



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 • 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 (first Tuesday of each month)
Impact Level III & New Events	Approved by public hearing at the Parks, Recreation and Community Resources Advisory Commission and City Council	Meets monthly (Commission) (first Tuesday of each month) Meets bi-monthly (Council) (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 \$848 application fee (\$565 for nonprofits or \$283 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.

TOM HORTON

Signature of Applicant

08/12/2019

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

2019 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: MIKE DOYLE CELEBRATION OF LIFE AND PADDLEOUT

Applicant Name: TOM HORTON Birthdate: 5/12/1959

Organization Name: THE SOUTH BAY BOARDRIDER'S CLUB

Non-Profit? ☐ No ☒ Yes Non-Profit I.D. or Tax Exempt #: 27-2207900

If non-profit, please describe who will benefit from funds raised from your event:

THE ALS ASSOCIATION GOLDEN WEST CHAPTER (FUNDING RESEARCH AND PATIENT SERVICES)

Address: 2629 MANHATTAN AVENUE, PMB171 (THIS IS SBBC'S ADDRESS)

HERMOSA BEACH

CA

90254

City

State

Zip

Phone: 310-502-9658

Cell: 310-502-9658

Email Address: TOM@SOUTHBAYBOARDRIDERS.COM

Fax: N/A

**1st CHOICE EVENT DATE(S):

Set-Up Date(s): 10/20/2019

Event Date(s): 10/20/2019 THIS DATE IS PREFERRED DUE TO OTHER LOCAL LEGENDS TRAVEL

Clean-Up Date(s): 10/20/2019 WHO WANT TO ATTEND THIS EVENT

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

**2nd CHOICE EVENT DATE(S):

Set-Up Date(s): 10/27/2019 THE DATE ABOVE IS BEST FOR CLOSE FRIENDS AND FAMILY

Event Date(s): 10/27/2019

Clean-Up Date(s): 10/27/2019

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:

SBBC HAS PRODUCED SURF CONTESTS, PADDLEBOARD RACES, AND CO-HOSTED THE HERMOSA HISTORICAL SOCIETY SURF FILM FEST AND SOUTH BAY SURF AWARDS

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

WE HOLD OUR BOARD MEETINGS AT THE HERMOSA MUSEUM EACH MONTH AND CO-HOST THE EVENT MENTIONED ABOVE WITH THE CITY OF HERMOSA AS WELL AS HOST THE SOUTH BAY PADDLE

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: TOM HORTON Cell: 310-502-9658

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

Name: TOM HORTON Birthdate: 5-12-1959

Address: 310 30TH STREET
HERMOSA BEACH CA 90254
City State Zip

Phone: 310-502-9658 Cell: 310-502-9658

Email Address: TOM@SOUTHBAYBOARDRIDERS.COM Fax : _____

Please describe your personal experience producing similar events: _____
I'M THE PRESIDENT OF SBBC AND HELP PRODUCE MULTIPLE EVENTS ALONG WITH OUR VOLUNTEERS

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: _____

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: ALS ASSOCIATION
☐ Concert ☐ Swim Event
☒ Other A PADDLEOUT IS A MEMORIAL SERVICE FOR A SURFER WHO HAS DIED

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
10/20/2019	<input checked="" type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up	9:00AM	10:30AM
10/20/2019	<input type="checkbox"/> Load-in/set-up	<input checked="" type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up	10:30AM	12:00PM
10/20/2019	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input checked="" type="checkbox"/> Load-out/Clean-up	12:00PM	1:00PM
	<input type="checkbox"/> Load-in/set-up	<input type="checkbox"/> Event day	<input type="checkbox"/> Load-out/Clean-up		

Event Location: TIM KELLY STATUE AT BASE OF HERMOSA PIER FOR SPEECHES THEN SOUTH SIDE BEACH/WATER

If your event is on the beach, do you plan to remove any volleyball or beach tennis courts? ☐ YES ☒ NO

If YES, please indicate which courts will be removed on the Beach Usage Map (p. 14)

Estimated # of Participants: 200

Age of Participants: 20-90

Estimated # of Spectators (daily): 200

Total Estimated Attendance: 200

Marketing & Advertisement Plan

Please list how you plan to advertise & promote your event for **participants**:

EMAILS TO FRIENDS OF MIKE, SOCIAL MEDIA, WORD OF MOUTH

Please list how you plan to advertise & promote your event for **spectators**:

SAME AS ABOVE. THEY ARE BOTH THE SAME

Overall Event Description - Briefly explain event and activities:

