



# CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE

2760 N. Studebaker Road, Long Beach, CA 90815-1697  
(562) 570-3100 • FAX (562) 570-3109  
[www.LBParks.org](http://www.LBParks.org)



selected  
**best in the nation**

May 17, 2018

## MEMBERS OF THE PARKS AND RECREATION COMMISSION

City of Long Beach  
California

### RECOMMENDATION:

Approve Special Event Permit Application #18-09690 of the Pacific Talent Academy of the Arts, a Domestic non-profit corporation, for the operation of the Weekend in Polynesia Cultural Heritage Celebration in Recreation Park, including the Bandshell, with parameters determined by the Office of Special Events and Filming and the Department of Parks, Recreation and Marine and paying applicable fees. (District 3)

Or

Determine the proposed activity does not provide a sufficient overall public benefit and deny Special Event Permit Application #18-09690 of the Pacific Talent Academy of the Arts, a Domestic non-profit corporation, for the operation of the Weekend in Polynesia Cultural Heritage Celebration in Recreation Park, including the Bandshell. (District 3)

### DISCUSSION

Recreation Park, including the Bandshell and seating area (Recreation Park), located at 4900 7th Street, hosts several special events throughout the year. In accordance with Long Beach Municipal Code Section 5.60, special events that require the coordination of multiple Departments within the City of Long Beach (City) like Police, Fire, Public Works or Health and Human Services, are facilitated through the City Manager's Office of Special Events and Filming (SEF) in order to provide coordination, seamless operation and oversight of a particular special event.

On September 26, 2017, the Pacific Talent Academy of the Arts, (Academy), a California Domestic non-profit corporation, submitted an SEF Application (Attachment A) to host its annual Weekend in Polynesia Cultural Heritage Celebration (Celebration). The Celebration is a two-day event that will include art and informational exhibits and displays, musical and theatrical performances and competitions and an outdoor market including the sale of food and culturally specific items (Site-plan and vendor list - Attachment B). No alcohol will be sold or served. It is expected that there will be approximately 1,000 participants per day totaling approximately 2,000 unique visitors for the weekend as well as approximately 30 volunteers. The event is scheduled to be held on the weekend of August 25-26, 2018, from 9:00 a.m. to 10:00 p.m. on Saturday and will end at 9:00 p.m. on Sunday to allow take down on Sunday night.

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There is no entry fee for the event, however vendors will pay a per-booth fee that will be collected and retained by the Academy. The Academy is requesting to keep all proceeds from booth sales to help fund their activities throughout the year (Attachment C).

As the Parks and Recreation Commission (Commission) has exclusive authority over leisure activities of a recreational nature in City parks, the Department and SEF have implemented a new process to seek approval or denial of applications for special events in City parks or other areas operated by the Department. The Celebration has been a successful event in the past, without any issues of note, and the 2017 event was approved by the Commission.

If the Celebration is approved by the Commission, the Permit would include the following key points:

- Date, location and time: The footprint of the Festival will be contained within the area surrounding the Bandshell at Recreation Park. Setup will occur on Friday, August 24, 2018, from 12:00 p.m. to 6:00 p.m. The Celebration will take place on Saturday and Sunday, August 25-26, 2018. Hours on Saturday will be from 9:00 a.m. to 10:00 p.m. and on Sunday from 9:00 a.m. to 9:00 p.m. Tear down will occur between 9:00 and 10:00 p.m. on Sunday.
- Parking and Traffic Management: All parking will be coordinated through SEF in accordance with a Traffic Plan submitted by the Academy in advance, so that SEF may determine the adequacy of the plans and of staffing levels. Parking will not be allowed on any turf.
- Admission: Admission is free.
- Vendors: Craft booths will be sold for \$350 and food booths or trucks will be sold for \$550, with all proceeds going to the Academy. Each vendor will pay all City fees related to business licenses or food sales.
- Fees: The Academy will be responsible to pay all applicable fees on the SEF Schedule of Fees and Charges for SEF, Police, Fire, Health, etc. The Academy will also pay the following Commission-approved fees:
  - o One-time Permit fee of \$30;
  - o Daily Permit to Gather fee of \$150 for the two days of the Celebration;
  - o The non-profit rental fee of \$225 per day for two days of rental of the Recreation Park Bandshell;
  - o A Special Use fee of \$160 per day for three days of use of the area around the Bandshell for set-up and for the Celebration itself; and
  - o Staff fees of \$25 per hour, per person for all additional Community Recreation and Maintenance Operations Bureau staff members that are determined to be necessary to help manage the Celebration.

