



# Staff Report

## City of Manhattan Beach

**TO:** Honorable Mayor Aldinger and Members of the City Council

**THROUGH:** Geoff Dolan, City Manager *GD*

**FROM:** Richard Gill, Director of Parks and Recreation *R.J.*

**DATE:** April 1, 2008

**SUBJECT:** Consideration of Fee Waiver Requests Associated with Non-Profit Special Events

### RECOMMENDATION:

Staff recommends that the City Council approve fee waivers for ten non-profit special events in 2008 and 2009 totaling \$183,418.

### FISCAL IMPLICATION:

Sufficient funds are included in each department's FY 08-09 budget to cover the costs outlined for these special events. The following billing rates were utilized to calculate departmental costs, with any related equipment charged at the prevailing rental fee:

Community Services Ofc.	\$74.32/hour	
Police Sergeant	\$142.45/hour	
Police Officers	\$133.11/hour	
Fire/Paramedics (2)	\$138.06/hour	
Fire Marshal	\$155.95/hour	
Fire Safety Officer	\$69.03/hour	
Engine Company	\$331.82/hour	
Public Works / Maint.	\$67.89/hour	
Recreation Leaders II	\$9.59/hour	
Parking	\$1.00/hr. pier lot	\$.75/hr/street
	\$.50/hr. lots	meters

Staff used the fully burdened rates when determining the true costs associated with each special event request. Fully burdened rates include staff benefits and overhead. These are the rates adopted by City Council in the annual resolution of fees. The funds to provide these services are budgeted annually within each of the affected City departments. The recommended fee waivers represent \$183,418.

**BACKGROUND:**

Due to requests for waivers of City fees/service charges by non-profit organizations conducting special events, the City developed and initiated a yearly application process. In January, a Special Event Application was sent to each organization that conducted an event during the 2007-2008 fiscal year. Applications were also made available to organizations planning new events for the period July 1, 2008 - June 30, 2009. The deadline to submit completed applications to the Parks and Recreation Department was February 15, with all requests submitted by the established deadline.

Traditionally the City has approved and supported the 10 non-profit special event requests listed in the report for city services. Several of the events such as the Old Hometown Fair and Grand Prix Bike Race have been conducted in the city for over 30 years and are considered a city tradition, as well as a great opportunity for the non-profit agencies to fundraise.

**DISCUSSION:**

Staff forwarded each special event application to the various city departments for operational review and requested that each department calculate its costs based on last year's costs and any additional requests for services.

Copies of the actual application packets submitted by each organization are attached for the Council's review.

The following chart lists the name of the organizations in the first column; the second column lists the proposed fee/service charges associated with each event using last year's actual costs. The total costs are estimates based on last year's event and should the event grow or change, requiring additional staff, then those costs are passed on to the agencies. In past years, most of the agencies have had to pay a minimal sum at the conclusion of their event because of changes/additions or a loss of volunteers which then requires more paid staff.

Although there are insurance requirements associated with these events, this report focuses only on the City's costs.

<i>Organization</i>	<i>Proposed Services Based on Prior year's Actuals (fully burdened rates)</i>
Chevron Grand Prix Bike Race 6/29/08	Police - \$9,536 Fire - \$1,174 Pub.Works-\$11,536 <b>TOTAL - \$22,246</b>
Manhattan Beach Hometown Fair 10/4 & 5/08	Police - \$37,423 Fire - \$4,030 Pub. Works - \$13,455 Parks & Rec -\$3,889 <b>TOTAL - \$58,797</b>

<i>Organization</i>	<i>Proposed Services Based on Prior year's Actuals (fully burdened rates)</i>
Manhattan Beach 10K Run 10/4/08	Police - \$15,737 Fire \$1,646 Pub.Works-\$12,548 <b>TOTAL - \$29,931</b>
Am. Martyrs Parish Fair 10/18 & 19/08	Fire - \$250 <b>TOTAL - \$250</b>
Holiday Fireworks Festival 12/14/08	Police - \$16,976 Fire - \$2,646 Pub.Works - \$19,618 Parks & Rec - \$881 <b>TOTAL - \$40,121</b>
American Martyrs 5K Run 2/28/09	Police - \$3,889 Pub.Works-\$1,975 <b>TOTAL - \$5,864</b>
Little League Opening Day Parade 3/7/09	Police - \$3,402 Pub.Works - \$2,732 <b>TOTAL - \$6,134</b>
Robinson School Fun Run 3/14/09	Police - \$4,707 Pub. Works-\$5,877 <b>TOTAL - \$10,584</b>
Richstone Pier-to-Pier Jog/Walk 4/25/09	Police - \$372 Pub.Works - \$175 <b>TOTAL - \$547</b>
Grandview 5K Run 6/6/09	Police - \$4,186 Pub.Works-\$4,758 <b>TOTAL - \$8,944</b>
<b>TOTALS</b>	<b>\$183,418</b>

**NOTE:** Per Council direction, attached to this report is the City Subsidy Listing from the Finance Department detailing all of the City subsidized programs.

**CONCLUSION:**

Staff recommends that the City Council approve fee waivers for ten non-profit special events in 2008 and 2009 totaling \$183,418.

RG:jg

- Attachments: A. Special Event Applications  
B. Subsidy Listing

CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION

ATTACHMENT A

Organization: MANHATTAN BEACH LIONS CHARITIES INC  
Applicant Name and Title: ROBERT JONES C/O  
Address: 21207 AVALON BLVD #18 CARLEW, CA 90745  
Mailing Address (if different from above): SAME  
Phone #: 310-502-6227

**GENERAL EVENT INFORMATION**

Name of Event: MANHATTAN BEACH GRAND PRIX  
Type of Event: BIKE RACE  
Proposed Date(s) 6/28 & 6/29/08 Time(s) SAT 6-28 Noon to 6/29 5P  
Location: VALLEY & ARDMORE 15th to PACIFIC  
Anticipated Attendance: 7500  
Cost Per Participant: 0  
Event Sponsors: CHRYSLER, HEALTH NET, MB LIONS & SOUTH BEACH WHEELMEN

**Event Description**

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

SAT 6-28 SET UP ISLAND SIDE ONLY Noon to 9P  
SUN 6-29 COMPLETE COURSE - 15 to PACIFIC / VALLEY & ARDMORE 4:30A to 5P

**Event Site Plan and Equipment Layout**

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

**City Personnel and Equipment**

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

SEE POLICE + PUBLIC WORKS LAYOUT

**Surety and Insurance Requirements**

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

**Submitting and Changing Application**

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

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

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

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

Have you previously held this event? Yes  No

Were City fees waived? Yes  No

**Amount of Fees previously charged for event:**

Fire:  
\$ 1500<sup>00</sup>

Police:  
\$ 10000<sup>00</sup>

Public Works:  
\$ 8500<sup>00</sup>

Other:  
\$ \_\_\_\_\_

Total City Fees:  
\$ 20000<sup>00</sup>

**Anticipated Donations from sponsors:**

Anticipated Cash Donations from Sponsors:  
\$ 45000

In-kind Donations from Sponsors:  
\$ \_\_\_\_\_

Cost per Participant:  
\$ ~~3500~~

Anticipated Cost of Event:  
\$ 35000

Anticipated Revenue from Event:  
\$ 10000

**Proposed Special Event Fee Amount to be waived for this event**

\$ 20000

How will anticipated revenue be spent?

SENIOR PROGRAMS, EYE EXAMS, HIGH SCHOOL  
SCHOLARSHIPS

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

YOUR CONTINUOUS SUPPORT OF THIS EVENT IS  
DEEPLY APPRECIATED FOR THE LAST 45 YEARS.