MIKE DOYLE IS A SOUTH BAY LEGENDARY SURFER AND ON THE HERMOSA SURFERS WALK OF FAME. HE DIED OF ALS ON APRIL 30, 2019 WHILE AT HIS HOME IN CABO SAN LUCAS. A PADDLEOUT WAS DONE IN MEXICO FOR MIKE BUT MANY OF HIS FRIENDS WERE NOT ABLE TO MAKE IT, AND THERE IS A STRONG DEMAND TO HAVE ONE LOCALLY WHERE MIKE GREW UP SURFING. THIS EVENT WILL BEGIN WITH SPEECHES FROM FRIENDS OF MIKE, FOLLOWED WITH A PADDLEOUT AND FUN SURF SESSION, AND AFTER PARTY AT WATERMANS FOR THOSE WHO WANT TO CATCH UP WITH OLD FRIENDS (AND I MEAN OLD). T-SHIRTS WILL BE SOLD TO RAISE MONEY FOR THE ALS ASSOCIATION GOLDEN WEST CHAPTER IN HONOR OF MIKE, AND DONATIONS WILL BE ENCOURAGED AS WELL. PART OF SBBC'S MISSION STATEMENT IS TO CELEBRATE THE RICH SURFING HISTORY OF THE SOUTH BAY AND THIS IS ALIGNED WITH THAT MISSION.

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)*:

<u>N/A</u>	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>
	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>
	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>
	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>
	between	<u></u>	and	<u></u>	<u>am/pm</u>	to	<u>am/pm</u>

Description of Event Route *(official map must be submitted with application)*

N/A

Assembly Area/Event Start: TIM KELLY STATUE

Disbanding Area/Event End: TIM KELLY STATUE AND THE SOUTH SIDE OF HERMOSA PIER FOR THOSE WHO PADDLEOUT

Sponsors

List **ALL** 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.

NO SPONSORS

Parking (\$1.25 per hour or \$30 per space per day)

Will you need reserved parking spaces? ☒ Yes ☐ No

If YES, please list requested parking times for each day of request (attach additional sheets if necessary):

of Spaces 50 Date 10/20/2019 from 10:00AM to 2:00PM

of Spaces 10 Date 10/20/2019 from 9:00AM to 2:00PM

of Spaces _____ Date _____ **Staff will only permit 20 spots in Lot B from 9:00am-2:00pm.
Applicant has been informed.**

Will official event merchandise be sold at the event (Business License required)? ☐ Yes ☒ No

Does your event involve the sale or consumption of alcoholic beverages? ☐ Yes ☒ No

Alcohol is prohibited on the beach per HBMC 12.26.300

Will the event have amplified sound? ☒ Yes ☐ No

-If YES, please describe (live music, PA, number and size of speakers, microphone, bullhorn, etc):

A PA SYSTEM FOR SPEECHES COMMEMORATING MIKE DOYLE

Is this a fundraising event? ☒ Yes ☐ No

-If YES, please describe the fundraising activities:

SELLING T-SHIRTS, AND HAVE INFO ABOUT THE ALS ASSOCIATION AVAILABLE TO ENCOURAGE DONATIONS

Will there be any fenced areas? ☐ Yes ☒ No

-If YES, please describe:

Will there be construction of stages or structures, including any tents or awnings? ☐ Yes ☒ No

-If YES, please describe:

What is your clean-up plan post event?

THERE SHOULD NOT BE ANYTHING TO CLEAN UP OTHER THAN PACK THE PA SYSTEM AWAY. GIVEN ELDER POPULATION THAT WILL ALSO BE ATTENDING, WE WILL PROBABLY NEED SOME CHAIRS AND WILL NEED TO BREAK THOSE DOWN AND HAUL AWAY AS WELL.

Will you be requesting street banners? ☐ Yes ☒ No

Will you be requesting light pole banners? ☐ Yes ☒ No

Will you be filming or having television coverage? ☐ Yes ☒ No

Entrance or Registration Fee: NONE

Methods of Registration (please check all that apply):

- ☐ Website ☐ Mail
☐ Active.com ☐ Other N/A

Prizes (including anticipated cash prizes): N/A

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: VOLUNTEERS TO SET UP PA SYSTEM, SELL T-SHIRTS, TELL PEOPLE ABOUT ALS ASSOC.,
BREAK DOWN PA SYSTEM, PROVIDE ASSISTANCE IN WATER FOR THOSE DOING
PADDLEOUT, PROVIDE SPEECHES ABOUT MIKE DOYLE