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The Commission could also choose to charge the higher of the above listed fees or collect 10% of the vendor fees collected by the Academy, or could choose to waive any or all of the above listed fees (except staff fees).

- Music: Live entertainment and talent competitions will be scheduled throughout the Celebration's operating hours. When noise exceeded a certain level in 2017, SEF instructed the Celebration to reduce the noise level and the Academy obliged.
- Trash: The Academy will contract for the provision of trash and recycling bins and trash hauling, and volunteers will provide custodial services. The City will have no costs associated with the event outside of any normal costs for operating Recreation Park.
- Damage and Security Deposit: The Academy will submit a Security Deposit of \$375 to SEF. Stakes may not be used to secure tents. The Department will have until September 21, 2018, to identify any damage to Recreation Park, and the cost to make needed repairs will be deducted from the Security Deposit or paid by the Academy.
- Vehicles Accessing Park Site: No vehicles are to be parked on the event site or turf. Any vehicles or vendors accessing the event site to drop off tents, supplies etc. must follow the protocol of using paved roads or a plywood pathway to and from the destination.
- Insurance: The Academy shall purchase and maintain all applicable insurance and endorsements, as required and approved by the City's Risk Manager.


FISCAL IMPACT

If the Celebration is approved as proposed, the Department will receive a minimum of \$1,260 in facility rental and other permit fees for the use of the Recreation Park Bandshell and surrounding areas, or the Celebration could be charged 10% of vendor booth fees as well as a yet-to-be-determined amount of staff reimbursement charges, which will all accrue to the General Fund (GF) in the Department of Parks, Recreation and Marine (PR).

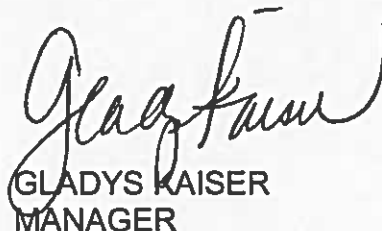
SUGGESTED ACTION:

Approve one of the recommended actions.

Respectfully Submitted,



LESLIE UNTENER  
INTERIM MANAGER  
BUSINESS OPERATIONS BUREAU




GLADYS KAISER  
MANAGER  
COMMUNITY RECREATION SERVICES BUREAU

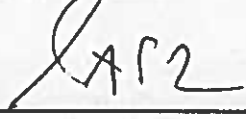
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HURLEY OWENS  
MANAGER  
MAINTENANCE OPERATIONS

APPROVED:

  
\_\_\_\_\_  
STEPHEN P. SCOTT  
INTERIM DIRECTOR

SS:LU:GK:HO:rl

- Att: A - Application for Weekend in Polynesian Cultural Heritage Celebration 2018  
B - Weekend in Polynesia Site Plan  
C - Letter explaining use of funds generated from special event



**LONG BEACH  
SPECIAL EVENTS  
and FILMING**

211 E. Ocean Blvd.  
Suite 410  
Long Beach, CA 90802  
PH: (562) 570-5333  
FAX: (562) 570-5335

## Special Event Application

# 18-09690

### General Event Information

Event Name:	Weekend In Polynesia (WIP)		
Event Dates:	Aug 25 and Aug 26, 2018	Event Daily Operating Hours:	0900hrs - 2200hrs
Event Set Up Date:	Aug 24, 2018	Event Setup Time:	1200 hrs
Event Move Out Date:	Aug 26, 2017	Event Move Out Time:	2200 hrs
Event Location:	Recreation Park (4900 E. 7th Street Long Beach, CA 90810)		

Event Contact Information (Please provide a street address for each contact, P.O. Boxes are not acceptable)

