



City of Manhattan Beach
Parks and Recreation Department

PERMIT NUMBER:

EVENT DATE:

DATE STAMP

8/20/18

STAFF
INITIALS

an

SPECIAL EVENT PERMIT APPLICATION

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

- APPLICATIONS **MUST** BE SUBMITTED AT LEAST 90 DAYS PRIOR TO YOUR EVENT.
- \$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**): November 11, 2018

2nd Choice** *(Required):

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

ORGANIZATION INFORMATION

EVENT TITLE: VetBeerBq

Applicant Name: Chris Ullman

Birthdate: 01/31/1949

Organization Name: Manhattan Beach Rotary

Non-Profit?

☒ YES

☐ NO

Non-Profit I.D. or Tax Exempt #: 95-4459117

Address:

P.O. Box 691

Manhattan Beach

CA

90266

City

State

Zip

Phone:

310-780-9599

Cell: 310-78-9599

Email Address:

cwullman@gmail.com

Fax:

CONTACT INFORMATION (IF DIFFERENT FROM ABOVE)

Applicant Name:

Chris Ullman

Birthdate: 01/31/1949

Address:

P.O. Box 789

Manhattan Beach

CA

90267

City

State

Zip

Phone:

310-780-9599

Cell: 310-780-9599

Email Address:

cwullman@gmail.com

Fax:

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT

Name:

Chris Ullman

Cell: 310-780-9599

EVENT INFORMATION

Event Type *(please select all that apply)*

☐ Race (run, walk, bike, etc.)

☐ Tournament

Type: _____

☐ Parade

☐ Pass-Through

☐ Street Fair/Festival

☒ Fundraiser

Benefitting: MBRotaryCharities

☐ Concert

☐ Swim Event

☐ Other _____

☐ Sidewalk Sale

Entrance or registration fee:

\$50/\$35

Event Start Time: 12:00

Event End Time: 17:00

Set-up Date: Nov 9

Set-up Time: 12 noon

Break Down Date: Nov 12

Break Down Time: 9: 00

Event Location: _____

of participants: 1,500

Age of Participants: over 21

of Spectators 0

Total Attendance: 1,500

Overall Event Description—*Briefly explain event and activities*

Veteran's Day Western style barbecue and craft beer tasting (4 oz. cups) to honor veteran's, active duty service, and first responders in the Kinecta Parking Lot at 1440 Rosecrans Avenue, Manhattan Beach, CA 90266. Food served is smoked brisket and pulled pork with baked beans, coleslaw, and ice cream sandwiches. There will be a musical band (Yachty By Nature) which is a cover band playing music from late 70's/ early 80's. General admission to the public is \$50 per ticket; veterans, active duty service and first responders will be discounted to \$35 and all in their party. Part of proceeds to establish in the name of Rachel Parker a Memorial Scholarship for students looking to attend college to obtain a degree in criminal justice, veteran's group, and other MB Rotary Charities.

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)*:

N/A	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.*

N/A

Assembly Area/Event Start: 12 noon Sunday, November 11, 2018

Disbanding Area/Event End: 17:00 Sunday, November 11, 2018

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

Kinecta

Law Firm Harris Bass

Chevron

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	N/A	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? *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.*

☒ YES ☐ NO

Will the event have amplified sound? (live music, PA, number/size of speakers, microphone, bullhorn, etc.) *If YES, an amplified sound permit will be required. Please contact the Police Department at 310-802-5100 for assistance.*

☒ YES ☐ NO

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: Norm Levin

Onsite contact name: Norm Levin

Cell: 310-569-2147

Is this a fundraising event? If YES, please describe.
For Manhattan Beach Rotary charities.

☒ 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:

A change link fence will surround the entire event with one entrance and one exit. Map enclosed) We MAY have a temporary stage, but would like to use instead the City's bandshell. There may be 4, 20'x30' tents.

