



Agenda Item #: \_\_\_\_\_

# Staff Report

## City of Manhattan Beach

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

**THROUGH:** David N. Carmany, City Manager

**FROM:** Richard Gill, Director of Parks and Recreation

**DATE:** April 17, 2012

**SUBJECT:** Annual Fee Waiver Requests Associated with Non-Profit Special Events (American Martyrs Parish Fair; American Martyrs 5K Run; Grandview 5K Run; Growing Great Healthy Living Festival; Holiday Fireworks Festival; Manhattan Beach 10K Run; Manhattan Beach Hometown Fair; Manhattan Beach Grand Prix Bike Race; Manhattan Beach Little League Opening Day Parade; Manhattan Beach Wine Auction; Richstone Pier-to-Pier Jog/Walk; and Robinson School Fun Run)

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### 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, the Manhattan Beach Education Foundation (Wine Auction) and events associated with the Manhattan Beach Unified School District listed in this report, as was approved in 2011, 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

Per past City Council direction, staff used 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 \$198,098.

**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 2011-2012 fiscal year. The deadline to submit completed applications to the Parks and Recreation Department was February 10, 2012 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. Staff has included a 75% fee waiver in the following chart.

<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>
American Martyrs Parish Fair 10/20 & 10/21/12	Fire - \$769 <b>TOTAL - \$769</b>	<b>\$577</b>	<b>\$192</b>
American Martyrs 5K Run 2/23/13	Police - \$4,839 Public Works-\$1,339 <b>TOTAL - \$6,178</b>	<b>\$4,634</b>	<b>\$1,544</b>
Grandview 5K Run 06/01/13	Police - \$5,006 Public Works-\$1,397 <b>TOTAL - \$6,403</b>	<b>\$6,403</b>	<b>\$0</b>
Growing Great Healthy Living Festival 05/ /13	Police - \$201 Public Works - \$500 Parking - \$211 <b>TOTAL - \$912</b>	<b>\$684</b>	<b>\$228</b>
Holiday Fireworks Festival 12/09/12	Police – \$33,408 Fire - \$1,717 Public Works – \$17,492 Parks & Recreation - \$1,488 Parking - \$1,668 <b>TOTAL - \$55,773</b>	<b>\$55,773</b>	<b>\$0</b>
Manhattan Beach 10K Run 10/06/12	Police - \$18,254 Fire - \$1,153 Public Works - \$12,793 Parking - \$650 <b>TOTAL - \$32,850</b>	<b>\$32,850</b>	<b>\$0</b>
Manhattan Beach Hometown Fair 10/06 & 10/07/12	Police - \$59,682 Fire - \$1,495 Public Works - \$22,672 Parks & Recreation -\$2,892 <b>TOTAL - \$86,741</b>	<b>\$65,056</b>	<b>\$21,685</b>

<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>
Manhattan Beach Grand Prix Bike Race 07/07 & 07/08/12	Police - \$11,045 Fire - \$1,495 Public Works - \$8,348 <b>TOTAL - \$20,888</b>	<b>\$15,666</b>	<b>\$5,222</b>
Manhattan Beach Little League Opening Day Parade 3/02/13	Police - \$3,156 Public Works - \$2,373 <b>TOTAL - \$5,529</b>	<b>\$5,529</b>	<b>\$0</b>
Manhattan Beach Wine Auction 06/15/13	Permits - \$769 Police - \$3,647 <b>TOTAL - \$4,416</b>	<b>\$4,416</b>	<b>\$0</b>
Richstone Pier-to-Pier Jog/Walk 4/27/13	Police - \$502 Public Works - \$198 Parking - \$797 <b>TOTAL - \$1,497</b>	<b>\$1,123</b>	<b>\$374</b>
Robinson School Fun Run 3/15/13	Police - \$4,248 Public Works- \$1,139 <b>TOTAL - \$5,387</b>	<b>\$5,387</b>	<b>\$0</b>
<b>TOTALS</b>	<b>\$227,343</b>	<b>\$198,098</b>	<b>\$29,245</b>

RG:mk

Attachments: A. Special Event Applications

**ATTACHMENT A**

**SPECIAL EVENTS APPLICATIONS**

**FOR**

**FEE WAIVERS**

**2012-2013**



# City of Manhattan Beach

## Parks & Recreation

Phone: (310) 802-5400  
 FAX: (310) 802-5401  
 TDD: (310) 546-3501

### SPECIAL EVENTS APPLICATION

ORGANIZATION: AMERICAN MARTYRS CATHOLIC CHURCH

APPLICANT'S NAME & TITLE: MELISSA STEINBECK, FAIR CO CHAIR	
ADDRESS:	
CITY/STATE/ZIP: MANHATTAN BEACH, CA 90266	
MAILING ADDRESS (if different from above):	
APPLICANT'S PHONE: (CELL)	HT. PHONE: (Home) <span style="float: right;">H.C. 90266</span>

#### GENERAL EVENT INFORMATION

NAME OF EVENT: AMERICAN MARTYRS PARISH FAIR	
TYPE OF EVENT: PARISH FAIR	
PROPOSED DATE(S): OCTOBER 20 + 21, 2012	
LOCATION: 1701 LAUREL AVE, MANHATTAN BEACH, CA 90266	TIME: 10/20 - 10AM - 10PM 10/21 - 10AM - 5PM
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?

