



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Montgomery and Members of the City Council

THROUGH: David N. Carmany, City Manager

FROM: Richard Gill, Director of Parks and Recreation

DATE: April 19, 2011

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

RECOMMENDATION:

Staff recommends that the City Council approve a 100% fee waiver for the Manhattan Beach 10K Run, the Holiday Fireworks Festival, Little League Opening Day Parade, and the Manhattan Beach Education Foundation listed in this report, as was approved in 2010, and recommends charging 25% of all other “legacy” organization fees, including the Growing Great Healthy Living Festival.

FISCAL IMPLICATION:

The following billing rates were utilized to calculate departmental costs for non-profit special events, with any related equipment charged at the prevailing rental fee:

Community Services Ofc.	\$100.30/hour	
Police Sergeant	\$192.18/hour	
Police Officers	\$142.23/hour	
Fire/Paramedics (2)	\$93.41/hour	
	(\$186.82 for 2)	
Fire Marshal	\$251.96/hour	
Engine Company	\$356.71/hour	
Public Works/Maint.	\$63.00/hour	
Recreation Leaders II	\$20.66/hour	
Parking	\$1.50/hr. pier lot	\$1.25/hr/street
	\$.75/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 \$206,725.

BACKGROUND:

Due to requests for waivers of City fees/service charges by non-profit organizations conducting special events in Manhattan Beach, 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 2010-2011 fiscal year. The deadline to submit completed applications to the Parks and Recreation Department was February 11, 2011 with all requests submitted by the established deadline.

In their meeting of April 7, 2009, City Council approved charging 25% of all “legacy” organizations except the Manhattan Beach 10K Run, the Holiday Fireworks Festival and Little League Opening Day Parade and approved waiving all fees for the events associated with the Manhattan Beach School District, including the Manhattan Beach Wine Auction, with the stipulation that the request for the Manhattan Beach Wine Auction be revisited each year.

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 third column represents staff’s recommendation. 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 with a 75% fee waiver.

Prior to 2003, City Council made a decision to exempt three events from paying City fees. The Fireworks Festival, Hometown Fair 10K Run and the Little League Parade were considered special events of a community-wide interest and too valuable to lose and too expensive for the City to implement by itself.

In 2009, the City Council directed staff to waive all fees for Manhattan Beach Education Foundation (MBEF) events, but requested that MBEF waivers be revisited each year. In light of the economy not improving this past year, staff is recommending a full waiver for the Wine Auction and Grandview and Robinson running races which are associated with the MBEF.

Additionally, the Growing Great Healthy Living Festival has requested permission to hold their annual event and they are requesting a fee waiver as in past years. While the Growing Great Healthy Living Festival is not considered a legacy event, it has been a successful event for over six years and very much enjoyed by the community. Although the event has not changed in size or scope, the City fees have increased from approximately \$200 the first year to \$912 this year. Staff has included a 75% fee waiver in the chart below.

<i>Organization</i>	<i>Proposed Services Based on Prior year's Actuals (fully burdened rates)</i>	<i>Proposed Fee Waivers</i>	<i>Fees to be paid</i>
Am. Martyrs Parish Fair 10/15 & 10/16/11	Fire - \$769 TOTAL - \$769	\$577	\$192
American Martyrs 5K Run 2/25/12	Police - \$4,839 Pub.Works-\$2,100 TOTAL - \$6,939	\$5,204	\$1,735
Chevron Grand Prix Bike Race 6/30/12 & 7/1/12	Police - \$11,045 Fire - \$1,681 Pub.Works-\$10,800 TOTAL - \$23,526	\$17,644	\$5,882
Grandview 5K Run 6/2/12	Police - \$5,006 Pub.Works - \$1,300 TOTAL - \$6,306	\$6,306	\$0
Growing Great Healthy Living Festival 5/15/12	Police – \$201 Pub. Works – \$500 Parking - \$211 TOTAL - \$912	\$684	\$228
Holiday Fireworks Festival 12/11/11	Police - \$33,408 Fire - \$1,475 Pub.Works - \$21,900 Parks & Rec - \$1,198 Parking - \$1,668 TOTAL - \$59,649	\$59,649	\$0
Little League Opening Day Parade 3/3/12	Police - \$3,156 Pub.Works - \$1,700 TOTAL - \$4,856	\$4,856	\$0
Manhattan Beach Hometown Fair 10/1 & 10/2/11	Police - \$59,682 Fire - \$3,898 Pub. Works - \$25,700 Parks & Rec -\$3,801 TOTAL - \$93,081	\$69,811	\$23,270

