



Staff Report

City of Manhattan Beach

TO: Honorable Mayor Ward and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Richard Gill, Director of Parks and Recreation

DATE: April 4, 2006

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

RECOMMENDATION:

Staff recommends that the City Council approve fee waivers for ten non-profit special events in 2006 and 2007 totaling \$169,826.

FISCAL IMPLICATION:

Sufficient funds are included in each department's FY 06-07 budget to cover the costs outlined for these special events. The following billing rates were utilized to calculate departmental costs, with any related equipment charged at the prevailing rental fee:

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

Staff used the fully burdened rates when determining the true costs associated with each special event request. Fully burdened rates include staff benefits and overhead. These are the rates adopted by City Council in the annual resolution of fees. The funds to provide these services are budgeted annually within each of the affected City departments. The recommended fee waivers represent \$169,826.

BACKGROUND:

Due to requests for waivers of City fees/service charges by non-profit organizations conducting special events, the City developed and initiated a yearly application process. In January, a Special Event Application was sent to each organization that conducted an event during the 2005-2006 fiscal year. Applications were also made available to organizations planning new events for the period July 1, 2006 - June 30, 2007. The deadline to submit completed applications to the Parks and Recreation Department was February 17, with all requests submitted by the established deadline.

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

DISCUSSION:

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

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

The following chart lists the name of the organizations in the first column; the second column lists the proposed fee/service charges associated with each event using last year's actual costs; and the last column lists staff's recommendations for 2006-2007. The total costs are estimates based on last year's event and should the event grow or change, requiring additional staff, then those costs are passed on to the agencies. In past years, most of the agencies have had to pay a minimal sum at the conclusion of their event because of changes/additions or a loss of volunteers which then requires more paid staff.

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

<i>Organization</i>	<i>Proposed Services Based on Prior year's Actuals (fully burdened rates)</i>	<i>Staff Recommendation 2006-2007</i>
Chevron Grand Prix Bike Race 8/13/06	Police - \$8,700 Fire - \$966 Pub.Works-\$7,936 TOTAL - \$17,602	\$17,602
Old Hometown Fair 10/7 & 8, 2006	Police - \$36,613 Fire - \$4,055 Pub. Works - \$9,974 Parks & Rec -\$3,510 TOTAL - \$54,152	\$54,152

<i>Organization</i>	<i>Proposed Services Based on Prior year's Actuals (fully burdened rates)</i>	<i>Staff Recommendation 2006-2007</i>
Old Hometown Fair 10K Run 10/7/06	Police - \$25,123 Fire \$3,563 Pub.Works-\$9,910 TOTAL - \$38,596	\$38,596
Am. Martyrs Parish Fair – 10/21 & 22/06	Fire - \$250 TOTAL - \$250	\$250
Holiday Fireworks Festival 12/10/06	Police - \$20,728 Fire - \$1,946 Pub.Works - \$11,977 Parks & Rec - \$1,108 TOTAL - \$35,759	\$35,759
American Martyrs 5K Run 2/24/07	Police - \$3,502 Pub.Works-\$572 TOTAL - \$4,074	\$4,074
Little League Opening Day Parade-3/3/07	Police - \$3,036 Pub.Works - \$932 TOTAL - \$3,968	\$3,968
Robinson School Fun Run 3/17/07	Pub. Works-\$2,947 Police - \$4,574 TOTAL - \$7,521	\$7,521
Richstone Pier-to-Pier Jog/Walk- 4/28/07	Police - \$372 Pub.Works - \$175 TOTAL - \$547	\$547
Grandview 5K Run – 6/2/07	Police - \$4,399 Pub.Works-\$2,958 TOTAL - \$7,357	\$7,357
TOTALS	\$169,826	\$169,826

NOTE: Per Council direction, attached to this report is the February 21, 2006 staff report from the Finance Department detailing all of the City subsidized programs.

CONCLUSION:

Staff recommends that the City Council approve fee waivers for ten non-profit special events in 2006 and 2007 totaling \$169,826.

RG:jg

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

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Attachment A

Organization: MANHATTAN BEACH LIONS CHARITIES INC DBA MANHATTAN BEACH GRAND PRIX
Applicant Name and Title: ROBERT JONES
Address: 21207 AURORA BLVD #18 CARSON, CA 90745
Mailing Address (if different from above): SAME
Phone #: 310-834-2662

GENERAL EVENT INFORMATION

Name of Event: MANHATTAN BEACH GRAND PRIX
Type of Event: BIKE RACE
Proposed Date(s) 8-12 to 8-13 Time(s) NOON thru 5P SUN
Location: VALLON - ARDMORE from 15th to PACIFIC
Anticipated Attendance: 10000
Cost Per Participant: 0
Event Sponsors: MANHATTAN BEACH LIONS, SOUTH BAY WHEELMEN, CHERVON

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 SAT 8-12 @ NOON (ISLAND SIDE ONLY)
RACE SUN 8-13 5A to 5P ON LOCATION
ABOUT

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.

Close VRL on AKADAMORE between 15th to Pacific
SA to SP

Surety and Insurance Requirements

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

Submitting and Changing Application

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

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

CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT FEE WAIVER

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

Have you previously held this event? Yes + No

Were City fees waived? Yes + No

Amount of Fees previously charged for event:

Fire:
\$ 1000
Police:
\$ 8500
Public Works:
\$ 7936
Other:
\$
Total City Fees:
\$ 17436

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 25000
In-kind Donations from Sponsors:
\$
Cost per ~~Participant~~ PER HOUR
\$ 20000
Anticipated Cost of Event:
\$ 35000
Anticipated Revenue from Event:
\$ 10000

Proposed Special Event Fee Amount to be waived for this event

\$ 17436

How will anticipated revenue be spent?

