



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



2760 N. Studebaker Road, Long Beach, CA 90815-1697
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www.LBParks.org

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February 21, 2019

MEMBERS OF THE PARKS AND RECREATION COMMISSION
 City of Long Beach
 California

RECOMMENDATION:

Approve Special Event Application #19-10311 from the Cambodian Coordinating Council, a non-profit corporation, for the operation of the Cambodian New Year's Celebration in El Dorado Regional Park, Area III, with parameters determined by the City of Long Beach Office of Special Events and Filming and the Department of Parks, Recreation and Marine. (District 5)

Or

Determine the proposed activity does not provide sufficient overall public benefit and deny the Special Event Application #19-10311 from the Cambodian Coordinating Council, a non-profit corporation, for the operation of the Cambodian New Year's Celebration in El Dorado Regional Park, Area III. (District 5)

DISCUSSION

El Dorado Regional Park (Park), located at 7550 E. Spring Street, is a popular park venue that hosts many 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) such as Police, Fire, Public Works or Health and Human Services, are facilitated through the City Manager's Office of Special Events and Filming (SEF) to provide coordination, seamless operation and oversight of a particular special event. SEF can also issue permits for activities that allow the sale and consumption of alcohol in City parks.

Recently, the Cambodian Coordinating Council (CCC), a California non-profit corporation, submitted a SEF Application (Attachment A) to host its annual Cambodian New Year's Celebration event (Event) at El Dorado Regional Park, Area III (Area III). The Event is a one-day celebration that will highlight live music, cultural performances, children's activities, game booths, cultural food booths, public information booths, and food vendors (Site Plan – Attachment B). It is expected that there will be approximately 4,500 participants and 250 volunteers at the Event.

The Event is scheduled to be held on Saturday, April 27, 2019, from 9:00 a.m. until 5:00 p.m.

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 process to seek approval or denial of applications for special events in City parks or other areas operated by the Department. If the Event is approved by the Commission, the SEF Permit would include the following key points:

- **Location, Date and Time:** The Event will have exclusive use of Area III, on Saturday, April 27, 2019. Event set up may begin on Friday, April 26 at 7:00 a.m., and may continue until 8:00 p.m. Event set up may begin no earlier than 7:00 a.m. on the day of the event. Event start will begin at 9:00 am and continue to 5:00 pm. Event tear down must be completed by 8:00 p.m.
- **Vehicle Admission:** The Event ticket price charged by the CCC will be \$30 per vehicle. From the \$30 ticket price, the Department will receive \$7 to cover the El Dorado Regional Park entry fee, which will be paid to the Department by the CCC at the end of the Event.
- **Vendor Fees:** Food and merchandise vendor booth fees will range from \$200 to \$600 and will be charged, collected and retained by the CCC.
- **Facility Rental Fees:** CCC will be responsible to pay all applicable fees on the SEF Fees and Charges Schedule for SEF, Police, Fire, and Health services, etc. The CCC shall be responsible to pay the Golden Grove Picnic Site rate of \$630 per day rate for any days used for event set up and tear down. In addition, the Exclusive Use fee of \$460 per hour from 7:00 a.m. to 8:00 p.m. on Saturday, April 27, 2019, shall apply. A refundable security deposit of \$1,030 shall be paid prior to permit issue. The Department will also receive \$25 per hour, per City staff person for all Community Recreation Services Bureau and Maintenance Operations Bureau staff members who are determined to be necessary to help manage the Event.
- **Music:** Live entertainment will be scheduled throughout the Event operating hours. All music will be played at or below levels determined by SEF.
- **Parking and Traffic Management:** All parking will be in designated spots or in the Area III Parking Area and Traffic Plan (Attachment C). CCC will submit a parking and traffic plan to SEF that will determine the adequacy of the plans and of staffing levels.
- **Vehicles on Park:** No vehicles shall park on the Event site turf. All vehicles or vendors accessing the site shall drop off tents, supplies, food, etc., must follow the protocol of a plywood pathway over the turf to and from the drop off destination.
- **Trash:** Approximately 20 to 25 volunteers will be assigned waste management responsibilities, which will include recycling, composting, and trash pick-up and disposal in a

timely and efficient manner. The City will have no costs associated with the Event outside of the normal costs of operating the Park.