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Manhattan Beach 10K Run 10/1/11	Police - \$18,254 Fire \$1,802 Pub. Works-\$8,900 Parking - \$650 TOTAL - \$29,606	\$29,606	\$0
Manhattan Beach Wine Auction 6/9/12	Permits - \$769 Police - \$3,647 TOTAL - \$4,416	\$4,416	\$0
Richstone Pier-to-Pier Jog/Walk 4/28/12	Police - \$502 Pub. Works - \$200 Parking - \$797 TOTAL - \$1,499	\$1,124	\$375
Robinson School Fun Run 3/ /12	Police - \$4,248 Pub. Works- \$2,600 TOTAL - \$6,848	\$6,848	\$0
TOTALS	\$238,407	\$206,725	\$31,682

RG:mk

Attachments: A. Special Event Applications

ATTACHMENT A

CITY OF MANHATTAN BEACH SPECIAL EVENTS APPLICATION

Organization: American martyrs Catholic Church

Applicant Name and Title: Stephen Kelley, Fair Co-Chair

Address: _____

Mailing Address (if different from above): PO Box 3639, Manhattan Beach, CA 90266

Phone #: _____

GENERAL EVENT INFORMATION

Name of Event: American Martyrs Parish Fair

Type of Event: Parish Fair

Proposed Date(s) October 15 and 16, 2011 Time(s) 10/16 10am - 10 pm/10/17 10am - 5pm

Location: 1701 Laurel Ave. Manhattan Beach-American martyrs school

Anticipated Attendance: 500-1000

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?

Setup pop-ups and booths Friday, October 14(1:00 pm-9:00 pm); fair includes food booths, silent auction, pony rides, game booths, inflatable slides and bouncies, on-stage entertainment for Saturday and Sunday. Saturday night dinner dance with live band. Event is open to the public. Tickets can be purchased prior to the event and during the event 3 for \$1.00. Beer and wine is sold in designated areas in designated cups. All games, food, bouncies and beverages are purchased by tickets. Security is provided 24 hours per day to maintain alcohol in designated areas and to prevent 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

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 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?

Revenue is distributed as follows: 1/3 Church, 1/3 School, 1/3 to sister Parish in Lennox.

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

The Parish Fair is run by volunteers from Manhattan Beach and American Martyrs Church.

During the 30 plus years of the fair's history no City services have been necessary from law enforcement, public works or other city department.

(Please use additional pages as needed)

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

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

GENERAL EVENT INFORMATION

Name of Event: 32nd Annual American Martyrs 5k Run / Walk
Type of Event: 5K Run/Walk raising funds for American Martyrs School
Proposed Date(S) Saturday, February 25, 2012 Time(S) 8:00 a.m. – 9:30 a.m.
Location: Streets in and around American Martyrs Church and Ardmore between 13th and 33rd
Anticipated Attendance: Approximately 700 – 1,200 participants
Cost Per Participant: \$18.00 (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 31st 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 (14th and Valley, Pacific and Valley, etc.).

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.

* 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 VAIVER**

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 32nd consecutive year this event has been held. This event brings together approximately 1,200 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.

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: MANHATTAN BEACH LIONS CHARITIES
Applicant Name and Title: BOB JONES OPERATIONS DIR.
Address: PO Box 3434 MB, CA 90266
Mailing Address (if different from above): _____
Phone #: _____

GENERAL EVENT INFORMATION

Name of Event: MANHATTAN BEACH GRAND PRIX
Type of Event: BIKE RACE
Proposed Date(s) 6-30-12/7/12 Time(s) 6:30 Noon 7/1 5PM to 5PM
Location: 15th to Pacific / Valley + Arroyo
Anticipated Attendance: 5000
Cost Per Participant: 0
Event Sponsors: CALORON, SURE SHOT 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?

