



Staff Report

City of Manhattan Beach

TO: Honorable Mayor Wilson and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Richard Gill, Director of Parks and Recreation

DATE: April 19, 2005

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 2005 and 2006 totaling \$162,659.

FISCAL IMPLICATION:

Sufficient funds are included in each department's FY 05-06 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.	\$74.31/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	\$9.59/hour	
Parking	\$1.00/hr/lot space	\$.75/hr/street 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 \$162,659.

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 2004-2005 fiscal year. Applications were also made available to organizations planning new events for the period July 1, 2005 - June 30, 2006. The deadline to submit completed applications to the Parks and Recreation Department was February 20, 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.

In addition to requests for fee waivers for community special events, staff received the attached letter from the American Cancer Society's Relay for Life, requesting a fee waiver for the use of the city's bandshell/stage. It has been the City Council policy to deny fee waivers for equipment or facility rentals and other non-special event requests to avoid setting a precedent. The Kiwanis Club's request for a fee waiver for barricade rentals, as well as the Lion's Club request to waive fees for the use of the Heights auditorium and kitchen, have been denied in recent years. The Council has discussed that the ten events currently supported by the City are becoming increasingly expensive and that they were reluctant to expand city service support to other organizations.

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 2005-2006. 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 2005-2006</i>
Chevron Grand Prix Bike Race 8/14/05	Police - \$9,721 Fire - \$966 Pub.Works-\$7,260 TOTAL - \$17,947	\$17,947
Old Hometown Fair 10/1 & 2, 2005	Police - \$41,382 Fire - \$4,045 Pub. Works - \$12,210 Parks & Rec -\$2,704 TOTAL - \$60,341	\$60,341
Old Hometown Fair 10K Run 10/1/05	Police - \$16,189 Fire \$3,982 Pub.Works-\$7,808 Parking - \$534 TOTAL - \$28,513	\$28,513
Holiday Fireworks Festival 12/11/05	Police - \$18,406 Fire - \$2,480 Pub.Works - \$11,977 Parking - \$1,254 Parks & Rec - \$344 TOTAL - \$34,461	\$34,461
American Martyrs 5K Run 2/25/06	Police - \$1,944 Pub.Works-\$2946 TOTAL - \$4,890	\$4,890
Little League Opening Day Parade-3/4/06	Police - \$2,430 Pub.Works - \$361 TOTAL - \$2,791	\$2,791
Robinson School Fun Run 4/1/06	Pub. Works-\$3,742 Police - \$2,786 TOTAL - \$6,528	\$6,528
Richstone Pier-to-Pier Jog/Walk- 4/29/06	Police - \$372 Parking - \$492 Pub.Works - \$704 TOTAL - \$1,568	\$1,568
Grandview 5K Run – 6/3/06	Police - \$1,845 Pub.Works-\$3,382 TOTAL - \$5,227	\$5,227
Am. Martyrs Parish Fair – 10/15&16/05	Fire - \$250 Police - \$143 TOTAL - \$393	\$393
TOTALS	\$162,659	\$162,659

RG:jg

- Attachments: A. Special Event Applications
B. Relay for Life Correspondence

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: MANHATTAN BEACH LIONS CHARITIES INC
Applicant Name and Title: ROBERT A JONES CO/CHAIRMAN
Address: 21207 SO ARADON #18, CARSON, CA 90745
Mailing Address (if different from above): _____
Phone #: 310-834-2662

GENERAL EVENT INFORMATION

Name of Event: MANHATTAN BEACH GRAND PRIX
Type of Event: BIKE RACE
Proposed Date(s): 8/13 & 8/14 Time(s): SAT Noon to 5 SUN 5A to 5P
Location: VALLEY & ARDMORE 15th to PACIFIC
Anticipated Attendance: 7500
Cost Per Participant: 0
Event Sponsors: CHEVRON, HEALTH NET, MB LIONS & SOUTHERN WATERWORKS

Event Description

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

SAT 8/13 SET UP ISLAND SIDE ONLY Noon to 5P
SUN 8/14 COMPLETE CLOSURE OF 15th to PACIFIC ON
VALLEY & ARDMORE
RETURN STREETS BY 5P

Event Site Plan and Equipment Layout

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

City Personnel and Equipment

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

SEE POLICE & PUBLIC WORKS LAYOUT ON FILE.

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:
\$ 1000⁰⁰

Police:
\$ 6100⁰⁰

Public Works:
\$ 4000⁰⁰

Other:
\$ _____

Total City Fees:
\$ 11100⁰⁰

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 50000

In-kind Donations from Sponsors:
\$ 0

Cost per Participant:
\$ 0

Anticipated Cost of Event:
\$ 40000

Anticipated Revenue from Event:
\$ 10000

Proposed Special Event Fee Amount to be waived for this event

\$ 5000

How will anticipated revenue be spent?