Will public facilities be used for the event? (i.e. meeting rooms, restrooms, park, public plaza, electricity, water, etc.) If YES, please describe. ☐ YES ☒ 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.

We are presently contacting companies for clean up during and after the event.

Will you be requesting street banners? ☒ YES ☐ NO

Will you be filming or having television coverage? ☐ YES ☒ NO

SAFETY /SECURITY/VOLUNTEERS

Have you hired a security company to handle security arrangements for this event? *Contemporary Services Corporation (CSC) is the preferred security vendor for the City. All other companies must be reviewed and approved by the Police Department.* ☐ YES ☐ NO

If YES, please include the following information:

Company name: CSC Phone: 310-320-84 # of guards 4

Guard Schedule:

11:00 to 18:00

Do you plan on utilizing volunteers? If YES, please describe: ☒ YES ☐ NO
Volunteers must be easily identifiable by their attire and must wear traffic vests if working in the street.

We will have no volunteers in the street only inside the fenced-in area. They will be identified by Rot

Please indicate if and where a first aid station or personnel will be stationed.

We're reviewing first aid options

Please describe your procedures for both crowd control and internal security: *Crowd control plan must be reviewed by the Police Department.*
Crowd control and security will be handled through CSC.

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.*

Most promotion will be within other Rotary Clubs, newsletters that serve craft beer aficionados, North

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	<u>none</u>	<input checked="" type="checkbox"/> Dance Floor	<u>astro turf 40'x40'</u>
<input type="checkbox"/> Semi-trucks	<u>none</u>	<input type="checkbox"/> Alcohol sales and consumption area(s)	<u>beer, 4oz servings</u>
<input type="checkbox"/> Vans (Size)	<u>none</u>	<input checked="" type="checkbox"/> Generator (Size/Type)	<u>6.500 watts</u>
<input type="checkbox"/> Motor Homes (Size)	<u>none</u>	<input checked="" type="checkbox"/> Sound Equipment	<u>PA and band</u>
<input type="checkbox"/> Trailer (Size)	<u>none</u>	<input type="checkbox"/> Lighting	<u>none</u>
<input type="checkbox"/> Enclosed Tents	<u>none</u>	<input type="checkbox"/> Signs	<u>none</u>
<input checked="" type="checkbox"/> Canopies	<u>4</u>	<input checked="" type="checkbox"/> Porta Potties	<u>8 to 12</u>
<input checked="" type="checkbox"/> Stage (Measurements)	<u>10x20</u>	<input checked="" type="checkbox"/> Cooking Equipment	<u>smoker</u>
<input checked="" type="checkbox"/> Live music—band area	<u>Yachty by Nature</u>	<input type="checkbox"/> Live animals	<u>none</u>
<input type="checkbox"/> Other (please attach list)	<u></u>		

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 agrees to furnish the City of Manhattan Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Manhattan Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Manhattan Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit. Insurance certificates for vendors providing services (security, staging, etc.) are also required.

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 agrees to indemnify, defend and hold harmless, the City of Manhattan Beach, its 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.

Manhattan Beach Rotary

Name/Company Representative

Chris Ullman

Title

Signature

Aug 14, 2018

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



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 - 180 days prior to the event, depending on the Impact level determined by the Impact Characteristics Worksheet. *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-throughs 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 submission of an insurance certificate a *minimum* of **30 days prior** to your event date. The City requires \$2 million in general liability and the "City of Manhattan Beach, its agents, officers and employees" must be named as additionally insured.

3. Fees

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.

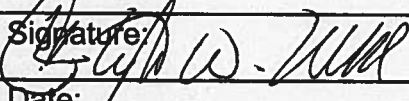
6. Clean Up

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) Manhattan Beach Rotary (CONTACT: Chris Ullman)	Signature: 
Title Rotarian and event co-organizer	Date: August 14, 2018

SPECIAL EVENT - IMPACT CHARACTERISTIC WORKSHEET (REQUIRED FOR ALL EVENTS)





Event Name: Vetberg

Event Date: 11/11/18

Please consider the details of your event and use this worksheet to determine its impact level. Please circle **one** characteristic in each column as it relates to your event and complete the form to determine impact level as defined in the boxes.

