



City of Hermosa Beach Special Event Application Rules and Regulations

City of Hermosa Beach Community Resources Department
710 Pier Avenue, Hermosa Beach, CA 90254
Phone: 310.318.0280 • Email: hbconnect@hermosabeach.gov

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

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

Please note:

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

Approval Process

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

Multiple Events

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

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

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

The May and June events may be completed on one application; the July event is required to be submitted on a separate application since it is larger in participants and utilization of volleyball courts.

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

Completed Application (ALL pages – blank pages marked NA)

Application Fee

- Submit **non-refundable** application fee; \$883 for commercial groups, \$589 for non-profit organizations, and \$294 for pass-through events, to the City of Hermosa Beach. **Applications received without the application fee will not be reviewed and will be returned as incomplete.**
 - If your event was cancelled in 2020 due to COVID-19, the City is offering a 50% reduction to the application fee for 2021 special events. The reduced application fees would be: \$463.50 for commercial groups (50% off \$883), \$294.50 for non-profit organizations (50% off \$589 and \$147 (50% off \$294) for pass-through events.

Site Plan

- Include location of stages, tents, portable toilets, dumpsters, registration areas, fencing, barricades, bleachers, generators and all other items for your event. Facilities, equipment placement, parking needs, ingress and egress routes and street closure requests must also be included. The City may require a certified Traffic Control Plan (TCP) should your event be approved. Please note that completion of the Beach Usage Map (p. 14) does not qualify as a site plan for beach events.

Proof of Non-Profit Status Pending status does not qualify. Non-profit organizations must apply under their own name and not borrow the non-profit status of another entity.

Non-Profit Designation Letter

Current Copy of Form 990

AGREEMENT AND SIGNATURE:

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

urate.

5/13/2021

Sig

Date



City of Hermosa Beach
Community Resources Department

COMMERCIAL AND NON-PROFIT SPECIAL EVENT PERMIT APPLICATION

710 Pier Avenue • Hermosa Beach, CA 90254 • 310.318.0280

PERMIT NUMBER:	
EVENT DATE:	
DATE STAMP	STAFF INITIALS

ORGANIZATION & EVENT INFORMATION

EVENT TITLE: _____

Applicant Name: _____ Birthdate: 12/18/1979

Organization Name: _____

Non-Profit? No Yes Non-Profit I.D. or Tax Exempt #: 81-3461706

If non-profit, please describe who will benefit from funds raised from your event:
no funds being raised

Address: _____

_____ City _____ State _____ Zip _____

Phone: _____ Cell: _____

Email Address: _____ Fax: _____

**1st CHOICE EVENT DATE(S):

Set-Up Date(s): 8/1/2021

Event Date(s): 8/1/2021

Clean-Up Date(s): 8/1/2021

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

**2nd CHOICE EVENT DATE(S):

Set-Up Date(s): 8/15/2021

Event Date(s): 8/15/2021

Clean-Up Date(s): 8/15/2021

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

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

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

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

REQUIRED: CONTACT PERSON ON THE DAY OF THE EVENT:

Name: _____

Cell: _____

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

Name: _____

Birthdate: _____

Address: _____

City

State

Zip

Phone: _____

Cell: _____

Email Address: _____

Fax: _____

Please describe your personal experience producing similar events: _____

EVENT INFORMATION

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

NEW

RETURNING

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

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

Local

Regional

National

Championship

Qualifier

Event Type (please select all that apply):

Race (run, walk, bike, etc.)

Tournament Type: _____

Parade

Pass-Through

Street Fair/Festival

Fundraiser Benefitting: _____

Concert

Swim Event

Other _____

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

Date(s)	Daily Activity	Start Time	End Time
	<input type="checkbox"/> Load-in/set-up <input type="checkbox"/> Event day <input type="checkbox"/> Load-out/Clean-up		
	<input type="checkbox"/> Load-in/set-up <input type="checkbox"/> Event day <input type="checkbox"/> Load-out/Clean-up		
	<input type="checkbox"/> Load-in/set-up <input type="checkbox"/> Event day <input type="checkbox"/> Load-out/Clean-up		
	<input type="checkbox"/> Load-in/set-up <input type="checkbox"/> Event day <input type="checkbox"/> Load-out/Clean-up		

Event Location: _____

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

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

Estimated # of Participants: _____ Age of Participants: _____

Estimated # of Spectators (daily): _____ Total Estimated Attendance: _____

Marketing & Advertisement Plan

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

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

Overall Event Description - Briefly explain event and activities:

Street Closure Information – For Parades, Races, Walk/Runs, etc. taking place on City streets.