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

THIS IS A MEMORIAL SERVICE WITH MOSTLY OVER 75 YEAR OLDS ATTENDING. SECURITY WON'T BE AN ISSUE

EVENT PROMOTION INFORMATION

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

WWW.SOUTHBAYBOARDRIDERS.COM
@SOUTHBAYBOARDRIDERS
EMAIL BLAST ON MAILCHIMP TO ALL SBBC MEMBERS
WE WILL BE ASKING HERMOSA HISTORICAL SOCIETY TO ALSO PROMOTE

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 checked="" type="checkbox"/> Generator | FOR PA SYSTEM IF NO PLUGS | Size: | _____ |
| Size/Type: | _____ | <input type="checkbox"/> Trailer | _____ |
| <input type="checkbox"/> Vans | _____ | Size: | _____ |
| Size: | _____ | <input type="checkbox"/> Stage | _____ |
| <input checked="" type="checkbox"/> Sound Equipment | PA SYSTEM | Measurements: | _____ |
| <input type="checkbox"/> Enclosed Tents | _____ | <input checked="" type="checkbox"/> Canopies | IF NEEDED DUE TO WEATHER |
| <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:

THIS EVENT DOES NOT ALTER ACCESS TO THE AREA AT ALL. NO CHANGES TO THE EXISTING AREA WILL BE MADE OTHER THAN PLACING A PA SYSTEM NEAR THE TIM KELLY STATUE AND CHAIRS TO ACCOMMODATE WITH DISABILITIES OR SIMPLY TIRED.

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.

TOM HORTON/ PRESIDENT OF SBBC

Name/Company Representative

TOM HORTON

Signature

8/12/2019

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: MIKE DOYLE CELEBRATION OF LIFE PADDLEOUT

Event Date(s): 10/20/2019

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

ONCE
BEFORE

NEW
EVENT
X

LOCATION

PARKS
OR
BEACH
X

PIER
PLAZA
X

STREETS/PUB
LIC RIGHT OF
WAY/STRAND

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/YE
AR

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

3

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 2

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: MIKE DOYLE CELEBRATION OF LIFE PADDLEOUT

Event Date(s): 10/20/2019

MIKE DOYLE GREW UP SURFING IN THE SOUTH BAY AND BECAME A NATIONAL AND INTERNATIONAL SURFING CHAMPION AS WELL AS SURF INDUSTRY ENTREPRENEUR BY CO-CREATING THE FIRST EVER SOFT TOP SURFBOARD (MOREY-DOYLE)

HE IS AN INDUCTEE OF THE HERMOSA BEACH SURFERS WALK OF FAME, AND WELL RESPECTED BY HIS PEERS AND GENERATIONS OF SURFERS ALL OVER. THIS IS AN OPPORTUNITY FOR THE CITY OF HERMOSA BEACH TO BE PART OF A SPECIAL CELEBRATION NOT ONLY OF MIKE DOYLE'S LIFE, BUT ALSO OF HERMOSA'S OWN LEGENDARY SURF HISTORY. IF IT DOESN'T HAPPEN IN HERMOSA IT WILL HAPPEN ELSEWHERE.

ADDITIONALLY, IT WILL BE A RELATIVELY QUIET EVENT SO CITY RESOURCES WILL NOT BE NEEDED.

PUBLIC RELATIONS INFORMATION

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

Name of Event: MIKE DOYLE CELEBRATION OF LIFE AND PADDLEOUT

Name of Organization: THE SOUTH BAY BOARDRIDERS CLUB

Event Dates and Times:

Date	10/20/2019				
Times	10:30AM-1:30PM				

Event Information can be found online at: IT WILL BE POSTED ON WWW.SOUTHBAYBOARDRIDERS.COM

Public Relations Contact: TOM HORTON

Day Phone: 310-502-9658 **Evening Phone:** 310-502-9658

Email: TOM@SOUTHBAYBOARDRIDERS.COM

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.

A CELEBRATION OF LIFE AND PADDLEOUT WILL BE HELD FOR SOUTH BAY LEGENDARY SURFER, MIKE DOYLE, WHO DIED OF ALS APRIL, 30, 2019. MANY OF MIKE'S SURF LEGEND FRIENDS FROM THE SOUTH BAY AND AFAR WILL BE ATTENDING TO SHARE STORIES ABOUT MIKE AND THEIR EXPERIENCES WITH HIM. A PADDLEOUT AND FREE SURF EXPRESSION SESSION WILL FOLLOW, AND FOR THOSE WHO WANT TO CONTINUE CATCHING UP WITH FRIENDS, WATERMANS WILL HAVE ITS DOORS OPEN FOR ATTENDEES TO GRAB A BITE TO EAT, DRINK, AND SOCIALIZE.