BIKE RACE SETUP SAT 6/30 AT NOON

BIKE RACE ✓ SUN 7/1 AT 5PM

RACES 7AM to 3PM

VENDORS 110 (CLUB) 11/12

Event Site Plan and Equipment Layout

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City Personnel and Equipment

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9 AM	6/29	Set up (P) and (S) STALL
NOON	6/30	CLEAR PARKING ON ISLAND SIDE OF VILLAGE ONLY
5H	7/1	CLEAR VILLAGE GUARDRAILS FROM PIER TO 15th

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 No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:

\$ 1500⁰⁰

Police:

\$ 7500⁰⁰

Public Works:

\$ 11500⁰⁰

Other:

\$ _____

Total City Fees:

\$ 20500

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:

\$ 35000

In-kind Donations from Sponsors:

\$ 0

Cost per Participant:

\$ 0

Anticipated Cost of Event:

\$ 30000

Anticipated Revenue from Event:

\$ 5000

Proposed Special Event Fee Amount to be waived for this event

\$ 15375

How will anticipated revenue be spent?

Eye Exams, Senior Program, Boy & Girl Scouts

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

Event is 5 years old this year

(Please use additional pages as needed.)

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: Grand View Elementary School P.T.A
Applicant Name and Title: Tiffany Friedman Gator Run Committee
Address: Manhattan Beach CA 90266
Mailing Address (if different from above): _____
Phone #: 310

GENERAL EVENT INFORMATION

Name of Event: Grand View Gator 5K 2012 Beachling MBEF
Type of Event: 5K Run race to raise money for MBEF
Proposed Date(s) June 2, 2012 Time(s) 8:00 AM
Location: Grand View Race course on valley rd e from school
Anticipated Attendance: 1500 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 January '12 -
race day. The afternoon before, the race routes & registration
tables are set up for packet pickup and late registration. The
police put out NO PARKING signs on race streets 2 days
prior to the race. We provide volunteers to watch & 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
nor rented. Sponsors are allowed to set up booths to display or advertise
their goods or services. Minor items such as key chains or bumper stickers
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

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

Surety and Insurance Requirements

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This will be submitted

Submitting and Changing Application

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CITY OF MANHATTAN BEACH
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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:

\$ 5718

Police:

\$ 2882.36

Public Works:

\$ 2835.64

Other:

\$ _____

Total City Fees:

\$ 11,436

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:

\$ 25,000

In-kind Donations from Sponsors:

\$ 5,000

Cost per Participant:

\$ 25-adults 20 kids

Anticipated Cost of Event:

\$ 15-20,000

Anticipated Revenue from Event:

\$ 30,000⁰⁰

Proposed Special Event Fee Amount to be waived for this event

\$ 11,436

How will anticipated revenue be spent?

The money is donated from Grand View PTA to the
MBEF which uses the money to support programs
that have been cut in the school budget

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

Because the money raised for the event is donated to
support much needed programs for our schools here in
Manhattan Beach, such as music/art programs, Physical Education,
Teachers, science labs & science specialists, computer equipment
etc.

(Please use additional pages as needed.)

ATTN: MARY ☺

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: GROWING GREAT
Applicant Name and Title: SARAH GELB, EXECUTIVE DIRECTOR, GROWING GREAT
Address: JOE LEWIS, OWNER, JOE LEWIS COMPANY
L AVE. MBEACH, CA 90260
Mailing Address (if different from above): 2711 SEPULVEDA BLVD #279 MBEACH
Phone #: 310

GENERAL EVENT INFORMATION

Name of Event: HEALTHY LIVING FESTIVAL 2012
Type of Event: COMMUNITY EVENT / FUNDRAISER
Proposed Date(s) MAY, 2012 Time(s) 12-4 PM
Location: 13TH ST. & CIVIC CENTER PLAZAS
Anticipated Attendance: 5,000 & GROWING
Cost Per Participant: ~~5.00~~ 0
Event Sponsors: WHOLE FOODS, APPLEATE FARMS, CUFKIDS,
EARTHBOUND FARMS, NATURE'S PATH, GROW, MB FARMERS
MARKET, KITCHEN BLESSINGS, ENVIRDSCAPE.

Event Description

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GROWING GREAT HAS BEEN CONDUCTING THIS EVENT
FOR THE PAST FIVE YEARS. A TIMELINE &
EVENT ACTIVITY LIST IS ATTACHED.

Event Site Plan and Equipment Layout

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City Personnel and Equipment

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CAPTURE PARKING METERS: 13TH ST WILL BE USED FOR SET-UP
& BREAKDOWN. WE ARE REQUESTING THE USE OF THE
PARKING SPACES ON THE SOUTH SIDE OF 13TH ST. FOR
THE ENTIRE DAY, CONSISTENT WITH LAST YEAR.
TRASH: ADDITIONAL DISPOSABLE RECEPTACLES ON THE
PLAZAS.