SENIOR PROGRAMS, EYE EXAMS, HIGH SCHOOL
SCHOLARSHIPS, BIKE TRAINING PROGRAMS

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

YOUR CONTINUING SUPPORT OF THIS ONE
DAY EVENT HAS HELP IN OUR CONTINUING
SUCCESS.

(Please use additional pages as needed.)

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: MANHATTAN BEACH OLD HOMETOWN FAIR
Applicant Name and Title: RICHARD MONTGOMERY - PRESIDENT
Address: ~~1307 15~~ STREET, M.B., CA 90266
Mailing Address (if different from above): 2205 ELM
Phone #: 310 ~~710 5102~~ HOME: 310-546-5219 HOMETOWN FAIR
796-0572

GENERAL EVENT INFORMATION

Name of Event: MANHATTAN BEACH OLD HOMETOWN FAIR
Type of Event: COMMUNITY FAIR, WITH ARTS + CRAFTS, FOOD, GAMES FOR NON-PROFIT
Proposed Date(s): OCTOBER ~~F~~ AND ~~S~~RD ^{1ST} + ^{2ND} Time(s) 10 AM TO 6 PM SATURDAY + SUNDAY
Location: LOW OAK + DISNEY FIELD, VALLEY AVENUE - 15TH ST - 21ST ST.
Anticipated Attendance: 50,000 TO 75,000
Cost Per Participant: NON-PROFIT GROUPS - \$50-\$75 PER BUSH / RESIDENTS \$100-250
ARTS + CRAFTS - \$100-300
NON RESIDENTS \$250-300

Event Sponsors: _____
THIS IS A NON-PROFIT ORGANIZATION, COMPLETELY 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?

SEE ATTACHED - PAGES 4 AND 5

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

2003 FEES PAID
Amount of Fees previously charged for event:

Fire:
\$ 725.⁰⁰

Police:
\$ 11,908.19

Public Works:
\$ 5,260.⁰⁰

Other: *PARKS + REC. / CUST. DEAN*
\$ 1,194. + \$720.⁰⁰

Total City Fees:
\$ 19,807.19

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ NO COMMERCIAL SPONSORS

In-kind Donations from Sponsors:
\$ SMALL DONATIONS FROM LOCAL MERCHANTS

Cost per Participant:
\$ 50 TO \$300 PER VENDORS

Anticipated Cost of Event:
\$ 150,000

Anticipated Revenue from Event:
\$ 125,000

Proposed Special Event Fee Amount to be waived for this event

\$ 16,000

How will anticipated revenue be spent?

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

SEE ATTACHED PAGE 2

(Please use additional pages as needed.)

I. CITY COUNCIL

We respectfully request that the City Council grant:

1. Jurisdiction to the Hometown Fair Board over all activities in and around Live Oak Park, Joslyn Center, Dorsey Field, Veterans Parkway and Valley Drive from 15th Street to Blanche Road from Thursday through Sunday.
2. Authorization to the Manhattan Beach Police Department to notice and block off:
 - a. Valley Drive between 15th Street and Blanche Road from 9:00 a.m. Friday through 10:00 p.m. Sunday.
 - b. Valley Drive between Pacific Avenue and Blanche Road on Saturday until the race is completed; with the exception of vendors escorted by Board officials.
 - c. 15th Street between Highland and Valley Drive during the fair.
2. Authorization to the Hometown Fair Board to sell beer and wine on Saturday and Sunday, starting at 10:00 a.m., with the following stipulations:
 - a. Ticket sales will begin at 10:00 a.m. on Saturday and Sunday.
 - b. Ticket sales will cease at 4:30 p.m. on Saturday, and 4:00 p.m. on Sunday.
 - c. Dispensing of beer or wine will cease at 5:15 p.m. Saturday, and 4:45 p.m. Sunday.
 - d. The area will close at 6:00 p.m. Saturday, and 5:30 p.m. on Sunday.
 - e. No beer or wine will be allowed outside the beer garden.
4. Authorization to the Hometown Fair Board to serve beer and wine in the beer garden during a private dinner party it intends to hold on Friday evening.
5. Authorization to the Hometown Fair Board to use the following parking lots for fair participants and officials:
 - a. City Parking Lot #7.
 - b. City Parking Lot #8.
 - c. City Hall Parking Lots.
 - d. Post Office/Joslyn Center Parking Lot.
6. Access to these lots by Fair Board Members/Officials on an "as needed" basis.

