



CITY OF HUNTINGTON BEACH
Specific Event Application

City of Huntington Beach
Community Services Department
2000 Main Street
Huntington Beach, CA 92648
714-536-5486
www.huntingtonbeachca.gov

Specific Event Permit Process

Permit applications must be received by the City of Huntington Beach no later than 90 days prior to the actual date of your event. Huntington Beach Municipal Code section 13.54 provides the framework and guidance for the issuance of Specific Event Permits within the City of Huntington Beach.

Generally, any organized activity involving the use of, or having impact upon, public property including parks, beaches, parking lots and street areas in a manner that varies from its current land use, requires a permit. The Specific Event permit process is required of events that are large in scale and necessitate the involvement of more than one city department or division. Specific Event permits are also required for any event at Pier Plaza. The Beach Division issues permits for small events on the beach and they may be contacted at 714-536-5281. The Community Services Department issues permits for small events in the parks and may be contacted at 714-536-5486. The Planning Department issues permits for events on private property and may be contacted at 714-536-5271.

The Specific Event permit process begins when a completed Specific Event application is submitted, along with a site map and non-refundable application fee. It is strongly recommended that you discuss your event with the Specific Event Supervisor before submitting an application to discuss available dates and the feasibility of your plan. Submittal of an application should not be construed as approval of your request. In addition to your Specific Event Permit you may be required to obtain permits or licenses from other city departments or state or county agencies. These departments or agencies may have a longer approval process than the Specific Event Permit procedure.

The permit process varies based on the size and scope of the event. Generally, upon receipt of the application, a meeting is scheduled with the Specific Event Committee. The committee is composed of representatives of various city departments and outside agencies. You should be prepared to describe your event in detail and answer logistical questions posed by the committee at the meeting. Following the meeting, a letter that outlines your conditions of approval and estimated costs will be sent to you within approximately 30 days. A final permit is issued when all costs are paid and all conditions of approval have been met or verified. In most cases, the final Specific Event Permit is issued only a few days in advance of the event date.

Visit Huntington Beach maintains a calendar of events for the City of Huntington Beach. The calendar of events can be accessed on the internet at www.surfcityusa.com. You can provide information regarding your event to the HBCVB for listing on this site.

The City of Huntington Beach thanks you for contributing to the vitality of our community by considering our city as a site for your special event.

**CITY OF HUNTINGTON BEACH
SPECIFIC EVENT APPLICATION**

Event Information and Overview

Event Title: Country Harvest Festival

Actual Event Dates: October 7, 2018

Actual Event Times: 12n-9p

Proposed Event Location: City beach, south of pier

Set up/Assembly/Construction Date(s):

Set-up Date(s): October 2 – October 6

Set-up Times: 6a-8p

Take-down Dates: October 8 – October 10

Take-down Times: 6a-8p

Please describe the scope of your set up/take down work:

Set up would begin by securing the perimeter with 8 ft fencing. Fenced bone yard would be built in the parking lot. Once secured, assembly of staging and production elements would begin. Restrooms, generators, concessions, art installations, décor, pumpkins, and festive fall elements would be brought into the space.

Once event was completed trash would be removed and stage would strike. All elements would then be removed. Beach would receive thorough cleaning after all production elements removed.

Anticipated Attendance 8,000 Number of Event Staff/Volunteers 250

Is the event open to the public? ☒ Yes ☐ No

If no, please describe how the event will be restricted and indicate plan on the site map:

If admission is to be charged, what is the price of tickets? GA: \$35 - \$85, VIP: \$99-\$149

Please provide a detailed description of the event including type of event and major components:

Country Harvest Festival would be our Fall themed country event with country artist Billy Currington as the headlining performer. Activated Events would build the venue space with top of the line stage, lighting and sound production. Billy Currington and support artists would perform throughout the day from 12:30p-9p with 30 minute intermissions between performances. Other fun elements of the event would include line dancing, pumpkin patch, BBQ and "fall themed" food featured at event. Specialty beer tasting (pumpkin) and bars. Fall/Farm décor including hay bales, corn stalks, etc... would be around the venue for guests to sit and take photos with. Art installations placed throughout the venue geared towards theme of event as well as tying in Huntington Beach for great photo sharing opportunities. Sponsorship activations placed throughout the venue (sponsors and activations TBD). Subaru vehicles would be displayed inside event.

Event would be open to families, adults and country music lovers and geared towards music and food enthusiasts.

