recreation Commission recommendation, the Parks and Recreation Director may process and issue permits. Should the Parks and Recreation Commission recommend denial of a Special Event, that decision may be appealed by the applicant, to the City Council.

- iii. Level I events: must be submitted at least 90 days prior to the desired event date. Level I events will be reviewed and permits will be issued by the Director of Parks and Recreation on the recommendation of the Special Events Committee. Should the Special Events Committee recommend denial of a Special Event, that decision may be appealed to the Parks and Recreation Commission.
 - iv. Pass-through Events: must be submitted at least 90 days prior to the desired event date.
 - v. Priority will be given to Manhattan Beach resident organizations and businesses (a resident organization is one composed of at least 60% Manhattan Beach residents).
 - vi. Established events shall have priority over first-time events.
 - vii. Events submitted earliest will be given priority for their preferred dates.
- C. At the discretion of the Director of Parks and Recreation, applications may be submitted and approved after the application submittal deadline has passed, provided:
 - i. There are unforeseeable circumstances (memorial service, team victory celebration, etc.) or,
 - ii. The event is one that requires minimal City staff support and is not deemed to negatively impact City businesses or residents.
- D. Spontaneous events which are occasioned by news or affairs coming into public knowledge less than forty-eight hours prior to such event may be conducted on the Civic Plaza located between City Hall and the Police/Fire Facility without organizers first having to obtain an event permit. If practicable, the organizers should give notice to the Police Department at least four hours prior to the event, informing the City of the date and time of the event and providing an estimate of the approximate number of persons who will be participating.
- E. Annual Events
 - i. Applications for Legacy Events will be requested at the beginning of the calendar year and will be reviewed by the Special Events committee for approval.
 - ii. Annual Events will be required to apply for their continuing special events on an annual basis. Applications for the following year shall be submitted within 90 days of the event.
 - iii. Legacy Events and established Annual Events shall have first right of refusal in the event of a date conflict with a newer event.
 - iv. If any significant changes are requested for Annual and Legacy Events, City Council or Parks and Recreation Commission approval may be required.
 - v. Legacy Event status may be requested by event organizers after 10 consecutive years of successful event execution. Legacy status may only be granted by the City Council.
- 4. Parking and Transportation
 - A. A parking plan is required for Level II and Level III events, to show that adequate provision has been made for satellite parking, shuttle transportation and traffic control.
 - B. Level II and Level III events must offer Rideshare codes to their patrons and actively promote rideshare options.
 - C. Reserved parking for special events may be requested through the special event process but is not guaranteed.
 - D. County Permitted Events: Special Event Parking permits may be requested with a Special Event application for events taking place on the beach under the jurisdiction of Los Angeles County Beaches and Harbors. A copy of the County issued permit will be required before parking permits are issued.

5. Fees and Charges

- A. An application fee will apply. Current fees are available on the City website www.citymb.info or by phone.
- B. Fees and charges for City personnel, materials and services shall be charged as deemed necessary by the City Council or Special Events Committee. The cost of services study will be used for billing at fully-burdened rates. A deposit may be required by the City if deemed necessary by the City Council or Special Events Committee.
- C. If an event is cancelled, fees may be charged for costs incurred by the City for personnel, materials and services.
- D. All third party costs incurred by the City to support the event will be billed to the event organizer. If third party services are deemed necessary, an estimate of costs will be provided prior to the event.
- E. Application fee waivers or reductions may be granted at the sole discretion of the City Council.

6. Insurance

- A. The City may require insurance and/or indemnification as protection from liability in amounts commensurate with the risks involved in the event. Applicants must provide adequate certificate of insurance and an executed endorsement form in compliance with City insurance requirements.



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

ONLY COMPLETED APPLICATIONS WITH PAYMENT WILL BE ACCEPTED

Application, application fee and all required documents **must** be submitted to the Parks and Recreation Department at least 90 days prior to the event. *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.

Applications may 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**
 - ☐ **Impact Characteristics Worksheet**
- ☐ **Application Fee**—Submit non-refundable \$809 application fee or \$405 for pass-through events, 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, set up and break down dates included. 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, lighting, sound, pyrotechnics and all other items for your event. Facilities, equipment placement, parking needs, loading and unloading areas, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP).
- ☐ **Event Schedule**—Hourly event schedule including schedule for set up and break down
- ☐ **Insurance and Indemnification Hold Harmless Agreement**— due 30 days before the event

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

- Special event plans may require review by each City Department, the Parks and Recreation Commission and/or City Council. Need for review is based on size, scope and impact of event.
- Separate permits and fees may be required from Building and Safety, including but not limited to building, electrical, plumbing, mechanical and right-of-way permits.
- Separate approvals, permits and fees may be required from the State ABC and County Health Departments, LA County Beaches and Harbors and the Coastal Commission.