### Event Organizer

Name:	Philip Yandall	Organization:	Pacific Talent Academy Of The Arts		
Street Address:	2294 W. Lincoln St				
City:	Long Beach	State:	CA	Zip Code:	90810
Office Phone #:	562-786-4737	Cell Phone #:	562-786-4737	Fax Phone #:	
Email:	yandall06@gmail.com				

### Event Co-Organizer or Professional Event Planner

Name:	Bob Arconado	Organization:	Pacific Talent Academy Of The Arts		
Street Address:	SAME	Email:			
City:	SAME	State:		Zip Code:	
Office Phone #:		Cell Phone #:		Fax Phone #:	

### Event Representation for Public Information/Media Contact

Name:	Philip Yandall				
Primary Phone #:	562-786-4737	Secondary Phone #:	Same		
Email:	yandall06@gmail.com	Event Website:	pacifictalent.org n weekendinpolynesia.com		

### Event Organizer Tax Status

<input type="radio"/> For Profit Organizer	<input checked="" type="radio"/> Non-Profit Organizer with EIR Number, (please attach IRS forms)				
Non-Profit Name:	Pacific Talent Academy Of The Arts				
Street Address:	2294 W. Lincoln St				
City:	Long Beach	State:	CA	Zip Code:	90810
Organization Website:	www.pacifictalent.org				

## Event Description

Please use the space provided below to provide a detailed description of the purpose and activities included in your event. You may attach additional pages to this document if needed.

*Pacific Island Display of Cultures thru dance & music. Competition Run in Tahiti 2017  
Season for knife.*

## Event Attendance Information

Total Attendance per Day: 1K Total Participants @ Event: 2K Total Staff/Volunteers @ Event: 30

## Event Admissions Information

Will fees for admission, entry, vendor or visitor participation be required?  Yes  No

If yes, you must attach a copy of your **Admission and Re-entry Policy** as well as corresponding **Admission Rates**.

If no, please check the box that best describes your plan:  Free & Open to the Public  Private Event, Invitation Only

## Event Activity and Program Schedule Information

The Event Organizer shall provide a detailed description of their programmed activities within the venue. This includes providing the City with a daily schedule for each area where activities or entertainment will be programmed. The schedule should include the names of the talent/entertainment, the time they perform, timing for sound checks, etc. Please describe the sound equipment as well as any lighting packages that are included in the production. The event organizer shall attach a copy of the activity and program plan to this document.

General Description of Event, Programs, or Activities (Check All Boxes That Apply)

<input type="checkbox"/>	Athletic/Recreational	<input checked="" type="checkbox"/>	Festival/Celebration	<input type="checkbox"/>	Fireworks, Pyrotechnics, Black Powder
<input type="checkbox"/>	Art Exhibit/Display	<input type="checkbox"/>	Parade	<input type="checkbox"/>	Farmer/Craft Market
<input type="checkbox"/>	Concert/Performance	<input type="checkbox"/>	Information/Exhibits	<input type="checkbox"/>	Outdoor Market
<input type="checkbox"/>	Alcohol Service and/or Sampling	<input type="checkbox"/>	Theatre Performance	<input type="checkbox"/>	Aquatics/Boating
<input type="checkbox"/>	Carnival/Circus	<input type="checkbox"/>	Fun Run/Walk/Ride	<input type="checkbox"/>	

Please attach a copy of the **Activity and Program Plan** to this document.

## Event Specialized Program Information

If the Event Organizer's Program includes any of the activities listed below, a detailed description of these activities shall be included in the program schedule attached to this document.

- Massage demonstrations or services;
- Fire performers/dancers;
- Tattoo or piercing demonstrations or services;
- Casino games/drawings;
- Parachute teams;
- Racing or racing demonstrations; or
- Aircraft

### Event Route Information

Is this event a Parade, Run, Walk, Bike Tour, etc?

Yes

No

If your event is a parade, walk, fun run, bike ride, or other activity with a specific route or competition area, you must provide a map of your route and describe the route. The plan should include information on where you will start and finish the event, staging areas, competition areas, loading zones, step off location, disbanding areas, etc. You must attach the **Event Route Plan** to this document.

