

February 20, 2020

**MEMBERS OF THE PARKS AND RECREATION COMMISSION**

City of Long Beach  
California

**RECOMMENDATION:**

Approve Special Event Permit Application #20-10552 of the Taresilafa'i Inc., a Domestic non-profit corporation, for the operation of the Taresilafa'i Pacific Islander Festival 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 #20-10552 of Taresilafa'i Inc., a domestic nonprofit corporation, for the operation of the Taresilafa'i Pacific Islander Festival in Recreation Park. (District 3)

**DISCUSSION**

Recreation Park, including the Bandshell and seating area located at 4900 E. 7<sup>th</sup> 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) such as Police, Fire, Public Works and/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 August 29, 2019, Taresilafa'i Inc., a California domestic nonprofit corporation, submitted an SEF Application (Attachment A) to host its annual Taresilafa'i Pacific Islander Festival (Festival) July 24-25, 2020. The Festival is a two-day event that will include informational exhibits and displays, musical and theatrical performances 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 150 participants per day totaling approximately 300 unique visitors for the weekend as well as approximately 60 volunteers. The event is scheduled to be held on Friday, July 24, and Saturday, July 25, the event will place from 11:00 a.m. to 10:00 p.m., with set up to begin on Thursday, July 23, 2020, at 6:00 a.m. and will conclude at 10:00 p.m.

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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. There have been no issues with previous Taresilafa'i Inc. events held at Recreation Park.

If the Festival is approved by the Commission, the Permit would include the following major terms and conditions:

- 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 Thursday, July 23, 2020, from 6:00 a.m. to 10:00 p.m. The Festival will take place on Friday, July 24 and Saturday, July 25, 2020. Hours on Friday and Saturday will be from 11:00 a.m. to 10:00 p.m. Tear down will occur between 9:00 p.m. and 10:00 p.m. on Saturday.
- 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 or open space area.
- Admission: Admission is free.
- Vendors: There will be no fees for vendor booths.
- Fees: Taresilafa'i Inc. will be responsible to pay all applicable fees on the SEF Schedule of Fees and Charges for SEF, Police, Fire, Health, etc. Taresilafa'i Inc. will also pay the following Commission-approved fees:
  - One-time Permit fee of \$30;
  - The non-profit rental fee of \$225 per day for three days of rental of the Recreation Park Bandshell;
  - 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 Festival itself; and
  - 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 Festival.
- Music: Live entertainment and talent competitions will be scheduled throughout the Festival's operating hours. If noise exceeds a certain level, SEF will instruct the Organization to reduce the noise level.
- Trash: Taresilafa'i Inc. 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.

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- Damage and Security Deposit: Taresilafa'i Inc. will submit a Security Deposit of \$375 to SEF. Stakes may not be used to secure tents. The Department will have until August 12, 2020, 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: Taresilafa'i Inc. shall purchase and maintain all applicable insurance and endorsements, as required and approved by the City's Risk Manager.

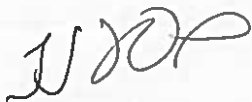
FISCAL IMPACT

If the Festival is approved as proposed, the Department will receive \$1,185 in rental fees and an as-yet-to-be-determined amount of staff reimbursement charges, which will all 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,

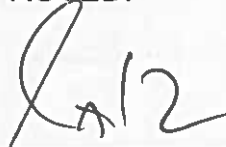


HURLEY OWENS  
MANAGER  
MAINTENANCE OPERATIONS  
BUREAU



GLADYS KAISER  
MANAGER  
COMMUNITY RECREATION SERVICES  
BUREAU

APPROVED:



STEPHEN P. SCOTT  
INTERIM DIRECTOR

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**Attachment A – Event Application**

**Attachment B – Event Site Plan**



## ATTACHMENT A

LONG BEACH  
SPECIAL EVENTS  
and FILMING211 E. Ocean Blvd.  
Suite 410  
Long Beach, CA 90802  
PH: (562) 570-5333  
FAX: (562) 570-5335

## Special Event Application

#20-10552

## General Event Information

Event Name:	TAFESILAFAI PACIFIC ISLANDER FESTIVAL		
Event Dates:	JULY 24 & 25, 2020	Event Daily Operating Hours:	11:00am to 10:00pm
Event Set Up Date:	JULY 24, 2020	Event Setup Time:	6:00am
Event Move Out Date:	JULY 25, 2020	Event Move Out Time:	10:00pm
Event Location:	RECREATION PARK		

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

## Event Organizer

Name:	MANAIA PETAIA	Organization:	TAFESILAFAI
Street Address:	655 CEDAR AVENUE		
City:	LONG BEACH	State:	CA
Zip Code:	90802		
Office Phone #:	562-628-9282	Cell Phone #:	562-446-6490
Fax Phone #:			
Email:			

## Event Co-Organizer or Professional Event Planner

Name:	PENELOPE LALOULU	Organization:	TAFESILAFAI
Street Address:	655 CEDAR AVENUE		Email:
City:	LONG BEACH	State:	CA
Zip Code:	90802		
Office Phone #:	562-628-9282	Cell Phone #:	714-251-1809
Fax Phone #:			

## Event Representation for Public Information/Media Contact

Name:	MISI TAGALOA		
Primary Phone #:	562-522-7500	Secondary Phone #:	
Email:	misitagaloa@tafesilafai.org		Event Website:
		tafesilafai.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:	TAFESILAFAI		
Street Address:	655 CEDAR AVENUE		
City:	LONG BEACH	State:	CA
Zip Code:	90802		
Organization Website:	tafesilafai.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.

Tafesilafa'i means to greet each other face to face. This festival is an opportunity for the Pacific Islander Community to come together, face to face and to exchange stories, ideas, resources, to break bread and to be. The festival began in 1997, attended by a few hundred guests. This event continues to be a celebration of our cultures through music, dances, stories and of course our foods. Our leaders reflect during the Festival on 22 different themes designed to get Culture to dialogue with Theology.

### Event Attendance Information

Total Attendance per Day:	200	Total Participants @ Event:	400	Total Staff/Volunteers @ Event:	75
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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

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 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 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:		Total Vendor/VIP Parking Demand:	15-20
Guest Parking Locations:	Streets		
Vendor/Staff/VIP Parking Locations:	Reserve parking		

### 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...

Eagle Portables will provide and service comfort stations through out the event.

Trash management will provide trash cans (boxes) and trash bins (containers) on site. A non-profit organization will be assigned to manage the collection of trash through out each day.

### 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.

Office of Samoan Affairs and the Samoan Nurses Association will have booths on site to provide educational info on health issues. At the same time they will provide First Aid and Medical Services if needed.

### 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:

Event Co-Organizer Signature:

*[Handwritten Signature]*  
*[Handwritten Signature: Penny LaBonte]*

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