2. Certificate of Insurance

The City requires General Liability insurance in the amount of \$1 million per occurrence/\$2 million aggregate. The insurance should be primary and non-contributory and contain a waiver of subrogation. The insurance certificate and applicable endorsements should be submitted to the City a *minimum* of **30 days prior** to your event date.

3. Fees

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 requested after approval may require additional review by City staff and may result in additional fees. Actual fees will be invoiced within 30 days of your event.

4. Portable Restrooms

Depending upon the duration or size of your event and the availability of public restrooms, you may be required 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. All portable restrooms must meet State codes and City standards and are subject to Building Division approval.

5. Marketing of Event

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 30 days prior to distribution.

6. Clean Up

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 to complete the clean up 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

The City may require a damage deposit 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:
Title	Date:



City of Manhattan Beach
Parks and Recreation Department

PERMIT NUMBER:

EVENT DATE:

DATE STAMP

STAFF
INITIALS

SPECIAL EVENT PERMIT APPLICATION

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

- APPLICATIONS FOR LEVEL I & II EVENTS **MUST BE SUBMITTED AT LEAST 90 DAYS PRIOR TO EVENT DATE**
- APPLICATIONS FOR LEVEL III EVENTS **MUST BE SUBMITTED AT LEAST 180 DAYS PRIOR TO EVENT DATE**
- **\$809 Non-Refundable Application FEE required with application.**
- **\$405 Non-Refundable Application FEE for Pass-through Events, required with application.**

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? ☐ YES ☐ NO Non-Profit I.D. or Tax Exempt #: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____ Cell: _____

Email Address: _____ Fax: _____

CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)

Applicant 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.)

☐ Tournament

Type: _____

☐ Parade

☐ Pass-Through

☐ Street Fair/Festival

☐ Fundraiser

Benefitting: _____

☐ Concert

☐ Swim Event

☐ Other _____

☐ Sidewalk Sale

Entrance or registration fee: \$ _____

Event Start Time: _____

Event End Time: _____

Set-up Date: _____

Set-up Time: _____

Break Down Date: _____

Break Down Time: _____

Event Location: _____

of participants: _____

Age of Participants: _____

of Spectators _____

Total 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 for review by the City Traffic Engineer and Public Safety Staff.*

Assembly Area/Event Start: _____

Disbanding Area/Event End: _____

Sponsors—List **ALL** proposed/anticipated sponsors. (attach separate sheet if necessary)

_____	_____
_____	_____
_____	_____

Parking—*Metered spaces must be reimbursed at \$.75-\$1.50 per hour depending on location. Reserved spaces must be noticed 72 hours prior . Please contact Public Works at 310-802-5313 to obtain signage and arrange for noticing. Please contact the Finance Department at 310-802-5561 to pay for parking.*

Will you need reserved parking spaces? ☐ YES If yes, indicate number below ☐ NO

Event organizer	# of spaces _____	Date: _____	From: _____	to _____
Event participants	# of spaces _____	Date: _____	From: _____	to _____
Other	# of spaces _____	Date: _____	From: _____	to _____

Will there be vendors selling merchandise at the event? *All vendors are required to have a City of Manhattan Beach Business License. Please contact the Finance Department at 310-802-5557 for assistance.* ☐ YES ☐ NO

Does your event involve the sale or consumption of alcoholic beverages? ☐ YES ☐ NO
If YES, an ABC license is required and must be approved by the Chief of Police. Please contact the Police Department at 310-802-5100 for assistance.

Will the event have amplified sound? (live music, PA, number/size of speakers, microphone, bullhorn, etc.) ☐ YES ☐ NO
If YES, an amplified sound permit will be required. Please contact the Police Department at 310-802-5100 for assistance.

Amplified sound hours of use: (ANY exceptions require City Council approval)

8:00 a.m.—8:00 p.m. Monday—Thursday	10:00 a.m.—11:00 p.m. Saturday
8:00 a.m.—11:00 p.m. Friday	10:00 a.m.—8:00 p.m. Sunday and City specified holidays.

Amplified sound requires an onsite contact person.

Sound company name:

Onsite contact name: Cell:

Is this a fundraising event? If YES, please describe. ☐ YES ☐ NO

Will there be any fenced areas? If YES, please describe. *The City of Manhattan Beach may require fencing for your event.* ☐ YES ☐ NO

Will there be construction of stages or structures, including any tents larger than 10X10, canopies or awnings? *If YES, Building Division and Fire Department approval may be required. Please allow two weeks for review. Please contact the Building Division at 310-802-5505 and the Fire Department at 310-802-5203 for assistance.* ☐ YES ☐ NO

Please describe:

