



# CITY OF HUNTINGTON BEACH

To: Honorable Chair and Finance Commissioners  
From: Zack Zithisakthanakul, Acting Chief Financial Officer  
Date: March 25, 2026  
Subject: **Supplemental Communication for the March 25, 2026, Finance Commission Meeting**

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Attached is a Supplemental Communication to the Finance Commissioners (Received after distribution of the Agenda):

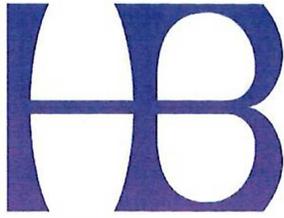
## FINANCE COMMISSIONER ITEMS

#6. (26-251) - (1) email received from a Commissioner regarding the Subcommittee Update – Sports Complex

- Attachment #1 – EXTERNAL - OC Rewind Festival Special Event Permit - Commissioner Chennault
- Attachment #2 - EXTERNAL - abc license - 1 day - Commissioner Chennault
- Attachment #3 - EXTERNAL - Invoice - \_OC\_Rewind\_Fest\_2025\_Redacted (1) - Commissioner Chennault
- Attachment #4 – EXTERNAL – SOS – Dept Corp Status – Commissioner Chennault
- Attachment #5 – EXTERNAL – Concert Poster – Commissioner Chennault

#7. (26-252) – (1) emails received from a Commissioner regarding Presentation and Discussion – Relating to Cities Facilities, Operations, and Concession Agreements

- Attachment #1 - EXTERNAL – Director Wysocki Questions – Follow Up – Final with Answers – Final – March 2026 – Commissioner Chennault



# CITY OF HUNTINGTON BEACH

2000 MAIN STREET CALIFORNIA 92648

COMMUNITY & LIBRARY SERVICES DEPARTMENT  
(714) 536-5486

September 25, 2025

**SPECIFIC EVENT PERMIT**  
Permit # 9-25-51

**Event: OC Rewind Festival**  
**Date: September 27, 2025**  
**Time: 12:00PM – 10:00PM**  
**Location: Huntington Beach Sports Complex**  
**To: Sellout Events**  
**Contact: Scott Tucker**  
**From: Molly Uemura, Community & Library Services Manager**

The following conditions from the Letter of Conditions apply for the 2025 OC Rewind Festival.

### **Alcohol Sponsorships**

Any event that has an alcohol sponsorship must include a sign site plan that designates 20% of alcohol signage to have an alternative or educational drinking message such as “know when to say when” or “don’t drink and drive”.

### **Alcohol Service:**

A permit from the Alcohol Beverage Control is required for the service of alcohol.

Beer, wine, and spirit service is allowed in public alcohol service areas only provided the following conditions are met:

- Access: All guests requesting alcohol must be provided with wristband identifying them as 21 years of age or older. The area must be contained within a secure area. An additional emergency exit should be available and properly marked as an “Emergency Exit Only”. No alcoholic beverages are allowed outside of the designated alcohol service area. No alcoholic beverages from outside of these areas may be brought into the area.
- Drink Maximum: A two-drink, per-person, per-transaction limit must be enforced.
- Signage: Signs must be posted at the entrance/exit and within the perimeter. These signs must state “NO ALCOHOLIC BEVERAGES ALLOWED BEYOND THIS POINT”. Additionally, there must be educational signage such as “Don’t Drink and Drive” posted throughout the VIP area.
- Hours of Operation: The hours of operation for alcohol service are limited to 12:00PM – 9:30PM on Saturday, September 27, 2025

- Security: A minimum of two identifiable security guards must be positioned at the entrance/exit to the alcohol areas at all times. A minimum of one identifiable security guard must be posted at the emergency exit at all times. Additional guards must patrol the perimeter to ensure alcohol is not passed from the alcohol area over the public area. All security guards must possess a valid California State guard card. A final overall security plan must be approved by the Police Department.

- Servers: Each server is prohibited from consuming alcoholic beverages while serving others and must have completed Responsible Beverage Service (RBS) training within the last two years. The event organizer is responsible for ensuring these requirements are met and must be able to produce RBS proof of completion for each server upon request of a police officer or city staff member.

Huntington Beach Police Department supervision can revoke the permit for the service of alcohol at any time for any issue of non-compliance with these conditions.

### **Amplified Sound**

Amplified music may not begin until sound checks at 9:00AM and must conclude promptly at 10:00PM. Amplified sound may not continue past 10:00PM without violating park curfew per Huntington Beach Municipal Code.

The sound level must not exceed 95dba reading at the soundboard or create a disturbance to area residents. If complaints are received, the organizer will be required to turn the music down. If multiple, reasonable complaints persist, the organizer may be required to turn the sound off.

### **Fire Department – Operations**

Based on the Huntington Beach Fire Department's staffing matrix, the OC Rewind Festival will not require dedicated personnel and resources from the Huntington Beach Fire Department. In the event of an emergency, please dial 911 to activate emergency response.

The Event Operator should have a medical plan in place and a designated contact to call 911 in case of emergency. Basic first aid supplies should be available on-site.

### **Fire Department - Prevention**

Your final site map has been approved by the HBFD Fire Prevention Division.

A Fire Permit is required for tents over 200 square ft and canopies over 400 square ft. in size.

No more than seven 10'x10' canopies can be placed against each other. A 12' break in between groups of seven 10'x10' canopies will eliminate the need for a permit. If there are eight canopies or more together, a tent and canopy permit will be required.

