



## City of Hermosa Beach Special Event Application Rules and Regulations

Applications and other required documents must be submitted to:

**City of Hermosa Beach Community Resources Department**

**710 Pier Avenue, Hermosa Beach, CA 90254**

Office Phone: 310.318.0280 • Email: [hbconnect@hermosabch.org](mailto:hbconnect@hermosabch.org) • Fax: 310.372.4333

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

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

***Please note:***

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

### **Approval Process**

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

### **Multiple Events**

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

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

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

*The May and June events will be accepted on one application; the July event is required to be submitted on a separate application outlining that event's details.*

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

- ☐ **Completed Application (ALL pages – blank pages marked NA)**
- ☐ **Application Fee**
  - Submit non-refundable \$816 application fee (\$544 for nonprofits or \$272 for pass-throughs) payable to the City of Hermosa Beach. ***Applications received without the application fee will not be reviewed and will be returned as incomplete.***
- ☐ **Site Plan**
  - Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators and all other items for your event. Facilities, equipment placement, parking needs, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP) should your event be approved. *Please note that completion of the Beach Usage Map (p. 14) does not qualify as a site plan.*
- ☐ **Proof of Non-Profit Status** Pending status does not qualify. Non-profit organizations must apply under their own name and not borrow the non-profit status of another entity.
  - ☐ **Non-Profit Designation Letter**
  - ☐ **Current Copy of Form 990**

**AGREEMENT AND SIGNATURE:**

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



Signature of Applicant



Date

**POTENTIAL POLICY UPDATES FOR 2019**

Please note that as part of the Parks, Recreation and Community Resources Advisory Commission's ongoing efforts to streamline and strengthen the effectiveness of the Special Event Policy, the following high-priority topics will be under review by the Commission and Council, which may result in policy changes for 2019, including, but not limited to:

- Review and Approval Procedures
- Fee Waiver Policy and Procedures
- Accessibility Requirements

Please be mindful of these potential changes. Staff will keep all approved event producers updated.





City of Hermosa Beach  
Community Resources Department

PERMIT NUMBER:

EVENT DATE:

DATE STAMP

STAFF  
INITIALS

## COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

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

- **\$816 Non-Refundable Application FEE required with application.**
- **\$544 Non-Refundable Application FEE, for VERIFIABLE non-profits (SEE INSTRUCTIONS)**

### ORGANIZATION & EVENT INFORMATION

EVENT TITLE: Sandpipers Stroll the Strand

Applicant Name: Ellor Parikh Birthdate: June 21, 1968

Organization Name: Sandpipers

Non-Profit? ☐ No ☒ Yes Non-Profit I.D. or Tax Exempt #: 47-4366111

If non-profit, please describe who will benefit from funds raised from your event:  
Sandpipers' programs benefit underprivileged families and children living in the South Bay.

Address: Mailing: P.O. Box 72 Physical: 440 Pier Avenue  
Hermosa Beach CA 90254  
City State Zip

Phone: 310-374-1748 Cell: 818-416-2399

Email Address: president@sandpipers.org Fax:

### **\*\*1<sup>st</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): Sunday, March 24, 2019

Event Date(s): Sunday, March 24, 2019

Clean-Up Date(s): Sunday, March 24, 2019

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:  
This is an annual event and we would like to host it at approximately the same time every year. Additionally, we must plan the event around the local school vacations and holidays.

### **\*\*2<sup>nd</sup> CHOICE EVENT DATE(S):**

Set-Up Date(s): Sunday, March 10, 2019

Event Date(s): Sunday, March 10, 2019

Clean-Up Date(s): Sunday, March 10, 2019

If applicable, please provide a brief explanation detailing a necessity for holding your event during the date(s) listed above:

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

**Please describe your organization's experience producing similar events to the one described on this application:**

Sandpipers has held two Stroll the Strand walks (2017 and 2018). The events were both successful and ran very smoothly. We have received positive feedback from everyone involved in the event in the past.

**Please describe you and/or your organization's affiliation with the City of Hermosa Beach:**

Sandpipers was founded in Hermosa Beach in 1931. We are members of the Hermosa Beach Chamber of Commerce, maintain our office in Hermosa and many of our members are city residents.

**REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:**

Name: Tasha Gates Cell: 310-738-9999

**PRE-EVENT CONTACT PERSON'S INFORMATION (IF DIFFERENT FROM CONTACT INFORMATION ON PREVIOUS PAGE)**

Name: Tasha Gates Birthdate: 04/01/70

Address: 960 9th St.

Hermosa Beach

CA

90254

City

State

Zip

Phone: 310-374-1748

Cell: 310-738-9999

Email Address: sponsorships@sandpipers.org

Fax : \_\_\_\_\_

Please describe your personal experience producing similar events: I was the Director of the Sandpipers' Holiday Home Tour in 2016. I was involved in the planning and execution of the entire event.

**EVENT INFORMATION**

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

-If this is a returning event, please indicate the number of years held in Hermosa Beach: 2

**Please indicate your event level (please mark all that apply)**

☒ Local

☐ Regional

☐ National

☐ Championship

☐ Qualifier

**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 \_\_\_\_\_

**PLEASE COMPLETE A DAILY BREAKDOWN OF EVENT-RELATED ACTIVITIES. PLEASE USE MULTIPLE LINES TO DISTINGUISH BETWEEN DIFFERENT DAILY ACTIVITIES. PLEASE ATTACH ADDITIONAL SHEETS, IF NECESSARY.**

| Date(s) | Daily Activity                                     |   |   | Start Time | End Time |
|---------|--|---|---|------------|----------|
| 3/24/19 | <input checked="" type="checkbox"/> Load-in/set-up | <input checked="" type="checkbox"/> Event day | <input checked="" type="checkbox"/> Load-out/Clean-up | 6:30 am    | 10:00 am |
|         | <input type="checkbox"/> Load-in/set-up            | <input type="checkbox"/> Event day            | <input type="checkbox"/> Load-out/Clean-up            |            |          |
|         | <input type="checkbox"/> Load-in/set-up            | <input type="checkbox"/> Event day            | <input type="checkbox"/> Load-out/Clean-up            |            |          |
|         | <input type="checkbox"/> Load-in/set-up            | <input type="checkbox"/> Event day            | <input type="checkbox"/> Load-out/Clean-up            |            |          |

|   |  |
|---|--|
| Event Location: <u>The Strand</u>   |  |
| If your event is on the beach, do you plan to remove any volleyball or beach tennis courts? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><i>If YES, please indicate which courts will be removed on the Beach Usage Map (p. 14)</i>   |  |
| Estimated # of Participants: <u>200</u>   | Age of Participants: <u>All ages</u>         |
| Estimated # of Spectators (daily): <u>0</u>   | Total Estimated Attendance: <u>200</u>       |
| <b>Marketing &amp; Advertisement Plan</b>   |  |
| Please list how you plan to advertise & promote your event for <b>participants</b> :<br><u>Sandpipers website, email blasts to Members, social media and posters at local businesses.</u>   |  |
| Please list how you plan to advertise & promote your event for <b>spectators</b> :<br><u>N/A</u>  |  |
| <b>Overall Event Description</b> - Briefly explain event and activities:  |  |
| <p>The event is a family walk starting at the Hermosa Beach Pier. Participants will walk north along The Strand to the wall bordering Hermosa Beach and Manhattan Beach and will return to Hermosa Beach Pier. Check in will begin at 8 a.m. at a table set up near The Pier. The walk will conclude at approximately 9:30 a.m.. Following the walk, all participants are invited to a breakfast at Watermans restaurant.</p> <p>We are estimating 200 participants for this event and 100% of the proceeds will benefit Sandpipers' philanthropic programs in the South Bay. Participants will be primarily Sandpiper members and their friends and family. However, the event will be open to all members of the community.</p> |  |
| <b>Street Closure Information</b> — For Parades, Races, Walk/Runs, etc. taking place on City streets.   |  |
| Names of Streets to be closed <i>(please include additional sheets if necessary)</i> :  |  |
| N/A   | between _____ and _____ am/pm to _____ am/pm |
|   | between _____ and _____ am/pm to _____ am/pm |
|   | between _____ and _____ am/pm to _____ am/pm |
|   | between _____ and _____ am/pm to _____ am/pm |
|   | between _____ and _____ am/pm to _____ am/pm |
| <b>Description of Event Route</b> <i>(official map must be submitted with application)</i>  |  |
| <p>The walk will begin at the Hermosa Beach Pier and will proceed north along The Strand to the wall bordering Hermosa Beach and Manhattan Beach (at 35th Street). After reaching the wall, the participants will return to the starting point.</p>   |  |
| Assembly Area/Event Start: <u>6:30 a.m. set up, 8:00 a.m. event start</u>   |  |
| Disbanding Area/Event End: <u>registration breakdown at 9:00 a.m.; event conclusion at 10:00 a.m.</u>   |  |
| <b>Sponsors</b>   |  |
| List <b>ALL</b> proposed/anticipated Co-Sponsors. Each Co-sponsor is a \$260 each and must be approved by the Community Resources Department. Co-sponsors may sample only, not sell.  |  |