SETUP BOOTHS FRIDAY 10/19 (1-9PM); FAIR INCLUDES FOOD BOOTHS, SILENT AUCTION, PETTING ZOO, GAMES, INFLATABLE SLIDES + BOUNCIES, ON STAGE ENTERTAINMENT. SATURDAY NIGHT DINNER + DANCE WITH LIVE ENTERTAINMENT. EVENT IS OPEN TO THE PUBLIC. TICKETS CAN BE PURCHASED PRIOR TO THE EVENT - 3/\$100. BEER + WINE IS SOLD IN DESIGNATED AREAS. IN DESIGNATED CUPS. ALL GAMES, FOOD, BOUNCIES + BEVERAGES ARE PURCHASED BY TICKETS. SECURITY IS PROVIDED 24 HOURS / 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:**

SEE ATTACHED LAYOUT NEW CONSTRUCTION ON SCHOOL GROUNDS  
WILL BE COMPLETE BY OCTOBER 2012.

**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 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 the event date.

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

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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:

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

Public Works:

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

Other:

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

Total City Fees:

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

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:

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

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 TO CHURCH  
1/3 TO SCHOOL  
1/3 TO SISTER PARISH IN LENNOX

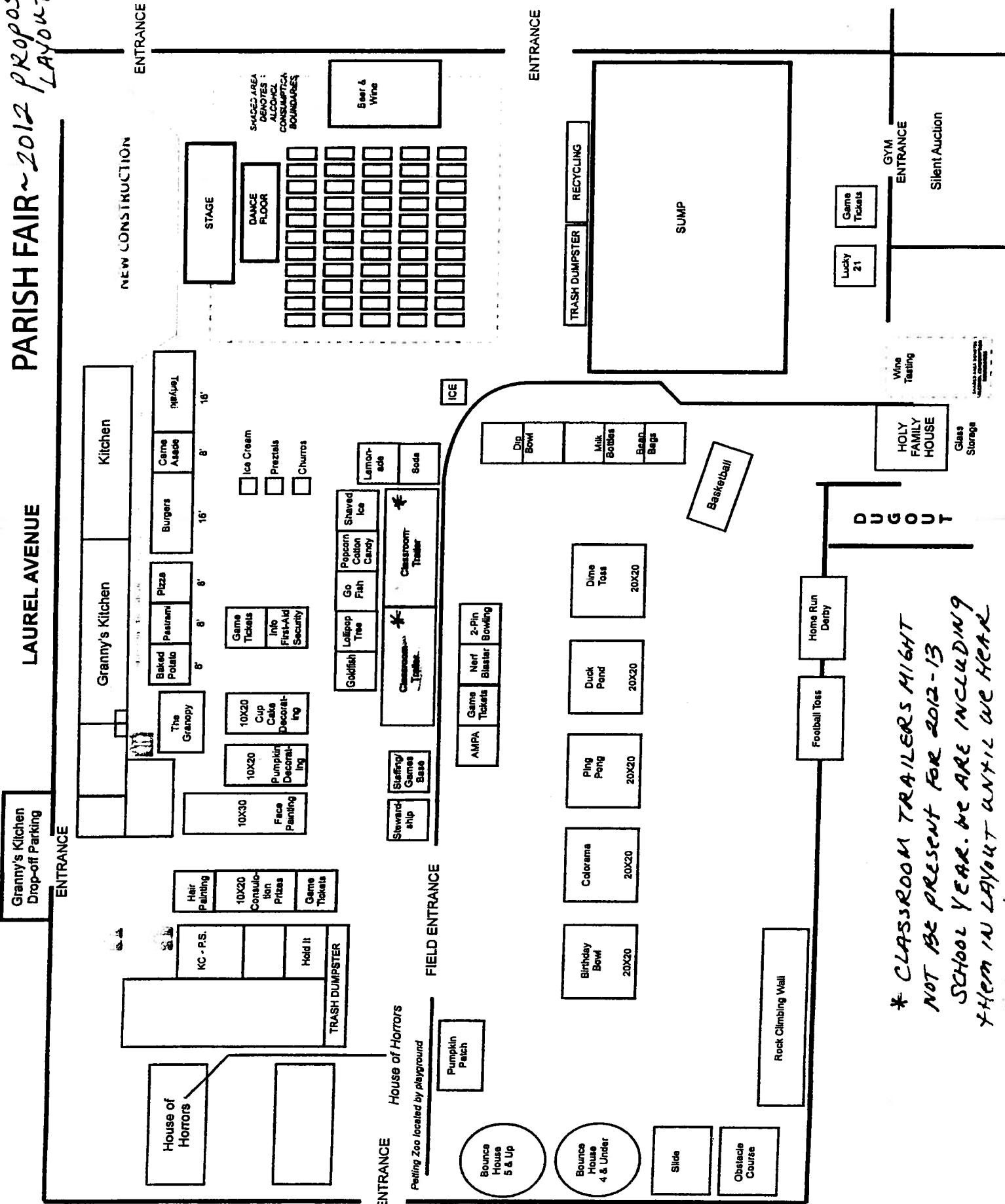
Explain why you believe the Special Event fees should be waived.