- Damage and Security Deposit: CCC will submit a Security Deposit of \$1,030 to SEF. Stakes may not be used to secure tents. The Department will have until May 6, 2019, to identify any damage to the Park caused by the Event, and the cost to make needed repairs will be deducted from the Security Deposit or paid by CCC if costs exceed the Security Deposit.
- Insurance: CCC shall pursue and maintain all applicable insurance and endorsement as required and approved by the City's Risk Manager.

FISCAL IMPACT

If the Event is approved by the Commission, the Department will receive \$6,610 in facility rental fees for the exclusive use of Area III. In addition, the Department will receive fees to be determined for Event set up and tear down, staff reimbursement fees, and vehicle entry gate fees, all of which will accrue to the General Fund (GP) in the Department of Parks, Recreation and Marine (PR).

SUGGESTED ACTION:

Approve one of the recommended actions.

Respectfully Submitted,



STEPHEN P. SCOTT
DEPUTY DIRECTOR
MANAGER BUSINESS OPERATIONS



GLADYS KAISER
MANAGER
COMMUNITY RECREATION SERVICES BUREAU



HURLEY OWENS
MANAGER
MAINTENANCE OPERATIONS BUREAU

*Jorge
Arce Vado
for*

APPROVED:


GERARDO MOUET
DIRECTOR

GM:SS:GK:HO:MR:lh

Attachments: A – Special Events and Filming Application
B – Area III Site Plan
C – Area III Parking Area and Traffic Plan



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

Special Event Application # 19-10311

General Event Information

Event Name:	Cambodian New Year Celebration at El Dorado Park		
Event Dates:	Saturday, April 27, 2019	Event Daily Operating Hours:	9:00am to 5:00 pm
Event Set Up Date:	Friday, April 26, 2019	Event Setup Time:	7:00 am
Event Move Out Date:	Saturday, April 27, 2019	Event Move Out Time:	8:00 pm
Event Location:	El Dorado Park, Area III		

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

Event Organizer

Name:	Monorom Neth	Organization:	Cambodian Coordinating Council (Cam-CC)		
Street Address:	2201 E. Anaheim St., Ste 103				
City:	Long Beach	State:	CA	Zip Code:	90804
Office Phone #:		Cell Phone #:	562-485-7333	Fax Phone #:	
Email:	monorom@yahoo.com				

Event Co-Organizer or Professional Event Planner

Name:		Organization:			
Street Address:		Email:			
City:		State:		Zip Code:	
Office Phone #:		Cell Phone #:		Fax Phone #:	

Event Representation for Public Information/Media Contact

Name:	Linda Reach				
Primary Phone #:	562-394-5515	Secondary Phone #:			
Email:	Lindareach2016@gmail.com	Event Website:	www.cam-cc.org		

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:	Cambodian Coordinating Council (Cam-CC)				
Street Address:	2201 E. Anaheim St., Ste 103				
City:	Long Beach	State:	CA	Zip Code:	90804
Organization Website:	www, Cam-CC.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.

Cam-CC will be hosting the Cambodian New Year Celebration at El Dorado Park, Area III, on Saturday, April 27, 2019.

Event Attendance Information

Total Attendance per Day: 4,500 Total Participants @ Event: 4,500 Total Staff/Volunteers @ Event: 250

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 checked="" 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 type="checkbox"/> Alcohol Service and/or Sampling	<input type="checkbox"/> Theatre Performance	<input type="checkbox"/> Aquatics/Boating
<input checked="" type="checkbox"/> Carnival/Circus	<input type="checkbox"/> Fun Run/Walk/Ride	

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:	1200	Total Vendor/VIP Parking Demand:	175
Guest Parking Locations:			
Vendor/Staff/VIP Parking Locations:			

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...

Trash/recycle bins will be placed at various location in the parks.

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.

First Aid will be provided by licensed physicians(Cambodian Health Professional Association of America) at Cam-CC's booth.

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.