|   |            |   |  |
|---|------------|---|--|
| <b>Parking (\$1.25 per hour or \$30 per space per day)</b>  |            |   |  |
| Will you need reserved parking spaces?  |            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If YES, please list requested parking times for each day of request <i>(attach additional sheets if necessary)</i> :  |            |   |  |
| # of Spaces _____   | Date _____ | from _____                              | to _____                               |
| # of Spaces _____   | Date _____ | from _____                              | to _____                               |
| # of Spaces _____   | Date _____ | from _____                              | to _____                               |
| Will official event merchandise be sold at the event <i>(Business License required)?</i>  |            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Does your event involve the sale or consumption of alcoholic beverages?<br><i>Alcohol is prohibited on the beach per HBMC 12.26.300</i>   |            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Will the event have amplified sound?  |            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| -If YES, please describe <i>(live music, PA, number and size of speakers, microphone, bullhorn, etc)</i> :  |            |   |  |
|   |            |   |  |
| Is this a fundraising event?  |            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| -If YES, please describe the fundraising activities:  |            |   |  |
| Participants of the Sandpipers Stroll the Strand must register and pay a fee to participate. Entrance fees will be \$35 for adults and \$15 for children, if purchased in advance. On site registration fees will be \$40 for adults and \$20 for children. 100% of the proceeds and any other money raise through the event (donations) will benefit Sandpipers' philanthropic programs.     |            |   |  |
| Will there be any fenced areas?   |            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| -If YES, please describe:   |            |   |  |
|   |            |   |  |
| Will there be construction of stages or structures, including any tents or awnings?   |            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| -If YES, please describe:   |            |   |  |
| We will use two 10 ft. x 10 ft. pop up tents near the Pier for our registration/check in area.  |            |   |  |
| What is your clean-up plan post event?  |            |   |  |
| Once the walk commences at approximately 8:30 a.m., we will break down the pop up tents and tables and completely clear the registration area near The Pier. After the event, our volunteers will scour the area for any trash or items left from participants. We do not expect a great amount of clean up, but ensure that we will leave the area as clean or cleaner than when we arrived. |            |   |  |
| Will you be requesting street banners?  |            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Will you be requesting light pole banners?  |            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Will you be filming or having television coverage?  |            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |



Entrance or Registration Fee: pre-registration: \$35 adults/\$15 children; on site registration: \$40 adults/\$20 children

Methods of Registration (please check all that apply):

- ☒ Website ☐ Mail  
☐ Active.com ☒ Other Sandpiper meetings and on site the day of the event

Prizes (including anticipated cash prizes):

#### SAFETY/SECURITY/VOLUNTEERS

Have you hired a security company to handle security arrangements for this event? ☐ Yes ☒ No

-If YES, please include the following information:

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ # of Guards: \_\_\_\_\_

Guard Schedule:

Do you plan on utilizing volunteers? ☒ Yes ☐ No

-If YES, please describe:

Sandpipers is 100% volunteer organization. Our event volunteers will assist with set up, break down and clean up. They will also assist with check in. Our volunteers will be stationed along the route to help direct the walkers and to help with crowd control. Volunteers will wear official name badges, so that they are easily recognizable.

Please describe your procedures for both crowd control and internal security:

We do not expect a huge crowd (approximately 200 participants), but we will use our volunteers to manage crowd control and security. Volunteers will be stationed at the start and midway point of the Walk and will be strategically positioned throughout the route. Participants will likely be walking at different paces and therefore will be spread out throughout the event. Volunteers will wear official name badges and will be easily identifiable.

#### EVENT PROMOTION INFORMATION

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

The Sandpipers Stroll the Strand will be primarily promoted internally to Sandpiper members, who will be encouraged to bring family and friends. Information about the event will be posted on the Sandpipers website (sandpipers.org) and will be included in e-blasts to our membership. Additionally, we will promote the event on our Sandpiper social media accounts and in our internal newsletter, The Piper. We will also ask local businesses to display small promotional posters on their store windows.