Applicant, Sponsoring Organization and Contact Information

Type of Event: X☐ Commercial ☐ Non-Profit

If your organization is a "tax exempt, nonprofit" organization, you must attach a copy of your IRS 501 C tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

Event Applicant: Steve Thacher

Organization/Corporation: Activated Events, LLC

Address: 2912 E. Blue Star St., Anaheim, CA 92806

Phone: 949-252-8737

Email: steve@activatedevents.com

Contact person(s) "on site" during event, including times of set-up/take down:

Steve Thacher, Nick Noland, Adam Villarreal

Cell Phone number of contact person(s): 714-612-9192

Contact(s) must be in attendance for the duration of the event and immediately available to city officials.

Contact Name and Number for Public Information

This information may be given out to the public

Name: Cacie Moses

Phone: 888-496-6070

Email: cacie@activatedevents.com

Website: CountryHarvestFestival.com (not launched yet)

Please list any professional event organizer or event service provider hired by you that is authorized to work on your behalf to produce the event. Attach a written communication from the Chief Officer of the organization that authorizes the applicant or professional event organizer to apply for this Specific Event Permit on their behalf.

Name: Activated Events, LLC

Address: 2912 E. Blue Star St., Anaheim, CA 92806

Phone: 949-252-8737

Email: steve@activatedevents.com

Security

Will you hire a security company to develop and manage your event's security plan?

X ☐ Yes ☐ No

If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of California.

Security Organization: Global Protection Group

Address: 640 N. Tustin Ave. Ste. 205, Santa Ana, CA 92705

Telephone: 714-951-4647

Private Patrol Operator License #: PPO#16433

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application.

Security is strategically placed both inside and outside the event as well as in the adjacent parking lot. Guests are queued up in admission lines and submit to bag checks (all guests) and pat downs (as needed). All guests are wristbanded prior to entering event so it is easily distinguishable that they entered through the proper entrance. Guests that are 21+ need to be carded if they intend to order or consume alcohol. Security is placed at all entrance/exit points, stage, restrooms, VIP, bars, perimeter and other key areas to monitor guests. Teams of roaming guards are used

to move throughout the event looking for any guests in need and help facilitate any issues. Guards sweep the event at close of event to move guests towards the exits once event has ended. Overnight security is on-site from load in through load out to oversee all equipment and insure there are no issues.

Our security team works hand in hand with city, county and state public safety officers.

For small events that need to leave event equipment on public property overnight, please describe your plan to have a responsible party present at all times until the event equipment has been removed from the site.

Medical Plan

After review of this completed application, the Huntington Beach Fire Department will determine if there is a need for ambulance or paramedic services. If these services are deemed necessary, the HBFD will provide the services at a cost to the event organizer.

Please describe your additional medical plan including your communications plan, the number of medical personnel, certification levels (MD, RN, Paramedic, EMT). Include management and deployment. You may attach the plan to this application if necessary.

For each event, we currently coordinate with Huntington Beach Fire Department to have ALS ambulance and staff on site. For an event this size we usually have one ALS ambulance and two EMT's. We also have a security and first aid tent within the event to help facilitate with any non life threatening medical conditions. City lifeguards would also be a welcome addition to have on-site (we currently have State lifeguards in our event).

Road Closures and Traffic Impact

Does your event require any closure of city streets or traffic lanes? ☐ Yes ☒ No

If yes, please describe and attach a detailed plan for road closure.

Parking

Please provide a detailed list of your anticipated parking needs for the public and for event staff, volunteers and VIP's.

An event of this size typically takes up two parking lots. One is used for our boneyard to store heavy equipment, commercial trucks, etc... as well as artist buses and trailers. We usually use a secondary parking lot for ride transportation options such as Uber/Lyft and shuttle service. Remaining parking lots are open for paid guest parking.

Trash and Sanitation

Please provide a plan for pick up and removal of trash and sanitation equipment. Dumpster rentals must be made through the City's contracted service provider, Republic Services.

We bring in three (3) 40 yard dumpsters which are stored in the bone yard. Cardboard trash receptacles and liners are placed throughout the venue for guests to dispose of their trash. Receptacles are emptied throughout the day and taken to dumpsters. After event is complete, all trash is picked up from venue area and disposed of into receptacles. Dumpsters are then picked up once all trash has been removed from event.

Distribution of stickers is prohibited in or around the event.