PORTABLE RESTROOMS: (5) AT 13TH ST PLAZA

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.

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& BREAKDOWN. WE ARE REQUESTING THE USE OF THE
PARKING SPACES ON THE SOUTH SIDE OF 13TH ST. FOR
THE ENTIRE DAY, CONSISTENT WITH LAST YEAR.

TRASH: ADDITIONAL DISPOSABLE RECEPTACLES ON THE
PLAZAS.

PORTABLE RESTROOMS: (5) AT 13TH ST PLAZA

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:
\$ _____

Police:
\$ 45

Public Works:
\$ 1224

Other:
\$ _____

Total City Fees:
\$ _____

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 20,000

In-kind Donations from Sponsors:
\$ 15,000

Cost per Participant:
\$ 0

Anticipated Cost of Event:
\$ 20,000

Anticipated Revenue from Event:
\$ 10,000

Proposed Special Event Fee Amount to be waived for this event

\$ _____

How will anticipated revenue be spent?

ALL REVENUE WILL DIRECTLY SUPPORT THE
GROWING GREAT SCHOOL GARDEN & NUTRITION PROGRAMS
IN 20 SCHOOLS THROUGHOUT

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

WE ARE A SMALL NON-PROFIT EDUCATING

(Please use additional pages as needed.)

2011

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: Pete Moffett Productions Inc.
Applicant Name and Title: Pete Moffett, President
Address: _____
Mailing Address (if different from above): Rancho P.U. CA 90275
Phone #: _____

GENERAL EVENT INFORMATION

Name of Event: Holiday Fireworks Festival
Type of Event: Annual snow & bounce PARKS, VIP AREA Entertainment, F.W. SANTA SHOW
Proposed Date(s): December 11, 2011 Time(s): 3:00 to 8:00
Location: PIER Area downtown
Anticipated Attendance: 10,000
Cost Per Participant: No charge
Event Sponsors: SEE 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?

Snow & bounce PARKS OPEN AT 3:00
SANTA 4:00
Live Entertainment 5 to 8:00
Fireworks Either 6:30 or 7:00 TBD

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 AS BEFORE

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:
\$ 2007

Police:
\$ 27,062

Public Works:
\$ 21,493

Other: PARADE
\$ 1,512

Total City Fees:
\$ 52,703

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 50,000

In-kind Donations from Sponsors:
\$ _____

Cost per Participant:
\$ _____

Anticipated Cost of Event:
\$ 50,000

Anticipated Revenue from Event:
\$ _____

Proposed Special Event Fee Amount to be waived for this event

\$ 10090

How will anticipated revenue be spent?

to cover expenses

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

Favorite local tradition 22 years

(Please use additional pages as needed.)

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: Manhattan Beach Youth Athletics / Manhattan Beach Little League
 Applicant Name and Title: Andrew Hunter, President
 Address: _____ " 9266 _____
 Mailing Address (if different from above): _____
 Phone #: (310) _____

GENERAL EVENT INFORMATION

Name of Event: Opening Day Parade + Ceremonies
 Type of Event: Parade + Assembly
 Proposed Date(s) March 3, 2011 Time(s) 8:30am - 11:00am
 Location: Live Oak through downtown & up 15th St. to American Martyrs
 Anticipated Attendance: 2-3,000
 Cost Per Participant: \$0 -
 Event Sponsors: Manhattan Beach Youth Athletics, Manhattan Beach Little League, Manhattan Beach Girls Softball, American Martyrs, Mira Costa H.S. Band

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 set up will start at 7:30am with balloons and crowd control. Marchers will converge on Valley Dr. between MB Blvd. and 15th St. at 8:30am. Parade will start at 9:00am SHARP. Players march south along Valley to MB Blvd, west to Highland Ave, north to 15th and east to American Martyrs. Ceremonies at American Martyrs will end by 11:00am. Parade includes antique/specialty cars, firetrucks and approximately 1200 marchers led by the MCHS band. No products or services will be sold. No alcohol will be present or consumed.

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 along parade route (see attached map). Streets will need to be closed from 8:00 am to 10:00 am.

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?

None anticipated.

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

Manhattan Beach Little League has been an integral provider of children recreation - baseball & softball - for MB children since 1958. MBLL & the City have had a complete beneficial partnership since then and will continue an unique relationship in the future.