BIKE TRAINING, ASSISTED EYE EXAMS, NIGHT
SENIOR SENIORITYSHIPS, SENIOR PROGRAMS

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

AS ALL PROFIT IS RETURNED TO
CITY ON SENIOR PROGRAMS

(Please use additional pages as needed.)

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: Manhattan Beach Old Hometown Fair
Applicant Name and Title: Susan Adams, President
Address: 1204 Manhattan Ave, Manhattan Beach, CA 90266
Mailing Address (if different from above): PO Box 3068, Manhattan Beach, Ca 90266
Phone #: (310) 546-5219 - Hometown Fair / Susan Adams (310) 546-2678

GENERAL EVENT INFORMATION

Name of Event: Manhattan Beach Old Hometown Fair
Type of Event: Community Fair with Arts & Crafts, Food, Games for Non-Profit Groups
Free Games + Entertainment
Proposed Date(s) 10/7 - 10/8/2006 Time(s) 10 AM - 6 PM Sat & Sun
Location: Valley Dr, 15th St through 21st, Joslyn Center, Live Oak + Dorsey Parks
Anticipated Attendance: 50,000 - 75,000
Cost Per Participant: Non-profit Groups \$70-95 per booth. Arts + Crafts Residents \$100-250 Non-Res \$250-350
Event Sponsors: This is a non-profit organization, staffed with volunteers

Event Description

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

Please see attached copy of City Agreement
for 2005 Hometown Fair

Event Site Plan and Equipment Layout

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

City Personnel and Equipment

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

Attached is a copy of our City letter requesting the various services we needed in 2005 - similar services will be required for the 2006 Fair

Surety and Insurance Requirements

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Submitting and Changing Application

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

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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:

\$ 4,045⁰⁰/XX

Police:

\$ 41,381⁷⁷/XX

Public Works:

\$ 5,076³⁰/XX

Other: Parks & Rec

\$ 2,704²⁸/XX

Total City Fees:

\$ 53,207³⁵/XX

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:

\$ 0

In-kind Donations from Sponsors:

\$ 0

Cost per Participant:

\$ 0

Anticipated Cost of Event:

\$ 150,000

Anticipated Revenue from Event:

\$ 150,000

Proposed Special Event Fee Amount to be waived for this event

\$ 42,000⁰⁰/XX

How will anticipated revenue be spent?

To cover fair costs for year 2006

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

Fair board has been authorized to conduct annual Hometown Fair for City of Manhattan Beach for the past 33 years

(Please use additional pages as needed.)



Manhattan Beach Old Hometown Fair Association, Inc.
A Non-Profit Corporation
Post Office Box 3068, Manhattan Beach, California 90266

February 13, 2006

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

RE: 2006 Old Hometown Fair

Dear Mr. Gill,

The Manhattan Beach Old Hometown Fair Association, Inc. ("Hometown Fair Board") is looking forward to organizing the 34th annual Manhattan Beach Old Hometown Fair. The fair is scheduled for October 7 and 8, 2006. Attached please find the completed Special Events Application and the Request for Special Event Fee Waiver for this event.

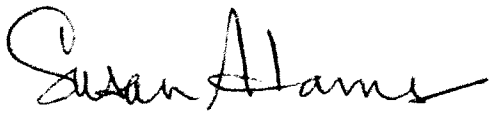
The purpose of the fair is to provide something for everyone in our community. We like to have as many residents as possible. As in the past, the activities will include games and prizes, performers, animals and entertainment, food booths and arts and crafts. The fair is widely respected and is one of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

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

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

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

Sincerely,

A handwritten signature in black ink that reads "Susan Adams". The signature is written in a cursive style with a large, looped initial "S".

Susan Adams
President
Manhattan Beach Old Hometown Fair Board

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: Manhattan Beach 10K Run Committee
Applicant Name and Title: Rachel Judson - Race Director
Address: 429 3rd Street, Manhattan Beach CA 90266
Mailing Address (if different from above): same
Phone #: 310 379 8687 or 310 408 7719

GENERAL EVENT INFORMATION

Name of Event: Manhattan Beach 10K Run
Type of Event: 10K Run
Proposed Date(s) Oct. 7, 2006 Time(s) 7:30AM - 10AM
Location: 10K Run Course and Pier Area
Anticipated Attendance: 4000
Cost Per Participant: \$15.00 - \$25.00
Event Sponsors: list of prior sponsors attached

Event Description

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

Set up finish line at Pier parking lot Friday afternoon.
Set up course Saturday morning. T-shirts and
various items given to finishers. NO products
are sold or rented. Entry fee is \$15 - \$25 per
person. The race is coordinated with police
and fire departments. No alcohol is served.

Event Site Plan and Equipment Layout

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

same as prior years

City Personnel and Equipment

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

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

Surety and Insurance Requirements

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

will be provided as in the past.

Submitting and Changing Application

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

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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:
\$ 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 - \$25

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 of athletic related items such as physical education equipment for schools, etc.

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

This event originally was started by a volunteer group because there was a demand in the city and the Recreation Department did not have the necessary resources to do it. It is completely a volunteer effort and all profits have been (Please use additional pages as needed.)
donated back to the community
(please see attached)

Fee Waiver Continued --

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

For over 25 years the City has been a partner in this event. The original goal 27 years ago was to make this a local race and not have any major cash sponsors. Most, if not all major sponsors want logos on T-Shirts, etc.

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

Prior Sponsors:

Amazake Sports Drink

Anheuser Busch

Aztec Rents

Bates Chiropractic

Bay Cities Chiropractic

Bch Cty Hlth Dist

Body Glove

Comedy & Magic Club

Degree-Samples

Everpure/Water Inc.

