

City of Pacific Grove

Fiscal Year, 2016 – 17 Application for a CITY SPECIAL EVENT

Requests should be completed and submitted to the City by the 30th of September, 2015
to be Placed on the City's Special Events Calendar.

The City Recreation Board & Council will be Approving its Special Events Calendar
between December and January for the Fiscal Year, July 1, 2016 -June 30, 2017.

(PLEASE TYPE OR PRINT LEGIBLY)

(dated 6/24/15)

Sponsoring Organization:

If Non-Profit, the E.I.N.#:

Date Requested & Title of the Event:

Location Requested:

Contact Person & Phone Number:

Organization's Name & Address:

Email & Website Information:

Description of Event Proposed:

Statement of Purpose & Economic Impact:

(on two sparate sheets of paper, give (1) Purpose of this event and (2) the Economic Impact the City of Pacific Grove can expect from this event. Examples of economic impact include hotel nights, restaurant meals, number of visitors.)

Time of Event:

Set Up & Preparation: Day/Date: _____ From: _____ To: _____

Actual Event: Day/Date: _____ From: _____ To: _____

Clean Up, Close: Day/Date: _____ From: _____ To: _____

Estimated Number of Participants and/or Spectators: _____

Description of City Facilities, Support, and Personnel Required: _____

List of Personnel Provided by Sponsor: _____

Will a Fee be Charged for: Admission: ☐ Yes ☐ No If Yes: \$ _____ Per Person

Participants: ☐ Yes ☐ No If Yes: \$ _____ Per Person

Vehicle Display: ☐ Yes ☐ No If Yes: \$ _____ Per Vehicle

Will There Be Commercial Sales? ☐ Yes ☐ No Describe: _____

Will Sound Amplification be used? ☐ Yes ☐ No Describe: _____

Will Commercial Filming take place? ☐ Yes ☐ No Describe: _____

Will Alcohol be served? ☐ Yes ☐ No Describe: _____

Will Alcohol be sold? ☐ Yes ☐ No Describe: _____

Will Food be served? ☐ Yes ☐ No Describe: _____

Will Food be sold? ☐ Yes ☐ No Describe: _____

Describe Accommodations pursuant to the Americans with Disability Act:

Describe Arrangements for Recycling and Appropriate Disposal: _____

Describe Parking Arrangements for Event: _____

Will you have corporate sponsorship banners? ☐ Yes ☐ No Describe: _____

If Yes, how many banners will you have? _____

Please list all companies/corporations etc: _____

If your event was held in the past, please provide the following information.

If your event has not yet taken place, provide the figures from the most recent year.

Most Recent Event Gross Receipts or Estimates - \$

% of Event Proceeds given to Pacific Grove Organizations - \$

% of Event Proceeds given to Monterey County Organizations - \$

<u>Service</u>	<u>Fees set by City Council (May 2014)</u>
<u>Special Event Application</u>	<u>\$250 - \$500 for staff time for planning and meetings</u>
<u>Sound Permit</u>	<u>\$30.00 each event</u>
Police Officer / Fire Inspector / Public Works Staff	Actual Staffing Costs + 9% Overhead
<u>Liability Insurance Limit required</u>	<u>\$2 M naming City of Pacific Grove</u>
<u>Temporary Directional Signage</u>	<u>\$2 per day</u>
<u>Barricades</u>	<u>\$3 - each, per day</u>
<u>Delineators</u>	<u>\$4 - each, per day</u>
<u>Rails (include two barricades)</u>	<u>\$10 – each, per day</u>
<u>Traffic Cones</u>	<u>\$2 - \$3 each, per day</u>
<u>Recreation Trail Fees</u>	<u>\$100 - \$300 per hour</u>
<u>Park Fees</u>	<u>\$100 - \$300 per hours</u>
<u>Parking Lot Fees</u>	<u>\$50/Lot, plus barricade fees required</u>
<u>Garbage Can / Recycling Bins</u>	<u>\$2.00 per set</u>

**Fees are considered each May by the City. These fees quoted may increase. The Pacific Grove City Council may waive City-incurred charges for those organizations deemed holding “traditional events” or “minimal-impact events”. This waiver will be considered on a year-to-year basis.*

Conditions of Permit

Upon City Council approval, the following conditions will apply:

At least thirty (30) days prior to the event, furnish the City with a certificate of insurance in an amount not less than \$2 Million, naming the City of Pacific Grove as an additional insured. Such insurance must be primary to any City insurance, and the City must have at least ten (10) days notice of cancellation.	<u>Please Initial Each Condition Below:</u> _____
The sponsoring organization must reimburse the City for all direct and incidental expenses for the use of the City personnel and facilities. The City has the absolute discretion to determine the number of personnel that will be provided for a particular event. The City Council may waive or reduce the requirement for reimbursement if the event is sponsored by the Pacific Grove Chamber of Commerce, the Pacific Grove Unified School District, or if the City sponsors the event.	_____
The sponsor is responsible for all sign placement and removal, litter control, trash removal and clean-up activities and for providing necessary containers and personnel for recycling activities as determined by the City. <u>Use of helium balloons or other event decorations that may result in illicit waste or discharges are prohibited. Balloon decorations are Prohibited!!</u>	_____
The sponsor must comply with Pacific Grove Municipal Code Chapter 9.30, the storm water management and discharge control ordinance. Specifically, the sponsor shall be responsible to ensure that litter control is provided consistent with this ordinance, which requires that no person shall throw, deposit, leave, maintain, keep, or permit to be thrown or deposited, in or upon any public or private property, driveway, parking area, street, alley, sidewalk, component of the storm drain system, or waters of the U.S., any pollutant, refuse, rubbish, garbage, litter, or other discarded or abandoned object, so that the same may cause or contribute to pollution. Waste deposited in proper waste receptacles for the purpose of collection is exempt from this prohibition. No person shall discharge or cause to be discharged into the city storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants, that cause or contribute to a violation of applicable water quality standards, other than storm water. [Ord. 07-002 § 2, 2007].	_____
City contractors in the performance of city contracts and special event promoters may not provide prepared food in disposable food service ware that contains polystyrene foam. City contractors and special event promoters utilizing disposable food service ware shall use biodegradable, compostable, or recyclable products while performing under a city contract or permit. <u>Violations of this condition shall result in fines pursuant to Pacific Grove Municipal Code Section 11.99.060.</u>	_____
The sponsor must comply with all Pacific Grove Municipal Codes. The sponsor acknowledges Muni codes against Alcohol in Public and Smoking in our Parks!	_____
The sponsor is responsible for submitting a plan for accommodations required pursuant to the Americans with Disabilities Act and must provide Portable Restroom Facilities, if deemed necessary by the City.	_____
An approved Special Events permit is required for all groups and must be in the possession of the sponsor or representative at the event.	_____
The Special Events Coordinator will review applications and additional approvals may be deemed necessary.	_____

I hereby certify the foregoing statements to be true and correct and that I am authorized to sign this Application on behalf of the sponsoring organization. I agree, on behalf of the sponsoring organization, to indemnify, defend and hold harmless the City of Pacific Grove, its City Council, officers, agents, and employees from and against any and all loss, damages, liability, injury, claims, suits costs and expenses, whatsoever, including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity. I also agree that, if the request is approved, to comply with all application and permit conditions, and understand that failure to comply with any conditions, or any violation of the law may result in immediate cancellation of the event, denial of future events and/or criminal prosecution.

Authorized Event Representative: _____
(Signature)

Print Name: _____

Title: _____

Organization's Name: _____

Telephone: _____

E-Mail Address: _____ @ _____

Date: _____

Mail to:

City of Pacific Grove Special Events Coordinator

Donald Mothershead

300 Forest Ave., Pacific Grove, CA 93950

Phone: (831) 648-3100 FAX: (831) 375-9863

Email: dmothershead@cityofpacificgrove.org



City of Pacific Grove
SPECIAL EVENT - Questionnaire of Economic Impact

Financial Impact Estimates:

VISITORS during event

1. Number of Event days _____

2. Number of Participants expected (total) _____

Number of MOTEL CONTRACT Agreements

3. Number of motel stays (expected in the City of Pacific Grove). _____

EXTENT OF PUBLICIZING PACIFIC GROVE

4. Dollar Amount to be Spend on Advertising _____

5. Forms of Advertisement
(list Radio / TV Stations and Papers used) _____

6. Marketing Area for Ads _____

FYI,

PORTABLE TOILET FORMULA provided by Tom Uretsky 2011

How many portable restroom rentals do I need for my expected event?

Duration of Event (hours)

	Average Crowd Size																														
	50	100	250	500	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	10,000	15,000	20,000	25,000	30,000	35,000	40,000	45,000	50,000	55,000	60,000	65,000	70,000	75,000	80,000	85,000	90,000	95,000	100,000
Average	1	2	3	4	6	9	12	16	20	24	28	32	36	40	44	50	55	60	66	72	80	86	93	100	106	113	121	128	136	143	151
Crowd	1	2	3	4	6	9	12	16	20	24	28	32	36	40	44	50	55	60	66	72	80	86	93	100	106	113	121	128	136	143	151
Size	1	2	3	4	6	9	12	16	20	24	28	32	36	40	44	50	55	60	66	72	80	86	93	100	106	113	121	128	136	143	151

ADA Compliant Regulations

Under section 4.1.2(6) of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), requires that at least 5% (and no less than one) of toilets units complying with ADA guidelines be installed at each cluster of portable toilet or bathing units. Accessible units must be clearly identified and must be large enough to allow wheelchairs to make a 180-degree turn.