(Please use additional pages as needed.)

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: Manhattan Beach Hometown Fair Association
Applicant Name and Title: Marius Marius, President
Address: Manhattan Beach CA 90266
Mailing Address (if different from above): PO Box MB CA 90266
Phone #: 310

GENERAL EVENT INFORMATION

Name of Event: 39th Annual M.B. Hometown Fair
Type of Event: Community Fair. Raises operating funds for approx 110
Proposed Date(s) October 1 & 2, 2011 Time(s) 10am - 6pm each day local non-profit orgs.
Location: Valley Drive between 15th & 21st Street, Jorelyn Center Borsary & Lin Oak Tolds
Anticipated Attendance: 80,000
Cost Per Participant: Free attendance. Cost to vendors - varies
Event Sponsors: All Volunteer Manhattan Beach Hometown Fair Association - 20 member Board of Directors

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 copy of the 2010 City Agreement for 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.

Police, Fire, Traffic, Parks & Recreation, Public Works. See attached 2010 City Agreement

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:

\$ 2,554.18

Police:

\$ 36,517.67

Public Works:

\$ 25,669.04

Other:

\$ 5,473.91

Total City Fees:

\$ 70,214.80

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:

\$ 0

In-kind Donations from Sponsors:

\$ 0

Cost per Participant:

\$ 0

Anticipated Cost of Event:

\$ 210,000

Anticipated Revenue from Event:

\$ 210,000

Proposed Special Event Fee Amount to be waived for this event

\$ 70,214.80

How will anticipated revenue be spent?

100% of Revenue are spent to operate the event.
There will be 0 profit

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

This Signature Manhattan Beach event brings together
thousands of community residents to celebrate
our city while raising much needed operating
funds for 110 local non-profit organizations.

(Please use additional pages as needed.)

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: MB10K Race Committee
Applicant Name and Title: Rachel Judson Race Director
Address: PO Box 3431, MB 90266
Mailing Address (if different from above): Manhattan Beach 90266
Phone #: Rachel direct

GENERAL EVENT INFORMATION

Name of Event: Manhattan Beach 10K Run
Type of Event: 10K Run
Proposed Date(s) Oct. 1, 2011 Time(s) 7:30 AM - 10 AM
Location: 10K Run Course & Pier Area
Anticipated Attendance: 4000
Cost Per Participant: \$15 - \$30

Event Sponsors: ~~list of prior sponsors attached~~ Body Glac, Panchos Restaurant, Trade-Joes, R. Judson & A. Sinio - RE/MAX, Jamba Juice, Manhattan Repro., Village Kummer, Spectrum, Beach Cities Health District.

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 per Friday afternoon. Set up course Sat. morning. T-shirts & various items given to finishes. No products sold. Entry fee \$15-30 per person. The race is coordinated with the police & fire departments. No alcohol 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 & paramedic services are required throughout race. Public service is required for set & take down. (same as prior years)

Surety and Insurance Requirements

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will be provided as in the past.

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 X No _____

Were City fees waived? Yes X 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: \$ 15-30

Anticipated Cost of Event: \$ 70,000

Anticipated Revenue from Event: \$ 100,000

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/fitness related items.

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

For the reasons discussed previously with Council that the event is considered a Legacy Event, and likely could not continue without the volunteers who put on the race & the partnership that has been created with the city for over 30 years.

(Please use additional pages as needed)

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: Manhattan Beach Education Foundation
Applicant Name and Title: Carolyn Legerman, Administrative Director
Address: 325 S. Peak Ave, Manhattan Beach, CA 90266
Mailing Address (if different from above): PO Box 1110, MB CA 90267
Phone #: 310

GENERAL EVENT INFORMATION

Name of Event: Manhattan Wine Auction
Type of Event: Wine & food tasting, live & silent auction
Proposed Date(s) June 9, 2012 Time(s) 4:30 - 11:00pm
Location: Manhattan Country Club
Anticipated Attendance: 1400
Cost Per Participant: \$175
Event Sponsors: Chevron, Wells Fargo, American Airlines

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 takes place on Manhattan Country Club Center Court with additional courts located on both sides as well as behind. Chauria Kents will begin set-up of equipment and tent on Friday afternoon through early evening. The remaining set-up will be done on Saturday morning starting at 9:00am. The event begins at 4:30pm with wine tasting & restaurant food sampling. This portion of the event ends at 7:00pm. The Live Auction runs from 7:00pm until closing at 9:30pm. The remaining breakdown occurs Sunday morning. Wine is served. Security will be present.

