



PUBLIC MAJOR SPECIAL EVENT PERMIT

CONDITIONS OF USE (Revision #2)

O'NEILL FREAK SHOW PRO SURF EVENT

Surfer's Lot and Steamer Lane/West Cliff

November 1 – 4, 2018 (Only 2 days: to be confirmed) • 5:00 a.m. to 6:00 p.m.

EVENT AND CONTACT PERSON

- 1) This is a surfing event sponsored by O'Neill Wetsuits, LLC which features a 2 day surf contest with vendors, food, and awards ceremonies.
- 2) Permittee has submitted an application for a two day surf event for Steamer Lane/Surfer Lot areas.
- 3) Permittee shall ensure that the event begin and end on time each day once the final surf conditions are available:
 - Set-Up: **5:00 a.m. to 7:00 a.m. (Nov. 1 or first day of event)**
 - Tentative Event Days/Open to the Public: **7:00 a.m. to 6:00 p.m. (2 days between Nov. 1 - 4)**
 - Tentative Clean-Up/Break-Down: **5:00 p.m. to 6:00 p.m. (Nov. 4 or last day of event)**Note: two dates of event will be confirmed by Permittee no later than five (5) days prior to the first date based on surf conditions.
- 4) Permittee must designate an event coordinator (Darren Brillhart \Mobile #:714-713- 4874) who will be on site throughout the event and has the authority to make decisions regarding the event. The event coordinator will be available by cell phone throughout the event.
- 5) Permittee must review, sign, and return Conditions of Use to the Special Events Coordinator no later than two (2) weeks prior to the scheduled date of the event.
- 6) Cancellation of the event by the Special Events Coordinator may result if Conditions of Use have not been complied with or required fees/documents have not been received two (2) weeks prior to the event date.
- 7) Permittee shall maintain a copy of final signed and approved permits and Conditions of Use on site at all times, and permits must be made available for inspection by any Santa Cruz City official.
- 8) Permittee estimates the number of participants as **64** adults and possibly 0-5 youth and the number of spectators as 250 adults and youth throughout the day for this multi-day event.
- 9) Permittee shall be responsible for all site clean up or shall reimburse the City, at overtime rates, to provide such service.
- 10) Permittee shall be responsible for any damage to landscape, plantings, structures, and irrigation systems.
- 11) Permittee will work directly with private property owners/managers or other jurisdictions as needed for activities scheduled in their areas.
- 12) Permittee must obey all Federal, State, and local laws during the event.
- 13) *Although this event is primarily held on the water side of West Cliff Drive and the City of Santa Cruz has jurisdiction in that area, the State Parks Department has jurisdiction for Lighthouse Field and parking*

lots A, B, C, & D. Permittee will work directly with State Parks staff (Joseph Connors/831-212-7670 or joseph.connors@parks.ca.gov) to access parking lots as needed. Note: Bathrooms and parking lots on State Parks property will be opened by State Parks staff and schedule must be confirmed with them. Fees for State Parks Maintenance Worker to facilitate access and service of area may be required.