Special equipment to be used for proposed event:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> P A System | <input type="checkbox"/> Bleachers | <input checked="" type="checkbox"/> Amplified sound/music |
| <input checked="" type="checkbox"/> Booths | <input checked="" type="checkbox"/> Banners | <input checked="" type="checkbox"/> Cooking fuel |
| <input checked="" type="checkbox"/> Tents | <input checked="" type="checkbox"/> Generator(s) - Hand Carried | |
| <input checked="" type="checkbox"/> Porta-Potties | <input checked="" type="checkbox"/> Generator(s) - Vehicle Towed | |
| <input checked="" type="checkbox"/> Stages | <input checked="" type="checkbox"/> Barricades | |

☐ Other: Fencing, barricades, ground cover, art installations, beanbags, lounge furniture

Stage

Are you requesting to use the City mobile stage? ☐ Yes ☒ No

If yes, please list times of event and set up/take down.

Electricity

Are you requesting that the City hook up electrical power? ☐ Yes ☒ No

If yes, please describe your power requirements. (not all event sites have electrical access)

Banners

The City has a banner program that allows for the hanging of banners over the street at three locations on Main Street and at the entrance to the Pier. Banners are reserved on a first come basis through the Public Works Department at 714-960-8861. The City also has a pennant program that allows for the display of pennants on light poles at various sites throughout the City and on the Pier. Reservations for pennants are made through the Public Works Department at 714-375-5018.

Please describe your proposed use of banners, either within the City programs or within the event site.

We would like to promote this event through the various city channels listed above.
Banners would promote event date, time, artist and location.

Banners within the event would either be used for signage purposes such as GA Admission, VIP Admission, Restrooms, Pumpkin Patch, etc... Some additional signage would be provided by sponsors (TBD) and contained to within the event perimeter.

Entertainment

Are there any musical entertainment features related to your event? ☐ X Yes ☐ No

If yes, please attach a schedule of bands, times and type of music.

Billy Currington would be the proposed headliner and perform from 7:30-9p. Additional artists to be announced and schedule to be provided. Typically this type of event would have 4-5 artists performing 60-75 minutes each with a 30 minute intermission between acts.

Will there be sound checks? X ☐ Yes ☐ No

If yes, please indicate start and finish time: 10a-12n on day of event _____

Will sound amplification be used during the event? X ☐ Yes ☐ No

If yes, please indicate start time and finish time: 12:30p – 9p _____

Do your event plans include any casino games, bingo games, opportunity drawings, massage activities, live animals, OR fortune telling?

☐ X Yes ☐ No

If yes, please describe.

Potentially we would incorporate a petting zoo into the event but this is yet to be determined. No other above listed activities would be included in this event.

Merchandise

Do you intend to sell merchandise? ☐ X Yes ☐ No

If yes, please describe.

Concert and artist related t-shirts, hats, and sweatshirts. Vendor booths selling country gear would also be set up selling similar merchandise.

Food

Please describe your proposed food service for VIP's, participants or the public. Please list all food or beverage sampling proposed to be conducted by sponsors.

A collection of food vendors would be setup within the venue. It would be primarily food booths and a handful of food trucks. Local restaurants and vendors would be our first choice of partners. Top level BBQ and food vendors would be supplemented as needed. No food sampling would be conducted. Possible small samples of alcohol would be sampled by sponsor(s). Samples would be distributed in a controlled system by professionally trained bartending staff. Guests would be limited to one sample per sponsor (usually two sponsors total).

Alcohol

Does the event involve the sale or use of alcoholic beverages? X ☐ Yes ☐ No

If yes, please describe. Proposed alcohol service areas must be included on overall site map as well as a separate detail map. Please note that a separate license from Alcohol Beverage Control (ABC) may be required.

Bars would be set up within the event space selling beer, spirits and non-alcoholic drinks. Professional staff would manage bars and bartenders would all be TIPS certified. Alcoholic beverages would only be served to guests that are 21+ with 21+ wristbands on. Management would monitor guests and staff to insure no over pouring occurs.

Filming

Will film, video or photography be involved with the production of the event? If please list the equipment to be used.

X ☐ Yes ☐ No

If yes, please describe.

Professional grade, handheld cameras would be used to capture still photos and video. Photos and video would be used for event recap as well as future marketing purposes.

Sponsors

Please provide a list sponsors. The City of Huntington Beach has exclusivity contracts with certain corporations for the beach, particularly in the automobile category. These may affect your ability to provide sponsor recognition opportunities to your sponsors at that location. In addition, there are specific guidelines for alcohol sponsors.

Potential sponsors to include Subaru, San Diego Credit Union, Budweiser, Airstream, Lyft, General Mills, Monster Energy Drink, Discovery Cube OC, The Toll Roads and other various sponsors. There would also be an assortment of vendors (defined as 10x10 merchandise booths).