### Event Site Plan Information

The Event Organizer shall provide a detailed drawing of the site plan. The site plan shows the placement of temporary structures and equipment on public property and/or rights of way. The following information is required on your site plan. Please show:

- The perimeter of the entire venue, include the names of all adjacent streets or areas that are part of the venue; show all street closures and/or lane closures associated with the site plan;
- The location of fences, barricades and barriers,
- The access and egress points for the venue,
- The access and egress points for tents and structures within the venue,
- The 20 foot wide fire lane (emergency access) through out the venue,
- The locations of all stages, platforms, bleachers, grandstands, canopies, tents, portable toilets, trash containers, or any other temporary structure,
- The dimensions or size of the equipment and structures within the site plan,
- The cooking areas to be used for the event, show the locations of food trucks or carts,
- The location of all alcohol points of sale (beer gardens or free flow plan, points of sale, etc.),
- The location of First Aid and Emergency Service Coordination Staff,
- The location of power sources or generators, show the distribution of power within the venue, generators must be cordoned off within the venue
- The locations of carnival rides, games, live animals, inflatables, or similar equipment,
- The location of any/all fuel stations, show the location of propane tanks, natural gas lines, black powder storage, and pyrotechnics locations,
- The locations of parking for public, vendors and VIP's, show where trailers or large trucks will be stored, and
- The location of "free speech" zone, etc...

Please attach the **Event Site Plan** to this document.

### Event Parking Information

Total Guest Parking Demand:	1000-1500	Total Vendor/VIP Parking Demand:	20
Guest Parking Locations:	Wilso HS / Blair Baseball Field		
Vendor/Staff/VIP Parking Locations:	10		

### Event Traffic Management Information

Street closures, lane closures, traffic detours, traffic directional signage, temporary no parking locations, times and signs, or other tasks requiring traffic safety equipment, you must use one of the many city approved contractors. The plans used by the contractors must be approved by the City of Long Beach prior to the permit being issued.

You must attach a copy of your **Traffic Management and Parking Plan** to this document.

**Event Site Services Information (Custodial Services, Comfort Stations, Waste & Recycling Management, Street Sweeping, etc...)**

The Event Organizer must maintain a safe, clean and accessible environment for the event attendees. Please see the Special Event Planning Guide for additional information. Describe your plan to provide custodial services, comfort stations, refuse collections and removal, recycling services, etc...

40 yard Trash Bin - from Edge Disposal  
we also have 30+ volunteers to help clean.

**Event First Aid, Medical Services and Emergency Management Plans**

The organizer is responsible for the safety and well being of the guest at their event. Please describe the plan to provide First Aid, Medical Services and Emergency Management should they be needed. Include staffing levels and staff assignments. Please use the space below to describe how you will provided these services. You may attach an additional document if necessary.

A First Aid booth man by RN - Nurse.

**Crowd Management and Venue Security (Venue Access, Event Staff, Security Staff, etc...)**

Download the Security Plan Worksheet. Please provide a detailed plan for venue and security management with the application. Required information must include a "dot map" showing the location of security staff and their assignments. The Office of Special Events cannot approve a permit unless we have received and approved a security plan at least three weeks before the planned event date.

Please attach the completed **Security Plan Worksheet** to this document.

**Alcohol Control and Management Plans**

- No alcoholic beverages will be sold, sampled or consumed at this event
- Yes, alcoholic beverages will be sold, sampled or consumed at this event

If you plan to sell, sample or consume alcoholic beverages at this event, you are required to obtain a permit from the State Department of Alcoholic Beverage Control (ABC). You must provide a copy of the security plan for alcohol service area. Download and complete the Security Plan Worksheet. The City of Long Beach Special Event permit will define where and how alcoholic beverages services will be allowed.

If "Yes" to above, please attach the completed **Security Plan Worksheet** to this document.

**Concessions Management Plans**

The organizer has the ability to provide food, services and merchandise to attendees at their event. The event organizer is responsible to ensure the vendors obtain the appropriate equipment, personnel and permits required to complete this assignment.



### Food Concessions

Will the event organizer provide food and beverage concessions as part of the program?

- Yes, only to the participants in this event
- Yes, to the general public. You must identify the concessions areas on your site map. A list of the approved vendors is required.
- No food or beverages will be sold or provided at this event.

### Merchandise Concessions

Will the event organizer provide merchandise or service concessions as part of the program?

