

# Attachment A



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

## Special Event Application

*#20-10539*

### General Event Information

Event Name:	New Blues Festival		
Event Dates:	November 2nd & 3rd 2019	Event Daily Operating Hours:	9AM - 9PM
Event Set Up Date:	November 1st	Event Setup Time:	7AM
Event Move Out Date:	November 4th	Event Move Out Time:	7AM
Event Location:	El Dorado Park, Long Beach.		

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

### Event Organizer

Name:	WILLIAM GRISOLIA	Organization:	<i>New Blues Festival / Long Beach Blues Society</i>		
Street Address:	2601 East Ocean Blvd. #201				
City:	Long Beach	State:	CA	Zip Code:	90803
Office Phone #:		Cell Phone #:	562.762.8317	Fax Phone #:	
Email:					

### Event Co-Organizer or Professional Event Planner

Name:	Michael Bell	Organization:	Bell events services		
Street Address:		Email:	bellevent@gmail.com		
City:		State:		Zip Code:	
Office Phone #:		Cell Phone #:	310-488-9457	Fax Phone #:	

### Event Representation for Public Information/Media Contact

Name:	Doug Deutsch				
Primary Phone #:	213.924.4901	Secondary Phone #:			
Email:	dougdeutschpr1956@gmail.com	Event Website:			

### 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:	Long Beach Blues Society				
Street Address:	2601 East Ocean Blvd. #201				
City:	Long Beach	State:	CA	Zip Code:	90803
Organization Website:	www.LongBeachBluesSociety.org				

# Attachment A

## 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.

Annual Music Festival

## Event Attendance Information

Total Attendance per Day:	2500	Total Participants @ Event:	5000	Total Staff/Volunteers @ Event:	200
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## 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 checked="" type="checkbox"/>	Information/Exhibits	<input type="checkbox"/>	Outdoor Market
<input checked="" 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

# Attachment A

## 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:	2000	Total Vendor/VIP Parking Demand:	200
Guest Parking Locations:	TBD		
Vendor/Staff/VIP Parking Locations:	TBD		