THE PARISH FAIR IS RUN BY VOLUNTEERS FROM MANHATTAN BEACH + AMERICAN MARTYRS CHURCH. DURING THE 41 PREVIOUS PARISH FAIRS, NO CITY SERVICES HAVE BEEN NECESSARY FROM LAW ENFORCEMENT, PUBLIC WORKS OR OTHER CITY DEPARTMENTS.



PARISH FAIR ~ 2012 PROPOSED LAYOUT

LAUREL AVENUE



\* CLASSROOM TRAILERS MIGHT NOT BE PRESENT FOR 2012-13 SCHOOL YEAR. WE ARE INCLUDING THEM IN LAYOUT UNTIL WE HEAR



**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 from above): this is the School's address  
 Phone #: School front office: 310.545.8559

**GENERAL EVENT INFORMATION**

Name of Event: 33<sup>rd</sup> Annual American Martyrs 5k Run / Walk  
 Type of Event: 5K Run/Walk raising funds for American Martyrs School  
 Proposed Date(S) Saturday, February 23, 2013 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: \$15.00 (child) to \$25.00 (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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**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:

\$10.00 to \$25.00

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 33<sup>rd</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.



# City of Manhattan Beach

## Parks & Recreation

Phone: (310) 802-5400  
 FAX: (310) 802-5401  
 TDD: (310) 546-3501

### SPECIAL EVENTS APPLICATION

ORGANIZATION: **Grandview PTA**

APPLICANT'S NAME & TITLE: **Mark Sprague, 2012 Race Committee**

ADDRESS:

CITY/STATE/ZIP: **ND, CA 90260**

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE:

ALT. PHONE:

#### **GENERAL EVENT INFORMATION**

NAME OF EVENT: **Grandview Gator Run 2013**

TYPE OF EVENT: **5K RUN / WALK**

PROPOSED DATE(S): **06/01/13**

LOCATION: **Grandview School area**

TIME: **8:00 AM**

ANTICIPATED ATTENDANCE: **1,000**

COST PER PARTICIPANT: **\$20.00**

EVENT SPONSORS: **TBD**

#### **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 starts at 6:00 AM and broken down by 10:00 AM. It is a 5K race. No vendors selling items. No alcohol.**

**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:**

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**CITY PERSONNEL AND COSTS**

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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**SECURITY 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 the 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:

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

Police:

\$ 5,006

Public Works:

\$ 1,300

Other:

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

Total City Fees:

\$ 6,306

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:

\$ 10,000

In-kind Donations from Sponsors:

\$ 3,000

Cost per Participant:

\$ 20

Anticipated Cost of Event:

\$ 13,000

Anticipated Revenue from Event:

\$ 20,000

Proposed Special Event Fee Amount to be waived for this event

\$ 6,306

How will anticipated revenue be spent?

Donated to PTA or MBEF.

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

Community race with 100% volunteer support.

CITY OF MANHATTAN BEACH  
SPECIAL EVENTS APPLICATION

Organization: GROWING GREAT  
Applicant Name and Title: SARAH GELB, EXECUTIVE DIRECTOR, GROWING GREAT  
Address: 2617 BELL AVE. MBEACH, CA 90266  
JOE LEWIS, OWNER, JOE LEWIS COMPANY  
Mailing Address (if different from above): 2711 SEPULVEDA BLVD #279 MBEACH  
Phone #: 310.939.9216

**GENERAL EVENT INFORMATION**

Name of Event: HEALTHY LIVING FESTIVAL 2012  
Type of Event: COMMUNITY EVENT / FUNDRAISER  
Proposed Date(s) MAY, 2013 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, APPLEDATE FARMS, CLIF KIDS,  
EARTHBOUND FARMS, NATURE'S PATH, GROW, MB FARMERS  
MARKET, KITCHEN BLESSINGS, ENVIRDSCAPE.

**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?

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**

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.

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.

**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.

**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.

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PORTABLE RESTROOMS: (5) AT 13TH ST PLAZA

**Surety and Insurance Requirements**

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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.)