(Please use additional pages as needed.)

CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION

Organization: Manhattan Beach 10K Run Committee  
Applicant Name and Title: Rachel Judson - Race Director  
Address: 429 3rd Street, Manhattan Beach CA 90266  
Mailing Address (if different from above): same  
Phone #: 310 408 7719

**GENERAL EVENT INFORMATION**

Name of Event: Manhattan Beach 10K Run  
Type of Event: 10K Run  
Proposed Date(s) Honolulan Fair weekend <sup>Saturday</sup> Oct. 4, '08 Time(s) 7:30-10AM  
Location: 10K Run Course and Pier Area  
Anticipated Attendance: 4000  
Cost Per Participant: \$20 - \$30  
Event Sponsors: list attached

**Event Description**

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

Set up finish line at pier Friday afternoon. Set up course Saturday morning. T-shirts and various items given to finishers. No products are sold or rented. Entry fee is \$20-\$30 per person. The race is coordinated with public works, police and fire departments. No alcohol is served.

**Event Site Plan and Equipment Layout**

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

Same as prior years.

**City Personnel and Equipment**

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

Police and paramedic services are required throughout race. Public service is required for set up and take down.

**Surety and Insurance Requirements**

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will be provided as in the past.

**Submitting and Changing Application**

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

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Have you previously held this event? Yes  No

Were City fees waived? Yes  No

**Amount of Fees previously charged for event:**

Fire:  
\$ 0

Police:  
\$ 0

Public Works:  
\$ 0

Other:  
\$ 0

Total City Fees:  
\$ 0

**Anticipated Donations from sponsors:**

Anticipated Cash Donations from Sponsors:  
\$ 0

In-kind Donations from Sponsors:  
\$ 0

Cost per Participant:  
\$ 20-30

Anticipated Cost of Event:  
\$ 70000

Anticipated Revenue from Event:  
\$ 100000

**Proposed Special Event Fee Amount to be waived for this event**

\$ ALL

How will anticipated revenue be spent?

Any profits will be donated back to the community for athletic related items such as physical education equipment for schools, par course, etc.

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

This event originally was started by a volunteer group because there was a demand in the city and the Recreation Department did not have the necessary resources to do it. It is a completely volunteer effort and all profits are donated back to the city.

(Continued on attached)

(Please use additional pages as needed.)

## Fee Waiver Continued – MB10K Run

Residents participate in this event more than any other recreation activity in the City.

For over 30 years the City has been a partner in this event. The original goal 30 years ago was to make this a local race and not have any major cash sponsors. Most, if not all major sponsors want logos on T-Shirts, etc.

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

### Previous MB10K Race Sponsors:

Body Glove  
Pancho's Restaurant  
Ralphs  
RE/MAX Beach Cities Realty  
Trader Joe's  
Rachel Judson & Don Sirvio, RE/MAX  
Islands Restaurant  
Jamba Juice  
Lawyer's Title  
Manhattan Repro  
Village Runner  
Spectrum  
Beach Cities Health District  
Ben and Jerry's  
Comedy Magic Club  
Cold Fusion Foods  
Mark Costopoulos Podiatry

CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION

Organization: Manhattan Beach Hometown Fair  
Applicant Name and Title: Michael Burstein, President  
Address: 130 Kelp Street Manhattan Beach, California 90266  
Mailing Address (if different from above): P.O. Box 3168 Manhattan Beach, California 90266  
Phone #: 310-546-5219 - Hometown Fair ; 310-546-5005 - Michael Burstein

**GENERAL EVENT INFORMATION**

Name of Event: 36<sup>TH</sup> Annual Manhattan Beach Hometown Fair  
Type of Event: Community Fair with Arts & Crafts, Food, Games, Entertainment  
Proposed Date(s) October 4 and 5, 2008 Time(s) 10am - 6pm, Sat. & Sun  
Location: Valley Drive, 15<sup>TH</sup>-21<sup>ST</sup> St., Jostyn Center, Live Oak & Dorsey Park  
Anticipated Attendance: 50,000 - 75,000  
Cost Per Participant: Non-profit Groups \$70-95 per booth Arts & Crafts vendors - \$215-315  
Event Sponsors: Manhattan Beach Hometown Fair Board

**Event Description**

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

Please see attached copy of city Agreement for 2007 Hometown Fair

**Event Site Plan and Equipment Layout**

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

**City Personnel and Equipment**

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

*Attached is a copy of our city letter requesting various services we needed in 2007 similar services will be required for the 2008 Fair.*

**Surety and Insurance Requirements**

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**Submitting and Changing Application**

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

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

**Amount of Fees previously charged for event:**

Fire:

\$ 64,029

Police:

\$ 34,509

Public Works:

\$ 11,418

Other: Parks & Rec.

\$ 3,889

Total City Fees:

\$ 53,846

**Anticipated Donations from sponsors:**

Anticipated Cash Donations from Sponsors:

\$ 0

In-kind Donations from Sponsors:

\$ 0

Cost per Participant:

\$ 0 for Attendees

Anticipated Cost of Event:

\$ \_\_\_\_\_

Anticipated Revenue from Event:

\$ \_\_\_\_\_

**Proposed Special Event Fee Amount to be waived for this event**

\$ 62,000 - assuming inflationary increase in 2007 charges

How will anticipated revenue be spent?

To cover fair activities such as those held in Kid Country - a free event.

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

This is the 30<sup>th</sup> annual fair - a major event enjoyed by city residents that also provides a fundraising mechanism for many local non-profit charitable organizations.

(Please use additional pages as needed.)



MANHATTAN BEACH HOMETOWN FAIR  
P.O. BOX 3068  
MANHATTAN BEACH, CA 90266  
TEL: 310-546-5219  
WEB: WWW.MBFAIR.ORG

January 30, 2008

Mr. Richard Gill  
Director of Parks and Recreation  
City of Manhattan Beach  
1400 Highland Avenue  
Manhattan Beach, California 90266

Re: 2008 Hometown Fair

Dear Mr. Gill:

This year will be the 36<sup>th</sup> annual Manhattan Beach Hometown Fair! The fair is scheduled for October 4 and 5, 2008. Attached please find the completed Special Events Application and the Request for Special Event Fee Waiver for this event.

The purpose of the Fair is to provide something for everyone in our community. As in the past, the activities will include games and prizes, performers, animals and entertainment, food booths and arts and crafts. The fair is widely respected and is one of the major events within our city, attracting residents and visitors throughout the South Bay.

The Board of Directors is proud to contribute numerous hours so that the Fair maintains high standards and procedures a quality event. As always, we look at this venture as a cooperative effort with the City of Manhattan Beach. The Fair provides citizens with a venue to raise significant funds for their non-profit groups and charitable organizations. These groups include local PTA's, Mira Costa Boosters Clubs, high school student groups, churches, lifeguards, fellowship groups and others too numerous to mention.

Thank you for your continued support of the Manhattan Beach Hometown Fair. The generous fee waiver we have received in the past has been augmented with additional funds earmarked for "Kids Country". This has allowed us to continue to offer free activities in that area.

All of us on the fair board are truly looking forward to working with the city to plan this great event!