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.

will supply closer to day of event

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 X No

Were City fees waived? Yes No X

Amount of Fees previously charged for event:

Fire:
\$

Police:
\$ 180.00
~~400~~

Public Works:
\$

Other:
\$

Total City Fees:
\$

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 50,000

In-kind Donations from Sponsors:
\$ 100,000

Cost per Participant:
\$ 175.00
~~400~~

Anticipated Cost of Event:
\$ 150,000

Anticipated Revenue from Event:
\$ 550,000

Proposed Special Event Fee Amount to be waived for this event

\$

How will anticipated revenue be spent?

Funds raised will be granted to MBUSD for programs and personnel which enhance education for all public school children in Manhattan Beach.

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

MBEF is a non-profit volunteer organization which raised approx. \$3 million annually. MBEF operated with minimal overhead & expenses. Any money saved would result in more money for schools.

(Please use additional pages as needed.)

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: The Richstone Family Center
Applicant Name and Title: Doris Boyington, Chief Operating Officer
Address: 13620 Cordary Avenue, Hawthorne, CA 90250
Mailing Address (if different from above): _____
Phone #: (310) 970-1921 x103

GENERAL EVENT INFORMATION

Name of Event: Richstone Pier-to-Pier Walkathon
Type of Event: Walkathon
Proposed Date(s) April 28, 2012 Time(s) 6:30am set-up/8:00am event/10:00cleanu
Location: Manhattan Beach Pier start and finish of Walk
Anticipated Attendance: 800
Cost Per Participant: \$25.00 to receive T-shirt/free if no shirt requested
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: Registration: light breakfast (coffee, juice, muffins). 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 safe and calm celebrating 'Child Abuse Prevention Month'

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.

Locations needed: Lower and upper parking lots, either side of the pier.

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

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 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:
\$ 60,000
In-kind Donations from Sponsors:
\$ 15,000
Cost per Participant:
\$ 25.00
Anticipated Cost of Event:
\$ 9,000
Anticipated Revenue from Event:
\$ 130,000

Proposed Special Event Fee Amount to be waived for this event

\$ _____

How will anticipated revenue be spent?

The dollars raised at this event will be used to fund Richstone Family Centers child abuse, violence prevention and treatment programs.

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

Richstone Family Center serves families living in Manhattan Beach and the surrounding areas. The Center provides services and resources for local residents seeking information about parenting, violence prevention and after-school resources.

(Please use additional pages as needed.)

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: Robinson Elementary PTSA
Applicant Name and Title: Robinson Fun Run 5k (Laura White, chairperson)
Address: _____, Manhattan Beach
Mailing Address (if different from above): _____
Phone #: 310 - _____

GENERAL EVENT INFORMATION

Name of Event: Robinson Fun Run
Type of Event: 5k run/walk
Proposed Date(s) March, 2012 Time(s) 8-9:00 a.m.
Location: streets around school campus, primarily Ardmore Valley to MB Blv
Anticipated Attendance: 500-600
Cost Per Participant: \$25.00
Event Sponsors: Sketznere, Murad, Caskey + Caskey Real Estate, Fit Studios, Dr. Scott Rickett

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.

-
- 1) Barricades needed to secure route
 - 2) A-frames to hold arrows for route direction
 - 3) 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.

* 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:

\$ 4,342

Public Works:

\$ 3,359

Other:

\$ 0

Total City Fees:

\$ 7,701

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:

\$ 10,000.00

In-kind Donations from Sponsors:

\$ 5,000.- food, sunscreen, water bottles

Cost per Participant:

\$ 25.00

Anticipated Cost of Event:

\$ 10,000

Anticipated Revenue from Event:

\$ 8,000 net

Proposed Special Event Fee Amount to be waived for this event

\$ 7,700.00

How will anticipated revenue be spent?

All revenues will go to Robinson Elementary Elementary PTSA, which funds vital programs: Young at Art, school security equipment, field trips, playground + teacher supplies, etc. ...

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

Without this waiver, almost all of our net would be spent. The city's support is imperative, giving us the opportunity to provide enhancements to the children's education with continued state cuts to school funding.

(Please use additional pages as needed.)