NUMBER OF EXPECTED PARTICIPANTS	REOCCURRENCE	LOCATION	DAYS OF THE WEEK	TIME OF YEAR	DURATION OF EVENT INCLUDING SET UP AND TEAR DOWN	ADDITIONAL REQUESTS NEEDED i.e. reserved parking, fencing, stage, road closures, amplified sound	Impact Level
SMALL 50-300	3 OR MORE YEARS	PARK OR FACILITY	WEEKDAY	WINTER	1 DAY	NONE	Impact Level I Special Event Committee review
MEDIUM 300-1000	1 OR 2 YEARS	STREET OR PUBLIC RIGHT OF WAY	WEEKEND	<u>SPRING OR FALL</u>	2 DAYS	1-2	Impact Level II Parks and Recreation Commission Hearing and approval
<u>LARGE 1000+</u>	<u>NEW EVENT</u>	PIER AREA OR THE STRAND	HOLIDAY	SUMMER	<u>3 OR MORE DAYS</u>	<u>2 OR MORE</u>	Impact Level III Parks and Recreation Commission Hearing and City Council Hearing

Number of BLUE Number of YELLOW Number of ORANGE **Impact Level**

8/16 meeting
9/14
Parks Commission
9/24
City Council
10/4 ?



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 bags, polystyrene foam and plastic #6 is prohibited in the City of Manhattan Beach. (per MBMC)

Specify how you will comply with applicable measures (or mark not applicable).

Event Name: Vet Beer Bg

Expected Attendance: 1500

MEASURE	APPLIES TO:	HOW WILL YOU COMPLY? (use additional sheets if needed)
Recycling and Waste Reduction		
1. Reduce waste and single-use items		
<ul style="list-style-type: none"> Limit single-use paper, plastics, packaging, and décor items. <i>Note: Single-use plastic bags cannot be used in the City, please use alternative materials</i> 	All events	We will use recyclable materials.
<ul style="list-style-type: none"> Reduce size/bulk of plates, containers, cups 	All events	We will be using recyclable containers
<ul style="list-style-type: none"> Use products with high recycled content 	All events	Yes
<ul style="list-style-type: none"> Avoid sale or give-away of single-use plastic bottled drinking water 	All events	water coolers to dispense water
<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	Yes
<ul style="list-style-type: none"> At 'beer or drink gardens' recycle cups (provide dump station for liquids) <i>Note: Plastic #6 and foam (polystyrene) cups cannot be used in the City, please use alternative plastic or other materials</i> 	2000 or more	Plastic cups will be #6 and are keepsakes of the event.
<ul style="list-style-type: none"> Recycle fry-grease for bio-diesel fuels 	2000 or more	There is NONE
<ul style="list-style-type: none"> Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks) 	500 or more	cloth tote with keepsake
2. Recycling containers:		
<ul style="list-style-type: none"> Place well-marked recycle containers adjacent to every trash container 	500 or more	Yes
<ul style="list-style-type: none"> Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters 	2000 or more	Yes
3. Staging		
<ul style="list-style-type: none"> Recycle or reuse event construction materials 	2000 or more	All materials are rented.
<ul style="list-style-type: none"> Use 'no emission/no VOC' paints/sealants 	500 or more	NONE
<ul style="list-style-type: none"> No dumping/disposing of water, ice, grease, etc. on to streets, plants or down any drain 	All events	There will be no dumping,



PUBLIC RELATIONS INFORMATION

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

Name of Event: Vetfest

Name of Organization: Manhattan Beach Rotary

Event Dates and Times:

Date	Nov 11th	Sunday			
Times	12 noon	to	5 PM		

Event Website: mbrevents.org

Social Media Channels : _____

Public Relations
Contact: Chris Ullman

Day
Phone: 310-780-9599

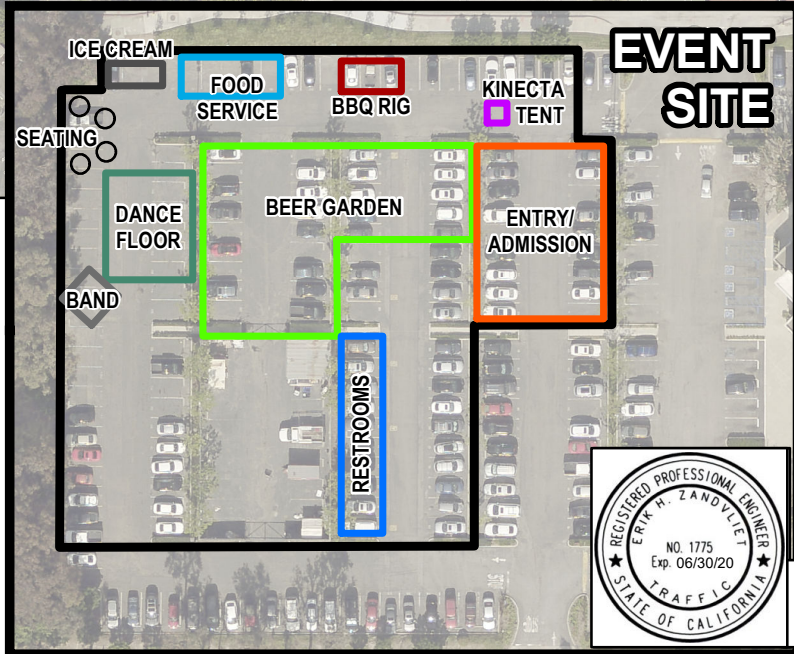
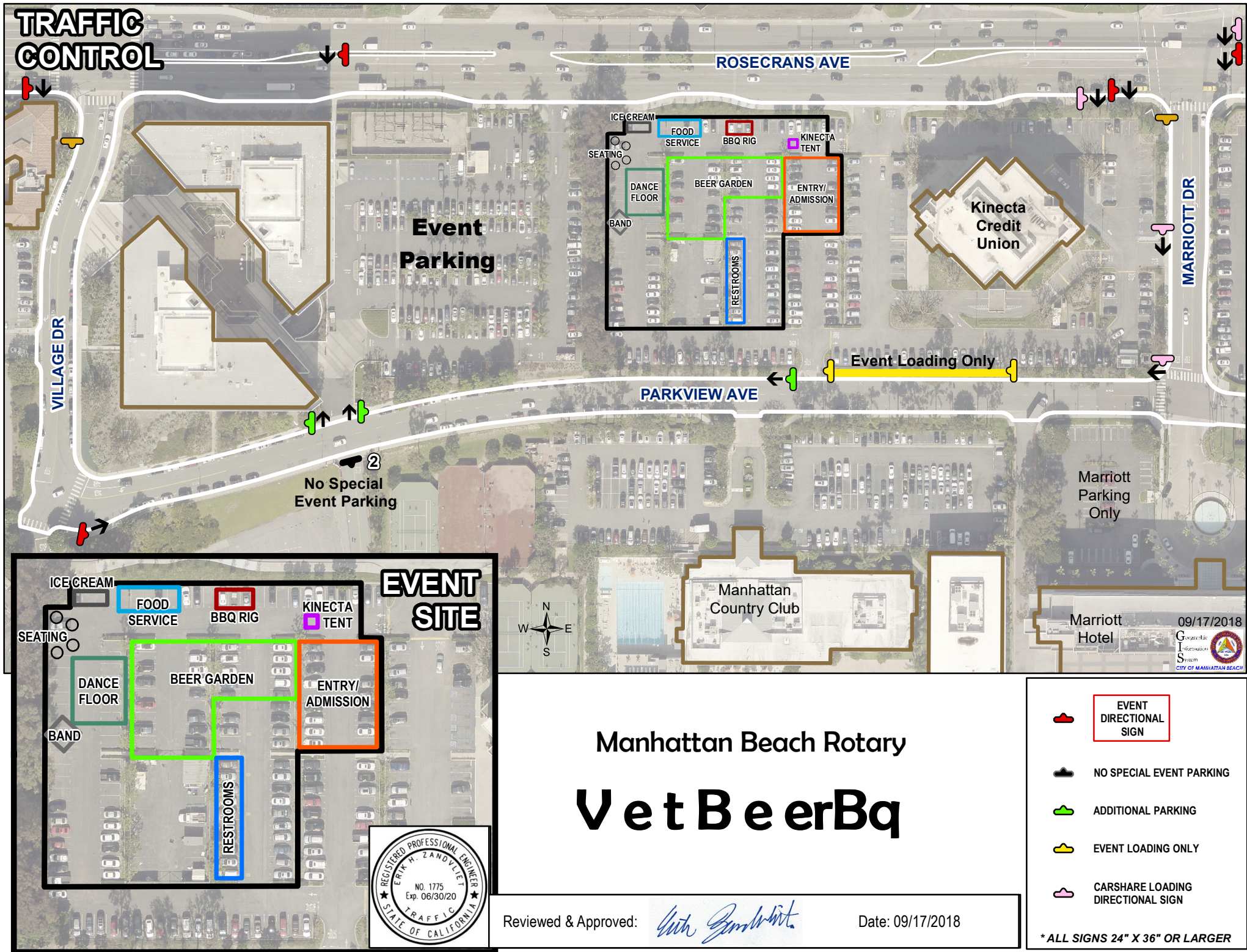
Evening Phone: 310-780-9599