## 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 NOTE: THE COMPLETION OF THE BEACH USAGE MAP, PAGE 14, DOES NOT QUALIFY AS A SITE PLAN)

Please check all the boxes that apply to the equipment that will be on site for your event and specify the number and size of each (if applicable).

|   |  |
|---|--|
| <input type="checkbox"/> Cars   | <input type="checkbox"/> Porta Potties                       |
| <input type="checkbox"/> Semi-Trucks _____  | <input type="checkbox"/> Motor Homes _____                   |
| <input type="checkbox"/> Generator _____  | Size: _____  |
| Size/Type: _____  | <input type="checkbox"/> Trailer _____                       |
| <input type="checkbox"/> Vans _____   | Size: _____  |
| Size: _____   | <input type="checkbox"/> Stage _____                         |
| <input type="checkbox"/> Sound Equipment _____                                    | Measurements: _____  |
| <input type="checkbox"/> Enclosed Tents _____                                     | <input checked="" type="checkbox"/> Canopies (2) 10x10 tents |
| <input type="checkbox"/> Other (please attach list with description of each item) |  |

## ACCESSIBILITY PLAN

It is the applicant's responsibility to comply with all City, County, State and Federal disability access requirements applicable to the event, including the American with Disabilities Act (ADA). All indoor and outdoor sites, activities and programs must be accessible to persons with disabilities.

Please describe your accessibility plan:

The Walk will take place on The Strand, which is fully accessible to persons with disabilities.

## INSURANCE

Unless greater or lesser coverage is requested, applicant agrees to furnish the City of Hermosa Beach evidence of \$2 million comprehensive general liability insurance in the form of a certificate, including endorsement, covering the entire period of this permit, naming the City of Hermosa Beach, its officers, agents and employees as additionally insured. Permittee waives claims against the City of Hermosa Beach, its officers, agents and employees, for fees or damages caused, arising out of or in any way connected with the exercise of this permit.

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

I certify that the information contained herein is true and correct to the best of my knowledge. I have read and agree to comply with the City of Hermosa Beach Sustainability Measures. All fees, charges and other material will be paid and or furnished to the Department of Community Resources as mutually agreed to by both parties.

Sandpipers/Ellor Parikh

Name/Company Representative



Signature

7/25/18

Date



# IMPACT CHARACTERISTIC WORKSHEET (REQUIRED FOR ALL EVENTS)

Please consider details of your event and use this worksheet to determine its impact level. If you are applying for multiple events, please complete a different page for each if the event details are different.

1

Event Name: Sandpipers Stroll the Strand

Event Date(s): 3/24/19

2

Select one characteristic in each ROW as it relates to your event(s).

Please be sure to mark (i.e. "X", circle, checkmark, etc.) each selection. Failure to do so will deem the worksheet and application incomplete.

NUMBER OF EXPECTED PARTICIPANTS

SMALL  
100-500  
X

MEDIUM  
500-2,000

LARGE  
2,000+

REOCCURRENCE

3+  
Years  
X

ONCE  
BEFORE

NEW  
EVENT

LOCATION

PARKS  
OR  
BEACH

PIER  
PLAZA

STREETS/PUBLIC RIGHT  
OF WAY/STRAND  
X

TIME OF YEAR

WINTER

SPRING  
OR FALL  
X

SUMMER

DAY(S) OF THE WEEK

WEEKDAY

WEEKEND  
X

HOLIDAY

NUMBER OF CONSECUTIVE DAYS

LESS  
THAN 2  
DAYS  
X

2-4 DAYS

MORE  
THAN 5  
DAYS

NUMBER OF EVENTS  
IN ONE YEAR

1-2  
EVENTS/Y  
EAR  
X

3-4  
EVENTS/Y  
EAR

MORE  
THAN 5  
EVENTS/Y  
EAR

ADDITIONAL REQUESTS  
NEEDED

i.e. filming, reserved parking, fencing,  
stage or seating construction, road  
closures, amplified sound, etc.

NONE  
X

1-2

2 OR  
MORE

3

Calculate the total number of each color/column selected.