- No merchandise or services concessions are included in this event
- Yes, merchandise or services concessions are included in this event. You must identify the concessions areas on your site map. A list of the approved vendors is required.

### Live Animal Plans

Will the event organizer require live animals to be included in this programmed activity?

- No animals will be housed on site and no animals will be participating in this program
- Yes, you must attach a copy of your plan to house and care for these animals and obtain additional permits from Animal Control.

### Insurance Requirements

An original Certificate of Insurance and the Additional Insured Endorsement must be submitted to the Office of Special Events and Filming thirty (30) days prior to the event. Copies of the certificates and/or endorsements can be submitted with this application. Links: [Insurance Guidelines webpage](#), [General Liability Endorsement Form](#)

Please attach copies of any certificates and/or endorsements to this document.

### Event Organizer Requirements

Special Event permit requirements are based on Long Beach Municipal Code Section 5.60. The City of Long Beach requires the signature(s) of the party/parties who will be held responsible for the payment of any City services and/or fees. The applicants and, if applicable, the professional event organizer must complete and submit this application. In order to complete the Special Event application, payment must be mailed within ten (10) business days from online submittal to the following address:

**City of Long Beach**  
**Special Events and Filming**  
**211 E. Ocean Blvd., 410**  
**Long Beach, CA 90802**

The Applicant and/or Event Organizer are individuals authorized to make operating decisions, and negotiate the terms and conditions for city services for the producer. These people are responsible for the payment of any expenses generated by the City of Long Beach to support or oversee the event. Any notice, demand, request, consent, approval, or communication that the City desires, or is required to give to the event organizers or producer shall be addressed to the individuals listed in this document.

**Statement of Affidavit**

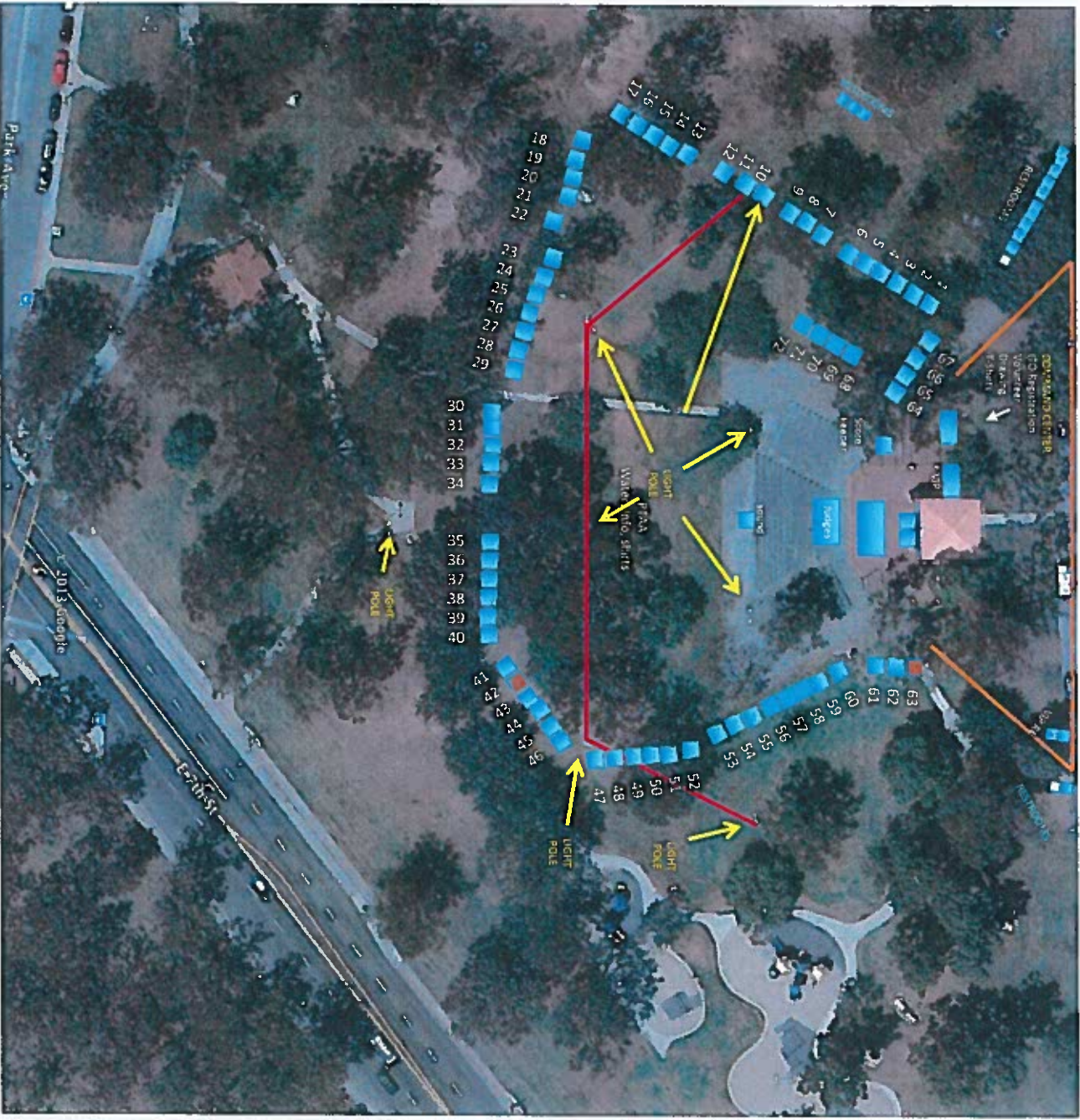
I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief; that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under Long Beach Municipal Code, and I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Long Beach.