At least one 2A:10BC Fire Extinguisher shall be provided within 75' of travel as determined by the plan reviewer and fire prevention inspector. Extinguishers are required to be serviced and tagged by a State Fire Marshal Licensed company within the past year. Extinguishers shall be readily visible and accessible. Sign indicating the location of the extinguishers must be placed 8' above every extinguisher.

Access must remain available through the gate into the Sports Complex off Gothard Street via the service road.

**Food Service**

Permits from the Orange County Health Department, if determined applicable by OC Health, must be obtained for the service of food.

Food trucks are permitted for the event in coordination with HBSC management. Please ensure placement of any food truck does not interfere with the visibility or operation of on-site concessionaires.

**General On-Site Conditions**

An on-site manager and contact person with an operating cell phone must remain on site and be available throughout the event, including times of set-up and break-down.

Access for the disabled must be provided in accordance with requirements set forth in the American with Disabilities Act.

All conditions as provided by HBSC Partners in the rental contract for the Sports Complex must be adhered to at all times.

**Parking and Parking Lot Use**

Event attendees should be directed to park in the Sports Complex parking lot so that Library patrons have available parking. Sports Complex event parking rates of \$10 per day will apply.

Do not post "free parking" signs or place signage on parking machines.

Banners may be placed on the library parking lot fence no sooner than 30 days prior to the event.

**Permit and Ticket Fees**

An application fee of \$225 and a permit fee of \$1,350 is applicable to OC Rewind Festival. All rental fees associated with use of the fields at the Sports Complex must be paid directly to HBSC.

OC Rewind Festival is subject to the City of Huntington Beach's council approved ticket fee schedule. The Event Organizer is required to submit a report of all ticket sales to Molly Uemura, Community & Library Services Manager, no later than 30 days post-event. The ticket fees will be assessed upon receipt of the ticket report.

The fee structure is as follows:

Ticket Price \$0-\$50: \$2 per ticket sold

Ticket Price \$51-\$200: \$4 per ticket sold

Ticket Price \$201+: \$6 per ticket sold

**Permit Revocation**

The City of Huntington Beach may revoke the permit at any time to protect the health and safety of the public and for any issue of non-compliance with permit conditions including if permittee is unable or unwilling to perform the terms and conditions of the permit.

**Police Department**

HBPD will dedicate 4 Officers and 1 Sergeant to the event. The cost of PD staffing is estimated at \$5,000. The actual cost will vary on the personnel assigned to work the event. Any overpayment will be refunded and underpayment will be reconciled post-event.

The Police Department reserves the right to shut down any activity that poses a threat to public safety.

A schedule of the event security personnel must be provided. The onsite security manager must have an operating cell phone and the Police Department must have the number for this security manager.

### **Public Works**

Additional dumpsters must be brought in for the event. All trash and debris generated by the event must be cleaned up and put in dumpsters. Trash should not be stacked next to trashcans or left for park maintenance staff. Additional dumpsters for this event must be placed on the Hansen's road so they do not obstruct traffic flow or emergency vehicle access. Please coordinate the delivery and pick-up of dumpsters with Republic Services or through your contract with HBSC Partners.

The Sports Complex restrooms are open for public use, but the Event Organizer must provide additional portable restrooms within the event footprint. At least one of these restrooms must be ADA.

Temporary fencing or canopies may not be attached to the permanent park fencing, trees or light poles.

No stakes may be driven into the ground.

Vendors are not permitted to hand out stickers.

### **Set-Up/Take-Down**

Set up may begin on Friday, September 26, 2025 as coordinated with HBSC staff. The event site must be cleared of all event materials by end of day Sunday, September 28, 2025.

Vehicles delivering equipment should enter and exit off of Gothard Street onto the Hansen's road. Event staff must be placed at the gated entrance to the Sports Complex where it intersects with the Hansen's road to regulate traffic in and out. Vehicles must not block the entrance or exit for any reason.

Event participants and vendors must use the paved path (service road) when driving into the complex. All vehicles must travel at a speed of no greater than 5 mph. After unloading, vehicles must be removed from the area and park in approved parking spaces at the Sports Complex. Vehicles may not remain on the service road.

Driving on the turf is not permitted at any time. Golf carts are permissible on the turf provided that they have turf tires.

### **Stage**

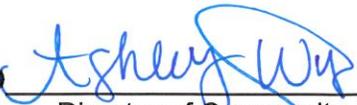
Any damage to the stage will be charged to event organizers and may affect your ability to use the stage in the future.

Do not use tape to attach banners to the stage.

Do not attempt to close the stage roof. Community & Library Services staff will open the stage on Saturday morning and will close upon the conclusion of the event.

**Styrofoam Prohibited**

The City of Huntington Beach has a policy prohibiting the use of expandable polystyrene (commonly referred to by the trade name Styrofoam) food service products. The use of these products is prohibited at all events on public property and within city facilities. This prohibition shall apply to event organizers, agents of event organizers, event vendors and any other party who enter into an agreement with one or more of the sponsors of the event to sell or provide goods or beverages at the event.

APPROVED  DATE 9/25/25  
Director of Community & Library Services or designee

PERMITTEE IS RESPONSIBLE FOR THE ACTIONS OF ALL VENDORS AND PARTICIPANTS DURING THE EVENT. PERMIT MUST BE IN POSSESSION OF THE EVENT CONTACT DURING THE EVENT.