TOTALS

5

2

1

IMPACT LEVEL I

At least 5 blue

IMPACT LEVEL II

At least 2 red

IMPACT LEVEL III

At least 2 green

4

Determine Impact Level by selecting the HIGHEST your event qualifies for.

IMPACT LEVEL

1

## **COMMUNITY BENEFIT**

Please provide a brief description of the benefit your event(s) add to the community. The Community Decision-Making Tool may be used as a guide and can be found on the City website at the following link:

<http://www.hermosabch.org/Modules/ShowDocument.aspx?documentid=5226>

**Event Name:** Sandpipers Stroll the Strand **Event Date(s):** 3/24/19

The Sandpipers Stroll the Strand is a positive event for the city of Hermosa Beach, which will help benefit the community. Sandpipers was founded in Hermosa Beach in 1931 and has been serving our local community through philanthropic programs for the past 87 years. Our Sandpipers Stroll the Strand is fairly small in scale and will have little impact on the environment. It will offer an opportunity for Sandpipers and members of the community to come together in a positive way and will also help raise money for the South Bay. Sandpipers welcomes all ages to this family walk, providing a morning of fun outdoor recreation in our beachside community, as well as an opportunity for citizens of all ages to make a meaningful contribution by participating in the event. The Sandpipers Stroll the Strand not only promotes a healthy, active lifestyle for children and adults alike, it will also foster community spirit and encourage the concept of giving back to our local community.

## **PUBLIC RELATIONS INFORMATION**

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

Name of Event: Sandpipers Stroll the Strand

Name of Organization: Sandpipers

### **Event Dates and Times:**

|       |                |  |  |  |  |
|-------|----------------|--|--|--|--|
| Date  | 3/24/19        |  |  |  |  |
| Times | 8 a.m.-10 a.m. |  |  |  |  |

Event Information can be found online at: www.sandpipers.org

Public Relations Contact: Tasha Gates

Day Phone: 310-738-9999 Evening Phone: 310-738-9999

Email: sponsorships@sandpipers.org

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

Join Sandpipers for our third annual Stroll the Strand benefiting our philanthropic programs in the South Bay. All ages are welcome to this family friendly two mile walk beginning at the Hermosa Beach Pier. After the walk, participants are invited to a complimentary breakfast at Watermans restaurant. Founded in 1931 in Hermosa Beach, Sandpipers is a 100% volunteer organization dedicated to serving the needs of the South Bay community through charitable and philanthropic programs. To register, please visit [www.sandpipers.org](http://www.sandpipers.org).



# **PRELIMINARY FEE WORKSHEET**

Please complete, to the best of your ability, all event-related fees as it pertains to your proposed event, **even if you are requesting fee waivers**. **REMINDER: ONLY VALID NON-PROFIT ENTITIES ARE ELIGIBLE FOR FEE WAIVER CONSIDERATION.** A final total of charges will be determined thirty days prior to your event once approval is granted; additional fees may apply when deemed necessary through the approval process. Please use this worksheet as a preliminary guide for planning purposes of city fees. Please note that fees may be updated at any time.

| EVENT CATEGORY FEES   | PRICE<br>(subject to change) | MY EVENT FEES |
|---|------------------------------|---------------|
| Category I  | 70/30% of registration fees  |               |
| <ul style="list-style-type: none"> <li>&lt;500 people</li> </ul>  |                              |               |
| Category II   |                              |               |
| <ul style="list-style-type: none"> <li>Impacts public areas for no longer than one (1) day including set-up &amp; tear-down</li> <li>Is conducted in the off-season (not between Memorial Day and Labor Day or on any holiday)</li> <li>Participant plus Spectator crowd above 500 but does not exceed 3,000 people.</li> <li>Has no television coverage (except news).</li> <li>A non-profit entity is the beneficiary of the net revenues (100%).</li> <li>Does not meet any of the identifying criteria for a Category III or IV event.</li> </ul> | \$2596 per day               |               |
| Category III  |                              |               |
| <ul style="list-style-type: none"> <li>Impacts public areas for more than one (1) day including set up.</li> <li>Participant plus Spectator crowd does not exceed 5,000 people.</li> <li>Has no television coverage (except news).</li> <li>Has more than \$3,000 and less than \$50,000 in prize money.</li> <li>Does not meet any of the identifying criteria for a Category IV event.</li> </ul>   | \$2856 per day               |               |
| Category IV   |                              |               |
| <ul style="list-style-type: none"> <li>Meets Category III Criteria and has one or more of the following: <ul style="list-style-type: none"> <li>Has network television coverage or</li> <li>Estimated participant/spectator crowds exceeds 5,000 people or</li> <li>Prize money in excess of \$50,000 or</li> <li>Charges admission to spectator Gross revenues in excess of \$50,000.</li> </ul> </li> </ul>   | \$5192 per day               |               |