## 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. *N/A*

# Attachment A

## 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...

Professional vendors coupled with Beacon House, Conservation Corp and Volunteers

## 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.

Registered Nurses and Volunteers

## 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.

# Attachment A

## 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.

# Attachment A

## 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:

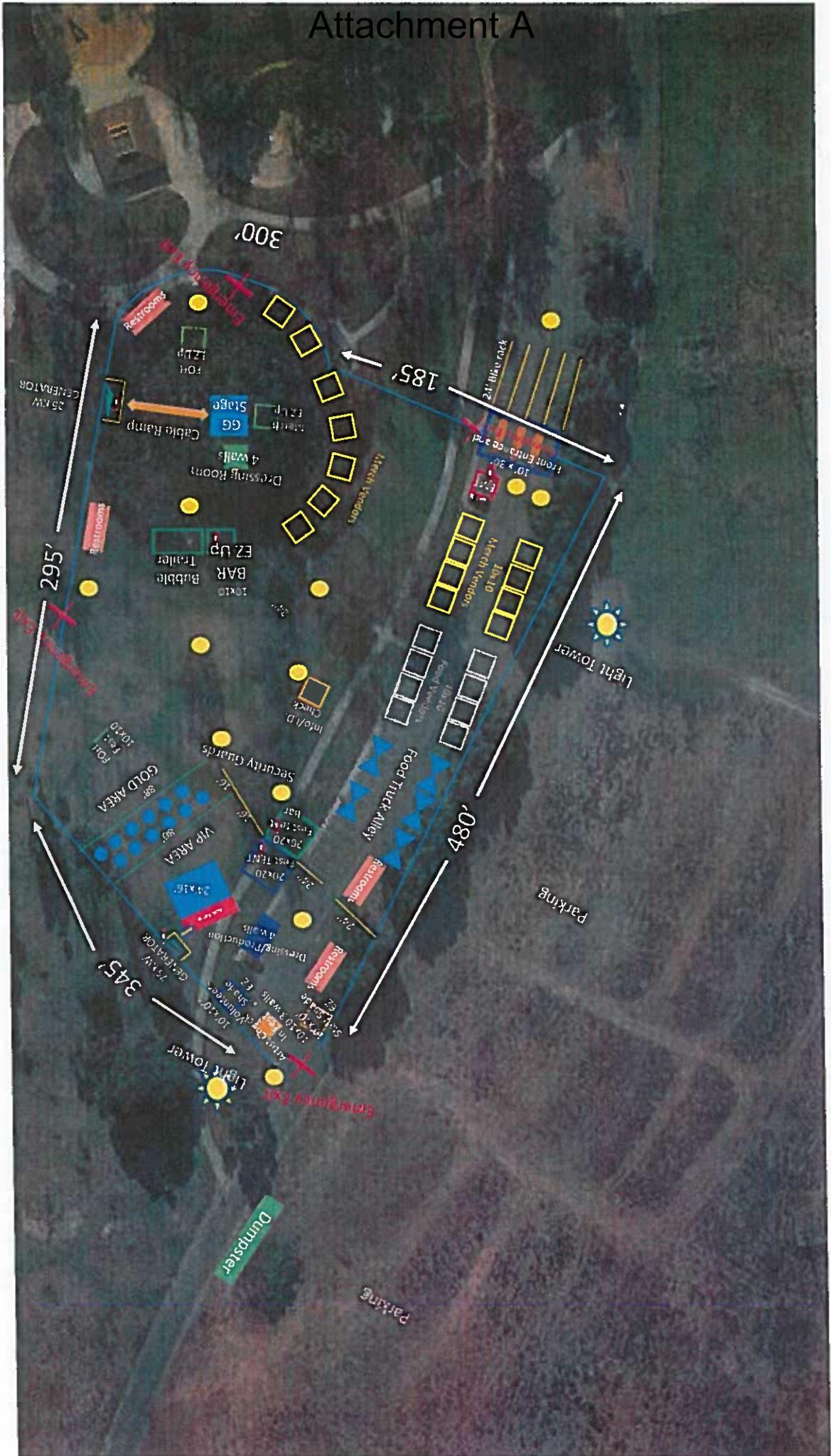


Event Co-Organizer Signature:

Please remember to attach the following documents as applicable:

- ✓ Admission and Re-entry Policy
- ✓ Admission Rates
- ✓ Activity & Program Plan
- ✓ Program Schedule
- M/A ✓ Event Route Plan
- ✓ Event Site Plan
  - Traffic Management Parking Plan — Parks & Recreation to consult/Provide
- ✓ Security Plan Worksheet
  - Copies of any Certificate of Insurance and/or Additional Insured endorsements

# Attachment A



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## Event Security Plan

In order to host a safe event, the Event Security Plan is required to outline your security staffing. Upon completion, the Event Security Plan will be submitted to the Long Beach Police Department for review. After review, the Long Beach Police Department will determine if additional security staffing is required, and also determine if Police Officers shall be staffed. All public events with alcohol are required to have private security in addition to mandated staffing by the Long Beach Police Department.

The event operator is also responsible for creating and submitting a site map/plot plan labeling the security staffing locations for the event.

***Form must be completed and signed by contracted Security Company.***

### Scope of Event

Event Name: New Blues Festival

Event Organizer: Michael Bell (Bell Event Services) Phone: 310.488.9457

Event Date(s): November 2nd & 3rd

Hours of Operation: 9am - 9pm Expected Attendance: 5000

Type of Event:  Festival  Concert  Parade  Car Show  Other \_\_\_\_\_

Number of Stages: 2 List Entertainment Schedule i.e., All Bands, DJ's, Music Genre, Times:

See attached

### Primary Event Security

Name of Security Company: Pro Com Security CA PPO License #: 6368

Company Phone: 310.491.4139 On Site Contact: Craig Montgomery Phone: 310.491.4139

# Attachment A

Number of Armed/Unarmed Security Personnel Assigned Each Day:

Unarmed 13 Armed 0

*\*Off duty police officers working in a private security capacity must possess a CA guard card and should not wear anything identifying them as a "police officer."*

List a Detailed Schedule of the Event and After-Hours Security Staffing and Locations:

*\*Include shift times & responsibilities. Specifically perimeter security, response times, etc. Staff locations must be labeled on your site map/plot plan.*

November 1st 9pm-9am (12hrs) 1 guard  
November 2nd 9am-9pm (12hrs) -12 Guards + 1 supervisor,  
November 2nd 9pm-9am (12hrs) 1 guard  
November 3rd 9am-9pm (12hrs) -12 Guards + 1 supervisor

## Security & Event Staff Communication Plan

Describe How Event Security and Event Staff Will Communicate:  Radios  Cell Phones  
 Other \_\_\_\_\_

*\*Depending on scope of the event, Special Event Staff, LBPd and LB Fire may require radios issued by event operator.*