EVENT LOGISTICS

- 14) Permittee has reserved Steamer Lane, Surfers Parking Lot, and parking spaces adjacent to the Surfers Lot. There will not be any equipment or activities for this event at Lighthouse Point lawn area.
- 15) Permittee must pay the following facility use fees:
 - \$1,040.00 – Steamers Lane/West Cliff Drive (\$520.00/day x 2 days)
 - \$ 380.00 – Surfer's Lot (\$190.00/day x 2 days)
- 16) Permittee and/or event coordinator will meet with City Park staff Steve Gomez (831-420-6120 or sgomez@cityofsantacruz.com) no later than three (3) weeks prior to the event to discuss requirements for using the area. Electrical, water, access needs for gates/locks, and Internet will be discussed and coordinated, as needed. If electricity is unavailable, permission is granted to use a diesel 25 kw generator pending confirmation of location by City Parks staff.
- 17) City Parks staff is **not** scheduled to assist Permittee and/or event staff during the event. Event needs must be addressed and confirmed with City Parks staff during the required meeting.
- 18) To ensure clarity of site plan, details, and tournament conduct, a site map, which will include bleacher, scaffolding, portable bathrooms, bike valet parking, first aid station, garbage, recycling, and other equipment placement, shall be agreed upon by the Permittee and City Parks staff and submitted to the Special Events Office no later than three (3) weeks prior to the event.
- 19) Permittee will NOT be requesting approval for a hot tub on site.
- 20) No persons will be permitted beyond the barricades or on the cliffs at West Cliff Drive pathway and Lighthouse Point areas. No judge, contestant, participant, staff person, photographer, videographer, film crew, or spectator will be allowed beyond the fencing. Permittee will provide event signage for railings and other appropriate areas that indicate that access to cliffs is prohibited and done at their own risk.
- 21) *Permittee will not be using bleachers for spectator viewing for the event on an area in the "nook" by the stairs (or on lawn at Lighthouse Point), and will not have scaffolding or a stage. Platforms, bleachers, stages and other structures are required to be reviewed, approved and permitted by If that changes, platforms, bleachers, stages, and other structures are required to be reviewed, approved, and permitted by the City's Building Department. Permittee must contact Senior Plans Examiner/Building and Safety Division John McLucas (831-420-5413 or jmclucas@cityofsantacruz.com) no later than four (4) weeks prior to each event date that is requesting a stage. Please be prepared to provide a site plan indicating the location of the platform, stage, bleacher, or structure. Structural plans and calculations must also be included to verify correct wind, seismic, and live-load design. A completed building permit application must also be provided at the time of review. As some exceptions may apply, please contact the Senior Plans Examiner as soon as possible in the course of planning your event to ensure timelines and expectations can be met. Fees and inspection schedule will be provided by Building Department staff after review is complete.*

- 22) Permittee agrees to reimburse the City for any damage to the area due to the equipment, including bleachers.
- 23) The bike path and pedestrian walkways are to remain clear and unobstructed at all times.
- 24) Permittee will provide for handicapped accessible viewing. Permittee to be responsible for maintaining reasonable pedestrian throughway along the pathways and bike paths for entire duration of the event.
- 25) There may be food booths and possible portable cooking units which may require an inspection and/or permit from the Santa Cruz Fire Department. Permittee must contact Santa Cruz Fire Department staff Ian Burnham (831-420-5257 or iburnham@cityofsantacruz.com) no later than three (3) weeks prior to the first event date to confirm if a permit, fees, and/or inspection are necessary. As necessary, Permittee must distribute the Santa Cruz Fire Department cooking requirements to vendors prior to event.
- 26) The City will provide signs and barricades (pennants and poles are no longer available) in the West Cliff Drive/Steamer Lane event area to indicate that a special event is in progress and access is limited to the public. Signage will also be placed at Cowell Beach by City staff to inform the public that a special event is in progress. Permittee is responsible for confirming with City Parks staff the process to return the signs and barricades.
- 27) Permittee will review and distribute “*Water Events – Signage Installation*” and “*Water Events – Enforcement*” sheets to event staff.
- 28) Permittee shall notify event participants in writing that “*No Overnight Camping*” is permitted and that violators will be cited.
- 29) Permittee will pursue possibility of valet bike parking to help ease problems with vehicle traffic and bike parking. This option, if available, to be included in advertising.

MARINE SAFETY

- 30) Permittee is responsible for the event water safety at all times during the event. In the event of an emergency, event staff will call 9-1-1.
- 31) Permittee shall contact Santa Cruz Fire Department/Marine Safety Division Fire Captain Brandon Yamasaki (831-420-6014 or byamasaki@cityofsantacruz.com) no later than three (3) weeks prior to the event. Permittee will develop a draft first aid plan that must be submitted to Captain Brandon Yamasaki prior to the meeting (Fax #: 420-6012 Attn: Captain Brandon Yamasaki or byamasaki@cityofsantacruz.com). The plan must include: list of necessary equipment, list of emergency procedures, and list of on-site certified first aid personnel.
- 32) No motorized watercraft or other types of vessels are permitted within 300 yards of the cliffs. Additionally, PWCs may not be operated within the Monterey Bay Sanctuary without a written permit from the Monterey Bay Sanctuary coordinators. Any violations of these conditions will be reported to Federal and local law enforcement agencies and may cause the Conditions of Use for this event to be revoked.
- 33) Requests for photographers’ watercraft must be approved per Santa Cruz Fire Department/Marine Safety Division Fire Captain Brandon Yamasaki (831-420-6014 or byamasaki@cityofsantacruz.com).