11. Do NOT schedule field usage for any non-fair related activity (such as dog training, softball and soccer) from 5:00 p.m. Thursday, through 10:00 p.m. Sunday.
12. Lock the basketball hoops from 5:00 p.m. Thursday through 10:00 p.m. Sunday, except for a period of time when Board member Sally Levine requests that they be unlocked for the fair's basketball shooting contest.
13. Provide and post signs that advise the public of the special prohibitions referenced above.
14. Deliver to Live Oak Field two (2) chalk machines, six (6) bags of chalk, and two (2) city employees **experienced** at "chalking". Board members Steve Johnson and Cindy Odegard will coordinate this activity on Thursday at 3:00 p.m. on Dorsey and Live Oak fields.
15. **In the event that any of the facilities or equipment is not in operating condition, please CONTACT AND ADVISE Board member Richard Montgomery, one week prior to the fair event.**

III. ADMINISTRATIVE SERVICES DEPARTMENT

We respectfully request that the City Risk Manager and the Public Works Supervisor perform a pre-fair inspection on Friday. Board members Richard Montgomery and Sharley McMullen will coordinate this inspection.

IV. PUBLIC WORKS DEPARTMENT

We respectfully request that the Public Works Department:

1. Coordinate and hang fair banners at the following locations prior to the fair:
 - a. Sepulveda Blvd. and Marine Avenue (double sided).
 - b. Sepulveda Blvd. and Manhattan Beach Blvd. (double sided).
 - c. Manhattan Avenue and Ninth Street.
 - d. Manhattan Beach Blvd. and Morningside Drive.

Board member Sharon Waterous will coordinate this activity.

2. Provide (30) additional "NO Parking" signs for placement by Board member Tony Lucich, by 9:00 a.m. Thursday.
3. Stop all watering in and around Live Oak Park and the Joslyn Center from Thursday, September 27, 2003 (one week prior to the fair's opening) until after the fair closes on Sunday.

4. **Spray the Scout House for ants and other insects NO LATER THAN Thursday.**
5. Trim back the shrubs around the basketball courts and in front of the Joslyn Center and the Greenbelt area (Veterans Parkway) for Kid Country.
6. Fence the electrical hook-ups for food booths on both fields in accordance with specific measurements that Board member Steve Johnson will provide.
7. On Thursday:
 - a. Enlarge the fence opening at the South end of Dorsey field (under the scoreboard).
 - b. Remove the outfield fence section on Dorsey field, which extends between the north perimeter park fence and left center field.
 - c. Open Live Oak Gates – North end and West side.
 - d. Place the following advisory signs at:
 - (i) City Lot #7 – (Fair Participants ONLY)
 - (ii) City Lot #8 – (Fair Participants ONLY)
 - (iii) City Hall Parking Lots – (Fair Participants ONLY)
 - (iv) Post Office/Joslyn Center Lot – (Fair Officials ONLY)
 - (v) Along Valley Drive by Live Oak Park – (FAIR TOW AWAY - NO PARKING FROM 8:00 A.M. FRIDAY TO 10:00 P.M. SUNDAY).
 - (vi) Valley Drive, Blanche Road to Pacific – (FAIR TOW AWAY – NO PARKING FROM 5:00 A.M. TO 10:00 A.M. SATURDAY.).

Board member Richard Montgomery will coordinate activities 3 through 7 above.

8. On Friday:
 - a. Place the following traffic directions at the noted locations:
 - (i) Valley Drive and 15th Street at 9:00 a.m. – (ONE WAY - DO NOT ENTER) and five (5) eight foot (8') barricades.
 - (ii) Valley Drive and Blanche Road at 9:00 a.m. – (DETOUR).
 - (iii) Valley Drive and Marine Avenue at 9:00 a.m. – (DETOUR).
 - (iv) Post Office/Joslyn Center parking lot's 15th Street entrance at 12:00 noon – six (6) eight foot (8') barricades.
 - (v) City Lots #7 and #8 – two (2) eight foot (8') barricades.
 - (vi) City Hall parking lots – two (2) eight foot (8') barricades at each entrance.
 - (vii) Northrop Grumman at Marine and Aviation – four (4) criss/cross (signs).
 - (viii) At the rear of the Police Department – thirty (30) clearly designated parking spaces for city employee's reserved parking (TOW AWAY ZONE).

- (ix) 18th Street walkway at Ardmore – (PEDESTRIANS ONLY) and one (1) eight foot (8') barricade.
 - (x) Fifty (50) delineators for traffic lanes.
- b. Remove all of the traffic signs and barricades by 10:00 p.m. Sunday.
 - c. Set up four bike racks: two (2) at the North end of the fair on Valley Drive and two (2) at the South end at the Post Office.
 - d. Provide twenty (20) orange traffic cones.

Board member Tony Lucich will coordinate activities 8 (a through d) above.

- e. Deliver five (5) sets of keys for city gate padlocks to Richard Montgomery.
- f. Provide appropriate keys for the Dorsey Field Recreation Hall.
- g. Provide access to the refrigerator by 9:00 a.m. Friday through 10:00 a.m. Monday.
- h. Chain all gates in the open position, but allow the ability to lock them for evening security.
- i. Unlock the service entrance access gate from 20th Street to Dorsey Field.
- j. Unlock (and leave unlocked) the electrical boxes, and deliver their keys to Richard Montgomery.

