

October 21, 2021

MEMBERS OF THE PARKS AND RECREATION COMMISSION

City of Long Beach
California

RECOMMENDATION:

Approve Special Events Permit #22-037 for the Pagan Pride Day, LA/OC, operated by Pagan Pride Los Angeles, a non-profit, 501 C-3, in El Dorado East Regional Park Area III, within parameters determined by the Office of Special Events and Filming and the Department of Parks, Recreation and Marine. (District 5)

Or

Determine the proposed activity does not provide a sufficient overall public benefit and deny Special Event Application #22-037 for the Pagan Pride Day, operated by Pagan Pride Los Angeles, a non-profit, 501 C-3 in El Dorado East Regional Park Area III. (District 5)

DISCUSSION

El Dorado Regional Park, Area III (Area III), is one of the most used facilities in the Department of Parks, Recreation and Marine (Department), providing the opportunity for passive activities, certain for-fee activities like bike rentals and picnic services, and occasional special events that are open to the public. 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) like Police, Fire, Public Works or Health and Human Services, are coordinated through the Office of Special Events and Filming (SEF) in order to provide planning, 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.

For the past 10 years, Pagan Pride Day Los Angeles (Promoter) has been issued a SEF Permit to operate the Pagan Pride Day, LA/OC in Rainbow Lagoon Park, located in Downtown Long Beach. Due to a conflict in scheduling, the Promoter has submitted SEF Application #22-037 (Attachment A) to conduct an event on November 7, 2021, at the El Dorado East Regional Park in Area III Golden Grove. The event is scheduled for one day and includes exhibits, merchandise concessions and food and beverages. No alcohol will be included or served at the event.

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.

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

- Dates: Set up will occur on Sunday, November 7, 2021 at 7:00 a.m. Limited marking of vendor tent space will take place on Saturday, November 6, 2021 prior to park closing. The event will occur on Sunday, November 7, 2021 from 9:30 a.m. – 4:30 p.m. All tear-down must be completed by 10:00 P.M. on Sunday, November 7, 2021.
- Location and time: The footprint of the Festival will be in the Golden Grove Picnic site in Area III (Attachment B). All activities associated with the event will take place between 9:30 A.M.- 4:30 P.M. No activity will be allowed in the park prior to 7:00 a.m. on event-day, and all activity from the event and move out shall be completed by 10:00 p.m. Event activities will not be allowed to impact the sidewalk/bike path adjacent to the Golden Grove area.
- Parking and Traffic: The Promoter will submit a parking and traffic plan to SEF which will determine the adequacy of the plans and of staffing levels.
- Admission/Fees: The event is free and open to the public. The Promoter anticipates approximately 2,000 attendees.
- Fees: The Promoter will pay the Commission-approved fee of \$800 for Daily Non-exclusive use of Golden Grove. The Promoter will be responsible for as-yet-to-be determined reimbursement costs for additionally needed gate entry and recreational supervision staff and as-yet-to-be determined reimbursement costs for Department maintenance staff needed before set-up to mark sensitive areas. The Department will receive \$30 per hour, per person for all additional Community Recreation Services and Maintenance Operations Bureaus staff members that are determined to be necessary to manage the event. The Department will also receive all gate entry fee revenue from attendees who do not possess an Annual Entry Pass.
- Activities: The event will include educational workshops to educate the public regarding the Paganism religion. Vendors, displays and demonstration of religious rituals.
- Performances/Music: All performances will be non-amplified sound. Any performances must be at or below levels determined by SEF.
- Trash and Portable Facilities: The Promoter will provide trash and recycling containers and pick up of trash after the event, as well as hiring a cleaning crew. The Department will have no costs associated with the event outside of the normal costs of operating the park. The Promoter will also provide the appropriate number of portable toilets and handwashing stations as required by local health ordinances.
- Damage and Security Deposit: The Promoter may be required to submit a SEF Security Bond of \$5,000.00 and pay all potential fees in advance. The Department will have until

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November 15, 2021, to identify any damage to Area III, and the cost to make needed repairs will be deducted from the Security Deposit.

- First Aid and Emergency Management: The event will have first aid volunteers available at the main booth to assist patrons. Four additional volunteers will be assigned to manage any security or crowd control needs. Special Events and Filming Office staff will be present at the event and the Long Beach Police Department is also aware of this event.
- Insurance: The Promoter shall purchase and maintain all applicable insurance and endorsements, as required and approved by the City's Risk Manager.