I understand that I must comply with the event requirements provided by the City of Long Beach and in the Special Event Planning Guide Terms and Conditions.

Event Organizer Signature:	<i>[Handwritten Signature]</i>
Event Co-Organizer Signature:	<i>[Handwritten Signature]</i>

Please remember to attach the following documents as applicable:

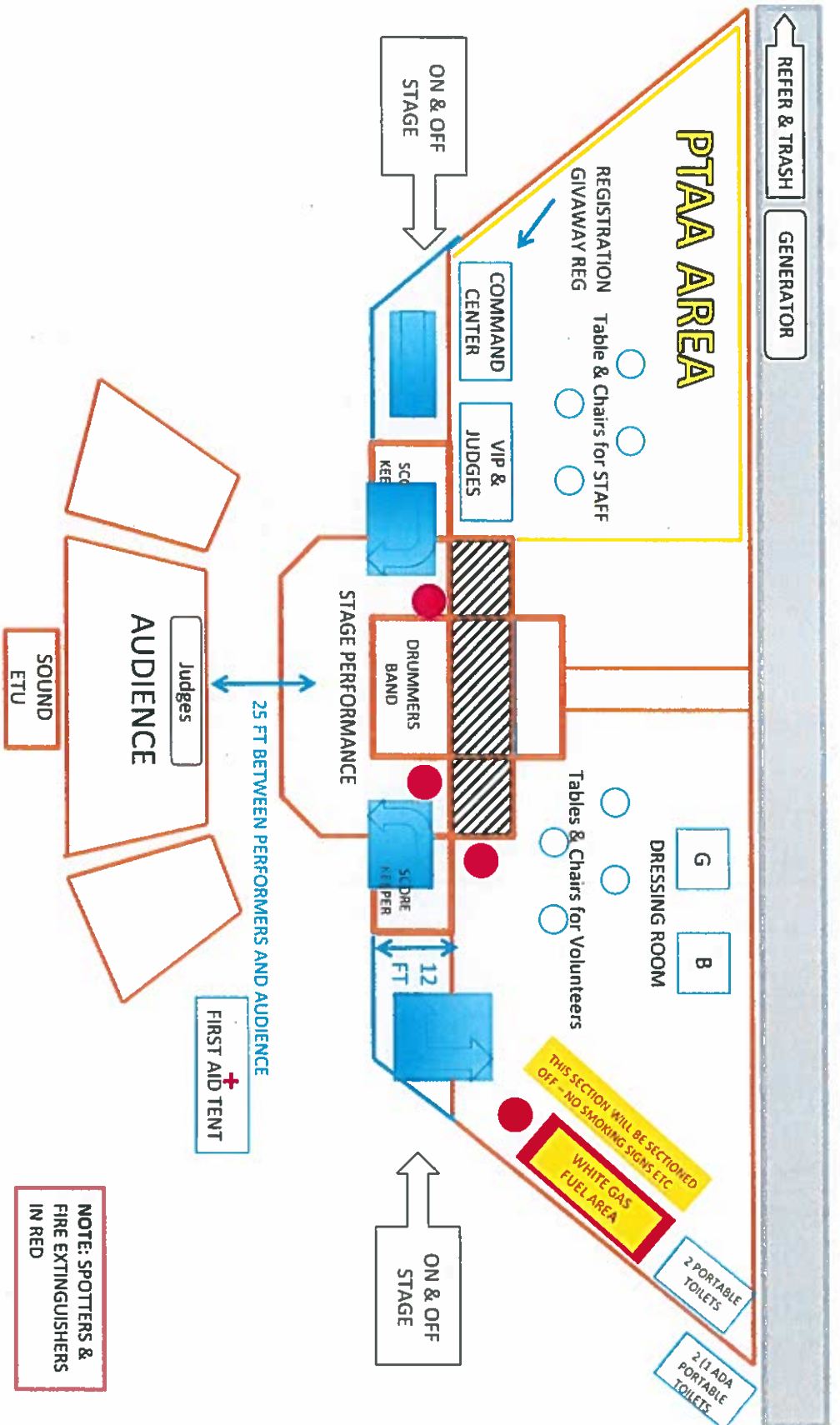
- Admission and Re-entry Policy
- Admission Rates
- Activity & Program Plan
- Program Schedule
- Event Route Plan
- Event Site Plan
- Traffic Management Parking Plan
- Security Plan Worksheet
- Copies of any Certificate of Insurance and/or Additional Insured endorsements