Sincerely,

Michael Burstein  
President  
Manhattan Beach  
Hometown Fair Board

**CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION**

Organization: American Martyrs Church

Applicant Name and Title: Karen Beebe

Address: 624 15<sup>th</sup> St Manhattan Beach 90266

Mailing Address (if different from above): P.O. Box 3639, M.B. 90266

Phone #: \_\_\_\_\_

**GENERAL EVENT INFORMATION**

Name of Event: American Martyrs Parish Fair

Type of Event: Carnival

Proposed Date(s) Oct 18 + 19

Time(s) Sat. 18 10AM - 10PM / Sun 10AM - 5PM

Location: 1701 Laurel Ave - American Martyrs school

Anticipated Attendance: 500 - 1,000

Cost Per Participant: Free

Event Sponsors: Anheuser-Busch

**Event Description**

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

Set up pop-ups + booths Friday Oct 17 1:00PM - 9:00PM

Fair includes food booths, boutique, Silent Auction, pony rides, inflatable slides + bounces. Entertainment on stage Sat + Sunday. Saturday Night dinner dance w/ live band.

Our event is open to the public. Tickets can be purchased 3-\$1.00 + we take cash for food + beverage. We sell beer + wine in a designated area in designated cups.

We have security guards 24 hours to maintain that the alcohol does not leave designated area + to guard against vandalism at night.

**Event Site Plan and Equipment Layout**

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

**City Personnel and Equipment**

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

None

**Surety and Insurance Requirements**

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

**Submitting and Changing Application**

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

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Have you previously held this event? Yes X No \_\_\_\_\_

Were City fees waived? Yes X No \_\_\_\_\_

**Amount of Fees previously charged for event:**

Fire:

\$ \_\_\_\_\_

Police:

\$ \_\_\_\_\_

Public Works:

\$ \_\_\_\_\_

Other:

\$ \_\_\_\_\_

Total City Fees:

\$ \_\_\_\_\_

**Anticipated Donations from sponsors:**

Anticipated Cash Donations from Sponsors:

\$ Beer \_\_\_\_\_

In-kind Donations from Sponsors:

\$ \_\_\_\_\_

Cost per Participant:

\$ \_\_\_\_\_

Anticipated Cost of Event:

\$ \_\_\_\_\_

Anticipated Revenue from Event:

\$ \_\_\_\_\_

**Proposed Special Event Fee Amount to be waived for this event**

\$ \_\_\_\_\_

How will anticipated revenue be spent?

Our revenue is 1/3 church 1/3 school 1/3 donation to our  
Sister Parish in Lennox

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

This fair is run by the Parishion volunteers from Manhattan  
Beach, American Martyrs Church. Because of the 30 years  
of running the fair the City has not been impacted for  
service from law enforcement or public works

*(Please use additional pages as needed.)*

CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION

Organization: Community Spirit Fireworks, Inc.  
Applicant Name and Title: Pete Moffett, President  
Address: 3200 LA ROTONDA DR. Suite 508  
Mailing Address (if different from above): Rancho P.U., CA 90275  
Phone #: 310 - 801 - 2202

GENERAL EVENT INFORMATION

Name of Event: Manhattan Beach Holiday Fireworks Festival  
Type of Event: Snow Park, Bounce Park, Santa, Entertainment, Fireworks  
Proposed Date(s) December 14 Time(s) 11:00 to 8:00 <sup>SHOW</sup>  
Location: PIER + Susserdir PARKING lots & streets  
Anticipated Attendance: (+) 7,000  
Cost Per Participant: No charge

Event Sponsors: Skechers LA Carbuy, The Kettle, CAFE PIERRE, Body Glove  
Citizens Bank, Bank of Manhattan, The Belaman, Shellback Beaches  
Door to Door Cleaners, Michael Stars, Kinecta, Anheuser Busch  
The Beach Reporter, Jack Gillaspie, Richard MONTGOMERY, Nick Tell  
Wayne Hampton

Event Description

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

Bounce Park opens AT 11:00 for sponsors only, then to  
the public at 3:00. Snow Park opens at 1:00 for  
special groups and to public at 4:00. VIP sponsor  
Hospitality opens AT 4:00. SANTA begins at 4:00  
Entertainment begins at 5:00 until 7:30. Fireworks  
show AT 6:30

**Event Site Plan and Equipment Layout**

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

**City Personnel and Equipment**

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

CITY SERVICES SAME AS LAST YEAR.

**Surety and Insurance Requirements**

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**CITY OF MANHATTAN BEACH**  
**SPECIAL EVENTS APPLICATION**

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

**GENERAL EVENT INFORMATION**

Name of Event: 29<sup>th</sup> Annual American Martyrs 5k Run / Walk  
Type of Event: 5K Run/Walk raising funds for American Martyrs School  
Proposed Date(S) Saturday, February 28, 2009 Time(S) 8:00 a.m. – 9:30 a.m.  
Location: Streets in and around American Martyrs Church and Ardmore between 13<sup>th</sup> and 33<sup>rd</sup>.  
Anticipated Attendance: Approximately 500 – 1,000 participants  
Cost Per Participant: \$13.00 (child) to \$23.00 (adult) depending upon T-shirt and breakfast options  
Event Sponsors: Individual donations from Parish Members, American Martyrs School Families, Local Businesses and Service Providers.

**Event Description**

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

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

**Event Site Plan and Equipment Layout**

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

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

**City Personnel and Equipment**

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

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

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**Surety and Insurance Requirements**

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

**Submitting and Changing Application**

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

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

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

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

Have you previously held this event? Yes X No \_\_\_\_\_

Were City fees waived? Yes X No \_\_\_\_\_

**Amount of Fees previously charged for event:**

Fire:

\$ 0

Police:

\$1,944.00 (from 2006)

Public Works:

\$2,946.00 (from 2006)

Other:

\$ 0

Total City Fees:

\$4,890.00 (from 2006)

**Anticipated Donations from sponsors:**

Anticipated Cash Donations from Sponsors:

\$10,000 (approximate)

In-kind Donations from Sponsors

\$2,500 value (approximate)

Cost per Participant:

\$5.00 to \$23.00

Anticipated Cost of Event:

\$10,000 (approximate)

Anticipated Revenue from Event:

\$8,000 to \$10,000 (approximate)

**Proposed Special Event Fee Amount to be waived for this event**

\$ 5,000

How will anticipated revenue be spent?

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

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

This will be the 29<sup>th</sup> consecutive year this event has been held. This event brings together approximately 1,000 runners annually, most from Manhattan Beach, in support of the community. It is for a charitable purpose and benefits our community as well as American Martyrs School by helping support an important educational and cultural resource in our Manhattan Beach Community.

# 28th ANNUAL AMERICAN MARTYRS 5K RUN / WALK

The Race Committee reserves the right to make any changes or adjustments.

**NO DOGS, NO RADIO HEADSETS, NO ROLLER BLADES ALLOWED AND WATCH FOR VEHICLES!**

Online Registration: [www.americanmartyrs.org](http://www.americanmartyrs.org) or [www.active.com](http://www.active.com)

**Hard copy Registration:** Accepted by mail or hand deliver with completed form and the runner entry fee. Must be received by **February 15, 2008**.  
Pre-registration ends on this date!! After this, only Bib Pass Back & Race Day Regist is available.  
Make check or money order payable to: AMPA (American Martyrs Parents Association)  
MAIL OR PERSONALLY DELIVER TO:

American Martyrs School  
5-K Run / Walk  
1701 Laurel Avenue  
Manhattan Beach, CA 90266

**OR – Register at O'Donnell Hall after mass**

Located outside American Martyrs Church on these dates:  
· Sunday, February 3 (8:00 am to Noon, 5:00 pm to 6:30 pm)  
· Sunday, February 10 (8:00 am to Noon, 5:00 pm to 6:30 pm)

**IMPORTANT**

Friday, February 22, 2008, 8:30am – 5:00pm, Race Bib & T-shirt Pass Back at:  
O'Donnell Hall/American Martyrs Church  
624 15th Street  
Manhattan Beach, CA 90266

**RACE DAY (LATE) REGISTRATION – additional \$5 fee**

Race Day registration and pick up of race bibs at the American Martyrs School Playground beginning at 6:30 am on race day. No guarantee of receiving a T-Shirt. We will do our best to accommodate everyone.