GI Joe Boot Camp

Good Stuff

Inside Out Well Ctr

Islands

Jamba Juice

Lawyer's Title

Lisa's Frame Shop

Little Co of Mary

Man Amateur Radio

Manhattan Creamery

Manhattan Repro

Manhattan Sports

Mark Costopoulos

Max Treatment Ctr

New Balance

Pac Physical Therapy

Pancho's Rest

Ralph's

ReMax

Seaside Brokers

Shark's Cove

Skechers

South Bay Message

Spectrum Clubs

Super Sports

Trader Joe's

Village Runner

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: HOLIDAY FIREWORKS INC.
Applicant Name and Title: Pete Moffatt, President
Address: 3200 LA ROTONDA DRIVE, # 508
Mailing Address (if different from above): Rancho Palos Verdes, CA 90275
Phone #: 310-801-2202

GENERAL EVENT INFORMATION

Name of Event: HOLIDAY FIREWORKS FESTIVAL
Type of Event: FIREWORKS, SNOW PARK, ENTERTAINMENT, SIG. ATCORG
Proposed Date(s) December 10 Time(s) 3:00 to 7:30 P.M.
Location: Pier
Anticipated Attendance: ± 7,000
Cost Per Participant: FREE
Event Sponsors: Skochmas, The Kettle, CAFE PIERRE, SCAUEN INN
M.B. Chamber, DOWNTOWN ASSOC. Shellback, Beach
Reporter, Door to Door Cleaners, Michael Stars, Mick Tell
Richard Montgomery, Wayne Hampton, Jack Gillopie

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 opens at 3:00 for special needs children,
then to public at 4:00. SANTA ARRIVES AT 4:00
Sponsor/ VIP Area opens 4:00, Hyperion begins at 5:00
JOAN BROWN BAND 5:30 to 6:30. Fireworks at
6:30. Event concludes at 7:30 P.M.

Event Site Plan and Equipment Layout

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

City Personnel and Equipment

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

City services same as previous years.

Surety and Insurance Requirements

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

Submitting and Changing Application

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

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

CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT FEE WAIVER

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

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

Amount of Fees previously charged for event:

Fire:
\$ 2,480.
Police:
\$ 18,406
Public Works:
\$ 11,977
Other: Parking
\$ 1254
Total City Fees:
\$ 34,461

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 30,000
In-kind Donations from Sponsors:
\$ -
Cost per Participant:
\$ 0
Anticipated Cost of Event:
\$ 30,000
Anticipated Revenue from Event:
\$ 0

Proposed Special Event Fee Amount to be waived for this event

\$ _____

How will anticipated revenue be spent?

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

This 18 year tradition would not be possible without the City's ongoing support.
Thank you
[Signature]

(Please use additional pages as needed.)

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: American Martyrs Parents Association
Applicant Name and Title: Mike Marcoux, Chairman American Martyrs 5K Run / Walk
Address: 2009 Harriman Lane, #A, Redondo Beach, CA 90278
Mailing Address (if different from above): Same
Phone #: H: 310.379.0998 Cell: 310-766-4277

GENERAL EVENT INFORMATION

Name of Event: American Martyrs 5k Run / Walk – 27th Annual
Type of Event: 5K Run/Walk raising funds for American Martyrs School
Proposed Date(S) February 24, 2007 Time(S) 8:00 a.m. – 9:00 a.m.
Location: Streets in and around American Martyrs Church
Anticipated Attendance: Approximately 500 – 900 participants
Cost Per Participant: \$8.00 (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 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' Open Divisions receive \$100 gift certificates. Medals are awarded to top 3 finishers in various age categories. Breakfast is served after the run/walk. No alcohol will 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 26th 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 traffic control at key intersections (14th and Valley, Pacific and Valley, etc.).

Surety and Insurance Requirements

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

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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 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 (approximate)

Cost per Participant:
\$5.00 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 27th consecutive year this event has been held. This event brings together approximately 700 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.

26th ANNUAL AMERICAN MARTYRS 5K RUN/WALK

Please return by February 16, 2006

Saturday, February 25, 2006

One form per participant.
Make copies as needed.

Presented by:



CASKEY & CASKEY

Finer Home Specialists

Proudly Sponsored by:



Lucky Brand Jeans



**CANTINA
REAL**



	<u>Mike Mahoney</u> Color Services, Inc.	<i>The Evans Family</i>	 MARK COSTOPOULOS D.P.M. Walk Away From Foot Pain
	The Geoff Wells Family		

**Register by February 16, 2006 • Adult \$20 - Child \$15 - Includes T-shirt
Pre-race/COSTUME CONTEST & AWARDS • Following race/Prepaid Breakfast and Race Award Ceremony
www.americanmartyrs.org**

----- Cut along dotted line, return bottom portion by February 16, 2006 -----

LAST NAME FIRST NAME AGE (on race day) BIRTHDAY

MAILING ADDRESS

CITY STATE ZIP

HOME PHONE

WORK PHONE

How did you hear about this 5K?

Referred by classroom:

Divisions: Male Female

T-shirt Size:
 Youth Medium Youth Large Youth XL
 Adult Small Adult Medium Adult Large Adult XL Adult XXL

6 & Under 9 - 10 yrs 13 - 14 yrs 17 - 18 yrs 25 - 29 40 - 49 60+
 7 - 8 yrs 11 - 12 yrs 15 - 16 yrs 19 - 24 yrs 30 - 39 50 - 59 Baby Stroller

26th ANNUAL AMERICAN MARTYRS 5K RUN / WALK

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

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

REGISTRATION

Accepted by mail with completed form and the runner entry fee.