Board member Richard Montgomery will coordinate activities 8 (e through j) above.

- k. Place the band shell and extensions and barricades on each side of Dorsey Field.

Board member Shelley Fariello will coordinate the above activity.

- l. Provide access to Live Oak Park so large waste bins can be positioned Friday between 8:00 a.m. and 12:00 noon, and picked up on Monday between 8:00 p.m. and 2:30 p.m.

Board member Robert Manriquez will coordinate the above activity.

- m. Deliver and assemble all beer, wine and ticket booths at the north end of Dorsey Field, at 9:00 a.m. Friday.

Board member Steve Pico will coordinate the above activity.

- n. Set up the South stage by the north side of Joslyn Center, at 9:00 a.m. Friday.

Board member Susi Farrell will coordinate the above activity.

9. Provide an experienced Public Works Representative, preferably someone with Fair experience.
- a. The representative will be on site at the following times:
 - (i) Friday from 2:00 p.m. to 8:00 p.m.
 - (ii) Saturday from 8:00 a.m. to 5:00 p.m.
 - (iii) Sunday from 8:00 a.m. to 2:00 p.m.
 - b. **The Representative will be "on call" for the entire fair weekend and his/her telephone and pager number will be provided to Board member Richard Montgomery.**
 - c. This on-call representative will not be responsible for electrical problems, but shall have access to the city electrician.
 - d. The on-call representative will have possession of the keys to the City Yard, all electrical boxes and the box in the Live Oak Recreation Hall.
 - e. The city will provide electrical for the Tot Lot gazebo on Sunday at 9:00 a.m.
10. Provide janitorial services for the following:
- a. Joslyn Center and tennis building rest rooms during the entire fair weekend and through Sunday evening. Services require hourly inspection and attention to cleanliness and supplies.
 - b. Joslyn Center stage to be cleaned by 6:00 p.m. Friday, and floors to be cleaned by 7:00 p.m. Friday and Saturday.
 - c. Scout House floor to be cleaned prior to, during, and after the fair. The floor will require washing and waxing on Monday.

Board member Richard Montgomery will coordinate activities 9 and 10 above.

V. POLICE DEPARTMENT

We respectfully request that the Police Department provide:

1. Uniformed officers to be on patrol during fair hours and to assist in crowd control.
2. Reserve officers to patrol the fair as scheduled.
3. **An extra police vehicle FRIDAY NIGHT AND SUNDAY NIGHT TO BE USED CONTINUOUSLY FOR A BARRICADE on Valley Drive at Blanche Road.**
4. **Notice to Fair Board member Tony Lucich before cars are towed.**
5. Animal control officers to be on patrol and ticket during fair hours.
6. Two (2) rolls of yellow caution tape for use on beer garden fence, etc.

Board member Tony Lucich will coordinate activities 1 through 6 above.

VI. FIRE DEPARTMENT

We respectfully request that the Fire Department:

1. Deliver the fire regulation guidelines for all booths to Board member Richard Montgomery at least 30 days prior to the fair.
2. Inspect the food booths and stages prior to and during the fair.
3. Provide paramedic services readily available throughout the fair hours.
4. Review and approve the beer garden crowd control fence set-up and design at 9:00 a.m. Friday.

Board member, Richard Montgomery will coordinate activities 1 through 4 above.

VII. FINANCE DEPARTMENT

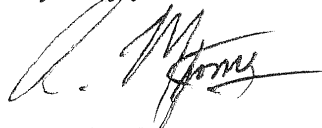
We respectfully request that the Finance Department:

1. Provide a list of all estimated expenses to the Hometown Fair Board **prior to the fair**. In the event that the estimated expenses are not received prior to the fair, it will be understood that these expenses shall be the same as in prior years.
2. Waive all business license fees and requirements for a special events permit.
3. Provide a detailed statement of all actual expenses within 10 days after the fair.

Board member Sharley McMullen will coordinate activities 1 through 3 above.

I hope you will find these requests in order. I will provide you with maps of the fair layout when they become available. Please do not hesitate to contact me if you have any questions or requests. Thank you for your anticipated time, patience, and diligence. I look forward to working with you to make the 31st annual Manhattan Beach Old Hometown Fair a success.

Very truly yours,



Richard P. Montgomery
Vice President / City Services Coordinator
Manhattan Beach Old Hometown Fair Association

cc: Ms. Susan Sweeney, President
Manhattan Beach Old Hometown Fair Association

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:
\$ 4045⁰⁰
Police:
\$ 41381⁷⁷
Public Works:
\$ 5076³⁰
Other: Parks + Rec
\$ 2704²⁸
Total City Fees:
\$ 53207³⁵

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

\$ 42000⁰⁰

How will anticipated revenue be spent?

to cover fair costs for year 200-5

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

Fair Board has been authorized to conduct annual City Fair for City of Manhattan Beach for the past 32 years.