**Official Timing!**

The race is computer timed. **DO NOT SWITCH TAGS OR BIBS.** You must return your computer chip at the end of the race. Runners who do not return their numbered chip will be charged a \$50.00 fee.

Race results will be viewable at [www.runraceresults.com](http://www.runraceresults.com)

T-Shirts available in the O'Donnell Hall Parking Lot after the race. Must present your pre-printed race bib (Race Number) to receive a pre-ordered t-shirt. T-shirts not picked up by 10:30 am on race day will be forfeited. Logo art designed by Abbe Holtze.

**COSTUME CONTEST**

After the race. Single (1) person category and Team (2 or more people) category. Prizes!!

**AWARDS CEREMONY**

To follow the race outside O'Donnell Hall as soon as practical after the race (approx 9:45am). Cash award to first overall male and female. Medals to first 3 male and female finishers in each age group (including overall winners). **COSTUME:** Cash awarded after the race to the best "single" costume (male or female) and to best "team" costume (male or female).

**CONTINENTAL BREAKFAST**

8:30-11:00 am following the race in O'Donnell Hall. Healthy Continental Breakfast. All race participants with bib will receive breakfast.

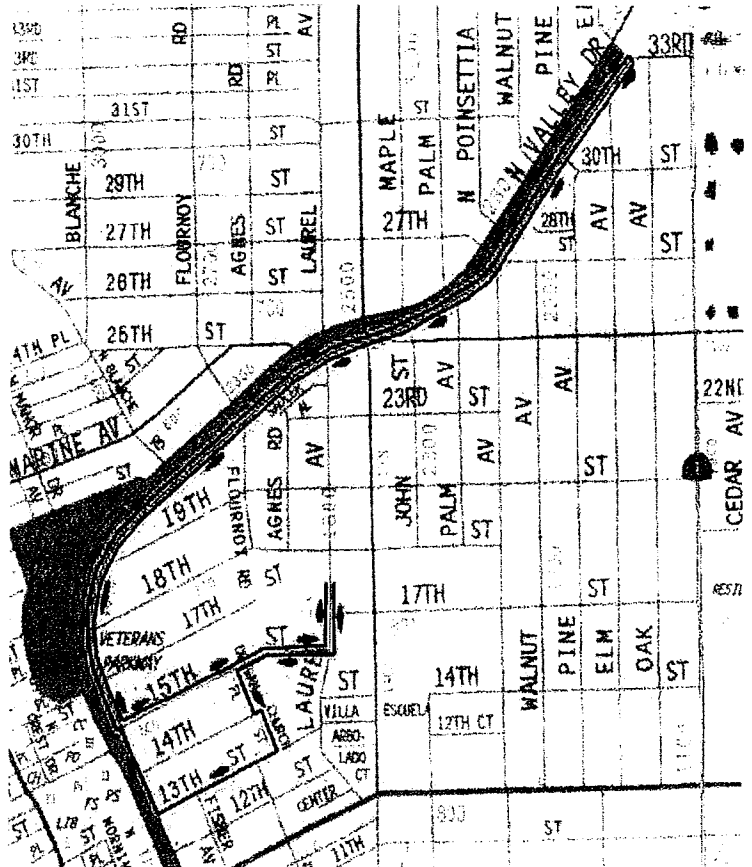
**Help offset the cost of a student from St. Lawrence of Brindisi in Watts (American Martyrs' sister school). Donate \$10 below. HELP A KID ENJOY A DAY OF FITNESS!**

## American Martyrs 5K RUN / WALK

Saturday, February 23, 2008 ~ 8:00 am

**COURSE**

Fast, challenging 5K (3.1 miles) through the Manhattan Beach Tree Section.  
Large digital clock at the finish line. Certified



----- Cut along dotted line and return bottom portion -----

<b>ADULT</b>	Race & T-Shirt & Breakfast Included.	\$23
	Late Fee (after Feb 15, 2008)	\$5
	<b>TOTAL</b>	

<b>CHILD (14 and under)</b>	Race & T-shirt & Breakfast	\$18
	Offset cost of a student from St. Lawrence of Brindisi	\$10
	Late Fee (after Feb 15, 2008)	\$5
	<b>TOTAL</b>	

<b>FAMILY (3 or more)</b>	Race & T-shirt & Breakfast	\$50
	Each person must fill out form	
	Late Fee (after Feb 15, 2008)	\$5
	<b>TOTAL</b>	

In consideration of the acceptance of my entry, I myself, my heirs, assign, executors and administrators herby waive, release and discharge any and all rights of claims for personal injury, death or property damage which I may have or which may hereafter accrue as a result of my participation in the above subject event. This release is intended to discharge in advance the Church of American Martyrs, the American Martyrs School, the American Martyrs School Parents Association, the 5 K Race Committee, The City of Manhattan Beach (and their respective agents and employees), all promoters and sponsors or any individual or entities associated with the above subject event from and against any and all liability arising out of or connected in anyway with my participation in said event, event though that liability may arise out of negligence or carelessness on the part of the persons, groups or entities mentioned above. I hereby attest and verify that I have full knowledge of all risks involved in this event and am physically fit to participate in said event. In the event of accident, injury or illness of the above named participant, consent is hereby given to any X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provision of the Medical Practice Act on the Medical Staff or employed by the Director of Emergency Dept. of Little Co. of Mary Hospital or any other licensed hospital or emergency medical facility. Furthermore, I hereby grant full permission to any and all the foregoing to use my name, email address, photographs, videotapes, motion pictures, recordings, or any other record of this event for any legitimate purpose.

Signature \_\_\_\_\_  
(Parent or Legal Guardian for entrants under 18 years of age)

Date \_\_\_\_\_

CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION

Organization: Manhattan Little League  
Applicant Name and Title: \_\_\_\_\_  
Address: 1561 Gates Aven, MB, CA 90266  
Mailing Address (if different from above): \_\_\_\_\_  
Phone #: 310 463-1744

**GENERAL EVENT INFORMATION**

Name of Event: Opening Day Parade  
Type of Event: Parade  
Proposed Date(s) March 7th, 2009 Time(s) 8am → 10am  
Location: MBB & Valley, Highland, 15th Street  
Anticipated Attendance: 500  
Cost Per Participant: N/A  
Event Sponsors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Description**

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

Parade will start at the Police Station (MBB & Valley) and proceed west to Highland, North to 15th and East to American Martyrs. There will be a balloon arch at the start of the parade. Parade will include antique cars, a Firetruck, Mira Costa Band and Little League players and coaches.



**Event Site Plan and Equipment Layout**

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

**City Personnel and Equipment**

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

Closure of Streets  
Police Services  
Fire Services.

**Surety and Insurance Requirements**

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**Submitting and Changing Application**

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

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

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

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

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

**Amount of Fees previously charged for event:**

Fire:  
\$ 0  
Police:  
\$ 0  
Public Works:  
\$ 0  
Other:  
\$ 0  
Total City Fees:  
\$ 0

**Anticipated Donations from sponsors:**

Anticipated Cash Donations from Sponsors:  
\$ 0  
In-kind Donations from Sponsors:  
\$ 0  
Cost per Participant:  
\$ 0  
Anticipated Cost of Event:  
\$ 0  
Anticipated Revenue from Event:  
\$ 0

**Proposed Special Event Fee Amount to be waived for this event**

\$ Full

How will anticipated revenue be spent?