- 34) Permittee must secure ocean lifeguard(s) for water safety. They must be certified through a United States Lifesaving Association employer and have worked for that employer within the last year. Permittee shall provide the employer's name and phone number for verification and the names and phone numbers of the lifeguard(s) to Santa Cruz Fire Department/Marine Safety Division Fire Captain Brandon Yamasaki (831-420-6014, Fax #: 831-420-6012 Attn: Captain Brandon Yamasaki, or byamasaki@cityofsantacruz.com) no later than three (3) weeks prior to the event. The lifeguard(s) will be observing the event participants primarily from locations on land in order to respond as needed. The lifeguard(s) will not be used for water patrol or other first aid functions.
- 35) There may be minors participating in the event. Permittee must confirm with City Marine Safety staff. If minors are participating, Permittee shall secure no less than two (2) ocean lifeguards for water safety.
- 36) Permittee shall mark the water boundaries of the contest area using one (1) large anchored buoy placed left of Middle Peak. The buoy shall be brightly colored, no less than 18 inches in diameter, and anchored in position to mark the contest boundaries at Middle Peak to Lighthouse Point.
- 37) Buoy requirements from the Monterey Bay National Marine Sanctuary will be coordinated by the City's Marine Safety staff. Permittee shall indemnify the City for any and all claims related to fines/citations for buoys that are in any way related to this event.
- 38) Permittee shall also provide, at its own expense, two (2) adult water patrol personnel during the event to enforce the boundary area. Permittee shall provide this information to the Santa Cruz Fire Department/Marine Safety Division Fire Captain Brandon Yamasaki (831-420-6014, Fax #: 831-420-6012 Attn: Captain Brandon Yamasaki, or byamasaki@cityofsantacruz.com) and to the Special Events Office (Fax #: 831-420-5011 Attn: Kathy Agnone or kagnone@cityofsantacruz.com) no later than three (3) weeks prior to the event.
- 39) Permittee will inform participants of the water quality as updated by County of Santa Cruz Environmental Health Services.

FIRST AID

- 40) Permittee shall provide an emergency aid station with certified staff on site that is easily visible to participants.

SECURITY

- 41) At the Permittee's expense, the City will provide the following Santa Cruz Police Department staff and vehicles on the following dates/times *if the contest is scheduled on these dates*:
- Saturday, Nov. 3 1 pm – 5 pm One (1) Police Officer (\$73.29/hour x 4 hours)
 - Sunday, Nov. 4 9 am – 1 pm One (1) Police Officer (\$73.29/hour x 4 hours)

Note: Fees for vehicles used by Police Officers assigned to the event will be invoiced after the event (sedan: \$16.25/hour or motorcycle: \$8.25/hour).

Note: Additional fees will be required if police staff must work longer than scheduled hours. Additional fees will also be required if a Lieutenant must be scheduled in place of Police Officers. The Santa Cruz Police Department reserves the right to increase or decrease the number of personnel needed.

- 42) Permittee will confirm the scheduling of dates and times of Police Officers with Santa Cruz Police Sgt. Scott Garner (831-420-5862 or sgarner@cityofsantacruz.com) prior to the event. The Santa Cruz Police

Department shall make the final determination as to the number of Santa Cruz Police Department staff, private security, and/or adult monitors that the Permittee shall provide for this event.

- 43) Permittee is required to give the Santa Cruz Police Department a minimum of four (4) hours' notice if the event is going to be suspended for any time period. Without proper notice, the Permittee may be required to pay for four (4) hours of the scheduled police personnel salary. Permittee must call 831-471-1131 and ask to speak to the sergeant on duty in order to make this notification.
- 44) Permittee to provide two (2) uniformed security officers for overnight security from 6:00 p.m. to 7:00 a.m. until all equipment on site has been removed.
- 45) Permittee to provide three (3) security personnel during public event dates from 7:00 a.m. to 6:00 p.m. until public events are completed. They shall be stationed throughout the event and will monitor the railing areas. Security personnel must be 18 years of age or older and wear brightly colored "staff security" T-shirts or jackets. Event staff shall be easily identifiable (i.e., arm bands, name badges, t-shirts) and carry personal identification.
- 46) Security will ensure that no persons will be permitted beyond the fenced area or on the cliffs at Lighthouse Point, including judges, participants, staff persons, photographers, or spectators. Dogs must be on leashes at all times.
- 47) A list of primary event staff names and cell phone numbers will be provided to Santa Cruz Police Sgt. Scott Garner (Fax #: 831-420-5851 Attn: PD Special Events or sgarner@cityofsantacruz.com), Parks staff Steve Gomez (Fax #: 831-420-5271 Attn: Steve Gomez or sgomez@cityofsantacruz.com), Santa Cruz Fire Department Marine Safety Division Captain Brandon Yamasaki (Fax #: 831-420-6012 Attn: Captain Brandon Yamasaki or byamasaki@cityofsantacruz.com), and the Special Events Office (Fax #: 831-420-5011 Attn: Kathy Agnone or kagnone@cityofsantacruz.com).

