

October 17, 2019

MEMBERS OF THE PARKS AND RECREATION COMMISSION

City of Long Beach
California

RECOMMENDATION:

Approve Special Event Permit Application #20-10525 of Joy Macias, dba Long Beach Filipino Festival, for the operation of the 2nd Annual Long Beach Filipino Festival at El Dorado Regional Park with parameters determined by the Department of Parks, Recreation and Marine and the Office of Special Events and Filming and paying all applicable fees. (District 5)

Or

Determine the operation of the proposed activity has an adverse impact to the park, park users and/or surrounding communities that precludes overall public benefit and deny Special Event Application #20-10525 for the operation of the 2nd Annual Long Beach Filipino Festival at El Dorado Regional Park. (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) in order 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.

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 Celebration is approved by the Commission, the Permit would include the following key points:

- Location, Date and time: The application requests the use of Golden Grove including the parking lot, overflow parking lot and surrounding area in Area III of El Dorado Regional Park (site plan included with application) on Sunday, December 15, 2019. Event set up may begin no earlier than 7:00 a.m. on the day of the event. The application indicates the event starts at 10:00 am and continues to 5:00 pm.

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All event attendees must vacate the park by park closure time of 5:00 pm. Event organizers and volunteers may stay after the close of the park to begin tear down, with applicable Police or Fire presences after park hours. Event tear down must be completed by 10:00 p.m. on December 15, 2019.

The application does not request exclusive use which will allow the general public access to Area III.

- Admission: The application states admission is free.
- Vehicle Admission: Each vehicle must pay the \$7 to the Department for the gate entry fee.
- Department Rental Fees: The Long Beach Filipino Festival will be responsible to pay all applicable fees on the SEF Fees and Charges Schedule for SEF, Police, Fire, and Health and Human Services, etc. The Long Beach Filipino Festival shall be responsible to pay the Golden Grove Picnic Site non-profit rate of \$595 per day rate for any days used for event, set up and tear down. In addition, a refundable security deposit of \$333 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 Celebration. The Department will receive \$7 for every vehicle that does not possess an Annual Vehicle Entry Pass.
- Music: Live entertainment will be scheduled throughout the festival's 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 Overflow Parking Area (Attachment B, Exhibit 2 and 3). Long Beach Filipino Festival shall submit a parking and traffic plan to SEF that will determine the adequacy of the plans and of staffing levels.
- Vehicles in 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: The Long Beach Filipino Festival shall assume all responsibilities for waste management, 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.



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- Insurance: The Long Beach Filipino Festival shall pursue and maintain all applicable insurance and endorsement as required and approved by the City's Risk Manager.


FISCAL IMPACT: If the Festival is approved, the Department would receive facility use and permitting fees of \$625, plus to-be-determined reimbursement for Department staff that is required to oversee the Festival.

SUGGESTED ACTION:

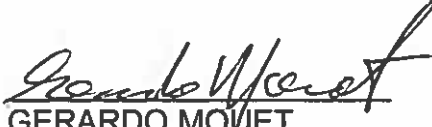
Approve one of the recommended actions.

Respectfully Submitted,


GLADYS KAISER
MANAGER
RECREATION SERVICES BUREAU


HURLEY OWENS
MANAGER
MAINTENANCE OPERATIONS BUREAU

APPROVED:


GERARDO MOUET
DIRECTOR

ATT: A SEF Application #20-10525 - Long Beach Filipino Festival
B Site Plan





ATTACHMENT A



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 Long Beach Filipino Festival		
Event Dates:	December 15, 2019	Event Daily Operating Hours:	10 am to 7 pm
Event Set Up Date:	December 15, 2019	Event Setup Time:	6 am
Event Move Out Date:	December 15, 2019	Event Move Out Time:	11 pm
Event Location:	El Dorado East Golden Grove		

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

Event Organizer

Name:	Joy Macias	Organization:	
Street Address:	338 W Willow St		
City:	Long Beach	State:	CA
		Zip Code:	90806
Office Phone #:	5625088015	Cell Phone #:	5625088015
		Fax Phone #:	8663475461
Email:			

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:	Harold Dela Cruz		
Primary Phone #:	5625527242	Secondary Phone #:	
Email:	bfilipinofestival@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:	Partners of Parks		
Street Address:	1150 E 4th St 104		
City:	Long Beach	State:	CA
		Zip Code:	90802
Organization Website:	www.partnersofparks.com		



**LONG BEACH
SPECIAL EVENTS
and FILMING**

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: 2nd Long Beach Filipino Festival

Event Organizer: Joy Macias

Phone: 5625088015

Event Date(s): December 15, 2019

Hours of Operation: 10 am to 7 pm

Expected Attendance: 1,000

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:

10 am to 11 am - mass

11 am to 12 noon - welcome guests, awards

12 noon to 7 pm - various dancers, singers, guests, VIP's, etc.