Number of Staff and Security w/Radios: Staff 6 Security 6

## Security Uniforms

Shirt Color: Gray Shirt Pant Color: Black Pants

Describe How Personnel are Identified as Security:

## Event Ticketing/Re-Entry

How is the Event Marketed:  Social Media  Internet  Radio  TV  Flyers  Other \_\_\_\_\_

Ticket Price(s): \$45 - \$250 Method of Purchase:  Pre-Sale  Gate/Door

Max. Ticket Sales: 5000/day Re-Entry:  Yes  No If Marked Yes, Please Explain Re-Entry Policy:

# Attachment A

## Long Beach New Blues Festival Security Plan

### **Primary Purpose:**

To provide a safe environment to the guest, artists, vendors and workers of the New Blues Festival (NBF).

### **Specific Goals:**

- 1) Identify areas of concern where potential issues could arise via pedestrian control, vehicle control, overcrowding, intoxicated people or crowd control.
- 2) Using uniformed security and NBF stewards inform and assist all participants where needed.

### **Potential Problems and Solutions**

**Problem:** Access to the venue.

**Solution:** Work with all stakeholders on the best number of access points and have them fully manned when needed.

**Problem:** Overcrowding

**Solution:** Monitor the traffic flow and crowd size. With input from Police, Fire, Park Rangers and NBF Staff determine when and how to stop the inflow of cars and participants.

**Problem:** Intoxicated People

**Solution:** Limit the amount of sales to each buyer to two drinks at a time. Watch for over serving and take appropriate action.

### **Basic Roles:**

#### **The Police**

The Police are there to support the event. Their main role is to prevent crime and disorder and where persons commit offences to take the appropriate action. In the event of a major or critical incident will take command following consultation with the respective leads.

#### **Security**

Security will manage any incident (except as mentioned above) at the event. There will be a number of staff at the event with a variety of roles; there will be security at stages and across the site as well as around the perimeter and at the gates. There will also be response teams to deal with situations as they arise.

# Attachment A

## Fire

In the event Fire is needed for either medical or fire response, they will use existing park roads for access and egress. The closest station (station 5) is located at the Wardlow entrance to the park.

## Audience and Crowd Control

### Crowd Management

The site will be designed to ensure it

- has adequate means of escape in the event of an emergency
- allows for the free flow of the public during the event
- avoids creation of bottlenecks and even out crowd densities

In the event of mass evacuation, the people would be directed north to the academy gate and the to the south Wardlow gate.

## Uniformed Security Staffing - Saturday

Gates:2 Main/1Talent/1 East Exit:4		Hours: 0900-2100	=	48hrs
Main Stage				
back **	1	Hours: 0900-2100	=	12hrs
VIP Entrance	1	Hours: 0900-2100	=	12hrs
Beer Sales Area	1	Hours: 0900-2100	=	12hrs
Overnight Fri to Sat	1	Hours: 2100-0900	=	12hrs
Uniformed Supervisors	1	Hours: 0900-2100	=	12hrs
Roving/Relief *	2	Hours: 0900-2100	=	24hrs

Total Uniformed Security: 11

Total Security Hours:	Day	108
	Night	12
	Supervisor	12

\* Duties include walking the crowd checking for armbands. Being visible and available for questions.

\*\* Duties include maintaining access to those permitted to be in the backstage areas.

## Uniformed Security Staffing - Sunday

Gates:2 Main/1Talent/1 East Exit:4		Hours: 0900-2100	=	48hrs
Main Stage				
back **	1	Hours: 0900-2100	=	12hrs
VIP Entrance	1	Hours: 0900-2100	=	12hrs
Beer Sales Area	1	Hours: 0900-2100	=	12hrs
Overnight Sat to Sun	1	Hours: 2100-0900	=	12hrs

# Attachment A

Uniformed Supervisors	1	Hours: 0900-2100	=	12hrs
Roving/Relief *	2	Hours: 0900-2100	=	24hrs

Total Uniformed Security: 14

Total Security Hours:	Day	108
	Night	12
	Supervisor	12

\* Duties include walking the crowd checking for armbands. Being visible and available for questions.

\*\* Duties include maintaining access to those permitted to be in the backstage areas.

These hours are approximated and can change to meet current needs.

# Attachment A

List Prohibited Items:

food, drinks, coolers, tents, umbrellas, glass, weapons, alcohol, drugs,  
hiking backpacks, pets, professional recording equipment

Describe Entry Area & Types of Search and Screening to be Used:

Pat down and bag check at entrance

### Alcohol Controls

Alcohol is required to be served in clear plastic cups with a limit of two (2) drinks per person at the time of purchase. Event operator is required to issue patrons 21 years and older a tamper resistant wristband. Event operator is required to check identification at each point of sale.