Email: cwullman@gmail.com

Please provide a brief description of your event. Please include any information that would be helpful for someone looking for more information.

"Vetfest Beerbque" is a one day fundraising event put on by Manhattan Beach Rotary on Veteran's Day, Sunday Nov 11th from 12 noon to 5PM in the fenced-in parking lot of Kinecta Credit Union at 1440 Rosecrans, Manhattan Beach. The purpose is to celebrate veterans, active duty service members, and first responders, and to raise funds for MB Rotary's Charities that include scholarships, polio eradication, veteran groups, and a memorial scholarship in the name of Rachel Parker for an El Camino student getting a degree in criminal justice. The event itself is a craft beer tasting of over 50 different micro-brewed beers and western styled barbecue of smoked brisket, pulled pork, baked beans, coleslaw and ice cream sandwiches. Craft beer tastings are in commemorative/keepsake 4 oz. cups distributed one per attendee. A band, "Yachty-by-Nature" will be performing. They are a cover group that plays mostly music from the late 70s to early 80s: Eagles, Steely Dan, Toto, Michael McDonald, and more. Our website is "mbrevents.org." Tickets are for people 21 and over and ticket prices are \$50 general admission with a discount ticket of \$35 for veterans, active duty service, and first responders and those in their party.

TRAFFIC CONTROL



Manhattan Beach Rotary

Vet BeerBq

Reviewed & Approved: *[Signature]* Date: 09/17/2018

09/17/2018
City of Manhattan Beach

REGISTERED PROFESSIONAL ENGINEER
ERIK H. ZANDVLIET
NO. 1775
Exp. 06/30/20
TRAFFIC
STATE OF CALIFORNIA

EVENT DIRECTIONAL SIGN

NO SPECIAL EVENT PARKING

ADDITIONAL PARKING

EVENT LOADING ONLY

CARSHARE LOADING DIRECTIONAL SIGN

*** ALL SIGNS 24" X 36" OR LARGER**