Will public facilities be used for the event? (<i>i.e. meeting rooms, restrooms, park, public plaza, electricity, water, etc.</i>) If YES, please describe. <input type="checkbox"/> YES <input type="checkbox"/> NO
Post-event Clean-up plan —vendors must meet City standards and possess a City of Manhattan Beach business license. If the Public Works Department is called upon to complete the clean up, additional fees will be assessed.
Will you be requesting street banners? <input type="checkbox"/> YES <input type="checkbox"/> NO
Will you be filming or having television coverage? <input type="checkbox"/> YES <input type="checkbox"/> NO
SAFETY /SECURITY/VOLUNTEERS
Have you hired a security company to handle security arrangements for this event? <i>Contemporary Services Corporation (CSC) is the preferred security vendor for the City. All other companies must reviewed and approved by the Police Department.</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please include the following information: Company name: _____ Phone: _____ # of guards _____ Guard Schedule: _____
Do you plan on utilizing volunteers? If YES, please describe: <i>Volunteers must be easily identifiable by their attire and must wear traffic vests if working in the street.</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Please indicate if and where a first-aid station or personnel will be stationed.
Please describe your procedures for both crowd control and internal security: <i>Crowd control plan must be reviewed by the Police Department.</i>

EVENT PROMOTION INFORMATION

Please describe marketing and promotional efforts for this event. *Copies of marketing material for the event must be submitted to the Parks and Recreation Department for approval 30 days prior to the event.*

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/areas 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"/> Dance Floor	_____
<input type="checkbox"/> Semi-trucks	_____	<input type="checkbox"/> Alcohol sales and consumption area(s)	_____
<input type="checkbox"/> Vans (Size)	_____	<input type="checkbox"/> Generator (Size/Type)	_____
<input type="checkbox"/> Motor Homes (Size)	_____	<input type="checkbox"/> Sound Equipment	_____
<input type="checkbox"/> Trailer (Size)	_____	<input type="checkbox"/> Lighting	_____
<input type="checkbox"/> Enclosed Tents	_____	<input type="checkbox"/> Signs	_____
<input type="checkbox"/> Canopies	_____	<input type="checkbox"/> Porta Potties	_____
<input type="checkbox"/> Stage (Measurements)	_____	<input type="checkbox"/> Cooking Equipment	_____
<input type="checkbox"/> Live music—band area	_____	<input type="checkbox"/> Live animals	_____
<input type="checkbox"/> Other (please attach list)	_____		_____

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 submit your accessibility plans to the Building Division for review and approval.

INSURANCE

Applicant shall provide the City of Manhattan Beach with a General Liability insurance policy in the amount of \$1 million per occurrence/ \$2 million aggregate covering the entire period of this permit. The "City of Manhattan Beach, its agents, officers and employees" must be named additional insured. The insurance should be primary and non-contributory and contain a waiver of subrogation. The insurance certificate and applicable endorsements should be submitted to the City in advance for review and approval. Permittee waives claims against the City of Manhattan Beach, its elected officials, officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit. Insurance for vendors providing services (security, staging, etc.) are also required. The City reserves the right to modify the insurance requirement based on the nature of the risk, prior events, or other special circumstances.

APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE LAWS AND AGREES TO MAINTAIN PREMISES IN GOOD CONDITION AND RETURN IN THE SAME CONDITION AS BEFORE SAID USE.

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatement, omission or misrepresentation of material facts may be grounds for revocation of an approved City Special Event permit. I have full knowledge of, and will comply with, the provisions of the Manhattan Beach Municipal Code relating to Parades and Special Events. I affirm that I am authorized to apply for this permit on behalf of the listed event organizer sponsor.

I have read and agree to comply with the City of Manhattan Beach Sustainability Measures. I understand and acknowledge that if any City services over and above that which is normally provided by the City shall be required for the Special Event, the event organizer/sponsor agrees to reimburse the City, upon receipt of an invoice from the City, the actual costs for providing such services.

The event organizer/sponsor shall indemnify, defend and hold harmless, the City of Manhattan Beach, its elected officials, officers, agents and employees, from and against any liability and expense, including attorneys fees and court costs and claims for damages of any nature whatsoever, including, but not limited to, bodily or personal injury, death or property damage arising from any negligent or intentional act or omission by permittee or event organizer/sponsor, its subcontractors, officers, agents, employees and authorized street vendors, in the conduct of the Special Event.