Alcohol must be contained within a controlled venue.

Free Roaming Alcohol is defined as alcohol being allowed to "roam" throughout the entire enclosed event venue. Alcohol compliance team is required to patrol the interior of the venue for patrons drinking without a wristband.

Beer Garden is defined as alcohol contained to a portion of the event venue. Typically the event is not entirely enclosed and alcohol is kept within a small enclosed portion of the event. Perimeter fences are required to prevent alcohol from being passed from the Beer Garden to event patrons outside the Garden. Beer Garden requires security along the perimeter, entrance/exit(s), and requires count in-out controls. Beer Garden must be clearly labeled on the site map.

Free Roaming Alcohol:  Yes  No

Beer Garden:  Yes  No

Number of Security Staff Assigned to Compliance Team: 5

### Additional Notes

Name of Security Representative (Print): Michael Bell Date: 6/27/19

Signature of Security Representative: \_\_\_\_\_

# Attachment A



DEPARTMENT OF PUBLIC WORKS  
ENVIRONMENTAL SERVICES BUREAU

CITY OF  
LONG BEACH

## Special Events Recycling



### Event Waste Reduction Law – AB 2176

#### What does the law mean?

Special events with over 2,000 people per day are required to develop and implement a waste reduction plan and report their progress back to the City.

#### How do I implement a waste reduction plan?

**Step 1:** Plan to include recycling at your event.

- ▶ Decide what type of recycling collection fits your event. Best practices recommend a source-separated recycling program.

**Step 2:** Contact a waste hauler to request recycling services.

- ▶ Require your waste hauler to have labeled recycling receptacles paired with trash receptacles throughout the event.

**Step 3:** Include recycling services in your waste hauling contract.

**Step 4:** Return pre- and post-event worksheets to the Environmental Service Bureau.

### List of Long Beach Waste Haulers:

EDCO Waste Services	(310) 540-2977
Waste Management	(800) 744-0222
Republic Services	(800) 299-4898
Athens Services	(888) 336-6100
Calmet Services	(562) 259-1239
CR&R, Inc.	(800) 826-9677
Serv-Wel Disposal	(323) 726-4056
Universal Waste Systems	(800) 631-7016
United Pacific Waste	(866) 699-7600
Haul Away Rubbish	(323) 721-0371



#### FOR MORE INFORMATION

Visit [www.longbeach.gov/LBrecycles](http://www.longbeach.gov/LBrecycles) or call our Hotline at (562) 570-2376



# Attachment A



DEPARTMENT OF PUBLIC WORKS  
ENVIRONMENTAL SERVICES BUREAU

CITY OF  
**LONG BEACH**

**Form 2 of 2**

## Special Events – Waste Reduction and Diversion Post-Event Worksheet

Forms are submitted to: Email: [eventrecycling@longbeach.gov](mailto:eventrecycling@longbeach.gov)

### CONTACT/EVENT INFORMATION

Name of event: \_\_\_\_\_  
Event date(s): \_\_\_\_\_ # of attendees, including staff: \_\_\_\_\_  
Event location: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### EVENT DIVERSION INFORMATION

Total weight recycled: \_\_\_\_\_  
Total weight diverted organics/composted: \_\_\_\_\_  
Total weight disposed (landfilled): \_\_\_\_\_  
Total weight collected: \_\_\_\_\_

### DONATIONS

Food donation (i.e. Food Finders)  
 Material Donations  
 Other: \_\_\_\_\_  
Donation Details: \_\_\_\_\_

Were any other waste reduction strategies used at the event? \_\_\_\_\_

Please provide copies of weight and tickets from hauler and recycler.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Within 30 days of the event, please return completed form to:

Environmental Services Bureau  
2929 East Willow Street | Long Beach, CA 90806  
Tel: 562-570-2850 | Fax: 562-570-2861  
Email: [eventrecycle@longbeach.gov](mailto:eventrecycle@longbeach.gov)

### FOR MORE INFORMATION

Visit [www.longbeach.gov/LBrecycles](http://www.longbeach.gov/LBrecycles) or call our Hotline at (562) 570-2876





# Attachment A

## Entrances:

- One on Spring St.
- + Coming off the 605
- + Coming from Sprint St. West
- One from Town Center
- + Only used by Event Staff, Talent & Vendors.