(Please use additional pages as needed.)

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

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

GENERAL EVENT INFORMATION

Name of Event: Manhattan Beach 10K Run
Type of Event: 10K Run
Proposed Date(s) October 1, 2005 Time(s) 7:30AM - 10AM
Location: 10K Run Course and Pier Area
Anticipated Attendance: 4000
Cost Per Participant: \$15-\$25
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 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 the police and fire department. No alcohol is served.

Event Site Plan and Equipment Layout

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

SAME AS PRIOR YEARS

City Personnel and Equipment

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

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

Surety and Insurance Requirements

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.

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

CITY OF MANHATTAN BEACH
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Have you previously held this event? Yes X No

Were City fees waived? Yes X No

Amount of Fees previously charged for event:

Fire:
\$ 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:
\$

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 for 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 resource to do it. It is completely volunteer effort and all profits have been donated (Please use additional pages as needed.) back to the community. More Manhattan Beach →

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

^{over}
For 25 years the city has been a partner in this event. The original goal 26 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 with the event in the same format.

Manhattan 10K Race Sponsors

Body Glove
Pancho's Restaurant
Ralphs
RE/MAX Beach Cities Realty
Skechers
Trader Joe's
Wellness Education Foundation
Rachel Judson & Don Sirvio, RE/MAX
Islands Restaurants
Jamba Juice
Lawyer's Title
Manhattan Repro
Manhattan Sports
Mark Costopoulos Podiatry
Spectrum
Amazake Sports Drink
Anheuser-Busch Sales - O'Doul's
Aztec Rents
Bates Chiropractic
Beach Cities Health District
Ben and Jerry's
Comedy Magic Club
Cold Fusion Foods
Good Stuff

**CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION**

Organization: Manhattan Beach Holiday Fireworks, Inc.

Applicant Name and Title: Pete Moffett, President

Address: _____

Mailing Address (if different from above): 3200 La Rotunda Drive #508, Rancho Palos Verdes, CA 902

Phone #: (310) 544-4009

GENERAL EVENT INFORMATION

Name of Event: Manhattan Beach Holiday Fireworks Festival

Type of Event: Annual Fireworks show

Proposed Date(s) December 11, 2005 Time(s) 4:00 - 9:30 PM

Location: Manhattan Beach Pier

Anticipated Attendance: ± 7,00 on site, unlimited number from homes

Cost Per Participant: Free

Event Sponsors: Manhattan Coolers, The Kettle, Cafe Pierre, The Local Yolk, Sea View Inn at the Beach, Pancho's, Skechers, Richmond, Michael Starrs, Shellback Tavern, Beaches, Raleigh Studios - co-sponsors: Manhattan Beach Chamber of Commerce and Manhattan Beach Downtown Association with Jack Gillespie for songsheets

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 will be the same as 2004 including the snow park. Timing would be as follows: 5:00 - 5:30 Hyperion Outfall or children, 5:30 -6:00 John Brown Band, 6:30 fireworks

Event Site Plan and Equipment Layout

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

City Personnel and Equipment

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

See attached copy of letter from City for 2004 breakdown

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.

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:

Anticipated Donations from sponsors:

Fire: \$ 1,228.00

Anticipated Cash Donations from Sponsors: \$ 24,000.00

Police: \$ 11,282.00

In-kind Donations from Sponsors: \$

Public Works: \$ 7,063.00

Cost per Participant: \$

Other: \$ 1,254.00

Anticipated Cost of Event: \$

Total City Fees: \$ 20,827

Anticipated Revenue from Event: \$

Proposed Special Event Fee Amount to be waived for this event

\$

We are requesting that all city fees be waived for this event

How will anticipated revenue be spent?

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

The festival is a celebration of the community of Manhattan Beach. All citizens are included

~~There is no charge and the sponsors derive no benefit other than the goodwill from their association with the festival. Every dollars collected from donations is spent on the firework sound system and entertainment. Any reduction in the sponsorship fees or fees waived by the city would directly reduce the quality of the fireworks show in its entirety. Many feel that the festival is the premiere event in Manhattan Beach. As hoped, a very positive community tradition has been established over the last 15 years. City Council's continued~~

(Please use additional pages as needed.)

support is critical and will be most appreciated and made know to the community.

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

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

GENERAL EVENT INFORMATION

Name of Event: American Martyrs 5k Run – 26nd Annual
Type of Event: 5K Run/Walk Raising funds for American Martyrs School
Proposed Date(S) February 25, 2006 Time(S) 8:00 a.m. – 9:00 a.m.
Location: Streets in and around American Martyrs Church
Anticipated Attendance: Approximately 600 – 800 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?