No Revenue anticipated.

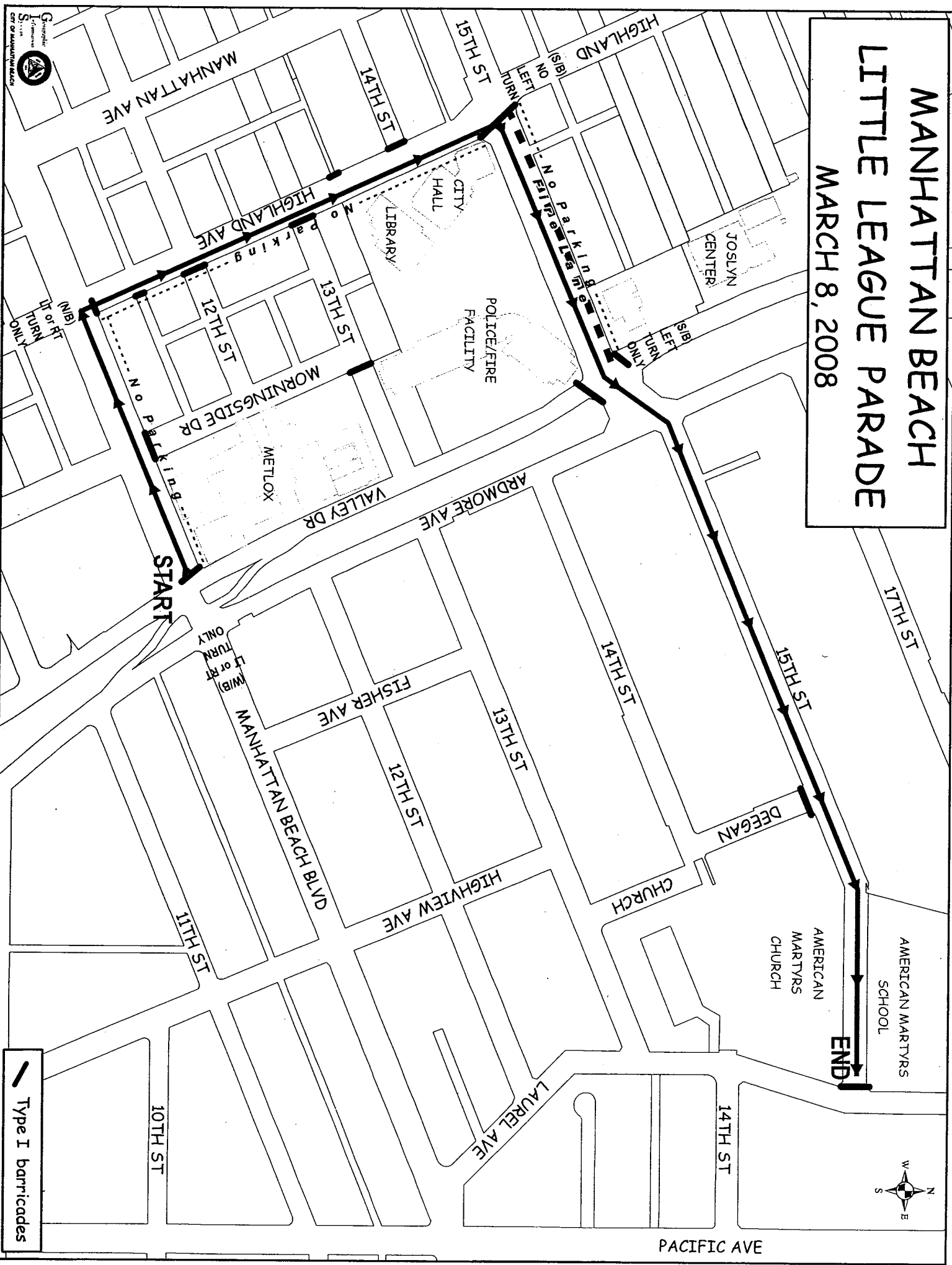
Explain why you believe the Special Event fees should be waived.

MLL is a nonprofit organization with limited resources.

(Please use additional pages as needed.)

# MANHATTAN BEACH LITTLE LEAGUE PARADE

MARCH 8, 2008



— Type I barricades



CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION

Organization: Robinson Elementary PTSA  
Applicant Name and Title: Robinson Fun Run 5k, Lisa Chu, Chairperson  
Address: 224 2<sup>nd</sup> St., M.B.  
Mailing Address (if different from above): —  
Phone #: 310-406-2219

**GENERAL EVENT INFORMATION**

Name of Event: Robinson Fun Run  
Type of Event: 5k Run/Walk  
Proposed Date(s) March 14, 2009 Time(s) 8:00 a.m. - 9:00 a.m.  
Location: Begins on Francisco St. and ends on Robinson's Fowler Field - see map  
Anticipated Attendance: 500 - 700  
Cost Per Participant: \$20 children, \$25 adults  
Event Sponsors: Caskey & Caskey, Shorewood Real Estate, Moloney Development,  
Dr. Lee Kissel, Vintage Real Estate, Tomaro Architecture, Sketchers,  
Janette Holden D.D.S., Murad

**Event Description**

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

See attached summary of events

### **Event Site Plan and Equipment Layout**

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

### **City Personnel and Equipment**

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

- 
- barricades necessary to secure the route
  - A-frames to hold arrows for route direction
  - police monitoring and escort on the course
- 
- 

### **Surety and Insurance Requirements**

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

### **Submitting and Changing Application**

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

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

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

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

Have you previously held this event? Yes  No

Were City fees waived? Yes  No

**Amount of Fees previously charged for event:**

Fire:

\$ 0

Police:

\$ 4342.-

Public Works:

\$ 3359.-

Other:

\$ 0

Total City Fees:

\$ 7701.-

**Anticipated Donations from sponsors:**

Anticipated Cash Donations from Sponsors:

\$ 10,000.-

In-kind Donations from Sponsors:

\$ 8,000.- primarily sunscreen & water bottles

Cost per Participant:

\$ 20 children      25 adults

Anticipated Cost of Event:

\$ 10,000.-

Anticipated Revenue from Event:

\$ 8,000.- net

**Proposed Special Event Fee Amount to be waived for this event**

\$ 7700.-

How will anticipated revenue be spent?

All revenues will go to the Robinson PTSA, which funds vital programs such as Young at Art, security equipment, field trips, playground and teacher supplies, Meet the Masters, and more.

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

Without this fee waiver, almost all of our revenue would be spent. The city's support for events like these are so important so that we may continue to provide enhancements to our children's education, as the State of California continues to reduce it's funding of our schools.

(Please use additional pages as needed.)

## Robinson Fun Run – Event Description

2/26 & 3/11 – Distribution of flyers to all residences located on the race course. The flyers will alert the neighborhood to the time and date of the event and will outline the course, as well as inform neighbors that they should make arrangements prior to the race to move their cars if they need to exit the neighborhood during the race.

3/12 (p.m.) and 3/13 (a.m.) – Training meetings for all race course volunteers.

3/14 – Distribution of race t-shirts and race numbers as well as any give away items such as sunscreen, water bottles, pens, etc.

### 3/15 – RACE DAY

6:30a.m. - Prime Time Race Co., volunteers, and volunteer police arrive for set up on Robinson's Fowler Field. Volunteer police and Robinson parent Eric Hartman prepare barricades and race course.

7:45a.m. – Each volunteer will ensure that the barricades at their site are secure prior to the start of the race.

8:00a.m. – Race started by police escort.