Must be received by **February 16, 2006** to avoid late registration fee.

Make check or money order payable to: AMPA (American Martyrs Parents Association)

MAIL OR PERSONALLY DELIVER TO:

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

OR – Register at O'Donnell Center after mass

(Located outside American Martyrs Church on these dates:

- Sunday, February 5 (8:00 am to Noon, 5:00 pm to 6:30 pm)
- Sunday, February 12 (8:00 am to Noon, 5:00 pm to 6:30 pm)
- Sunday, February 19 (8:00 am to Noon, 5:00 pm to 6:30 pm)

IMPORTANT

On Friday, February 24, 2006 – Pick up of Pre-registered race bibs at:

Village Runner – Manhattan Beach
1840 Sepulveda Blvd.
Manhattan Beach, CA 90266

Late registrations and pick up of race bibs at the American Martyrs School Playground beginning at 6:30 am on race day.

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

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

LATE REGISTRATION – additional \$5 fee

Late registration is available after February 16, 2006 through 7:00 am on race day. No guarantee of receiving a T-Shirt. We will do our best to accommodate everyone.

COSTUME CONTEST

Single (1) person category and Six (6) Pack category.

AWARDS CEREMONY

To follow the race in O'Donnell Hall as soon as practical after the race (approx 9:45am). Award to first overall male and female. Awards to first 3 male and female finishers in each age group (excluding overall winners). **COSTUME:** awarded before the race to the best "single" costume (male or female) and award to best "six-pack" costume (male or female).

BREAKFAST

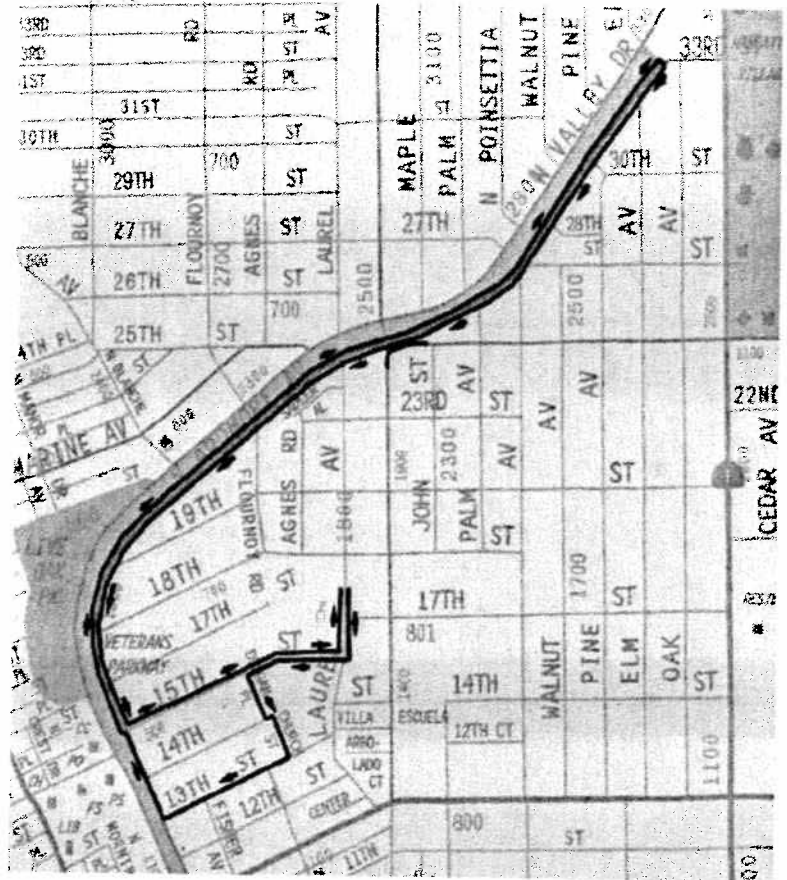
9:00-11:00 am following the race in O'Donnell Hall. Scrambled eggs, bacon, bagels and cream cheese, O.J., and coffee. You must present your pre-printed race bib (Race Number) in order to receive your pre-paid breakfast.

American Martyrs 5K RUN / WALK

Saturday, February 25, 2006 ~ 8:00 am

COURSE

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



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

ADULT	Race & T-Shirt	\$20
	Breakfast	\$5
	Late Fee (after Feb 16, 2005)	\$5
	TOTAL	

CHILD	Race & T-shirt	\$15
(12 yrs and under)	Breakfast	\$3
	Late Fee (after Feb 16, 2005)	\$5
	TOTAL	

FAMILY	Race & T-shirt & Breakfast	\$50
(3 or more people)	Late Fee (after Feb 16, 2005)	\$5
	TOTAL	

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

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

Date _____

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: Manhattan Little League
Applicant Name and Title: Dennis Kane, President
Address: 3408 Pine Ave, Manhattan Beach, CA 90266
Mailing Address (if different from above): P.O. BOX 3572 Manhattan Beach, CA
Phone #: 310-546-7995 90266

GENERAL EVENT INFORMATION

Name of Event: Opening Day Parade and ceremonies
Type of Event: Parade and assembly
Proposed Date(s) March 3, Saturday Time(s) 8:30 - 11:00 AM
Location: Live Oak through downtown and up 15th to Martyrs
Anticipated Attendance: 2000 - 3000
Cost Per Participant: -0-
Event Sponsors: Manhattan Little League, American Martyrs Church, Mike Costa HS. 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 ~~setup~~ will start at 7:00 AM with balloons and crowd control ^{setup} at Live Oak. Marchers will convene at 8:45 at Live Oak, March south along Valley to Manhattan Beach Blvd., west to Highland, north to 15th and east to American Martyrs. Ceremonies at Martyrs will end by 11:00. Parade includes antique/specialty cars, fire truck(s), and app. 1300 marchers. The MCHS marching band is also expected. We will give away baseballs and FT balls at Martyrs. [NOTE ALTERNATE ROUTE TO WEST -
ON THE ATTACHED MAP IF MBFD/PO PROBLEM]