| MISCELLANEOUS FEES                                 | PRICE<br>(subject to change) | MY EVENT FEES |
|--|------------------------------|---------------|
| Commercial Application Fee - <i>non-refundable</i> | \$816                        |               |
| Non-Profit Application Fee - <i>non-refundable</i> | \$544                        | \$544         |
| Pass-Thru Application Fee - <i>non-refundable</i>  | \$272                        |               |
| Amplified Sound Permit                             | \$160                        |               |
| Street Banner Fees                                 | \$570                        |               |
| Event Co-Sponsor                                   | \$273 each                   |               |
| Event Set-Up/Tear-Down                             | \$217 per location, per day  |               |
| Community Resources Staff (Required Cat. II-IV)    | \$326 per day                |               |
| Paramedic  | \$131 per hour               |               |
| Fire Inspection                                    | \$157 per hour               |               |
| Police   | \$112 per hour               |               |
| Parking Meter Space Fee                            | \$30 per space, per day      |               |

**Preliminary TOTAL**

**\$544**

# **GREEN MATRIX (Environmental Protection Plan)**

(Required for all event applications)

Events in Hermosa Beach are expected to implement measures to reduce impacts and costs to the environment, the city, and the community. Specify how you will comply with applicable measures (or mark not applicable). If you have a multi-year contract for your event, please show how you will increase compliance in subsequent years.

**Event Name:** Sandpipers Stroll the Strand

**Expected Attendance:** 200

| MEASURE   | CHECK IF APPLICABLE                 | HOW WILL YOU COMPLY?<br>(use additional sheets if needed)                 |
|---|-------------------------------------|---|
| <b>Recycling and Waste Reduction</b>  |                                     |   |
| <b>1. Reduce waste and single-use items</b>   |                                     |   |
| ▪ Limit single-use paper, plastics, packaging, and décor items  | <input type="checkbox"/>            | N/A   |
| ▪ Reduce size/bulk of plates, containers, cups  | <input type="checkbox"/>            | N/A   |
| ▪ Use products with high recycled content   | <input type="checkbox"/>            | N/A   |
| ▪ Avoid sale or give-away of single-use plastic drinking water bottles. * <a href="#">A mobile water cart</a> ('Mother-Lode Wide') is available for use and reusable water bottles are encouraged                   | <input checked="" type="checkbox"/> | We will encourage participants to bring their own reusable water bottles. |
| ▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) * <a href="#">Large drink dispensers</a> are available for use and reusable water bottles are encouraged | <input checked="" type="checkbox"/> | We will encourage participants to bring their own reusable water bottles. |
| ▪ At 'beer or drink gardens' use recycled or compostable cups (provide dump station for liquids)  | <input type="checkbox"/>            | N/A   |
| ▪ Recycle fry-grease for bio-diesel fuels   | <input type="checkbox"/>            | N/A   |
| ▪ Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks)  | <input type="checkbox"/>            | N/A   |
| <b>2. Recycling containers:</b>   |                                     |   |
| ▪ Place well-marked recycle containers adjacent to every trash container  | <input type="checkbox"/>            | N/A   |
| ▪ Provide onsite 'monitors' directing people to recycling at prime locations, or provide secondary trash sorters.   | <input type="checkbox"/>            | N/A   |
| ▪ Scavenging is prohibited from waste containers. Prevent and report scavenging   | <input type="checkbox"/>            | N/A   |
| <b>3. Staging</b>   |                                     |   |
| ▪ Recycle or reuse event construction materials   | <input type="checkbox"/>            | N/A   |
| ▪ Use 'no emission/no VOC' paints/sealants  | <input type="checkbox"/>            | N/A   |