Marketing/Demographics

Please describe your target audience and how the event will be marketed.

Huntington Beach, Orange County and Southern California residents ages 25-49. Both families with children as well as single professionals. Average age for this event is 34. 65% female, 35% male.

Additional Information

Please stage other pertinent information, activities or special requests not covered in this application.

We would like to build a small pumpkin patch where guests can purchase and pick a pumpkin. Possible pumpkin carving station and other arts and craft activities within event. Possible small, ferris wheel TBD.

Site Map

A detailed site map must be submitted with the application and include the following:

- An outline of the entire event venue, including areas of equipment staging for set up/breakdown
- The location of all fencing or barricades
- The location of first aid facilities
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, food/alcohol service, cooking areas, trash containers and dumpsters and other temporary structures.
- The location and size of inflatable's and banners
- Generator locations and/or source of electricity
- Placement of vehicles and/or trailers
- Location of filming vehicles and structures
- Accessibility path of travel and provisions for disabled

This site map is for review by the Specific Events Committee. Additional site maps may be required for permits through the Building, Planning and Fire Departments. If the event includes structures such as bleachers, elevated platforms or stages the City's Building and Safety Department may require the issuance of building permits. Applicants must provide all necessary structural calculations and drawings. A State of California licenses general contractor must pull Building and Safety Permits.

Business License

The event organizer is responsible for submitting a blanket business license 2 weeks prior the commencement date of the event. The blanket license will cover and encompass all business activity involved at the event. Those involved will be separated into two different tiers:

- vendors/sponsors/exhibitors – anyone promoting their business through the event, whether or not they are selling
- service providers - anyone hired to provide a service to the event, such as an announcer, bounce house, security, etc

The cost of the blanket business license will be determined by the number of those involved in each tier (HBMC 5.16.317).

If your organization is a registered 501(c) non-profit, you will still need to obtain a blanket business license to cover any for-profit entity that is present at your event. Certain exemptions apply.

Please Note: The blanket business license does not cover Mobile Food Facilities aka Catering Trucks. They must be licensed individually.

Per State law, (R&T 6073) the organizer of an event is responsible for ensuring all of their vendors who are selling a “tangible sales taxable product or item” are in possession of a valid Seller’s Permit issued by the California Dept of Tax & Fee Administration. (Vendors not selling and only exhibiting their product do not need to fulfill this requirement)

Any additional questions or clarification on this process can be directed to Elisabeth Ferguson in the Huntington Beach Business License office at elisabeth.ferguson@surfcity-hb.org or at (714) 536-5451. Or in person at the Business License counter, located on the first floor of City Hall.

Insurance

All insurance must be approved by the City prior to any event set up. A permit will not be issued unless insurance is in place. Submit insurance 30 days prior to event set up. Failure to submit insurance in a timely manner may result in the cancellation of your event.

A minimum of \$1 million general liability insurance is required. This insurance must be for "per occurrence." Coverage amounts required may be increased depending upon risk exposure. The attachment of a separate endorsement to the certificate of insurance is required. The separate, attached endorsement must be worded exactly as follows: "The City of Huntington Beach, it's elected or appointed officials, agents, officers employees and volunteers are named as Additional Insured" A mandatory 30 day cancellation clause is required. The words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" must be lined out on the standard ACORD form. Proof of workers compensation is required of all employers.

APPLICANT AGREEMENT

All applicable fees must be paid 30 days prior to the event date. No permit revisions will be accepted less than 14 days prior to the event date. The City of Huntington Beach retains the right to terminate the event at any time should a responsible city official determine any activity related to the event is a threat to public safety and/or property. I (we) agree to abide by all laws, rules and regulations that may apply to this area. I (we) accept specific responsibility for other members of my group and for any damage done to city property and/or facilities, and agree to clean and restore the site to the condition in which it was found prior to the holding of the specific event. I certify under penalty of perjury that all the preceding information is true to the best of my knowledge.

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____

If this is a non-profit organization, two officers of the organization must sign the application.

Application must include:

- Completed and signed application form
- Non-refundable application fee Application Fee:
 - Under 2,000 estimated overall attendance \$200
 - Over 2,000 estimated overall attendance \$400
- Detailed site map(s) on 8½ x 11 inch paper.
- For non-profit organizations, a copy of non-profit status

Incomplete or illegible applications will not be processed.

Send completed package to:

City of Huntington Beach, Community Services Department, Specific Events, PO Box 190, Huntington Beach, CA 92648