# City of Manhattan Beach

## Parks & Recreation

Phone: (310) 802-5400  
 FAX: (310) 802-5401  
 TDD: (310) 546-3501

### SPECIAL EVENTS APPLICATION

ORGANIZATION:

APPLICANT'S NAME & TITLE: <u>Pete Maffett Productions Inc Product</u>	
ADDRESS:	
CITY/STATE/ZIP: <u>Rancho P.U. CA 90275</u>	
MAILING ADDRESS (if different from above):	
APPLICANT'S PHONE:	ALT. PHONE:

### GENERAL EVENT INFORMATION

NAME OF EVENT:	<u>Holiday Fireworks</u>
TYPE OF EVENT:	<u>Annual Community Celebration</u>
PROPOSED DATE(S):	<u>December 9, 2012</u>
LOCATION:	<u>Pier - Downtown</u>
TIME:	<u>4:00 to 9:30</u>
ANTICIPATED ATTENDANCE:	<u>10,000+</u>
COST PER PARTICIPANT:	

EVENT SPONSORS: Speckhaus, LA Car Guy (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 PARK, BOUNCE PARK, SANTA FLOAT  
VIP Hospitality, Stage, entertainment

MB Centennial celebration to be determined (see plans next page)

Free to public, usual safety measures and coordination w city

**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:**

current planning for Centennial, if  
 sponsors are found, usual HOLIDAY  
 Fireworks Afternoon + show at 7:00 followed  
 by hour long Rock + Roll street dance  
 w Centennial fireworks show at 8:30 -  
 expanded sound system, street banners  
 and possibly public tables in North lot on street

**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:

Some excellent support and services  
 as in the past.

**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 the event date.

20

\* 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:  
\$ 1,475.

Police:  
\$ 33,408

Public Works:  
\$ 21,900

Other:  
\$ 1,668

Total City Fees:  
\$ 59,649

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:  
\$ 50,000

In-kind Donations from Sponsors:  
\$ -

Cost per Participant:  
\$ 0

Anticipated Cost of Event:  
\$ 50,000

Anticipated Revenue from Event:  
\$ -

Proposed Special Event Fee Amount to be waived for this event

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

How will anticipated revenue be spent?

Fireworks infrastructure entertainment  
singing & dancing in the street

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

Beloved ANNUAL TRADITION  
M.B. Centennial Celebration



# City of Manhattan Beach

## Parks & Recreation

Phone: (310) 802-5400  
 FAX: (310) 802-5401  
 TDD: (310) 546-3501

### SPECIAL EVENTS APPLICATION

ORGANIZATION: MB 10K Race Committee

APPLICANT'S NAME & TITLE: Rachel Judson Race Director	
ADDRESS:	
CITY/STATE/ZIP: Manhattan Beach, CA. 90266	
MAILING ADDRESS (if different from above): 429 3rd St, M.B. 90266	
APPLICANT'S PHONE:	ALT. PHONE:
NAME OF EVENT: Manhattan Beach 10K Run	
TYPE OF EVENT: 10K Run	
PROPOSED DATE(S): Saturday, Oct. 6, 2012	
LOCATION: 10K Run Course & Pier	TIME: 7:30 AM
ANTICIPATED ATTENDANCE: 4000	COST PER PARTICIPANT: \$15-\$30 p.p.
EVENT SPONSORS: Body Glove, Panchois, Lisa's Frame, Village Runner	

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 & various items given to finishers. No products sold. Entry fee \$15-30 per person. The race is coordinated with the police & fire departments plus public works. No alcohol served.

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.

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 up & take down. (same as prior years).

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.

will be provided as in the past.

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 the event date.



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:

\$ 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 out 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

## Parks & Recreation

Phone: (310) 802-5400  
 FAX: (310) 802-5401  
 TDD: (310) 546-3501

### SPECIAL EVENTS APPLICATION

ORGANIZATION: Manhattan Beach Hometown Fair Association

APPLICANT'S NAME & TITLE: Maggie Morio, President

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: Manhattan Beach CA 90266

MAILING ADDRESS (if different from above): \_\_\_\_\_

APPLICANT'S PHONE: \_\_\_\_\_

ALT. PHONE: \_\_\_\_\_

#### **GENERAL EVENT INFORMATION**

NAME OF EVENT: 40th Annual Hometown Fair

TYPE OF EVENT: Community Fair / Fundraiser

PROPOSED DATE(S): October 6 & 7, 2012

LOCATION: Valley Drive 15-21st Streets

TIME: 10am - 6pm

ANTICIPATED ATTENDANCE: 80,000

COST PER PARTICIPANT: Free

EVENT SPONSORS: N/A

#### **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:**

See attached site plan

**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:

Per attached 2011 City Agreement  
Spreadsheets will be made closer  
to the event

**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 the 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:

\$ 2,519.00

Police:

\$ 21,963.19

Public Works:

\$ 15,639.75

Other:

\$ 9,656.55

Total City Fees:

\$ 49,778.49

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:

\$ 0

In-kind Donations from Sponsors:

\$ 0

Cost per Participant:

\$ 0

Anticipated Cost of Event:

\$ 220,000

Anticipated Revenue from Event:

\$ 220,000

Proposed Special Event Fee Amount to be waived for this event

\$ 50,000 100%

How will anticipated revenue be spent?