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

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

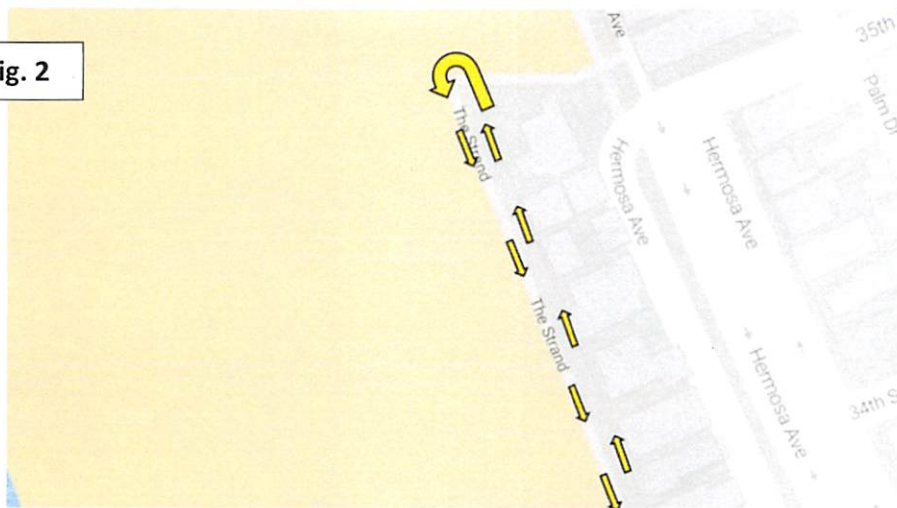
Please circle the courts that you will be using for your event. If you are applying for multiple events, please complete a different page for each, noting the event title and date below. Additionally, if you will be using different courts each day for multi-day events, please complete a separate form for each day. Completion of this map does not take the place of the required Site Plan.

Event Name: \_\_\_\_\_ N/A \_\_\_\_\_ Event Date(s): 3/24/19 \_\_\_\_\_





Fig. 2

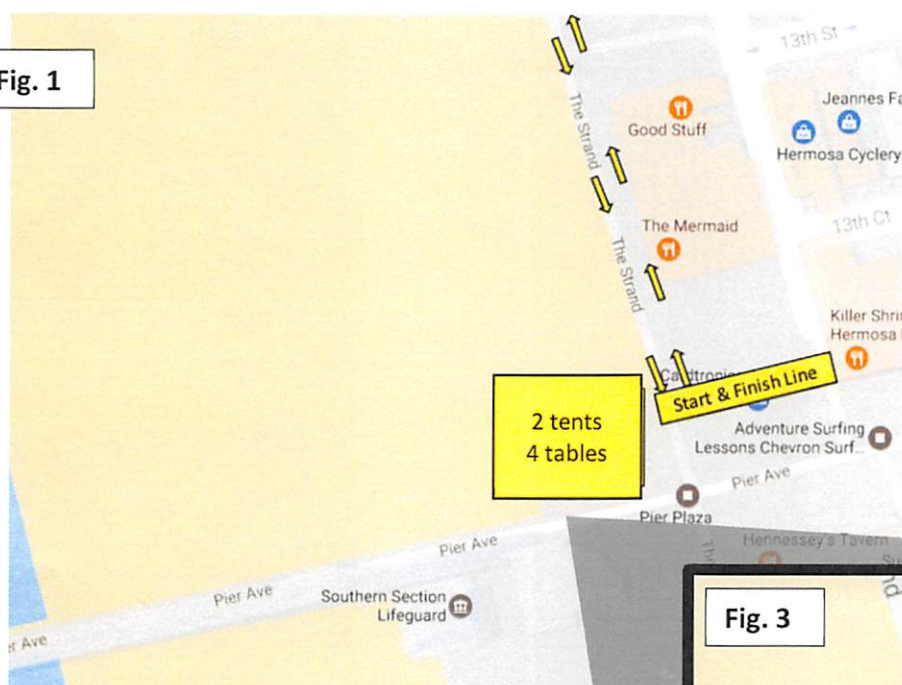


Continue North on the East side of the Strand to the end of Hermosa (approximately 35<sup>th</sup> St), turn around and come back South to the Finish Line on the West side of the Strand

## Sandpipers Stroll the Strand

### Site Plan

Fig. 1



**Figure 1** Start of route at Pier Plaza and heading north.

**Figure 2** Route continues north to the end of Hermosa Beach. Turn around at end of Hermosa Beach and return to starting line (also finish line).

**Figure 3** Setup of two side-by-side 10ft x 10ft pop-up tents (with four tables) and starting/finish line on Pier Plaza.

Fig. 3