NO PARKING AND TOW AWAY ZONES

- 48) Permittee must coordinate the posting of No Parking/Tow Away signs in the City's Surfer's Lot and parking areas adjacent to the lot.
- 49) Permittee shall post No Parking/Tow Away signs no later than 72 hours in advance of the event. No later than three (3) weeks prior to the event, Permittee will contact Public Works Department staff Heather Sawyer (831-420-5114 or hsawyer@cityofsantacruz.com) to coordinate signage and/or bagging of meters. Signs are available for \$3 each and a \$30 processing fee. Signs shall be placed according to specifications provided by Public Works and shall be removed immediately after the event. Signs not removed by Permittee will be removed by City staff at a cost of \$49.60 per hour. Zip ties are to be used to secure signs to parking meter poles and then removed by Permittee immediately following the event (none left on site or in gutters). Taping is not permitted.
- 50) Permittee shall coordinate with a tow company licensed for working with law enforcement agencies in the City of Santa Cruz to tow vehicles from public property parked in the in the No Parking/Tow Away zones. A list of licensed tow companies is available upon request from the City's Special Events Coordinator.
- 51) Permittee shall provide name/contact information for selected tow company to the Santa Cruz Police Sgt. Scott Garner (Fax #: 831-420-5851 Attn: PD Special Events or sgarner@cityofsantacruz.com) and will coordinate with the selected company to tow vehicles parked in the No Parking/Tow Away zones.

- 52) Permittee shall contact Santa Cruz Police Department Dispatch (831-471-1131) to remove vehicles parked in No Parking/Tow Away zones.
- 53) Permittee will indemnify the City for any and all claims related to towing or parking citations that are in any way related to the event. Permittee is responsible for all claims and any actions which may occur as a result of towing
- 54) Event vehicles must not block any vehicular or pedestrian access at any time.

AMPLIFIED SOUND AND ELECTRICAL

- 55) Permittee has requested and is approved for amplified sound to operate a portable audio system under the City's sound amplification guidelines. No sound amplification before 8:00 a.m.
- 56) Speakers must be directed towards the ocean.
- 57) Permittee shall allow announcements of safety messages as directed by City staff.
- 58) Permittee must make periodic announcements regarding dogs on leash, no alcohol allowed, and railing safety rules.
- 59) Electrical access has been requested. Permittee must contact City Parks staff Steve Gomez (831-420-6120 or sgomez@cityofsantacruz.com) to make arrangements at least three (3) weeks prior to the event.

GARBAGE/RECYCLING AND PORTABLE RESTROOMS

- 60) The City will provide, at the Permittee's expense, four (4) 68 gallon garbage toters, and four (4) 68 gallon recycle toters for this event. Permittee shall sign up for refuse service by filling out a sanitation service [application](#) or by contacting Customer Service (831-420-5220) no later than three (3) weeks prior to the event to make arrangements for payment, drop off, and pick up of toters.
- 61) Placement location and delivery dates and times to be confirmed with City Parks Supervisor Steve Gomez (831-420-6120 or sgomez@cityofsantacruz.com) and/or State Parks staff Joseph Connors (831-212-7670 or joseph.connors@parks.ca.gov).
- 62) Permittee to encourage recycling throughout the event.
- 63) All garbage/recycling, including cardboard, must be in containers. Cardboard must be broken down. All excess garbage/cardboard must be removed by Permittee at the end of the event as needed.
- 64) Permittee shall supply one (1) portable restroom which will be handicap accessible along with a hand wash station.
- 65) Placement location of portable restrooms to be confirmed with either City Parks Supervisor Steve Gomez (sgomez@cityofsantacruz.com) and/or State Parks staff Joseph Connors (831-212-7670 or joseph.connors@parks.ca.gov).
- 66) Restrooms are to be serviced regularly as needed and must be coordinated by Permittee.