Name/Company Representative

Signature

Title

Date

DO NOT WRITE BELOW—CITY USE ONLY

EVENT TITLE: _____	DATE(S) OF EVENT: _____
Organization Name: _____	
ONSITE CONTACT:	Name: _____ Cell: _____

ONSITE SOUND COMPANY CONTACT:	Name: _____ Cell: _____
Company: _____ Phone: _____	

CLEARANCES

DEPARTMENT	REQ	CLEARED BY	DATE
Alcoholic Beverage Control			
Building & Safety:			
Community Development			
Fire Department			
Police Department			
Public Works			
Risk Management			

REQUIRED INSPECTIONS

INSPECTION TYPE	REQ	CLEARED BY	DATE
Electrical			
Building/Structural			
Occupancy			

**POST IN CONSPICUOUS PLACE
FOR DURATION OF THE EVENT**



APPROVAL TO OPERATE SPECIAL EVENT:

☐ YES

☐ NO

Parks and Recreation Director

Signature

Date



GREEN MATRIX (Environmental Protection Plan)

(Required for all event applications)

Events in Manhattan Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Please note that the use of single-use plastic straws, utensils, bags, mylar/foil balloons, and polystyrene foam/plastic #6 is prohibited in the City of Manhattan Beach (per Manhattan Beach Municipal Code 5.80). Please visit www.citymb.info/PlasticFreeMB for more info. Balloon releases are prohibited. Specify how you will comply with applicable measures (or mark not applicable).

Event Name: _____

Expected Attendance: _____

MEASURE	APPLIES TO:	HOW WILL YOU COMPLY? (use additional sheets if needed)
1. Reduce waste and single-use items		
<ul style="list-style-type: none"> Limit single-use plastics. <i>Note: Single-use plastic bags, straws, and utensils cannot be used/distributed in the City.</i> 	All events	
<ul style="list-style-type: none"> Limit single-use packaging and décor items, such as balloons. <i>Note: Mylar/foil balloons cannot be used in outside, public places or events the City.</i> 	All events	
<ul style="list-style-type: none"> Reduce size/bulk of disposable food service ware (plates, containers, cups, etc.). <i>Note: Plastic #6 (Polystyrene and Styrofoam®) food service ware such as cups and plates cannot be used in the City.</i> 	All events	
<ul style="list-style-type: none"> Use products with high recycled content (50% or higher). 	All events	
<ul style="list-style-type: none"> Avoid sale or give-away of single-use plastic bottled drinking water. 	All events	
<ul style="list-style-type: none"> Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups). 	500 or more	
<ul style="list-style-type: none"> At 'beer or drink gardens' recycle cups (provide dump station for liquids). <i>Note: Plastic #6 (Polystyrene and Styrofoam®) cups cannot be used in the City.</i> 	2000 or more	
<ul style="list-style-type: none"> Recycle fry-grease for bio-diesel fuels. 	2000 or more	
<ul style="list-style-type: none"> Limit/reduce handouts, flyers and giveaways (multiple per page, double-side, etc.). 	500 or more	
2. Recycling containers:		
<ul style="list-style-type: none"> Place well-marked recycling and compost containers adjacent to every trash bin with signage informing guests of what items can go in the recycling and compost containers. 	500 or more	
<ul style="list-style-type: none"> Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters. 	2000 or more	
3. Staging		
<ul style="list-style-type: none"> Recycle or reuse event construction materials. 	2000 or more	

▪ Use 'no emission/no VOC' paints/sealants.	500 or more	
▪ No dumping/disposing of water, ice, grease, etc. on to streets, plants or down any drain.	All events	
4. Transportation		
▪ No-idling policy for all vehicles.	All events	
▪ Sponsor free shuttle or low cost bus passes.	2000 or more	
▪ Use hybrid, electric, or CNG vehicles.	2000 or more	
▪ Offer bike parking or bike valet for attendees.	2000 or more	
5. Energy		
▪ Use energy-efficient lighting.	All events	
▪ Turn lighting and devices off when not in use.	All events	
▪ Turn off generators when not in use for significant period of time.	All events	
▪ Using alternative energy (solar, wind, fuel cell) to supply some power.	2000 or more	
▪ Use alternative fuel generators such as CNG, fuel cell, biodiesel- minimum B20 (20% blend); B99 is preferred.	2000 or more	
6. Marine environment		
▪ Use of single-use plastic bags, straws, and utensils are NOT allowed.	All events	
▪ Use of polystyrene or plastic #6 cups or containers is NOT allowed.	All events	
▪ Release of any balloons is prohibited. ▪ Use of Mylar/foil balloons is NOT allowed.	All events	
▪ No hosing of surfaces unless specifically allowed by city.	All events	
▪ Full containment of all waste.	All events	
▪ Full containment of all six-pack plastic rings.	All events	
▪ Provide litter control, recycling, and compost containers.	All events	
▪ Beach and street cleaning required.	500 or more	
7. Education		
▪ Event and vendors to make reducing waste and recycling a prominent theme.	500 or more	
▪ Advertise green measures and rules in all event advertising and on website.	500 or more	
▪ Demonstrate that vendors and service providers will comply with green measures.	500 or more	
▪ Provide one booth, kiosk, or space for green education sponsored by city or designee.	2000 or more	
8. Monitoring		
▪ Report on compliance with above applicable measures.	500 or more	