Primary Event Security

Name of Security Company: Securitas Security Services

CA PPO License #: _____

Company Phone: 562-200-4650

On Site Contact: _____

Keoni Dela Cruz

Phone: 562-200-4650

Number of Armed/Unarmed Security Personnel Assigned Each Day:

Unarmed 10 to 12

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.*

Unarmed security personnel will be station at all the areas. Shift times will be 6 am to 10 am, 9 am to 1 pm, 12 noon to 4 pm, 3 pm to 7 pm and 6 pm to 11 pm. After their shift, they will have a breaktime and rotate. Theri response times would be between 2-3 minutes as they will be spread throughout the event venue. They will have headsets and radio sets for communication.

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 5 Security 5

Security Uniforms

Shirt Color: TBD

Pant Color: TBD

Describe How Personnel are Identified as Security:

TBD

Event Ticketing/Re-Entry

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

Ticket Price(s): 0

Method of Purchase: ☐ Pre-Sale ☐ Gate/Door

Max. Ticket Sales: NA

Re-Entry: ☒ Yes ☐ No If Marked Yes, Please Explain Re-Entry Policy:

Each car / vehicle will have to pay park fees. If event participants would like to leave and come back, they will be advised that they will have to pay the parking fees again.

List Prohibited Items:
TBD

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

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: NA

Additional Notes

NA

Name of Security Representative (Print): Keoni Dela Cruz Date: _____

Signature of Security Representative: _____

ATTACHMENT B

Site Plan for the 2nd Long Beach Filipino Festival - Sunday, December 15, 2019

EXHIBIT 1: Overview – Entrance at Spring / EXHIBIT 2: Event Bird's Eye View

- 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;

El Dorado Park East - Golden Grove is the venue. The entrance to the event is through the entrance of the park at Spring Street.

- The access and egress points for the venue, • The access and egress points for tents and structures within the venue,

Entrance will be only from Spring Street. Exit will be on Wardlow Street and Spring Street.

- The 20-foot-wide fire lane (emergency access) throughout the venue,

The Park meets the standards and requirements for emergency access that the organizers will maintain by assigning a team (including a lead person and team members) who will ensure that all access are free and clear of any blockage.

EXHIBIT 3: Parking and Layout – Food Vendors, Handwash Stations and Portables / EXHIBIT 4: Stage, Trash and Booths

- 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,

All food and non-food vendor booths are going to be 10 feet by 10 feet and we will have approximately 100 booths. The portable stage is about 27 feet by 20 feet.

- The cooking areas to be used for the event, show the locations of food trucks or carts,
- 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,

Only the stage and maybe 1-2 food vendors will be utilizing generators.

- The location of any/all fuel stations, show the location of propane tanks, natural gas lines, black powder storage, and pyrotechnics locations,

Propane tanks for cooking may be used by food vendors.

- 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... All areas of the event are designated as a free speech zone.