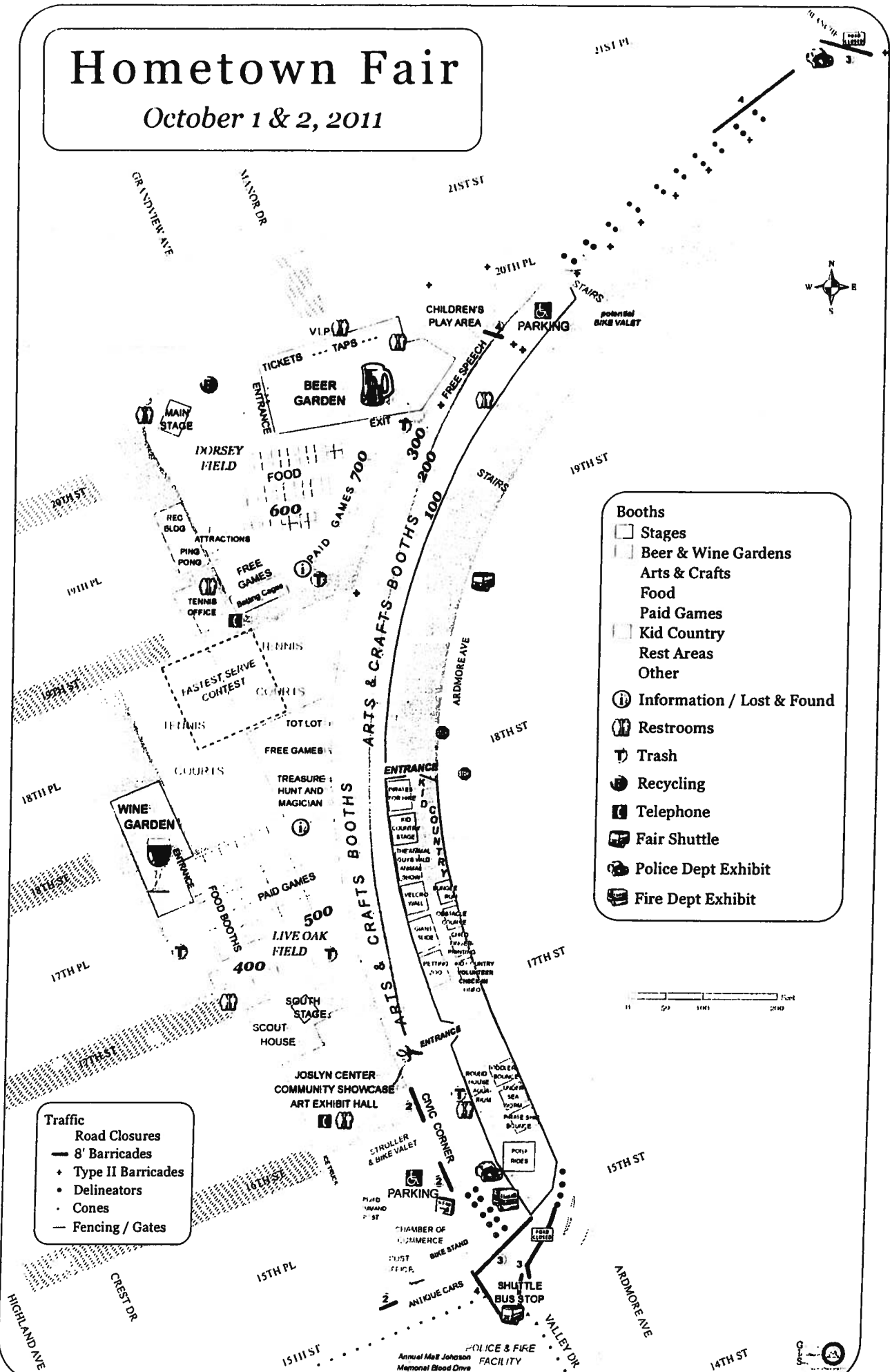
All monies are used to pay for event

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

This event supports over 100 local non-profit organizations in the community, providing them with an combined family friendly event to raise critical annual operating funds. Organizations include numerous Mira Costa Booster Clubs, PTAs, Rotary, Nepeanics, Kiwanis, religious (Please use additional pages as needed) organizations, Badminton 27

# Hometown Fair

October 1 & 2, 2011



- Booths**
- ☐ Stages
  - ☐ Beer & Wine Gardens
  - ☐ Arts & Crafts
  - ☐ Food
  - ☐ Paid Games
  - ☐ Kid Country
  - ☐ Rest Areas
  - ☐ Other
- ① Information / Lost & Found
- ♿ Restrooms
- ♻️ Trash
- ♻️ Recycling
- ☎ Telephone
- 🚌 Fair Shuttle
- 👮 Police Dept Exhibit
- 👨🚒 Fire Dept Exhibit