Event Site Plan and Equipment Layout

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

City Personnel and Equipment

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

Closure of Parade Streets (Valley, MBB, Highland and 15TH). Streets will need to close from app. 8:00 - 10:00

Surety and Insurance Requirements

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

Submitting and Changing Application

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

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

CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT FEE WAIVER

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

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

Amount of Fees previously charged for event:

Fire:
\$ 0
Police:
\$ 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

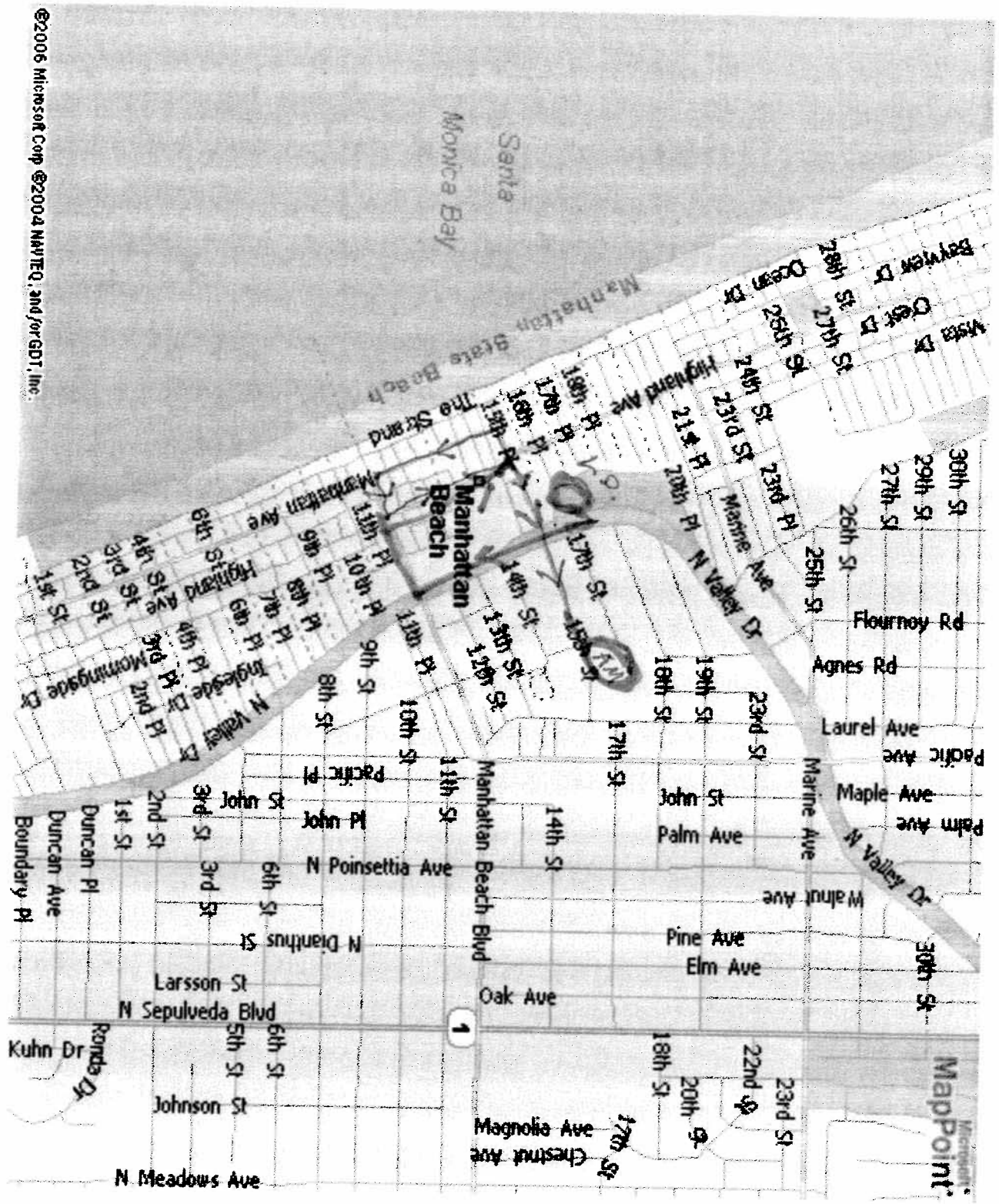
How will anticipated revenue be spent?

None anticipated

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

MLB has been an integral provider of kids baseball since 1958. MLB and the City have had a completely beneficial partnership, and will continue our unique relationship in the future.

(Please use additional pages as needed.)



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ALTERNATE ROUTE MBFO/PO problem -
 LVB OAK → W, ON 15 to Manhattan Ave.
 south to MBB east to Highland, north to
 15 and east to Mantys.

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: Robinson Elementary PTSA
Applicant Name and Title: Robinson Fun Run 5K, Sally Alder, Chairpers
Address: 510 2nd Street Manhattan Beach, CA 90266
Mailing Address (if different from above): —
Phone #: 310-318-2995

GENERAL EVENT INFORMATION

Name of Event: Robinson Fun Run
Type of Event: 5K Run/Walk
Proposed Date(s) March 17, 2007 Time(s) 8:00 a.m. - 9:00 a.m.
Location: Begin on Robinson field throughout walk streets
Anticipated Attendance: 550 Runners end on Robinson field - See Map
Cost Per Participant: \$15.00 Students \$20 Adults
Event Sponsors: Robinson PTSA, Others TBD Shorewood
Realtors, Caskey + Caskey, Vintage Real Estate

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?