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. No products/serices are given away, other than water, oranges or similar items. Winners of Men's and Womens' Open Divisions receive 2 general admission tickets each to Disney theme parks. 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.

Please refer to the attached flyer from 21st 5K Run.
Flyer depicts 5K course.

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.

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 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:

\$1,242.00 (from 1999)

Public Works:

\$2,867.00 (from 1999)

Other:

\$ 0

Total City Fees:

\$4,109.00 (from 1999)

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:

\$7,500 (approximate)

In-kind Donations from Sponsors

\$2,500 (approximate)

Cost per Participant:

\$5.00 to \$25.00

Anticipated Cost of Event:

\$15,000 (approximate)

Anticipated Revenue from Event:

\$5,000 to \$7,500 (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 26nd 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.

LAST NAME: FIRST NAME: AGE: BIRTHDAY:
 MAILING ADDRESS: HOME PHONE:
 CITY: STATE: ZIP: WORK PHONE:
 DIVISIONS MALE FEMALE YOUTH M L XL
 ADULT S M L XL XXL
 T-SHIRT SIZE
 6 & under 9 - 10 13 - 14 17 - 18 25 - 29 40 - 49 60+
 7 - 8 11 - 12 15 - 16 19 - 24 30 - 39 50 - 59
 Race Only Race & T-Shirt Race, T-Shirt & B'fast Race & B'fast B'fast Only
 ADULT \$15 \$20 \$25 \$20 \$5
 CHILD \$8 \$14 \$16 \$10 \$3
 (12 years & under)
 Child ordering Adult T-shirt \$15 \$17

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

The Race Committee reserves the right to make and changes or adjustment.

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

REGISTRATION

Accepted by mail with completed form above and the runner entry fee. Must be postmarked by February 16, 2005 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 RUNWALK 1701 LAUREL AVENUE MANHATTAN BEACH, CA 90266

A.M. GOOD MORNING 5K RUN

Saturday, February 26, 2005 ~ 8:00 am

COURSE

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

OR - Register at O'Donnell Center

(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

Check in and pick up Race Numbers 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.

LATE REGISTRATION

Late registration is available after February 18, 2005 through 6:30 am on race day. No guarantee of receiving a T-Shirt.

COURSE

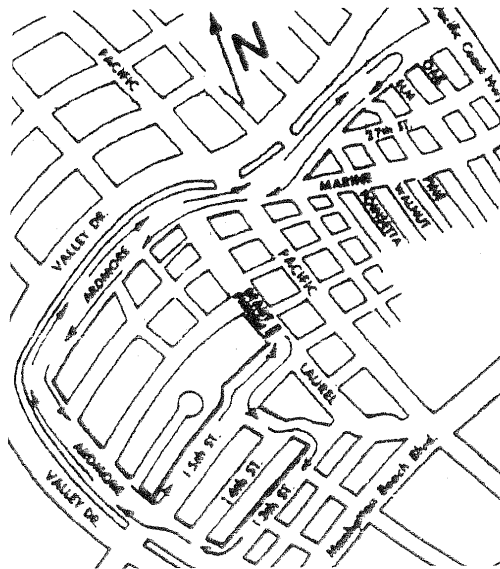
Fast, challenging 5K (3.1 miles) through the Manhattan Beach Tree Section. Large digital clock at finish line. Certified.

AWARDS CEREMONY

To follow the race in O'Donnell Hall as soon as practical after the race. Awards to first 3 male and female finishers in each division and age group.

BREAKFAST

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



CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: MANHATTAN LITTLE LEAGUE, INC. (NON-PROFIT)
Applicant Name and Title: Neil Erickson, President
Address: 2310 N. Ardmore Ave, M.B. 90266
Mailing Address (if different from above): _____
Phone #: (310) 545-3049

GENERAL EVENT INFORMATION

Name of Event: Annual Opening Day Parade for Little League
Type of Event: PARADE
Proposed Date(s) MARCH 4, 2006 Time(s) 8:30 A.M. - 10:00 A.M.
Location: Assemble at City Hall (OR Dorsey if construction mandates)
Anticipated Attendance: Proceed through downtown, up 15th street to American Martyrs
1000
Cost Per Participant: NONE
Event Sponsors: MANHATTAN LITTLE LEAGUE

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?

PARTICIPANTS ASSEMBLE IN PARKING LOT OF CITY HALL (OR DORSEY IF CONSTRUCTION REQUIRES ALTERNATIVE LOCATION). PARADE ROUTE: VALLEY SOUTH TO M.B. BLVD, WEST ON MB BLVD TO HIGHLAND, NORTH ON HIGHLAND TO 15TH ST., EAST TO AMERICAN MARTYRS FIELD. THE PARADE LASTS 30 MINUTES. THE EVENT IS OPEN TO ALL AND DESIGNED FOR THE 1600 LL PLAYERS. SOME FREE ITEMS MAY BE GIVEN TO KIDS. NO ALCOHOL. THE MCHS BAND, FIRETRUCKS AND OLD CARS WILL LEAD THE PARADE OF LL TEAMS.

