



Special Event Application

General Event Information

Event Name:	Green Prize Festival		
Event Dates:	April 22, 2017	Event Daily Operating Hours:	11:00am - 6:00pm
Event Set Up Date:	April 22, 2017	Event Setup Time:	7:30am
Event Move Out Date:	April 22, 2017	Event Move Out Time:	7:30pm
Event Location:	Houghton Park - 6301 Myrtle Ave. Long Beach		

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

Event Organizer

Name:	Stella Ursua		Organization:	90814Green Education Inc.	
Street Address:	2815 E. 5th St				
City:	Long Beach	State:	CA	Zip Code:	90814
Office Phone #:	5624131749	Cell Phone #:	5624131749	Fax Phone #:	
Email:	stellarorgdevelopment@gmail.com				

Event Co-Organizer or Professional Event Planner

Name:	Barbie Sommars		Organization:	90814Green Education Inc.	
Street Address:	3515 Linden Ave		Email:	bsommars@gmail.com	
City:	Long Beach	State:	CA	Zip Code:	90807
Office Phone #:	562.413.1749	Cell Phone #:	714.321.7327	Fax Phone #:	

Event Representation for Public Information/Media Contact

Name:	Stella Ursua				
Primary Phone #:	562.413.1749	Secondary Phone #:	714.321.7327		
Email:	stellarorgdevelopment@gmail.com		Event Website:	www.greenprizefestival.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:	Green Education Inc.				
Street Address:	3515 Linden Ave				
City:	Long Beach	State:	CA	Zip Code:	90814
Organization Website:	www.greeneducationinc.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.

The Green Prize Festival highlights all things green, like local green builders, urban farmers, artisan chefs, green technology organizations, green schools, sustainable transportation, alternative health & wellness, environmental organizations as well as live entertainment and artists. Festival attendees are also provided opportunities to learn from local sustainability experts via educational workshops, Demonstrations and speakers. The event also features eco-friendly vendors, childrens activities, free bike valet/bike repairs, a home brew beer garden and food trucks.

Event Attendance Information

Total Attendance per Day:	2500	Total Participants @ Event:	2500	Total Staff/Volunteers @ Event:	65
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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 checked="" type="checkbox"/>	Art Exhibit/Display	<input type="checkbox"/>	Parade	<input type="checkbox"/>	Farmer/Craft Market
<input checked="" 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

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:	350	Total Vendor/VIP Parking Demand:	75
Guest Parking Locations:	Jordan High School; back lot near Hought Park Community Center; Street parking around perimeter of park: Atlantic Ave, Myrtle & Artesia Blvd.		
Vendor/Staff/VIP Parking Locations:	Jordan High School		

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...

Approximately 20-25 volunteers are assigned waste management responsibilities, including recycling, composting, trash pick-up and disposal. We utilize clearly marked containers from Environmental Service to gather all waste materials and volunteer are assigned specific areas to ensure that festival attendees are disposing of waste into correct containers. We conduct a full sweep of the assigned festival area to ensure that all trash is picked up and that the park is left in a clean and safe condition at the end of our event.

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.

For our festivals, we ensure that our Volunteer Check-in booth contains a First Aid kit, and that all of our festival managers, staff and volunteers are aware of its location and contents. During our pre-festival meeting with Fire and LB PD, we determine the location for a paramedic booth at the event.

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.

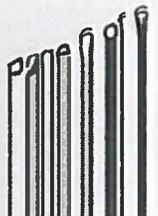
Event Organizer Signature:

Stella Umana

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
- Event Route Plan
- Event Site Plan
- Traffic Management Parking Plan
- Security Plan Worksheet
- Copies of any Certificate of Insurance and/or Additional Insured endorsements



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**Green Prize Festival: April 22, 2017
HOUGHTON PARK – LONG BEACH, CA.**

Activity and Program Plan:

Program Activities:	Schedule:
Green business vendor and non-profit organization tabling:	11:00am – 6:00pm
Food vendors:	11:00am – 6:00pm
Mixed genre entertainment:	11:00am – 6:00pm. (Entertainers to be confirmed in January 2017)
Beer Garden:	12:00pm – 6:00pm
Education workshops:	12:00pm – 4:00pm
Bike Valet:	11:00am – 6:00pm



Special Events Application – Green Prize Festival: April 22, 2017

Admission & Re-entry Policy:

The Green Prize Festival is a Free, volunteer-coordinated event provided to the community each year. As a result, there is no Admission & Re-entry Policy required.

Vendor Fees: Vendors are charged to table at our event. Vendors are offered an early-bird fee of \$80 if they submit their vendor form by March 1, 2017. Thereafter, the fee is \$95.

The vendor fees are charged to assist in paying for park & recreation fees, special event fees, security, police, fire, entertainers, fencing, power, sound and stage fees, and miscellaneous related costs.

The organization typically ends up with a small deficit, depending on the number of sponsors contributing to the event each year.



Special Events Application – Green Prize Festival: April 22, 2017

Traffic Management and Parking Plan

We will enlist the services of JCL Traffic to post No Parking signs along the southwest side of park, on Atlantic Ave and Harding/Myrtle Streets.

The parking will be reserved for vendors in the morning (7:30 – 10:30am) as they unload their products for tabling. Once they are done unloading, they will park in both the Community Center parking area and at Jordan High School parking lot.

Those same spaces will be available to entertainers and to VIP guests/speakers between 12:00 -6:00pm and for entertainers to unload musical equipment.

3 -4 spaces along Atlantic Ave will be reserved for designated Food Trucks between the hours of 11:00am – 6:00pm.

Approximately 10 of our volunteers will be assigned to direct vendors, entertainers and VIP guests to appropriate parking areas.



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: GREEN PRIZE FESTIVAL

Event Organizer: GREEN EDUCATION INC. Phone: 562.413.1749

Event Date(s): APRIL 22, 2017

Hours of Operation: 11:00AM - 6:00PM Expected Attendance: 2500

Type of Event: Festival Concert Parade Car Show Other _____

Number of Stages: 1 List Entertainment Schedule i.e., All Bands, DJ's, Music Genre, Times:

Entertainment line-up will be completed by February 28, 2017. Typical artists performing are blues/soul, alternative, mixed genre.

Schedule:

- 12:00 - 12:45
- 1:00 - 1:45
- 2:00 - 2:45
- 3:00 - 3:45
- 4:00 - 4:45
- 5:00 - 6:00pm

Primary Event Security

Name of Security Company: Event Control Team Security CA PPO License #: 16151

Company Phone: 562.716.8376 On Site Contact: Robert Semaan Phone: 562.716.8376

List Prohibited Items:
Firearms, fireworks, alcohol.

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

We will have approximately 6 Security personnel with one Supervisor on duty throughout festival. 2 Security guards will be stationed at entrance gate to Home Brew Beer Garden. They will check id's as 21 and older attendees enter, and ensure that beer products remain in the fenced-off garden area as attendees leave the beer garden area.

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: 6

Additional Notes

Name of Security Representative (Print): ROBERT SEMAAN Date: 1-27-17

Signature of Security Representative: _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 28 2013

GREEN EDUCATION INC
600 E OCEAN BLVD STE 801
LONG BEACH, CA 90803

Employer Identification Number:
26-2410948
DIN:
17051255129022
Contact Person:
JASON A KROPTINE TDS 31655
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
September 7, 2012
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2512 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CO)