6:00 a.m. - Volunteers arrive + set up start/finish area on field.

7:00 a.m. - Volunteers set out race cones on the streets

Runners arrive Robinson field for warm up exercises

7:45 a.m. - Water stations manned by volunteers on course

8:00 a.m. Race begins!

9:00 a.m. Cones picked up

Products given away - Noah's Bagels and water

Products sold - Jamba Juice \$

Safety Measures - Police Patrol, Custodial Staff for Clean up

★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.

City Personnel and Equipment

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

- Police
- Barricades necessary to secure the route.
- A frames to hold arrows for route direction.

Surety and Insurance Requirements

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

Submitting and Changing Application

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

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

CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT FEE WAIVER

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

Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:
\$ 0

Police:
\$ 2,786

Public Works:
\$ 3,742

Other:
\$ 0

Total City Fees:
\$ 6,528 *

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 8,000

In-kind Donations from Sponsors:
\$ 700

Cost per Participant:
\$ 9,000

Anticipated Cost of Event:
\$ 10,000

Anticipated Revenue from Event:
\$ 7,000

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

your estimated cost for our race held this year on 4-1-06
\$ 6,528

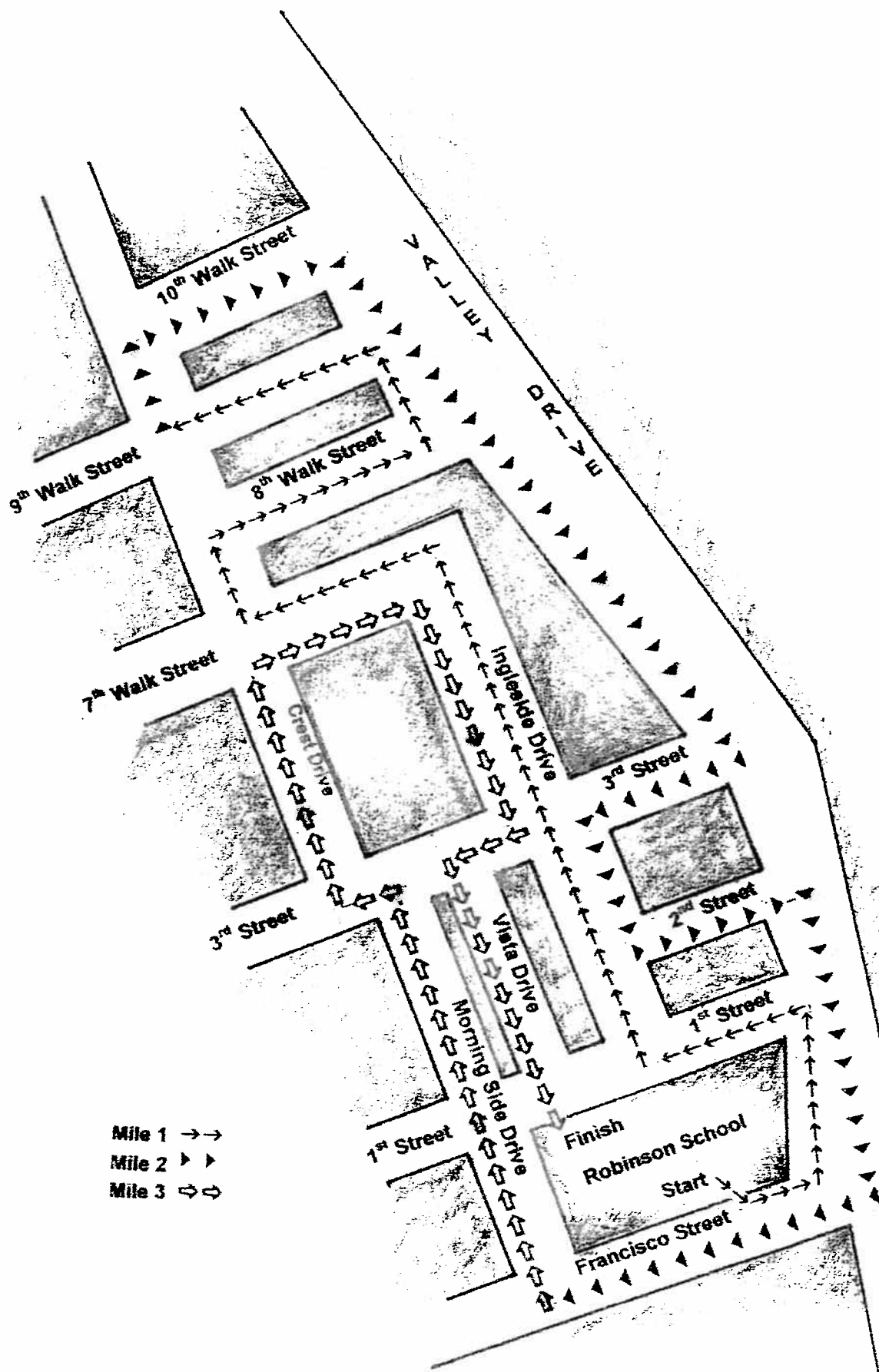
How will anticipated revenue be spent?

Due to State of California budget cuts, we will use the money toward various classroom activities including computers, supplies, reading programs, art programs, field trips

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

Without the City fees being waived, almost all of our profit would be spent.

(Please use additional pages as needed.)