Names of Streets to be closed *(please include additional sheets if necessary)*:

_____	between	_____	and	_____	_____	am/pm	to	_____	_____	am/pm
_____	between	_____	and	_____	_____	am/pm	to	_____	_____	am/pm
_____	between	_____	and	_____	_____	am/pm	to	_____	_____	am/pm
_____	between	_____	and	_____	_____	am/pm	to	_____	_____	am/pm
_____	between	_____	and	_____	_____	am/pm	to	_____	_____	am/pm

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

Assembly Area/Event Start: _____

Disbanding Area/Event End: _____

Sponsors

List **ALL** proposed/anticipated Co-Sponsors. Each Co-sponsor is a \$293 each and must be approved by the Community Resources Department. Co-sponsors may sample only, not sell.

Parking

Will you need reserved parking spaces? Yes No

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

# of Spaces	_____	Date	_____	from	_____	to	_____
# of Spaces	_____	Date	_____	from	_____	to	_____
# of Spaces	_____	Date	_____	from	_____	to	_____

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

Does your event involve the sale or consumption of alcoholic beverages? Yes No
Alcohol is prohibited on the beach per HBMC 12.26.300

Will the event have amplified sound? Yes No *if permitted, we weren't sure*

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

Is this a fundraising event? Yes No

-If YES, please describe the fundraising activities:

Will there be any fenced areas? Yes No

-If YES, please describe:

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

-If YES, please describe:

What is your clean-up plan post event?

Will you be requesting street banners? Yes No

Will you be requesting light pole banners? Yes No

Will you be filming or having television coverage? Yes No

we will likely record the bands and general day's activities, but not for television

EQUIPMENT INFORMATION (ATTACH SITE PLAN)

A DIAGRAM OF YOUR SITE PLAN THAT INCLUDES ALL FACILITIES, EXACT PLACEMENT OF ALL EQUIPMENT, STREET CLOSURES, INGRESS AND EGRESS ROUTES, SHUTTLE ROUTES, FENCING, ACCESSIBILITY PLAN, AND PARKING MUST BE ATTACHED TO THE APPLICATION.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT A SITE PLAN

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

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

- Cars _____
- Semi-Trucks _____
- Generator _____
Size/Type: _____
- Vans _____
Size: _____
- Sound Equipment _____
- Enclosed Tents _____
- Other *(please attach list with description of each item)*

- Porta Potties _____
- Motor Homes _____
Size: _____
- Trailer _____
Size: _____
- Stage _____
Measurements: _____
- Canopies _____

ACCESSIBILITY PLAN

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

Please describe your accessibility plan:

INSURANCE

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

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

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

Name/Company Representative

Rafael Dimas

Signature

Date

IMPACT CHARACTERISTIC WORKSHEET (REQUIRED FOR ALL EVENTS)

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

1

Event Name: _____

Event Date(s): Textxxxxxxxxxxxxx Aug 1, 2021 _____

2

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

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

NUMBER OF EXPECTED PARTICIPANTS	<input type="radio"/> SMALL 100-500	<input type="radio"/> MEDIUM 501-2,000	<input type="radio"/> LARGE 2,000+
REOCCURRENCE	<input type="radio"/> 3+ Years	<input type="radio"/> ONCE BEFORE	<input type="radio"/> NEW EVENT
LOCATION	<input type="radio"/> PARKS OR BEACH	<input type="radio"/> PIER PLAZA	<input type="radio"/> STREETS/ PUBLIC RIGHT OF WAY/ STRAND
TIME OF YEAR	<input type="radio"/> WINTER	<input type="radio"/> SPRING OR FALL	<input type="radio"/> SUMMER
DAY(S) OF THE WEEK	<input type="radio"/> WEEKDAY	<input type="radio"/> WEEKEND	<input type="radio"/> HOLIDAY
NUMBER OF CONSECUTIVE DAYS	<input type="radio"/> 1- 2 DAYS	<input type="radio"/> 3-4 DAYS	<input type="radio"/> MORE THAN 5 DAYS
NUMBER OF EVENTS IN ONE YEAR	<input type="radio"/> 1-2 EVENTS PER YEAR	<input type="radio"/> 3-4 EVENTS PER YEAR	<input type="radio"/> MORE THAN 5 EVENTS PER YEAR
ADDITIONAL REQUESTS NEEDED <small>i.e. filming, reserved parking, fencing, stage or seating construction, road closures, amplified sound, etc.</small>	<input type="radio"/> NONE	<input type="radio"/> 1-2	<input type="radio"/> 3 OR MORE

3

Calculate the total number of each color/column selected.

