Attachment A

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By

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

#20-10525

General Event Information

Event Name:	2nd Annual Long Beach Filipino Festival		
Event Dates:	October 19, 2019	Event Daily Operating Hours:	10AM-7PM
Event Set Up Date:	October 19, 2019	Event Setup Time:	6AM
Event Move Out Date:	October 19, 2019	Event Move Out Time:	11PM
Event Location:	Silverado Park		

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

Event Organizer

Name:	Anthony Formoso	Organization:	Long Beach Filipino Planning Committee		
Street Address:	1034 E 3rd Street #4				
City:	Long Beach	State:	CA	Zip Code:	90802
Office Phone #:	(209)481-4878	Cell Phone #:		Fax Phone #:	
Email:	anthonyformoso209@gmail.com				

Event Co-Organizer or Professional Event Planner

Name:	Kat Engel	Organization:	Long Beach Filipino Planning Committee		
Street Address:	430 E. 1st Street	Email:	makecollectives@gmail.com		
City:	Long Beach	State:	CA	Zip Code:	90802
Office Phone #:	9099738040	Cell Phone #:		Fax Phone #:	

Event Representation for Public Information/Media Contact

Name:	n/a		
Primary Phone #:		Secondary Phone #:	
Email:		Event Website:	

Event Organizer Tax Status

○ For Profit Organizer ◉ Non-Profit Organizer with EIR Number, (please attach IRS forms)

Non-Profit Name:	Partners of Parks				
Street Address:	1150 E 4th Street #104				
City:	Long Beach	State:	CA	Zip Code:	90802
Organization Website:	partnersofparks.org				

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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.

see attachment

Event Attendance Information

Total Attendance per Day:	1,000	Total Participants @ Event:	970	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)

✓	Athletic/Recreational	✓	Festival/Celebration		Fireworks, Pyrotechnics, Black Powder
✓	Art Exhibit/Display		Parade		Farmer/Craft Market
✓	Concert/Performance	✓	Information/Exhibits	✓	Outdoor Market
	Alcohol Service and/or Sampling		Theatre Performance		Aquatics/Boating
	Carnival/Circus		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

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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,
- 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:	200	Total Vendor/VIP Parking Demand:	50
Guest Parking Locations:	See attachment		
Vendor/Staff/VIP Parking Locations:	see attachment		

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.

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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...

We will have over 10 volunteers cleaning up with trash pickers cleaning out the grounds and the trash bins throughout the entire day. We will also have a dumpster provided by Edco.

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.

We will have a first aid station ran by nurses.

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.