- Mile 1 →→
- Mile 2 ▶▶
- Mile 3 ◻◻

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: Richstone Family Center

Applicant Name and Title: Doris Boyington, Chief Operating Officer

Address: 13620 Cordary Avenue, Hawthorne, CA 90250

Mailing Address (if different from above): _____

Phone #: (310) 970-1921 x103

GENERAL EVENT INFORMATION

Name of Event: Richstone Pier-to-Pier Walkathon

Type of Event: Walkathon

Proposed Date(s) April 28, 2007 Time(s) 6:30am-setup/7:30am-Event/10:00am-clean-

Location: Manhattan Beach Pier

Anticipated Attendance: 600

Cost Per Participant: \$20.00

Event Sponsors: Local Businesses

Event Description

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

6:30am: Set-up (Tables, chairs, balloons, small stage)

7:30am: Participants register; eat muffins; drink coffee/juices. No alcohol. Nothing is sold.

8:00am: Walk begins

9:00am: Walkers return; closing ceremony; walkers receive T-shirts

10:00am: Clean-up

This is a fun family event that is calm and safe.

Event Site Plan and Equipment Layout

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

City Personnel and Equipment

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

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

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

Surety and Insurance Requirements

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

Submitting and Changing Application

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

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

CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT FEE WAIVER

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

Have you previously held this event? Yes X No _____

Were City fees waived? Yes X No _____

Amount of Fees previously charged for event:

Fire:
\$ _____

Police:
\$ _____

Public Works:
\$ _____

Other:
\$ _____

Total City Fees:
\$ waived

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 60,000

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

Cost per Participant:
\$ 20.00

Anticipated Cost of Event:
\$ 8,000

Anticipated Revenue from Event:
\$ 130,000

Proposed Special Event Fee Amount to be waived for this event

\$ _____

How will anticipated revenue be spent?

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

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

Richstone Family Center serves families living in Manhattan Beach and provides needed resources for local residents seeking information about parenting. More than 800 parents have taken our parenting classes in the last three years.

(Please use additional pages as needed.)

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: GRANDVIEW Elementary School P.T.A.
Applicant Name and Title: LAURA STOUT - Co-chair
Address: 464 31ST STREET Manhattan Beach, CA. 90266
Mailing Address (if different from above): _____
Phone #: 310-545-1527

GENERAL EVENT INFORMATION

Name of Event: GRANDVIEW GATOR RUN 5K
Type of Event: 5K RUN/WALK to RAISE MONEY FOR M.B. SCHOOLS
Proposed Date(s) 6-02-06 Time(s) 8:00 A.M.
Location: GRANDVIEW School - Race course ON VALLEY to + FROM School
Anticipated Attendance: 1500 RUNNERS
Cost Per Participant: \$25 Adults / \$20 Children
Event Sponsors: to be determined

Event Description

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

Considerable planning and sponsor recruitment from December 2006 - ~~APRIL~~^{JUNE} 2007. The afternoon before the race booths and registration tables are set up for packet pick-up + last minute registration. The police put out no-parking signs on the race streets 2 days prior to the race. We provide volunteers to watch + block the significant intersections during the race. The Race Chairs work with Sgt. Harrod on traffic details. There is a raffle after the race + sponsor donated prizes are given away (dinners / surfboards etc.) No alcohol is 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.

City Personnel and Equipment

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

Sgt. Andy Harrod organizes the traffic detail. They start blocking traffic at 7:45 a.m. race day and open roads at 9:00 A.M.
The city drops off road blocks prior to the race and the announcer stand a day prior to the race.

Surety and Insurance Requirements

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

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 WAIVER

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Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:
\$ _____

Police:
\$ 2963

Public Works:
\$ 2954

Other:
\$ _____

Total City Fees:
\$ _____

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 25000

In-kind Donations from Sponsors:
\$ _____

Cost per Participant:
\$ \$25 - adults / \$20 kids

Anticipated Cost of Event:
\$ \$8 - 10,000

Anticipated Revenue from Event:
\$ \$40,000

Proposed Special Event Fee Amount to be waived for this event

\$ 5917⁺

How will anticipated revenue be spent?

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

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

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

(Please use additional pages as needed.)

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: American Martyrs Catholic Church

Applicant Name and Title: Karen Beebe , Parish Fair Coordinator

Address: 2118 Farrell Ave. Redondo Beach, Ca. 90278

Mailing Address (if different from above): P.O. Box 3639, Manhattan Beach, Ca. 90266

Phone # Parish - 310-545-5651 Karen Beebe - 310-542-7380

GENERAL EVENT INFORMATION

Name of Event: American Martyrs Parish Fair

Type of Event: Community Fair

Proposed Date(s) October 21st & 22nd, 2006 Time(s) Sat. 10:00AM-10:00PM Sun 10:00-5:00

Location: American Martyrs School 1701 Laurel Ave., Manhattan Beach

Anticipated Attendance: 5,000

Cost Per Participant: Free

Event Sponsors: None

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?

We will begin set up at 1:00 pm on Friday the 20th The fair will open to the public 10:00am Saturday, October 21st. Tickets for games may be purchased at .50 each or 3 for \$1.00. Food and beverages will be sold and there will be free entertainment throughout the weekend. There will be a craft boutique, silent auction, and Granny's Kitchen. Beer and wine will be sold in a designated area with the proper security and licenses. Saturday night ... dinner tickets can be purchased befog the fair after masses. Tear down will begin at 5:00 on Sunday and completed by 10:00 Sunday night. Security will be present 24 hours on both days .

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.

We will follow normal city procedures for hanging our banner over Sepulveda & Marine. No other services will be required.