**EVENT  
Layout  
2018  
UPDATE**

ATTACHMENT B -- Layout

# WEEKEND IN POLYNESIA 2017 – FRONT & BACK STAGE PLOT



**STAGE PLOT PLAN:** Exact location of the performance. Fuel area, safety spotters, etc.  
 Distance between the crowd and the performers and the location and width of exit aisles

**Pacific Talent Academy of the Arts (PTAA)  
2294 W. Lincoln Street  
Long Beach, CA 90810**

Re: 2018 Weekend in Polynesia – Fee Waiver

Dear Commission

Statistics regarding our Pasifika \* population within the Long Beach City area are under represented (Total NHOPi 5,253 Source City data .com) For one reason or another, this demographic has always been under reported in spite of the best collaborative efforts of Local government and community volunteers. Events such “The Weekend in Polynesia Festival Celebration” present an opportunity for our Pasifika to come together and share island cultures with our Long Beach community and surrounding cities.

One of the goals for this year's event will include “Registration to Vote Booths.” These booths will be manned with volunteers who are knowledgeable in the registration process and who will encourage attendees to register to vote.

*The Pacific Talent Academy of the Arts believes when this happens, a much more accurate number of residents will result and as you all know, more funding from the Federal level trickles down to our Pasifika and in turn the larger community. It should also be noted that the majority of our people feel comfortable giving this type of information to those whom they consider part of their community with similar cultural values.*

*We are greatly appreciative and thank the Commission for waiver of last year's fees (2017). This fee waiver helped fund scholarships and trophies/awards to the scholarship winners. In my relatively new role as President of The Polynesia Talent Art Academy, I have initiated planning for the next festival August 25<sup>th</sup> & 26, 2018. Should the Commission be courteous enough to grant a fee waiver again, these funds will be used for four workshops focusing on Pasifika drumming with an emphasis on the styles specific to the islands of Tahiti and fireknife dance of Samoa. In addition, Academic monetary scholarship will be offered to 2-winners of essay competition for high school graduates entering into college 2018.*

*Thanking the Commission in advance for its' consideration in this matter.*

Sincerely yours

Philip J. Yandall  
President  
Pacific Talent Academy of the Arts  
(Sponsor of Weekend in Polynesia Festival)

\*Pasifika/ aka Pacific Islanders - A member of one of the indigenous peoples of Polynesia, Micronesia, or Melanesia.