TOTALS

IMPACT LEVEL I

At least **5** blue

IMPACT LEVEL II

At least **2** red

IMPACT LEVEL III

At least **2** green

4

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

IMPACT LEVEL

COMMUNITY BENEFIT

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

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

Event Name: _____

Event Date(s): _____

PUBLIC RELATIONS INFORMATION

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

Name of Event: _____

Name of Organization: _____

Event Dates and Times:

Date					
Times					

Event Information can be found online at: _____

Public Relations Contact: _____

Day Phone: _____

Evening Phone: _____

Email: _____

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

PRELIMINARY FEE WORKSHEET

Please complete, to the best of your ability, all event-related fees as it pertains to your proposed event, **even if you are requesting fee waivers**. A final total of charges will be determined thirty days prior to your event once approval is granted; additional fees not listed below may apply when deemed necessary by staff as a result of the final event planning and implementation. *Please note that fees may be updated at any time.*

EVENT CATEGORY FEES	PRICE <i>(subject to change)</i>	CALCULATION	TOTAL
Category I	Non-profit: \$2 per person	500	1000
<ul style="list-style-type: none"> Less than 500 people 	Commercial: 70/30 split of registration		
Category II			
<ul style="list-style-type: none"> Impacts public areas for no longer than one (1) day including set-up & tear-down Is conducted in the off-season (not between Memorial Day and Labor Day or on any holiday) Participant plus Spectator crowd above 500 but does not exceed 3,000 people. Has no television coverage (except news). A non-profit entity is the beneficiary of the net revenues (100%). Does not meet any of the identifying criteria for a Category III or IV event. 	\$2,811 per day		
Category III			
<ul style="list-style-type: none"> Impacts public areas for more than one (1) day including set up. Participant plus Spectator crowd does not exceed 5,000 people. Has no television coverage (except news). Has more than \$3,000 and less than \$50,000 in prize money. Does not meet any of the identifying criteria for a Category IV event. 	\$3,093 per day		
Category IV			
<ul style="list-style-type: none"> Meets Category III Criteria and has one or more of the following: <ul style="list-style-type: none"> Has network television coverage or Estimated participant/spectator crowds exceed 5,000 people or Prize money in excess of \$50,000 or Charges admission to spectator Gross revenues in excess of \$50,000. 	\$5,623 per day		

MISCELLANEOUS FEES	PRICE <i>(subject to change)</i>	CALCULATION	TOTAL
Commercial Application Fee - <i>non-refundable</i>	\$883 (\$441.50 if your event was cancelled in 2020 due to COVID-19)		
Non-Profit Application Fee - <i>non-refundable</i>	\$589 (\$294.50 if your event was cancelled in 2020 due to COVID-19)		589
Pass-Thru Application Fee - <i>non-refundable</i>	\$294 (\$147 if your event was cancelled in 2020 due to COVID-19)		
Amplified Sound Permit	\$173		173
Pier Plaza Use Fee	\$11,771 per day		
Event Co-Sponsor	\$297 each		
Event Set-Up/Tear-Down	\$266 per location, per day		
Community Resources Staff	\$353 per day		
Parking Meter Space Fee	\$1.25 per hour (8am-8pm) \$1.50 per hour (8pm-8am)		

***Preliminary TOTAL 1762**

**Depending on event details additional fees may apply due to required staffing and/or services from the City of Hermosa Beach's Building Division, Public Works Department and the Los Angeles County Fire Department.*

GREEN MATRIX (Environmental Protection Plan)

(Required for all event applications)

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

Event Name: _____

Expected Attendance: _____

MEASURE	CHECK IF APPLICABLE	HOW WILL YOU COMPLY? (use additional sheets if needed)
Recycling and Waste Reduction		
1. Reduce waste and single-use items		
<ul style="list-style-type: none"> ▪ Limit single-use paper, plastics, packaging, and décor items 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Reduce size/bulk of plates, containers, cups 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Use products with high recycled content 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Avoid sale or give-away of single-use plastic drinking water bottles. *A mobile water cart ('Mother-Lode Wide') is available for use and reusable water bottles are encouraged 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Provide free drinking water in large dispensers (people can refill their own bottles, or use paper cups) *Large drink dispensers are available for use and reusable water bottles are encouraged 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ At 'beer or drink gardens' use recycled or compostable cups (provide dump station for liquids) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Recycle fry-grease for bio-diesel fuels 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Limit and reduce size of handouts, flyers and give-aways (print several per page, double-side, do not use dark color inks) 	<input type="checkbox"/>	
2. Recycling containers:		
<ul style="list-style-type: none"> ▪ Place well-marked recycle containers adjacent to every trash container 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Provide onsite 'monitors' directing people to recycling at prime locations or provide secondary trash sorters. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Scavenging is prohibited from waste containers. Prevent and report scavenging 	<input type="checkbox"/>	
3. Staging		
<ul style="list-style-type: none"> ▪ Recycle or reuse event construction materials 	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Use 'no emission/no VOC' paints/sealants 	<input type="checkbox"/>	