Surety and Insurance Requirements

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

Submitting and Changing Application

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

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

CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT FEE WAIVER

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

Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:
\$ approx. \$200.00

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

\$ Fire inspection fees.

How will anticipated revenue be spent?

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

The people who set up the electrical and cooking areas have been doing so for many years. We have a fireman, Tom Wells who is in charge of the set up. We do not put grills under tarps, our tarps are all fire retardant, we have a fire extinguisher at every grill. Our grills are 10 feet from the building Our electrical cords are for walkers. The dept. usually comes down on Sat. morning and signs us off in 10 minutes. Please wave these fees that are not needed because of our past history of being in line with the city rules & regulations.

(Please use additional pages as needed.)

City Subsidy Listing - February 2005
REVISED 2-7-06

Category	Description of Group or Event Subsidized	Value	Comments/Allocation Criteria
Arts	Arts Manhattan Exhibitions	\$ 20,000.00	Discretionary Through Annual Budget.
Community Activities	American Martyrs 5K Run	\$ 4,890.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	American Martyrs Parish Fair	\$ 393.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Chevron Bike Race	\$ 17,947.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Community Gardens at Schools	\$ 6,000.00	One-time support with in-kind services at Council direction.
Community Activities	Grandview 5K Run	\$ 5,227.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Holiday Fire Works	\$ 35,461.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Hometown Fair	\$ 60,341.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Hometown Fair 10K Run	\$ 28,513.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Little League Opening Day Parade	\$ 2,791.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Oceanographic Teaching Station Support	\$ 2,000.00	Estimated annual support for in-kind services by Council policy.

City Subsidy Listing - February 2005
 REVISED 2-7-06

Category	Description of Group or Event Subsidized	Value	Comments/Allocation Criteria
Community Activities	Richstone Pier-to-Pier Jog/Walk	\$ 1,568.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Community Activities	Robinson School Fun Run	\$ 6,528.00	Fee Waivers for labor and materials. Council has generally required that the event be community based and of general interest to the entire community. Approved annually by Council action.
Economic	Chamber of Commerce - Cash Payments	\$ 156,639.00	Funded through 10% add-on to most business licenses. Collected funds are passed through to the Chamber on a monthly basis.
Economic	Chamber of Commerce - Free Office Rental	\$ 28,800.00	Annual estimated fair market value. Waiver by Council policy.
Economic	Downtown Merchants for Streetscape Services	\$ 47,476.00	Annual outlay to support Downtown Streetscape in excess of Assessments. Discretionary through annual budget and assessment district renewal.
Economic	Los Angeles Air Force Base Closure Opposition Funding	\$ 40,000.00	Two payments in 2004 of \$20K each by Council directive. Set through Council policy after request by studios to reduce the fee in 2004. City estimate of cost = \$98,000 per year while studio is charged \$42,000 annually. Suggest reviewing during next fee study in next 2-3 years.
Economic	MB Raleigh Studios - Fire Safety Services	\$ 56,000.00	2003-2005 support payments by Council policy.
Economic	Ocean Express Support	\$ 16,000.00	Approved by Council Annually.
Economic	Bagging of Parking Meters	\$ 85,000.00	Discretionary Through Annual Budget
Schools	Begg Pool Maintenance	\$ 26,000.00	Discretionary Through Annual Budget
Schools	Crossing Guards	\$ 121,000.00	Discretionary Through Annual Budget
Schools	MBUSD Athletic Field Maintenance/Water	\$ 264,311.00	Discretionary Through Annual Budget
Schools	Mira Costa Football Game Security (2005)	\$ 6,639.00	Need determined by City Manager/Police Department and absorbed in Police budget.
Schools	Mira Costa Grad Night	\$ 7,500.00	Discretionary Through Annual Budget.
Schools	Mira Costa Graduation June 2005 Security, Traffic and Parking Support	\$ 817.00	Need determined by City Manager/Police Department and absorbed in Police budget.
Schools	Mira Costa Parking Lot Rehabilitation Project	\$ 50,000.00	One-time support with in-kind services and hard costs (lot remains unused) as directed by Council.
Schools	Mira Costa Track Rehabilitation Funding	\$ 50,000.00	Discretionary Through Annual Budget by Council policy.
Schools	Police Department School Resources Officer	\$ 108,333.00	Discretionary Through Annual Budget
Transportation	MTA Bus Pass Subsidies for Seniors and Students	\$ 5,570.00	Prop A funds used. Allocated by previous Council policy.

City Subsidy Listing - February 2005
 REVISED 2-7-06

Category	Description of Group or Event Subsidized	Value	Comments/Allocation Criteria
Well Being	1736 Family Crisis Center	\$ 21,050.16	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	Project Touch	\$ 2,192.72	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	Salvation Army	\$ 3,069.81	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Adult Care Center	\$ 1,227.93	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Center for Counseling	\$ 13,156.35	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Family Healthcare Center	\$ 15,875.33	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Senior Services (services by Jan Buike)	\$ 36,125.00	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	South Bay Youth Project	\$ 13,648.58	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Well Being	Wellness Community	\$ 1,227.93	Community Development Block Grant funded (exchanged for General Fund dollars). Requests for funding are submitted annually by the agency and allocated by the City Council.
Subtotals by Category		Value	
	Arts	\$ 20,000.00	
	Community Activities	\$ 171,659.00	
	Economic	\$ 429,915.00	
	Schools	\$ 634,600.00	
	Transportation	\$ 5,570.00	
	Well Being	\$ 107,573.81	

City Subsidy Listing - February 2005
 REVISED 2-7-06

Category	Description of Group or Event Subsidized	Value	Comments/Allocation Criteria
	Total Value of Subsidies	\$ 1,369,317.81	