9:00a.m. – Cones picked up.

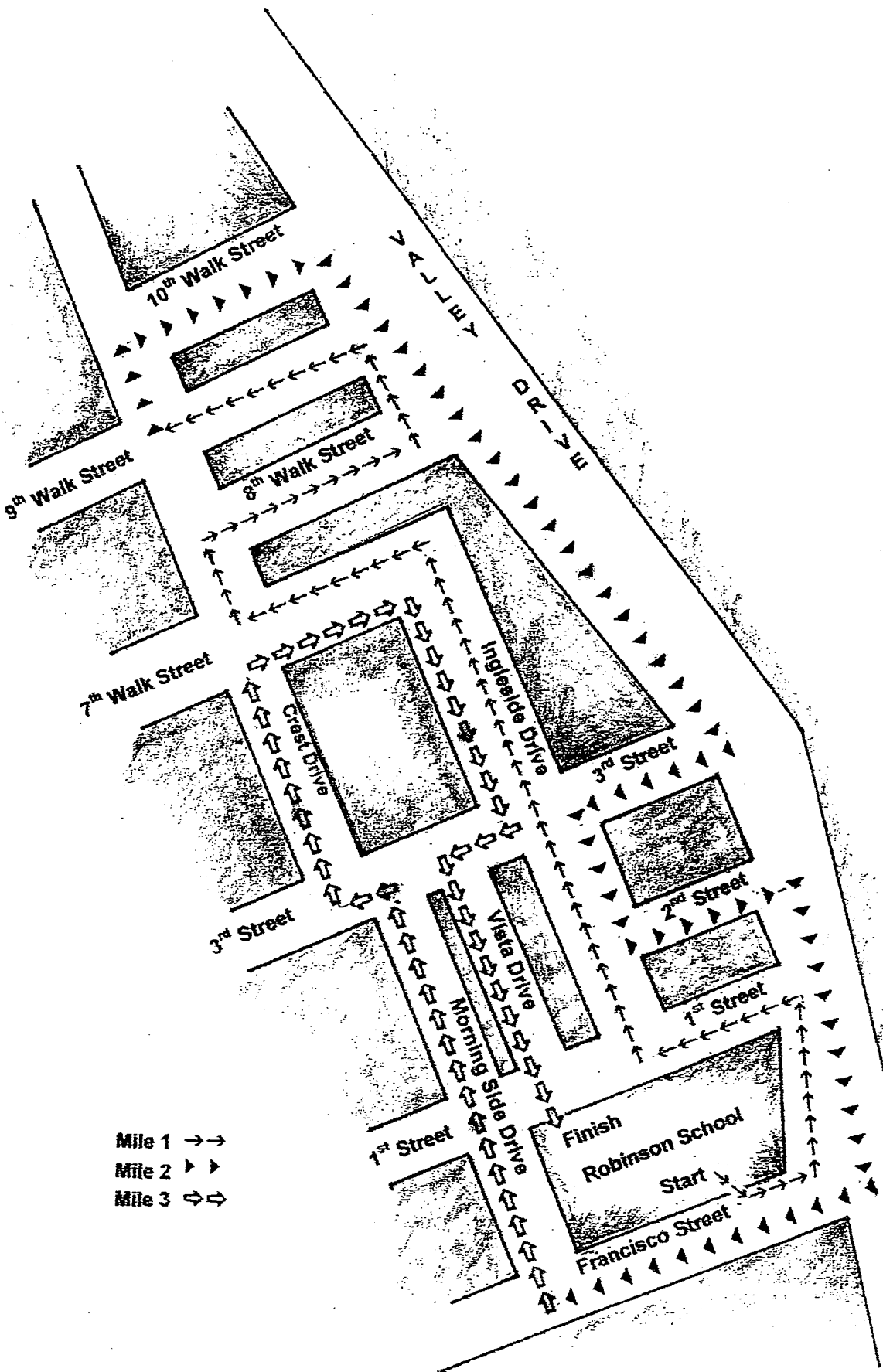
9:20a.m. – Awards ceremony on Robinson's Fowler Field.

Water, Peet's Coffee, Noah's Bagels, and Grow oranges will be provided to all race participants at the end of the race. We may also sell crepes.

NO ALCOHOL will be served or sold at this event.

In an attempt to improve the operation of this event, the following events have taken place:

1. Representatives from Robinson School have met with Richard Gill and Sergeant Bryan Klatt to discuss the community's concerns and how to better organize this race.
2. The school will distribute notices to all residents on the race course twice, prior to the event. Plus the police barricades, which are posted 72 hours prior to the event, will serve as a third reminder to the community. The Chairperson's phone number is included on these flyers to address any special concerns from neighbors.
3. Richard Gill has been in contact with residences that have addressed specific concerns about the race.
4. The Manhattan Beach Police Department will conduct two training sessions for race course volunteers to educate them about their responsibilities on the race course.



- Mile 1 →→
- Mile 2 ▶▶
- Mile 3 ◻◻



**CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION**

Organization: Richstone Family Center  
Applicant Name and Title: Doris Boyington, Chief Operating Officer  
Address: 13620 Cordary Ave., Hawthorne, CA 90250  
Mailing Address (if different from above): \_\_\_\_\_  
Phone #: (310) 970-1921

**GENERAL EVENT INFORMATION**

Name of Event: Richstone Pier-to-Pier Walkathon  
Type of Event: Walkathon  
Proposed Date(s) April 25, 2009 Time(s) 6:30am-setup/7:30am-Event/10:00am-clear up  
Location: Manhattan Beach Pier  
Anticipated Attendance: 700  
Cost Per Participant: \$25.00 to receive T-shirt  
Event Sponsors: Local Businesses

**Event Description**

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

6:30am: Set-up (Tables, chairs, balloons, small stage)  
7:30am: Participants register; eat muffins; drink coffee. No alcohol. Nothing is sold.  
8:00am: Walk begins  
9:00am: Walkers return; closing ceremony; walkers receive T-shirts  
10:00am: Clean-up  
This is a fun family event that is calm and safe.

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

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

Have you previously held this event? Yes  No

Were City fees waived? Yes  No

**Amount of Fees previously charged for event:**

Fire:

\$ 0

Police:

\$ 0

Public Works:

\$ 0

Other:

\$ 0

Total City Fees:

\$ \_\_\_\_\_

**Anticipated Donations from sponsors:**

Anticipated Cash Donations from Sponsors:

\$ \_\_\_\_\_

In-kind Donations from Sponsors:

\$ \_\_\_\_\_

Cost per Participant:

\$ 25.00 (to receive T-shirt)

Anticipated Cost of Event:

\$ \_\_\_\_\_

Anticipated Revenue from Event:

\$ \_\_\_\_\_

**Proposed Special Event Fee Amount to be waived for this event:**

\$ \_\_\_\_\_

How will anticipated revenue be spent?

Providing counseling and afterschool services for children and their families.

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

*(Please use additional pages as needed.)*

**Event Site Plan and Equipment Layout**

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

**City Personnel and Equipment**

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

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Locations needed: lower parking lots either side of the pier.

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Services: Barricade of street (Manhattan Beach Blvd) at Ocean

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**Surety and Insurance Requirements**

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

**Submitting and Changing Application**

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

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

**CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION**

Organization: Grand View Elementary School P.T.A.  
Applicant Name and Title: Margot Farris - Co Chair  
Address: 425 31<sup>st</sup> St. Manhattan Beach, CA 90266  
Mailing Address (if different from above): \_\_\_\_\_  
Phone #: 310 546 6616

**GENERAL EVENT INFORMATION**

Name of Event: Grand View Gator Run/Walk 5K  
Type of Event: 5K to raise money for Manhattan Beach Schools  
Proposed Date(s) June 6, 2009 Time(s) 8:00 A.M.  
Location: Grand View School - Race Course on Valley to & from school  
Anticipated Attendance: 1200 Runners  
Cost Per Participant: \$25 adults \$20 youth  
Event Sponsors: To be determined.