EXHIBIT 5: Site Plan

Traffic Management and Parking Plan

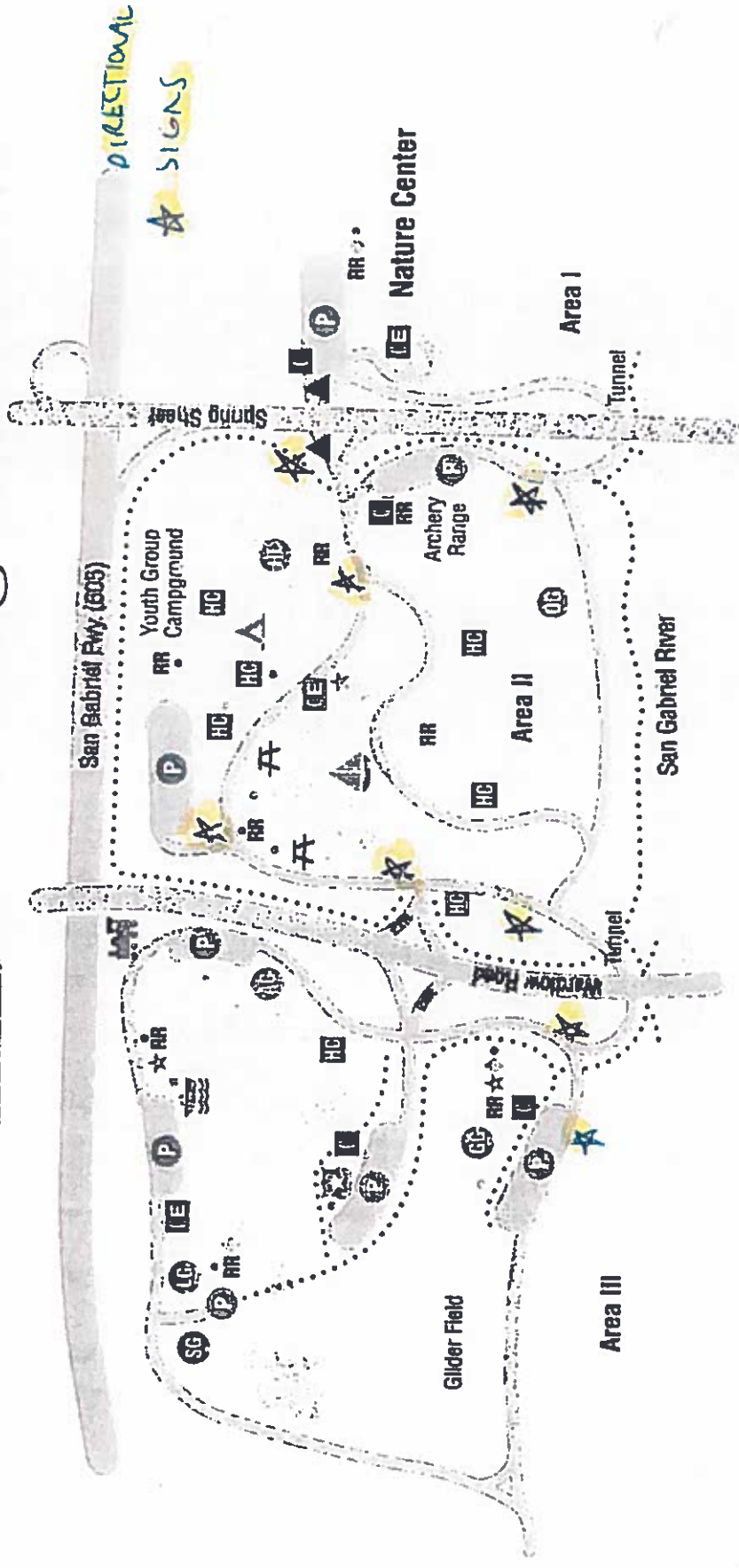
There will be at least 8 directional signs within the El Dorado Park from the entrance on Spring Street, to the intersections / forks in Area II, at the tunnel, and a couple at Area III. (EXHIBIT 6)

We will utilize available parking spaces inside the park, reserving the adjacent parking area for Vendors, VIP's and staff. Overflow parking will be managed by volunteers on the opposite vacant lot. (EXHIBIT 3 AND 5)



El Dorado

East Regional Park



Map Legend

Reservable Areas

- AB Arbor Day Grove
- GG Golden Grove
- HL Horseshoe Lake
- LG Lakeview Grove
- OG Olympic Grove
- SG Sycamore Grove

- Boat Dock
- Model Boat Launch
- Ranger Station/Reservations Office
- Train Ride
- Youth Campground Pavilion

- Entrance/Exit
- Emergency Call Box
- Picnic Shelter
- Parking Lot
- Drinking Fountain
- Playground
- Hot Coal Dumpster
- Snack Bar
- Bike Path
- Phone
- Restrooms