COMMERCIAL SALES, ADMISSION TAX, FOOD/ALCOHOL, AND PLASTIC BAGS

- 67) Permittee shall pay a Commercial Use Fee (5% nonprofit rate/10% standard rate) of the gross profit generated by sales (including food) at this event on public areas. Permittee shall submit the Commercial Use Fee, along with a final financial accounting of all event revenues, to the Special Events Office no later than ten (10) days after the event to avoid a 25% penalty.
- 68) No admittance fee will be charged for participants. If that changes, an Admission Tax fee (5%) for all participant fees collected only on the day of the event are due and payable to the Special Events Office within ten (10) days after the event. All registration fees paid prior to event day are exempt from Admission Tax.
- 69) Food may be served and sold in association with this event.
- 70) No alcohol shall be sold or consumed in association with this event on any public lands or roadways.
- 71) The "No Alcohol" ordinance shall be strictly observed and encouraged by Permittee.
- 72) Sponsors representing alcohol businesses who promote responsible drinking can be included in major banners; individual banners which promote alcohol are not permitted.
- 73) Permittee must comply with the Environmentally Acceptable Food Packaging ordinance which stipulates that all food service providers shall provide food or drink in containers that are reusable, biodegradable, compostable or recyclable. The ordinance expressly prohibits the use of polystyrene foam "to-go" food packaging—without exemption. Permittee and all food service vendors must comply with the City's Environmentally Acceptable Food Packaging and Products Ordinance (SCMU 6.48) which requires that all items must be bio-degradable or compostable, including lids, cutlery, and straws. There are strict limits regarding the use of certain types of food packaging, including polystyrene PS#6 (Styrofoam, rigid containers, clamshells, rigid coffee cup lids, etc.) and other non-compostable, non-biodegradable, or non-recyclable food serving items. Plant-based plastic items (PLA) are acceptable, but paper is preferred. Failure to comply will result in fines.
- 74) No alcohol shall be sold or consumed in association with this event on any public lands or roadways.
- 75) Effective April 10, 2013, per §6.49.020 of Ordinance No. 2013-03, City of Santa Cruz contractors, special events promoters, or their vendors, while performing under contract or permit shall *not* provide plastic carry out bags to customers. Plastic bags include both compostable and non-compostable carry out bags.

INSURANCE REQUIREMENTS/WAIVERS

- 76) Permittee shall provide the City of Santa Cruz with a certificate of insurance for standard form commercial general liability insurance coverage in the amount of \$1,000,000/occurrence or \$2,000,000/aggregate limit with an endorsement page, acceptable to the City, no later than three (3) weeks prior to the event.
- 77) Permittee has signed an indemnification agreement acceptable to the City as part of the application packet.
- 78) Permittee shall require all participants to sign a release of liability form in favor of the City of Santa Cruz, its officers, agents, and employees. Permittee shall submit a sample waiver to the Special Events Office not later than three (3) week prior to the event.

GENERAL INFORMATION/ADVERTISING

79) Permittee shall assume all responsibility for advertisement and shall be responsible for the removal of all signs, flyers, and advertisement regarding this event.

80) Permittee will guarantee all prizes.

81) All forms, fees, and documents, unless otherwise specified, shall be submitted to the Special Events Office no later than three (3) weeks prior to the event. **A permit will not be issued until all forms, fees, and documents have been received. If not received, cancellation of your event may result.**

82) The City reserves the right to change any of the above conditions if it is deemed necessary.

83) Failure to comply with any of the above conditions may be cause for revocation of this permit and/or denial of future events.

I have read, understand, and will comply with the Conditions of Use as listed in this and other required permits and/or documents.

Event Permittee Name

Event Permittee Signature

Date

Return signed conditions to:

City Manager's Office/Special Events
809 Center Street, Room 10
Santa Cruz, CA 95060
831-420-5132
Fax #: 831-420-5011
kagnone@cityofsantacruz.com

KA