- Traffic**
- Road Closures
  - 8' Barricades
  - + Type II Barricades
  - Delineators
  - Cones
  - Fencing / Gates



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Annual Matt Johnson Memorial Blood Drive





# City of Manhattan Beach

## Parks & Recreation

Phone: (310) 802-5400  
 FAX: (310) 802-5401  
 TDD: (310) 546-3501

### SPECIAL EVENTS APPLICATION

ORGANIZATION: SOUTH BAY WHEELMEN FOUNDATION

APPLICANT'S NAME & TITLE: STEVE WHITSITT, PRESIDENT

ADDRESS: REDONDO BEACH, CA 90277

CITY/STATE/ZIP: REDONDO BEACH, CA 90277

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE:

ALT. PHONE:

#### GENERAL EVENT INFORMATION

NAME OF EVENT: MANHATTAN BEACH GRAND PRIX

TYPE OF EVENT: BICYCLE RACE

PROPOSED DATE(S): 7/7 & 7/8 2012 (SAT & SUN)

LOCATION: 15TH TO PACIFIC; VALEY & ARDMORE TIME: 7/7 NOON TO 4pm; 7/8 5AM TO 5PM

ANTICIPATED ATTENDANCE: 5000

COST PER PARTICIPANT: 0

EVENT SPONSORS: CHEVRON, SOUTH BAY 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 7/7 AT NOON

BIKE RACE SUN 7/8 5AM

RACES 7AM TO 3PM

VENDORS IN ISLAND AREA

(NO ALCOHOL; RACERS GET CASH AWARDS; KIDS RACERS GET MEDALS)

**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:**

SEE COURSE MAP-ATTACHED

**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:

9 AM 7/6 SET UP BAND STAND

NOON 7/7 CLEAR PARKING ON ISLAND SIDE OF VALLEY

5AM 7/8 CLEAR VALLEY & APODMORE FROM 15TH TO PACIFIC

**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 the event date.

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

# Manhattan Grand Prix



0.125 0.25 Miles

Message Board @ Valley/Elm. (text)

GRANDVIEW ELEMENTARY SCHOOL

Greenbelt & Park: Turn off irrigation 3 days prior to event

15th/17th/18th/19th Streets: send flyers to residents - "Please no carwashing or irrigation nuisance flows 5 days prior to event."

START/ FINISH

Bandshell

de-watering station

Lot Closed Sun 4am-6pm

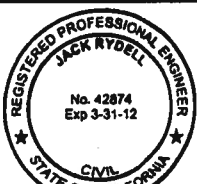
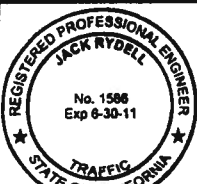
Lot 8 Closed Sun 4am - 6pm

Message Board: (text)

PACIFIC ELEMENTARY SCHOOL

TOTAL		
②	8' barricades	84
◆	ROAD CLOSED AHEAD	4
◆	SC-5(CA)	
◆	ROAD CLOSED AHEAD	22
◆	W20-3 AHEAD	
◆	ROAD CLOSED R11-2	25
◆	R3-1	4
◆	R3-2	4
B	Bleachers	4
●	PD staffing	

- Race Route
- No Parking - Sat noon - Sun 10pm
- No Parking - Sun 4am-6pm
- Permit Parking Only - Sun 4am-6pm



Reviewed and Approved: *Jack Rydell*

Date: 05/24/2011



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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.

Police:

\$ 7500.

Public Works:

\$ 11,500.

Other:

\$

Total City Fees:

\$ 20,500.

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors:

\$ 35,000.

In-kind Donations from Sponsors:

\$ 0

Cost per Participant:

\$ 0

Anticipated Cost of Event:

\$ 30,000.

Anticipated Revenue from Event:

\$ 5,000.

Proposed Special Event Fee Amount to be waived for this event

\$ 15,375.

How will anticipated revenue be spent?

SUPPORT TO AMATEUR CYCLING

CYCLING SAFETY TRAINING (ALL AGES)

YOUTH RACE TRAINING

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

EVENT WILL BE 51 YRS OLD, AND IS HELD ANNUALLY



# City of Manhattan Beach

## Parks & Recreation

Phone: (310) 802-5400  
 FAX: (310) 802-5401  
 TDD: (310) 546-3501

### SPECIAL EVENTS APPLICATION

ORGANIZATION: *Manhattan Beach Youth Athletics / Manhattan Beach Little League*

APPLICANT'S NAME & TITLE: <i>Doug Livingston, President</i>	
ADDRESS: <i>2</i>	
CITY/STATE/ZIP: <i>Redondo Beach, CA 90278</i>	
MAILING ADDRESS (if different from above):	
APPLICANT'S PHONE	ALT. PHONE:

### GENERAL EVENT INFORMATION

NAME OF EVENT: <i>Opening Day Parade &amp; Ceremonies</i>	
TYPE OF EVENT: <i>Parade and Assembly</i>	
PROPOSED DATE(S): <i>March 2, 2013</i>	
LOCATION: <i>Live Oak through downtown up 15th St. to AMS</i>	TIME: <i>8:30 - 11:00 AM</i>
ANTICIPATED ATTENDANCE: <i>2-3,000</i>	COST PER PARTICIPANT: <i>\$0</i>

EVENT SPONSORS: *MBYA, MBLL, MBGS, AMS, Mira Costa High School 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 7:30 AM w/ balloons and crowd control. Marchers will convene on Valley Drive between MB Blvd. and 15th St. at 8:30 AM. Parade will start at 9:00 AM SHARD. Prayers march south along Valley to MB Blvd, west to Highland Ave, north to 15th St. and east to AMS. Ceremonies at AMS will end by 11 AM. Parade includes antique/specialty cars, firetrucks and approximately 1200 marchers, led by the NCTS band. No products or services will be sold. No alcohol will be present or sold (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:**

*See attached.*

**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 8am to 10am.*

**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 the 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.

I 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:     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.

MBYA has been an integral provider of children recreation - both  
baseball and softball, for MB children since 1958. MBYA and  
the City have had a complete beneficial partnership since then  
and will continue a unique relationship in the future.

# MANHATTAN BEACH LITTLE LEAGUE PARADE

March 3, 2013

END



PACIFIC AVE

14TH ST

15TH ST

17TH ST

DEEGAN

14TH ST

13TH ST

HIGHVIEW AVE

12TH ST

FISHER AVE

ARDMORE AVE

VALLEY DR

MANHATTAN BEACH BLVD

11TH ST

10TH ST

MANHATTAN AVE

MORNINGSIDE DR

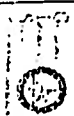
12TH ST

13TH ST

14TH ST

15TH ST

HIGHLAND



Type I barricades



# City of Manhattan Beach

## Parks & Recreation

Phone: (310) 802-5400

FAX: (310) 802-5401

TDD: (310) 546-3501

### SPECIAL EVENTS APPLICATION

ORGANIZATION: Manhattan Beach Education Foundation

APPLICANT'S NAME &amp; TITLE:

Carolyn Leiserman / Administrative Director

ADDRESS:

325 S. Peak Ave

CITY/STATE/ZIP:

Manhattan Beach, CA 90266

MAILING ADDRESS (if different from above):

APPLICANT'S PHONE:

ALT. PHONE:

### GENERAL EVENT INFORMATION

NAME OF EVENT:

Manhattan Wine Auction

TYPE OF EVENT:

Wine & Food Tasting

PROPOSED DATE(S):

June 15, 2013

LOCATION:

Manhattan Country Club

TIME:

4:30 - 11:00 pm

ANTICIPATED ATTENDANCE:

1400

COST PER PARTICIPANT:

\$200

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 is held on ~~at~~ center court of Manhattan Country Club with additional courts on either side as well as behind. Ground rents will begin <sup>the</sup> set-up of equipment & tents ~~Friday~~ <sup>Friday</sup> afternoon through that evening. The remainder of the set-up will take place from Saturday 9:00am through the afternoon. The event begins at 4:30pm with wine & food sampling. This portion ends at 7:00pm. The Live Auction runs from 7:15 - 9:30pm. Silent Live Auction items will be for sale. Security will be present the entire evening. The 37

**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:**

*will supply closer to the day of the event*

**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 approved by the City's Risk Manager.

*will supply closer to date 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 the event date.

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: \$ waved

Public Works: \$ \_\_\_\_\_

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

Total City Fees: \$ \_\_\_\_\_

Anticipated Donations from sponsors:

Anticipated Cash donations from Sponsors: \$ 60,000

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

Cost per Participant: \$ 22500

Anticipated Cost of Event: \$ 200,000

Anticipated Revenue from Event: \$ 600,000

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 teachers which enhance education for all Manhattan Beach public schools.

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

MBEF is a non-profit organization which annually raise funds to support our local schools by filling in 10% for districts budgets. Any money saved from this event will result in more money to the MB district 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: \_\_\_\_\_  
Mailing Address (if different from above): \_\_\_\_\_  
Phone #: \_\_\_\_\_

**GENERAL EVENT INFORMATION**

Name of Event: Richstone Pier-to-Pier Walkathon  
Type of Event: Walkathon  
Proposed Date(s) April 27, 2013 Time(s): 6:30am set-up/8:00am event/10:00clean-up  
Location: Manhattan Beach Pier start and finish of Walk  
Anticipated Attendance: 800  
Cost Per Participant: \$25.00 to receive a 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.