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

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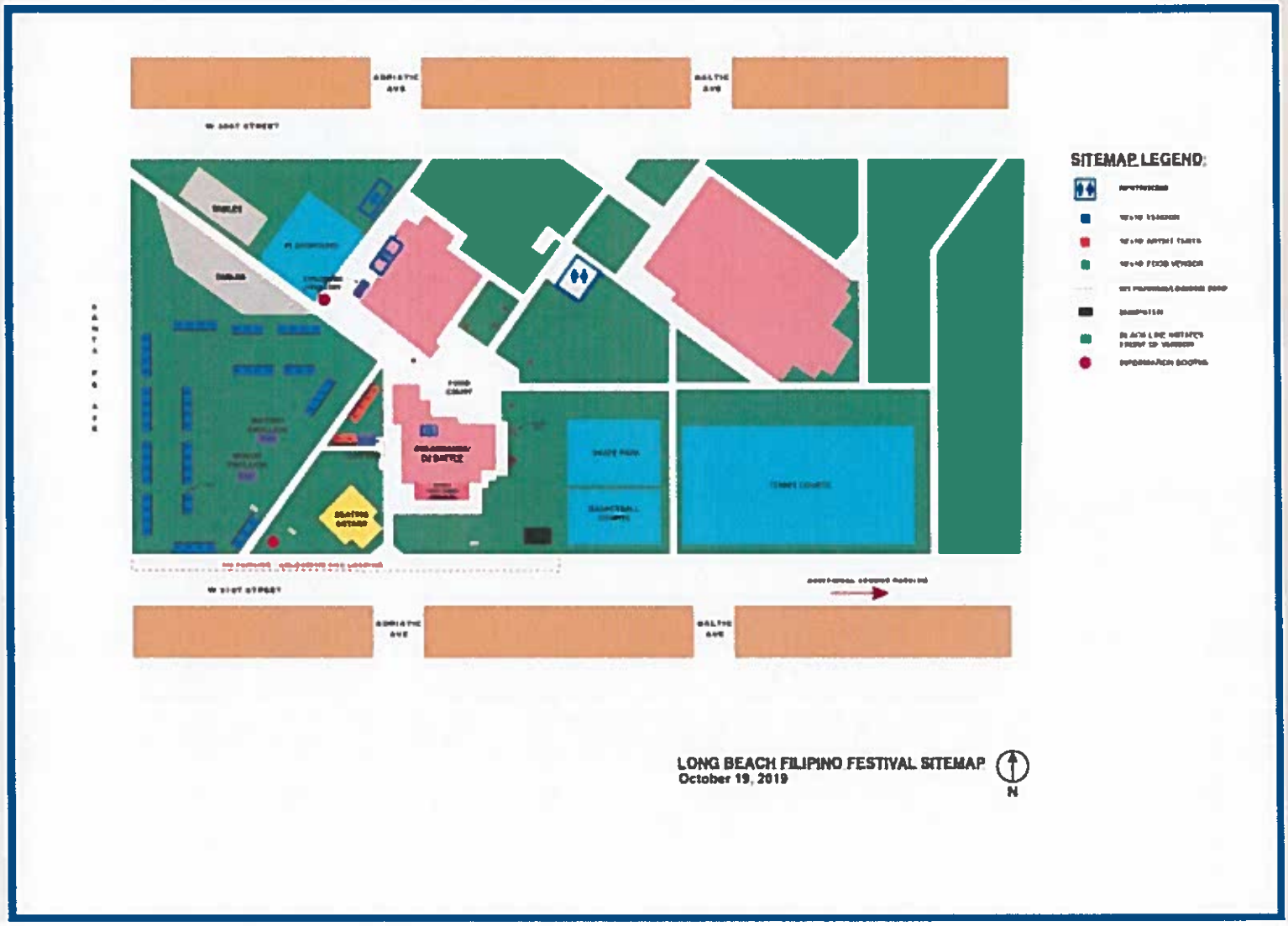

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<u>Parking/Filipino Festival</u>
Shuttle Company: AAC Shuttle

Two Shuttle Buses:

Run Time: 930am-7pm

Shuttle 1: Stephens Middle School

Shuttle 2: Surrounding Area of Admiral Kidd Park. Pick up area in front of Reid Senior HS office on Hill St.

The drop off will be at the North West Side of Silverado Park.

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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: LONG BEACH FILIPINO FESTICAL

Event Organizer: ANTHONY FORMOSO Phone: 209-481-4878

Event Date(s): OCTOBER 19, 2019

Hours of Operation: 10A-7P Expected Attendance: 1000

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:

10AM-7PM
PERFORMERS:
DJS, CULTURAL DANCERS, RAPPERS, SINGERS, HIP HOP DANCERS, MARTIAL ARTISTS, NATIONAL ANTHEMS, BANDS, COMEDIANS AND MAGICIANS WILL PERFORM.

SET TIMES TBA.

Primary Event Security

Name of Security Company: ISLAND STRONG ARM SECURITY CA PPO License #: _____

Company Phone: 562-200-4650 On Site Contact: KEONI SONZA Phone: 562-200-4650

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Number of Armed/Unarmed Security Personnel Assigned Each Day:

Unarmed 8 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.*

SETUP TIME 7-9 A
CITY INSPECTION 900-930AM
SECURITY CHECKIN/BRIEFING 930AM
EVENT START 10AM
EVENT END 7PM
BREAKDOWN 7-830PM
SECURITY LEAVING 730PM

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 8 Security 8

Security Uniforms

Shirt Color: BLACK Pant Color: BROWN

Describe How Personnel are Identified as Security:

THEY WILL HAVE A BIG SECURITY LOGO ON THEIR BLACK SHIRT WITH RADIOS

Event Ticketing/Re-Entry

How is the Event Marketed: ☑ Social Media ☑ Internet ☐ Radio ☐ TV ☑ Flyers ☐ Other

Ticket Price(s): FREE ENTRY Method of Purchase: ☐ Pre-Sale ☐ Gate/Door

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

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List Prohibited Items:

ALCOHOL, FIREARMS, DRUGS, DRUG PARAPHERNALIA, MARIJUANA,

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

ENTRY IS OPEN, NOT FENCED IN, FREE EVENT.

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: 1

Additional Notes

Name of Security Representative (Print):_____ Date:_____

Signature of Security Representative:_____

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