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

BEACH COURTS USAGE MAP *(required for all BEACH events.)*

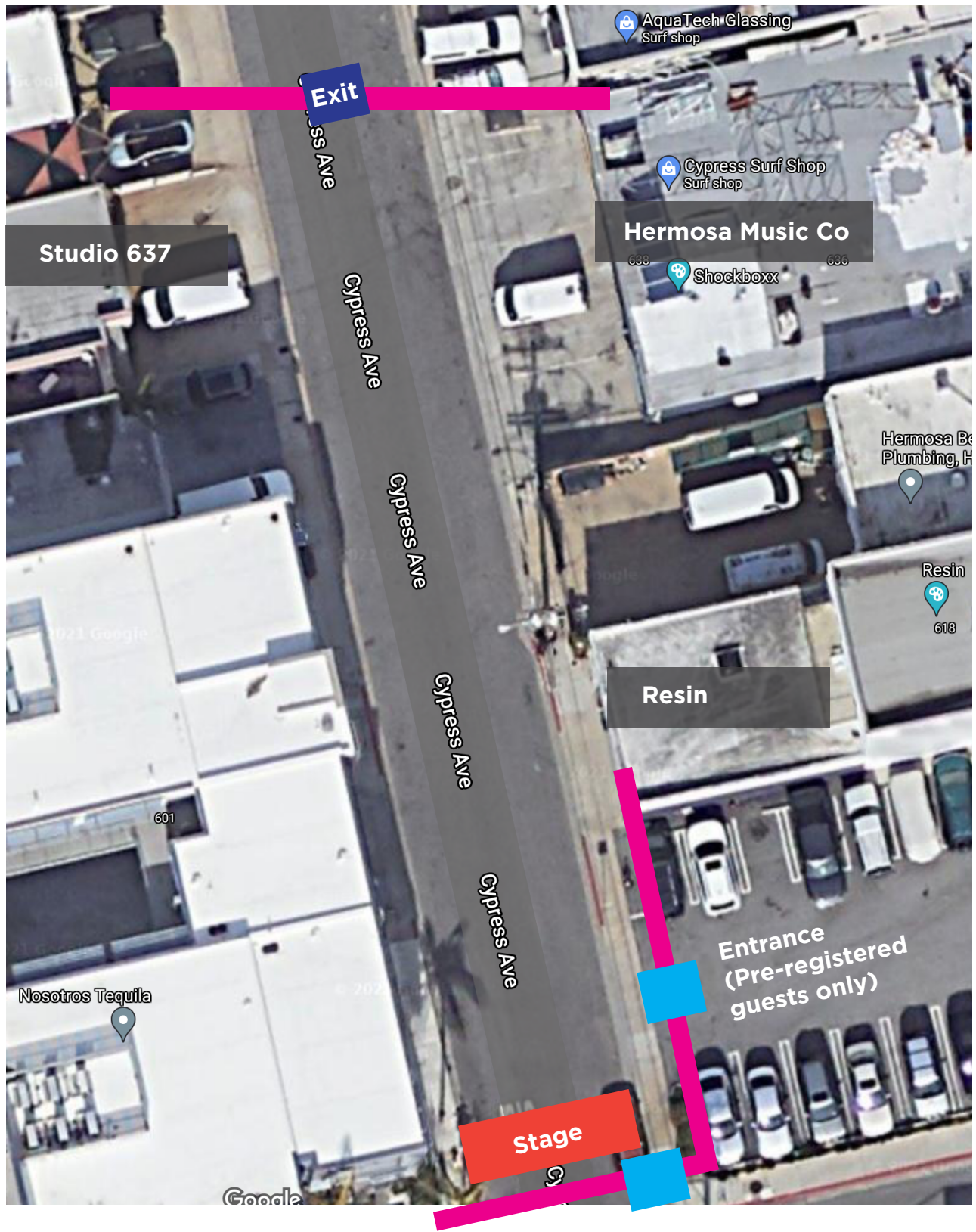
Please circle the beach volleyball and/or beach tennis courts that you will be using for your event. **This also includes those courts that may be removed for event-related activities.** If you are applying for multiple events or multiple days where a different number of courts will be used, please complete a separate page for each, specifying the event title and date below. Completion of this map does not take the place of the required Site Plan.

Event Name: _____

Event Date(s): _____



Cypress Art&Music Event Proposed Plan for Aug 1, 2021





618 Cypress Ave

RESIN floorplan