**Event Description**

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

Considerable planning and sponsor recruitment from Jan '08  
til race day. The afternoon before, the race booths and registration  
tables are set up for packet pick-up and registration. The police put  
out no parking signs on race streets 2 days prior to the race.  
We provide volunteers to watch and block the important intersections  
during the race. The race chairs work with the police on traffic  
details. No products or services will be given away, sold or rented.  
Sponsors are allowed to set up booths to display or advertise  
their services or goods. Minor items such as key chains or  
bumperstickers are sometimes given away. No alcohol is present  
or consumed at this event.

### **Event Site Plan and Equipment Layout**

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

### **City Personnel and Equipment**

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

Sgt. Klatt organizes traffic detail. They start blocking traffic at 7:45 AM race day and open roads back up around 9 AM. The city drops off road blocks prior to the race and the announcer stand a day prior to the race.

### **Surety and Insurance Requirements**

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

This will be submitted

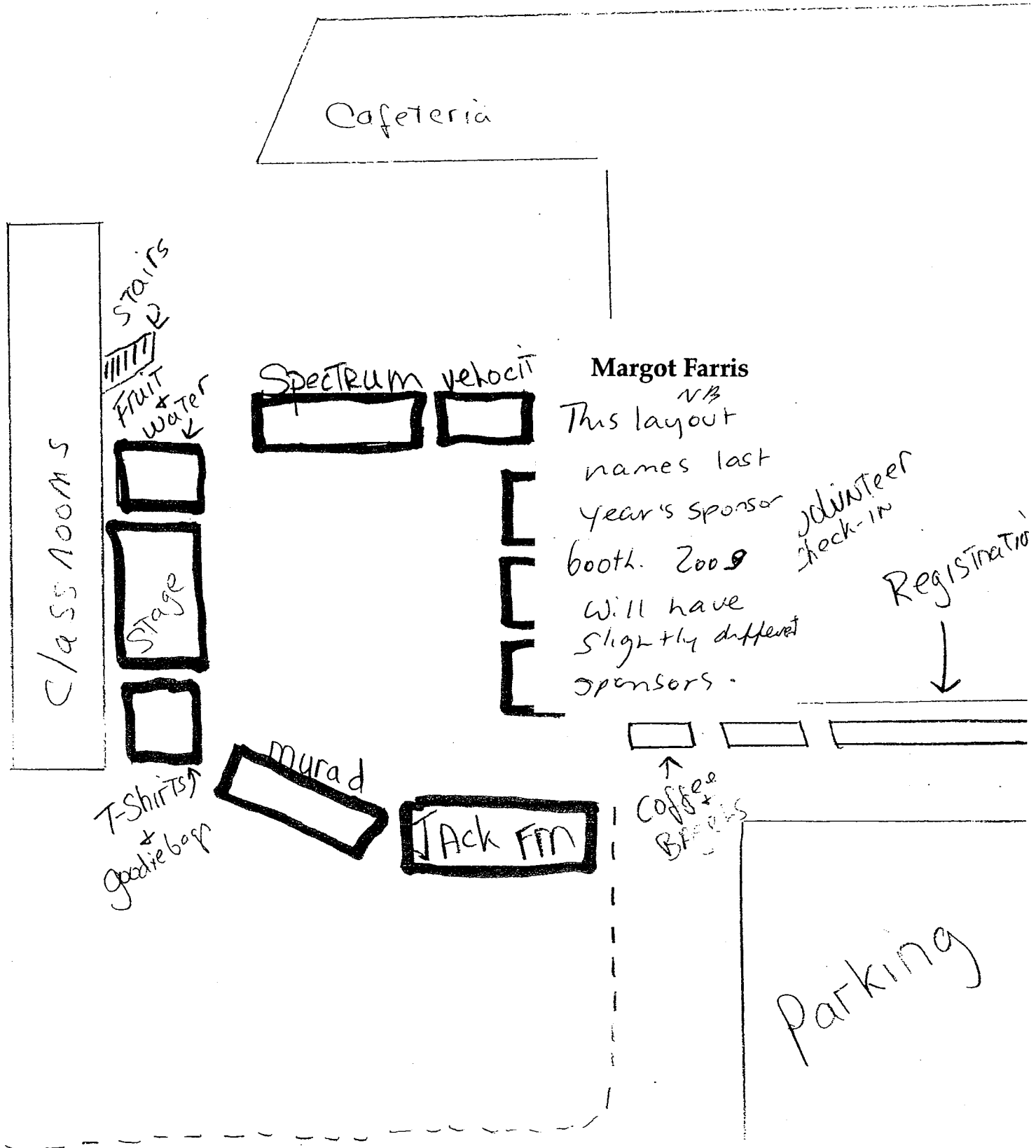
### **Submitting and Changing Application**

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

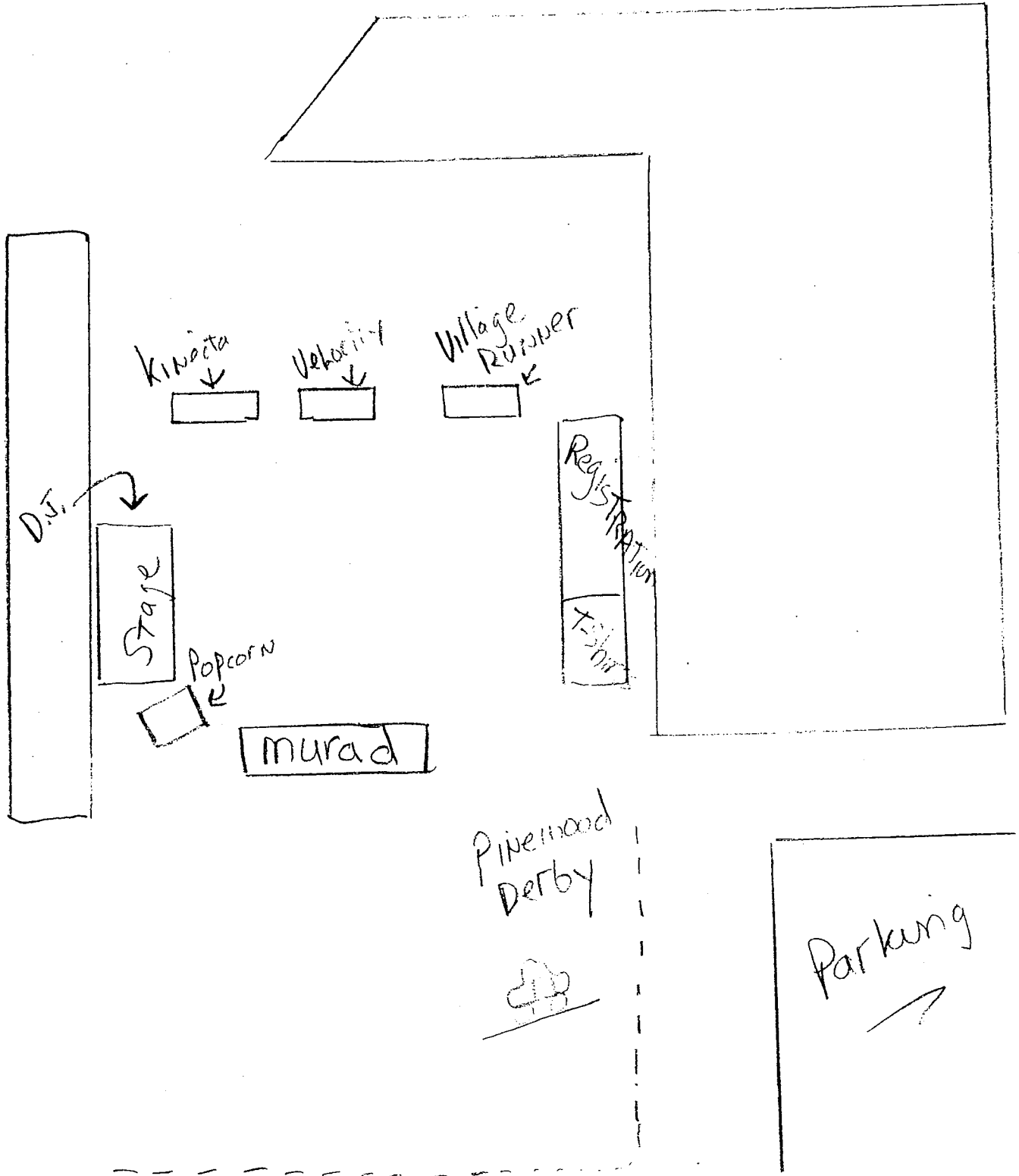
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\* Vehicles at Beach/pier related events will be limited to those vehicles transporting large, heavy materials.