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

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

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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**

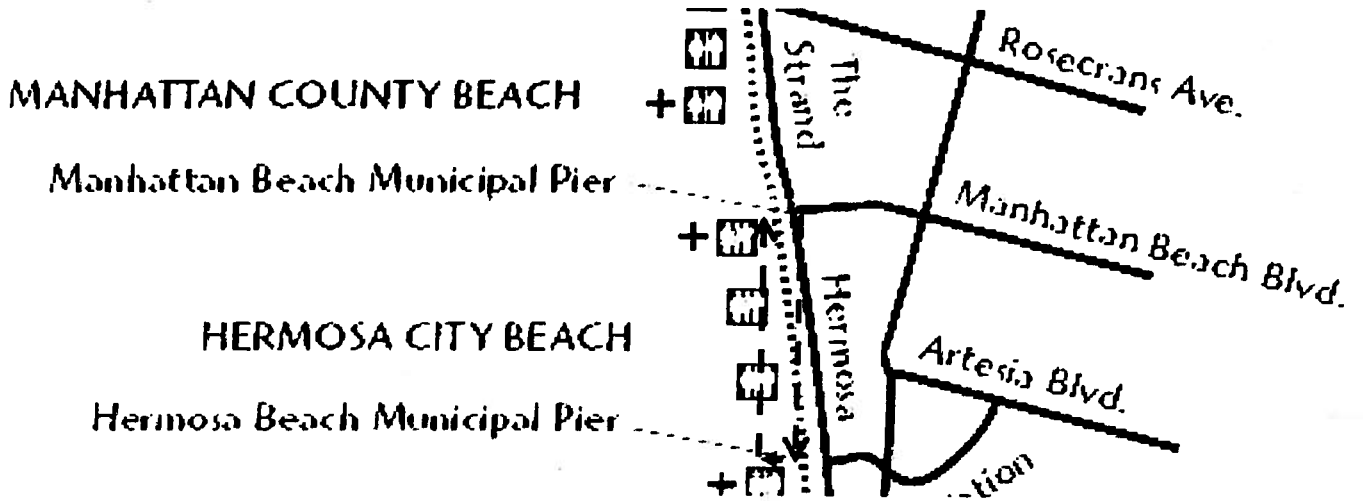
Applications must be submitted to the Parks and Recreation Department, 1400 Highland Avenue, Manhattan Beach, CA 90266. Should there be any substantive changes to the event after submittal of the original application, please submit a written request for review and approval. Any and all changes must be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



**Site Plan  
For the Richstone Family Center  
Pier to Pier Walk  
April 27, 2013**



The Pier to Pier Walk begins at the Manhattan Beach Pier, continues towards Hermosa Beach turnaround at the Hermosa Beach Pier and back to the Manhattan Beach Pier.



# City of Manhattan Beach

## Parks & Recreation

Phone: (310) 802-5400  
 FAX: (310) 802-5401  
 TDD: (310) 546-3501

### SPECIAL EVENTS APPLICATION

ORGANIZATION: ROBINSON ELEMENTARY SCHOOL, PTSA

APPLICANT'S NAME & TITLE: ROBINSON FAMILY FUN RUN 5K (NEERAT KOTONDO ANGELIE BAKEY)

ADDRESS:

CITY/STATE/ZIP: MANHATTAN BEACH, CA 90260

MAILING ADDRESS (if different from above): N/A

APPLICANT'S PHONE:

ALT. PHONE:

#### GENERAL EVENT INFORMATION

NAME OF EVENT: ROBINSON FAMILY FUN RUN

TYPE OF EVENT: 5K RUN/WALK

PROPOSED DATE(S): MARCH 16, 2013

LOCATION: ARDMORE VALLEY TO MANHATTAN BEACH BLVD.

TIME: 8:00 AM - 9:00 AM

ANTICIPATED ATTENDANCE: 500-600

COST PER PARTICIPANT: \$25.00

EVENT SPONSORS: BRAN'S HARDWOOD FLOORS, SKETCHERS, MURAD, PASKY & PASKY, DR.

#### 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 ATTACHMENT

**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:**

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**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**

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**SUBMITTING AND CHANGING APPLICATION**

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45 \* 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

In-kind Donations from Sponsors:

\$ 3,000 - Primarily 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

How will anticipated revenue be spent?

ALL REVENUES WILL GO TO THE ROBINSON PTSH, WHICH FUNDS VITAL PROGRAMS SUCH AS YOUNG AT ART, SCHOOL 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 OUR NET REVENUES 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.

## 2012 Robinson Family Fun Run – Event Description

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. It will also outline the course and 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.

Training meetings for all race course volunteers

Distribution of race t-shirts, race numbers and giveaways such as sunscreen, water bottles, pens, etc.

3/17/12 – Race Day

6:30am – Prime Time Race Co., volunteers and volunteer police arrive to set up on Robinson's Fowler Field. Volunteer police and Robinson parents prepare barricades and race course.

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

8:00am – start of Race escorted by police.

9:00am – Cones picked up

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

Water, Peet's Coffee, Noah's Bagels, El Gringo's, Jamba Juice and Grow oranges will be provided.

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 Mark Mason to discuss the community's concerns and how to better organize the 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 in 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.