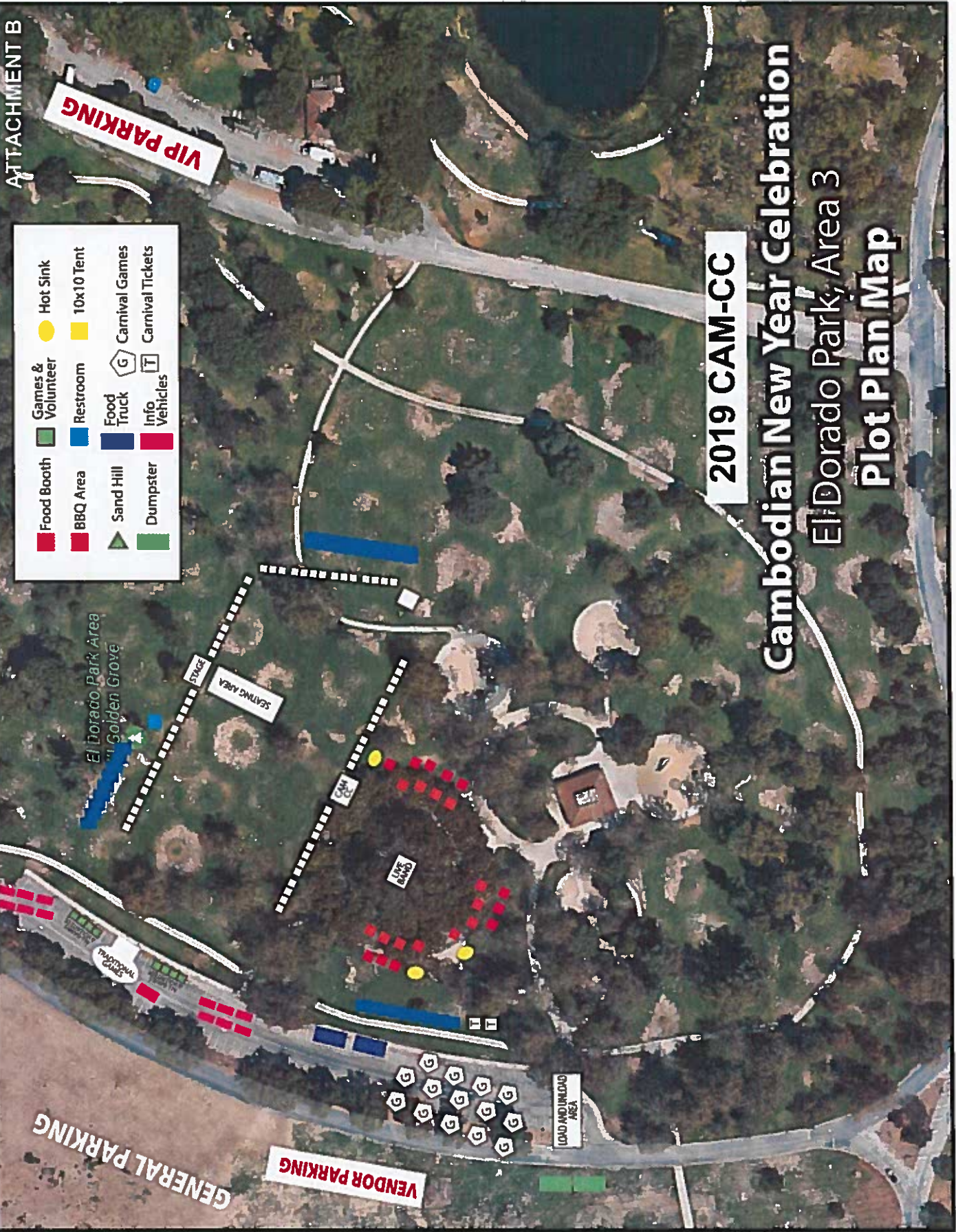
I understand that I must comply with the event requirements provided by the City of Long Beach and in the Special Event Planning Guide Terms and Conditions.

Event Organizer Signature:	<i>Monorom Neth</i>
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

Food Booth	Games & Volunteer	Hot Sink
BBQ Area	Restroom	10x10 Tent
Sand Hill	Food Truck	Carnival Games
Dumpster	Info Vehicles	Carnival Tickets



2019 CAM-CC

Cambodian New Year Celebration El Dorado Park, Area 3 Plot Plan Map



**CAMBODIAN NEW YEAR EVENT SITE & PARKING
EL DORADO REGIONAL PARK, AREA III**