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 either City Hall parking lot and Valley between 15th St and M.B Blvd (if Donsey is used for assembly, closure of Valley at Blanche); closure of MB Blvd from Valley to Highland; Highland to 15th St & 15th Street East to American Martyrs Field.

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.

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

\$ _____

How will anticipated revenue be spent?

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

MLL is AN INTEGRAL PART of our city. The relationship between MLL and The City is unique. Since 1956 The City and MLL have enjoyed a mutually beneficial relationship THAT provides sport and e-entertainment for our kids and community. (Please use additional pages as needed.)

Attm: Jane Grace

CITY OF MANHATTAN BEACH
SPECIAL EVENTS APPLICATION

Organization: ROBINSON ELEMENTARY PTSA
Applicant Name and Title: KELLY WEBBUSH, ROBINSON FUN RUN SK
Address: 432 8th St., MANHATTAN BCH, CA 90266
Mailing Address (if different from above): <
Phone #: (310) 937-6989

GENERAL EVENT INFORMATION

Name of Event: ROBINSON FUN RUN
Type of Event: 5K RUN/WALK
Proposed Date(s): 4-1-06 Time(s): 8:00 am - 9:00 am
Location: BEGIN ROBINSON FIELD THROUGH WALK STREETS, END ROBINSON FIELD
Anticipated Attendance: 450 PARTICIPANTS
Cost Per Participant: APPROX \$10-\$20/participant
Event Sponsors: ROBINSON PTSA, OTHERS VINTAGE REALTORS, SHIREWOOD REALTORS

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?

- 6:30 am • Volunteers arrive & set up start/finish area on field.
- 7:00 am • Volunteers set out cones on streets
- 7:45 am • Runners arrive Robinson field for warm up exercises.
- 8:00 am • Water stations manned by volunteers on course.
- 8:00 am • Race begins!
- 9:00 am • Cones picked up

- Products given away: Noahs Bagels, water
- Products sold: Jamba Juice \$1
- Safety measures: Police Patrol, Volunteers on every turn of race, Custodial staff/clean up

nt Alcohol

CITY OF MANHATTAN BEACH REQUEST FOR SPECIAL EVENT FEE WAIVER

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

Have you previously held this event? Yes No

Were City fees waived? Yes No

Amount of Fees previously charged for event:

Fire:
\$ _____

Police:
\$ 2280 *

Public Works:
\$ 3032 *

Other:
\$ _____

Total City Fees:
\$ 5912.00 *

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors:
\$ 4000

In-kind Donations from Sponsors:
\$ 800

Cost per Participant:
\$ 10 X 400 runners = \$4000-

Anticipated Cost of Event:
\$ 5500

Anticipated Revenue from Event:
\$ 3300

+ Based on fees from 2005 Event

Proposed Special Event Fee Amount to be waived for this event

\$ 5912.00 **

** with allowance for city fee increase.

How will anticipated revenue be spent?

With the district cuts, the PTSA hopes to fund some of the eliminated events and/or supplies that the district can no longer fund.

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

The city fees should be waived to further support deficit in the school budget. Without the waiver, we wouldn't be able to hold the event.

(Please use additional pages as needed.)

Event Site Plan and Equipment Layout

Attach a detailed site plan depicting the event's layout, e.g. route map, equipment, parking, tables, seating, tents, canopies, stages, signs, banners, sound amplification systems, etc. Include photos or other written material to assist in providing visual clarification of the event. Flammable materials (e.g. tent), or cooking equipment will require the approval of the City Fire Department, and possibly the County Health Department. Scaffolding, bleachers, or other structures will require review by the Community Development Department. City Ordinance (§ 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 and volunteer police use
- Barricades necessary to secure the route
- A-frames to hold arrows for route direction
- Risers for medal ceremonies

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
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: Pier-to-Pier Walkathon
Type of Event: Walkathon
Proposed Date(s) April 29, 2006 Time(s) 6:30am: set-up 10:00: Clean-up
7:030am: Event
Location: Manhattan Beach Pier to start and end, to Hermosa Beach Pier and back.
Anticipated Attendance: 500
Cost Per Participant: \$20.00 to receive a T-shirt.
Event Sponsors: Local businesses

Event Description

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

6:30am - Set-up (Tables, chairs, balloons, small stage)
7:30am - Participants register; eat muffins, drink coffee/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.

02/14/2003 14:25 010401000

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 on 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:
\$ 10,000

Cost per Participant:
\$ 20.

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's
 child abuse treatment and prevention program.