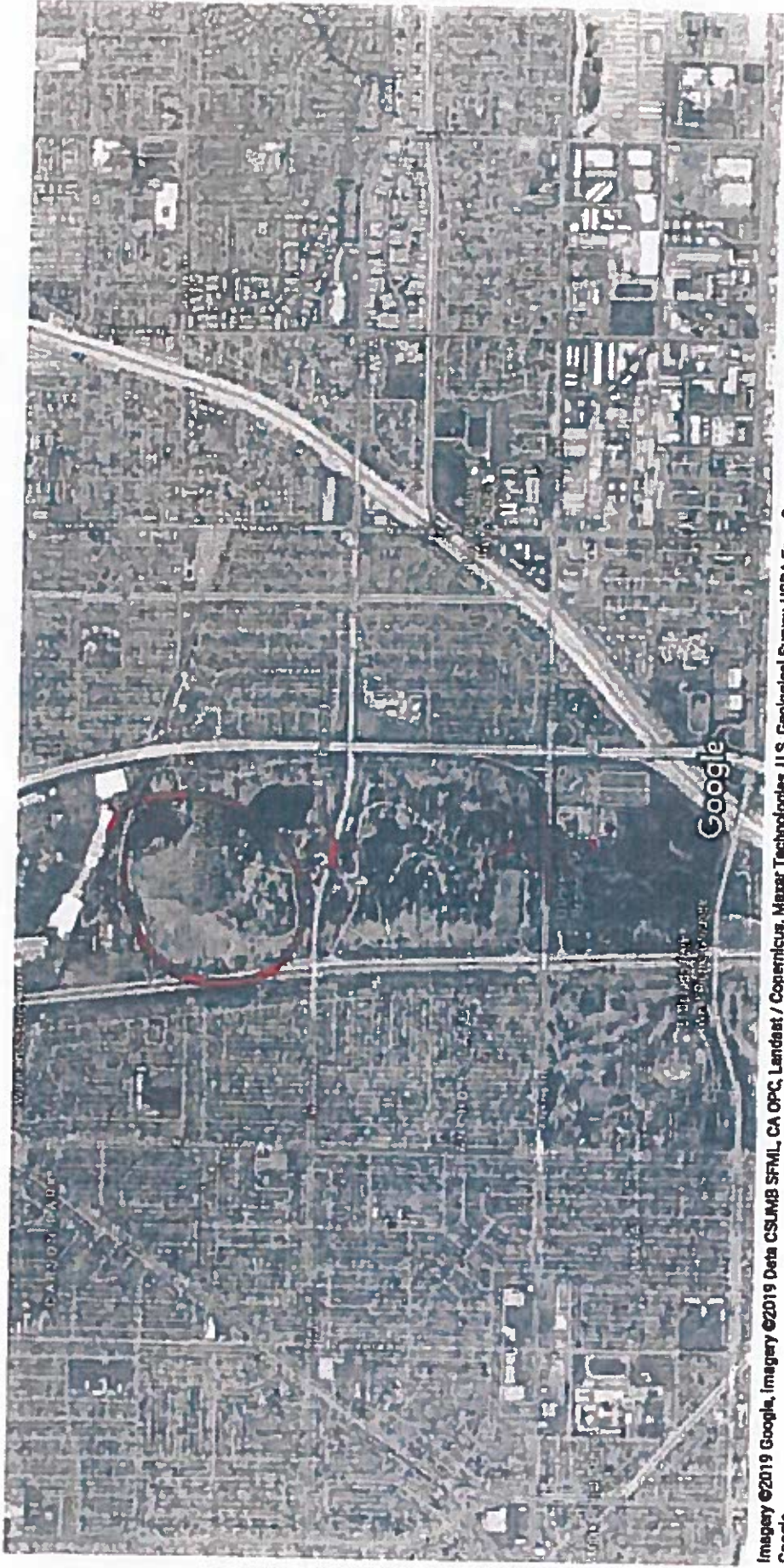


EXHIBIT I

Google Maps

El Dorado Park Area III Golden Grove

Overview: - Entrance at Spring



○ Venue
of event



Entrance to the
park and event



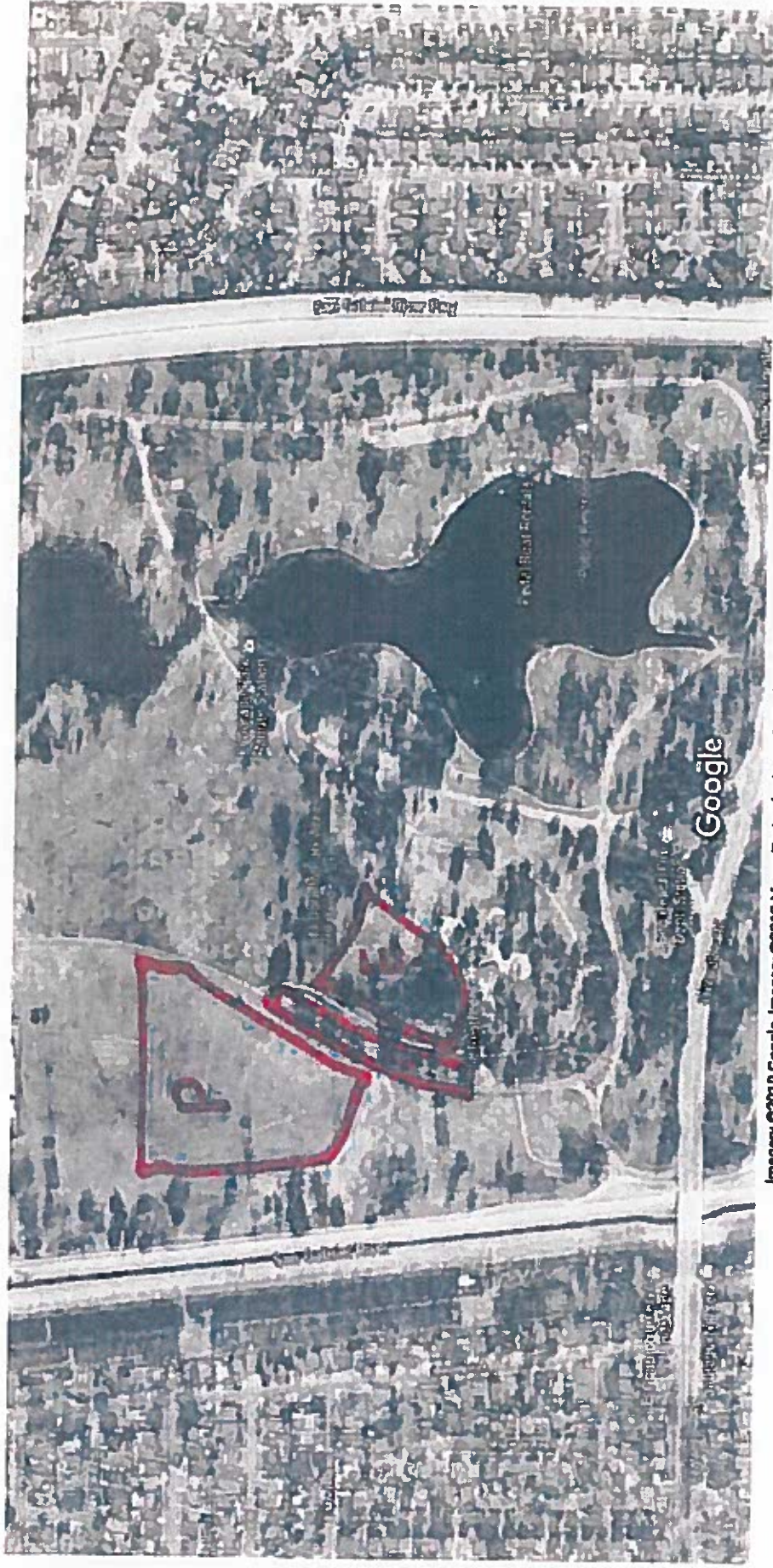
Exit from the
park and event

Google Maps

El Dorado Park Area III Golden Grove

Event Bird's Eye View

EXHIBIT 2



Imagery ©2019 Google, Imagery ©2019 Maxar Technologies, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2019 Google 200 ft

P - Parking (overflow)
V - VIP / Vendors parking
E - Event area

El Dorado Park Area III Golden Grove - Google Maps

EXHIBIT 3

Geoffrey

El Dorado Park Area III Golden Grove

Parking and Event Layout



P - Public parking (100 per box $\times 3 = 300$ parking spaces)

V - Vendor, VIP, Staff parking

Ford - Vendor

- Hand wash station

Portable Pottys

EXHIBIT 4

Google Maps

El Dorado Park Area III Golden Grove

Parking and Event Layout



••• Trash boxes



Stage



Vendor and Info

Booths

• First Aid

Google Maps

El Dorado Park Area III Golden Grove

Site Plan

EXHIBIT S