TO HONOR MIKE DOYLE, DONATIONS CAN BE MADE TO THE ALS ASSOCIATION GOLDEN WEST CHAPTER, AND T-SHIRT SELL PROCEEDS WILL ALSO BE DONATED TO THE ALS ASSOCIATION GOLDEN WEST CHAPTER.

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 (subject to change)	MY EVENT FEES
Category I • <500 people	70/30% of registration fees	0
Category II • Impacts public areas for no longer than one (1) day including set-up & tear-down • Is conducted in the off-season (not between Memorial Day and Labor Day or on any holiday) • Participant plus Spectator crowd above 500 but does not exceed 3,000 people. • Has no television coverage (except news). • A non-profit entity is the beneficiary of the net revenues (100%). • Does not meet any of the identifying criteria for a Category III or IV event.	\$2697 per day	
Category III • Impacts public areas for more than one (1) day including set up. • Participant plus Spectator crowd does not exceed 5,000 people. • Has no television coverage (except news). • Has more than \$3,000 and less than \$50,000 in prize money. • Does not meet any of the identifying criteria for a Category IV event.	\$2967 per day	
Category IV • Meets Category III Criteria and has one or more of the following: ▪ Has network television coverage or ▪ Estimated participant/spectator crowds exceeds 5,000 people or ▪ Prize money in excess of \$50,000 or ▪ Charges admission to spectator Gross revenues in excess of \$50,000.	\$5394 per day	

MISCELLANEOUS FEES	PRICE (subject to change)	MY EVENT FEES
Commercial Application Fee - <i>non-refundable</i>	\$848	
Non-Profit Application Fee - <i>non-refundable</i>	\$565	565
Pass-Thru Application Fee - <i>non-refundable</i>	\$283	
Amplified Sound Permit	\$166	166
Street Banner Fees	\$611	
Event Co-Sponsor	\$284 each	
Event Set-Up/Tear-Down	\$225 per location, per day	
Community Resources Staff (Required Cat. II-IV)	\$339 per day	
Paramedic	\$131 per hour	
Fire Inspection	\$157 per hour	
Police	\$116 per hour	
Parking Meter Space Fee	\$30 per space, per day	\$125
Preliminary TOTAL		\$856

Pier Plaza Promotion	\$11292 per day
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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: MIKE DOYLE CELEBRATION OF LIFE AND PADDLEOUT **Expected Attendance:** 200

MEASURE	CHECK IF APPLICABLE	HOW WILL YOU COMPLY? (use additional sheets if needed)
Recycling and Waste Reduction		
1. Reduce waste and single-use items		
▪ Limit single-use paper, plastics, packaging, and décor items	<input checked="" type="checkbox"/>	WE ARE NOT SERVING OR PROVIDING
▪ Reduce size/bulk of plates, containers, cups	<input checked="" type="checkbox"/>	SAME AS ABOVE
▪ Use products with high recycled content	<input checked="" type="checkbox"/>	SAME AS ABOVE
▪ Avoid sale or give-away of single-use plastic drinking water bottles. * A mobile water cart ('Mother-Lode Wide') is available for use and reusable water bottles are encouraged	<input checked="" type="checkbox"/>	SAME AS ABOVE
▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) * Large drink dispensers are available for use and reusable water bottles are encouraged	<input type="checkbox"/>	SAME AS ABOVE
▪ 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 checked="" type="checkbox"/>	NONE PROVIDED
2. Recycling containers:		
▪ 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
3. Staging		
▪ Recycle or reuse event construction materials	<input type="checkbox"/>	N/A
▪ Use 'no emission/no VOC' paints/sealants	<input type="checkbox"/>	N/A

3. Transportation		
▪ 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
4. Energy		
▪ 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 checked="" type="checkbox"/>	WILL ONLY USE GENERATOR IF NO PLUGS
▪ Using alternative energy (solar, wind, fuel cell) to supply some power	<input checked="" type="checkbox"/>	WE HAVE ONE WE USE FOR SURF CONTESTS
▪ Use alternative fuel generators (CNG, fuel cell, biodiesel) (biodiesel- minimum B20 (20% blend); B99 is preferred)	<input type="checkbox"/>	N/A
5. Marine environment		
▪ <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
6. Education		
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
7. Monitoring		
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.

(NO COURTS WILL BE USED)

Event Name: MIKE DOYLE CELEBRATION OF LIFE AND PADDLEOUT

Event Date(s): 10/20/2019