Saturday



Friday 3-5 PM



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

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

Have you previously held this event? Yes  No

Were City fees waived? Yes  No

**Amount of Fees previously charged for event:**

Fire:

\$           /          

Police:

\$   4399  

Public Works:

\$   2958  

Other:

\$                   

Total City Fees:

\$                   

**Anticipated Donations from sponsors:**

Anticipated Cash Donations from Sponsors:

\$   25,000  

In-kind Donations from Sponsors:

\$           

Cost per Participant:

\$            - \$25-adults / \$20 youths

Anticipated Cost of Event:

\$   15,000  

Anticipated Revenue from Event:

\$   25,000 - 30,000  

**Proposed Special Event Fee Amount to be waived for this event**

\$   6628   (based on 2007 estimates)

How will anticipated revenue be spent?

The money is donated from Grand view P.T.A. to the M.B Education foundation which uses it to support many important programs for our schools

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

Because the money earned from the event all goes to support much needed programs for our schools here in Manhattan Beach, such as music and art programs, teacher assistants, assistant principals, classroom supplies, P.E. equipment, computer equipment, etc.

(Please use additional pages as needed.)



City Subsidy Listing - March 2008

Attachment "B"

Category	Description of Group or Event Subsidized	Value	Comments/Allocation Criteria
Arts	Arts Manhattan Exhibitions	\$ 20,000.00	Discretionary Through Annual Budget.
Community Activities	American Martyrs 5K Run	\$ 5,864.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	American Martyrs Parish Fair	\$ 250.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Chevron Bike Race	\$ 22,246.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Community Gardens at Schools	\$ 10,000.00	One-time support with in-kind services at Council direction.
Community Activities	Grandview 5K Run	\$ 8,944.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Holiday Fire Works	\$ 40,121.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Hometown Fair	\$ 60,375.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Hometown Fair 10K Run	\$ 32,158.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Little League Opening Day Parade	\$ 6,134.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Oceanographic Teaching Station Support	\$ 2,000.00	Estimated annual support for in-kind services by Council policy.

City Subsidy Listing - March 2008

Attachment "B"

Category	Description of Group or Event Subsidized	Value	Comments/Allocation Criteria
Community Activities	Richstone Pier-to-Pier Jog/Walk	\$ 547.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Robinson School Fun Run	\$ 10,584.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Economic	Chamber of Commerce - Cash Payments	\$ 181,020.00	Funded through 10% add-on to most business licenses. Collected funds are passed through to the Chamber on a monthly basis.
Economic	Chamber of Commerce - Free Office Rental	\$ 28,800.00	Annual estimated fair market value. Waiver by Council policy.
Economic	Downtown Merchants for Streetscape Services	\$ 51,300.00	Annual outlay to support Downtown Streetscape in excess of Assessments. Discretionary through annual budget and assessment district renewal.
Economic	MB Raleigh Studios - Fire Safety Services	\$ 56,000.00	Set through Council policy after request by studios to reduce the fee in 2004. City estimate of cost = \$98,000 per year while studio is charged \$42,000 annually. Reviewing during current fee study.
Economic	Ocean Express Support	\$ 10,000.00	Support payments by Council policy.
Economic	Bagging of Parking Meters	\$ 85,000.00	Approved by Council Annually.
Schools	Begg Pool Maintenance	\$ 26,000.00	Discretionary Through Annual Budget
Schools	Crossing Guards	\$ 301,800.00	Discretionary Through Annual Budget
Schools	MBUSD Athletic Field Maintenance/Water	\$ 229,105.00	Discretionary Through Annual Budget
Schools	Mira Costa Football Game Security	\$ 11,700.00	Need determined by City Manager/Police Department and absorbed in Police budget.
Schools	Mira Costa Grad Night	\$ 7,500.00	Discretionary Through Annual Budget.
Schools	Mira Costa Graduation Security, Traffic and Parking Support	\$ 2,823.00	Need determined by City Manager/Police Department and absorbed in Police budget.
Schools	Mira Costa Parking Lot Rehabilitation Project	\$ 50,000.00	One-time support
Schools	Mira Costa Track Rehabilitation Funding	\$ 50,000.00	One-time support
Schools	Police Department School Resources Officer	\$ 327,211.00	Discretionary Through Annual Budget
Schools	Drug awareness education lectures	\$ 13,468.00	Discretionary Through Annual Budget
Schools	Grandview Parking and Traffic Improvements	\$ 25,000.00	One-time support
Schools	Begg Pool Enhancements (shade, swim lanes, dry decking for locker room, plastering)	\$ 76,390.00	One-time support
Schools	Arts in Education Grant	\$ 12,000.00	Discretionary Through Annual Budget

City Subsidy Listing - March 2008

Attachment "B"

Category	Description of Group or Event Subsidized	Value	Comments/Allocation Criteria
Schools	Flashing Beacons at MBB and Redondo	\$ 8,500.00	One-time support
Schools	Robinson School Parking and Traffic Improvements	\$ 4,016.00	One-time support
Schools	Pacific School Parking and Traffic Improvements	\$ 2,844.00	One-time support
Transportation	MTA Bus Pass Subsidies for Seniors and Students	\$ 5,570.00	Prop A funds used. Allocated by previous Council policy.
Well Being	1736 Family Crisis Center	\$ 20,694.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	Project Touch	\$ 2,151.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	Salvation Army	\$ 3,011.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Adult Care Center	\$ 1,205.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Center for Counseling	\$ 12,906.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Family Healthcare Center	\$ 15,573.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Senior Services	\$ 37,315.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Youth Project	\$ 23,360.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	Wellness Community	\$ 1,205.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
<b>Subtotals by Category</b>		<b>Value</b>	
	Arts	\$ 20,000.00	
	Community Activities	\$ 199,223.00	
	Economic	\$ 412,120.00	
	Schools	\$ 1,148,357.00	

City Subsidy Listing - March 2008

Attachment "B"

Category	Description of Group or Event Subsidized	Value	Comments/Allocation Criteria
	Transportation	\$ 5,570.00	
	Well Being	\$ 117,420.00	
	<b>Total Value of Subsidies</b>	<b>\$ 1,902,690.00</b>	