FISCAL IMPACT

If the event is approved, the Department will receive revenue of \$800 in facility rental fees and an as-yet-to-be determined amount of revenue from gate entry fees. In addition to the fees, the Department will receive staff reimbursement charges based on actual hours worked at a rate of \$30 per hour, per person. If the event is denied, revenue would be generated from regular park operations for November 7, 2021. All revenue will accrue to the General Fund Group in the Parks, Recreation and Marine Department.

SUGGESTED ACTION:

Approve one of the recommended actions.

Respectfully Submitted,



GLADYS KAISER
MANAGER
COMMUNITY RECREATION SERVICES



NANCY VILLASEÑOR
MANAGER
PARK PLANNING & PARTNERSHIPS



HURLEY OWENS
MANAGER
MAINTENANCE OPERATIONS

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APPROVED:



BRENT DENNIS
DIRECTOR

BB:SS:GK:NV:HO:VD

Attachment A – SEF Event Application

Attachment B – Site Plan

ATTACHMENT A



5001 AIRPORT PLAZA DRIVE SUITE 130
LONG BEACH, CA 90815 562-570-5333
FILMLONGBEACH.COM

CITY OF
LONG BEACH

Special Event Application

#22-037

General Event Information

Event Name:	Pagan Pride Day, LA/OC		
Event Dates:	11/7/2021	Event Daily Operating Hours:	9:30 a.m. to 4 p.m.
Event Set Up Date:	11/7/21	Event Setup Time:	5:00 a.m.
Event Move Out Date:	11/5/21	Event Move Out Time:	7:00 p.m.
Event Location:	El Dorado Park, Garden Grove		

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

Event Organizer

Name:	Brian Ewing		Organization:	Pagan Pride Los Angeles	
Street Address:	4901 Alcove Ave.				
City:	Valley Village		State:	CA	Zip Code: 91607
Office Phone #:		Cell Phone #:	(310) 801-3909	Fax Phone #:	
Email:	brian@paganpridela.org				

Event Co-Organizer or Professional Event Planner

Name:	Claudia Immerzeel		Organization:	Pagan Pride Los Angeles	
Street Address:	521 E. Palm Ave. #H		Email:	morgana@paganpridela.org	
City:	Burbank		State:	CA	Zip Code: 91501
Office Phone #:		Cell Phone #:	(818) 298-4583	Fax Phone #:	

Event Representation for Public Information/Media Contact

Name:			
Primary Phone #:		Secondary Phone #:	
Email:		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:	Pagan Pride Los Angeles, Inc.
Street Address:	4901 Alcove Ave.
City:	Valley Village
State:	CA
Zip Code:	91607
Organization Website:	www.paganpridela.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.

Pagan Pride Day, LA/OC, aims to educate the public about the Paganism religion. The event will have workshops, vendors, and religious rituals, and displays, and will be open to the public.

Event Attendance Information

Total Attendance per Day:	2000	Total Participants @ Event:	2000	Total Staff/Volunteers @ Event:	15-20
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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 type="checkbox"/>	Art Exhibit/Display	<input type="checkbox"/>	Parade	<input type="checkbox"/>	Farmer/Craft Market
<input type="checkbox"/>	Concert/Performance	<input 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;
- Parachute teams;
- Fire performers/dancers;
- Racing or racing demonstrations; or
- Tattoo or piercing demonstrations or services;
- Aircraft
- Casino games/drawings;

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:	750	Total Vendor/VIP Parking Demand:	100
Guest Parking Locations:	TBD		
Vendor/Staff/VIP Parking Locations:	TBD		

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...

The event will have 1 10x10 area with chairs as a comfort station. We're not planning any custodial service. Refuse removal will use a city approved vendor for proper sorting and compliance with the city's recycling requirements. There will be 3 boxes at every trash area: trash, recycling, and food waste.

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.

One or more first aid volunteers will be available at the main booth, and by radio. Four volunteers with security experience will handle security, again with radios to stay connected to each other and event management (Brian and Claudia).

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
5001 Airport Plaza Drive
Suite 130
Long Beach, CA 90815**

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:	

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

ATTACHMENT B