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 1,200 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: Grand View 5K
Applicant Name and Title: Lawrence Cone - Race Chairman
Address: 708 30th Street Manhattan Beach, CA 90266
Mailing Address (if different from above): _____
Phone #: (310) 281-4653

GENERAL EVENT INFORMATION

Name of Event: Grand View 5K Run
Type of Event: Charity Run/Walk
Proposed Date(s) June 3, 2006 Time(s) 8:00 AM / 8:30 AM start time
Location: Grand View School -- race course on valley + back to school.
Anticipated Attendance: 2,000 runners
Cost Per Participant: Entry fee \$25 adult; \$20 child
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 2005 - May 2006.
We set up at the school the night prior and the police leave.
No parking signs on the important streets two days prior to the race.
We give away donated prizes from sponsors (toys, surfboard, etc.) at
a post race raffle. We recruit the needed volunteers to watch and block
the significant intersections so no cars can enter the race course. The
race chair works with Sgt. Andy Haprod on traffic details and staffing
needs. No alcohol is served or consumed at this event.

Event Site Plan and Equipment Layout

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

City Personnel and Equipment

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

SGT. Andy Harrod organizes the traffic detail. They start blocking traffic at 7:45 AM and at about 9:00 open the roads again. The city also drops off the road blocks ~~and~~ prior to the race and the announcer stand the 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.

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

CITY OF MANHATTAN BEACH
REQUEST FOR SPECIAL EVENT FEE WAIVER

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

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

Amount of Fees previously charged for event:

Fire: \$ _____
Police: \$ 2,963
Public Works: \$ 2,954
Other: \$ _____
Total City Fees: \$ _____

Anticipated Donations from sponsors:

Anticipated Cash Donations from Sponsors: \$ 25,000
In-kind Donations from Sponsors: \$ _____
Cost per Participant: \$ 20 or \$25 (kids-adults)
Anticipated Cost of Event: \$ 8,000 - 10,000
Anticipated Revenue from Event: \$ 40,000

Proposed Special Event Fee Amount to be waived for this event

\$ 5,917⁺

How will anticipated revenue be spent?

Grand View PTA gets money.

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

The money raised goes to the PTA which gives it to Grand View School and for the MBEF. Education is a wonderful philanthropic recipient.

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 15th & 16th, 2005 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 14th. The fair will open to the public 10:00am Saturday, October 15th. 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.

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:

Anticipated Donations from sponsors:

Fire:
\$ approx. \$200.00

Anticipated Cash Donations from Sponsors:
\$ _____

Police:
\$ _____

In-kind Donations from Sponsors:
\$ _____

Public Works:
\$ _____

Cost per Participant:
\$ _____

Other:
\$ _____

Anticipated Cost of Event:
\$ _____

Total City Fees:
\$ _____

Anticipated Revenue from Event:
\$ _____

Proposed Special Event Fee Amount to be waived for this event

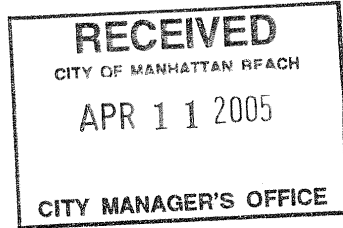
\$ Fire inspection fees.

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.)



April 8, 2005

*Rich
Please
Humble
GD*

Mr. Geoff Dolan – City Manager
City of Manhattan Beach, Ca.
1400 Highland Ave.
Manhattan Beach, CA 90266

Dear Mr. Dolan,

Last week I spoke with you about the possibility of using the city owned portable band shell stage for the American Cancer Society Beach Cities Relay for Life event on the weekend of July 23 & 24th. During our conversation, you advised me to send you a letter and you would submit it to the City council for their consideration.

The Relay for Life is a 24-hour community based event where teams are formed and team members take turns walking, running or strolling around the track. Team members raise money by getting friends and family to sponsor them. Teams get out their tents, camp stoves and sleeping bags and “camp for a cure” while enjoying music, food and joining in the celebration of life for cancer survivors. This year will mark the sixth year that the Beach Cities event has been staged at Aviation Park in Redondo Beach.

Relay celebrates life with an Opening Ceremony Survivor’s Lap and Reception, and in the evening, a special Luminaria Ceremony is held where we remember those who have lost their lives to cancer, and honor those who have survived. This event will unite citizens from the communities of El Segundo, Manhattan Beach, Hermosa Beach, Palos Verdes and Redondo Beach around a common goal: *finding a cure for cancer.*

Last year the Beach Cities Relay raised over \$190,000 for cancer research, education and patient services. Our goal this year is to raise \$300,000. The stage is an essential piece of equipment that serves as the focal point for this event.

Please present my request to utilize the stage for our event this year to the City council at their next regularly scheduled meeting. I would also ask that the council consider approving a complete fee waiver or a reduction in rental fees for the use of the stage.

Thank you for your assistance.

Sincerely,

Mark Klempa
Logistics Chairman – Relay for Life
2728 Armour Ln.
Redondo Beach, Ca. 90278