

January 16, 2017

RE: APPLICATION TO UTILIZE WRIGLEY STAGE

Dear Applicant,

Thank you for your interest in coming to Catalina Island and utilizing Wrigley Stage. Enclosed is a permit application to utilize Wrigley Stage, a sample insurance form as well as a map of the City of Avalon showing the location of the stage. The City of Avalon Community Services Department handles the scheduling of Wrigley Stage. The City of Avalon must approve all applications for use of the stage. The City of Avalon has designated Wrigley Plaza Stage for public entertainment only: No private or commercial uses are allowed, and the solicitation of tips and/or the sale of merchandise is not permitted.

Wrigley Stage is reserved on a first come, first served basis. Due to the expanded demand of the stage and the possibility of several requests for a single date, the City requires that you return the permit application, proof of insurance, and fee at the same time to guarantee your reservation. Your application will not be approved without proof of insurance. We ask that you carefully read the following guidelines.

INSURANCE:

Liability insurance in the amount stipulated on the sample insurance form (attached) is required for each event. The City of Avalon, its officers, agents and employees must be listed as additional insured.

DEADLINES:

Applications and proof of insurance must be received at the City of Avalon office, P.O. Box 707, Avalon, CA 90704 no later than three (3) weeks prior to the requested date of event. Be sure to sign the application. The contact person may differ from the authorized signature.

CONFIRMATION:

Once the City of Avalon has determined that the requested date is available, the proper insurance documents have been received, your group will receive a letter, phone call or fax of confirmation. Firm plans for the use of Wrigley Stage should not be made until approval has been confirmed.

LENGTH & TIMES FOR PERFORMANCES:

Maximum time allotted for use of Wrigley Stage is four (4) hours; this includes set-up and tear down time. Each group is allowed three (3) sets with time limits of 20-30 minutes per set and all must submit a written request explaining reasons for extended time sets. (I.e.; theatrical performances.)

SOUND:

The City of Avalon's noise ordinance provides that noise levels may not exceed 60 decibels monitored 100 feet from the source. Therefore, your cooperation is needed with respect to the volume of your activity. L.A. County Sheriff Department monitors the sound level. We ask that your organization comply with any directions to reduce the sound level should it be higher than the ordinance allows. Non compliance will result in immediate revocation of your permit and a citation may be issued. Efforts to direct the sound away from store fronts will be necessary.

RULES AND REGULATIONS:

The permit application is for Wrigley Stage only. Activities are restricted to the parameters of Wrigley Stage. Activities pertaining to the event will be restricted to the approved facilities. Upon conclusion of the activities, groups must leave the facilities clean. The cost of any damage or necessary clean up will be assumed by and billed to the applicant. Profane language or offensive communication, quarreling, fighting, or provocation to pedestrians and/or otherwise, possession and/or use of alcoholic beverages or drugs, or extreme noise will not be permitted. Responsible adults must be present at all times when groups of minors are using the facility. Non-compliance will result in immediate revocation of your permit and a citation may be issued.

SPECIAL SERVICES:

It is your responsibility to bring all of your own equipment needed for your performance. The City of Avalon doesn't have a system available for rent. If a banner or sign is desired, request a "Banner Permit" from the City of Avalon Community Services Department at (310) 510-0220.

Address all questions and correspondence pertaining to Wrigley Stage to:

Wrigley Stage
City of Avalon - Community Services Department
P.O. Box 707
Avalon, CA 90704

If you have any questions, please call the City of Avalon Community Services Department at (310) 510-0220. We look forward to your visit to the island.

Sincerely,

Dan Huncke
Community Services Director
City of Avalon

CITY OF AVALON - WRIGLEY STAGE

PERMIT APPLICATION

Applicant must answer all questions on this application.

Make sure the application is signed.

Mail or fax, along with proof of insurance to:

Wrigley Stage

City of Avalon - Community Services Department

P.O. Box 707, Avalon CA 90704

If you do not use a typewriter, please print legibly!

Sponsoring

Organization: _____

Name of group if

different: _____

Contact

person: _____

Daytime

phonenumber: _____ Fax _____

Mailing

address: _____

Number of participants _____ (include both set-up and tear-down of event in figuring time)

Desired date(s) _____ Time _____ 1st Choice

Desired date(s) _____ Time _____ 2nd Choice

Type of Activity: (circle all that apply) Singing, Magic, juggling, Athletic, Dancing, Exhibition, Speech, Poetry,

Awards presentation, Musical entertainment only

Theatre – describe: _____

Other –

describe: _____

If electricity is needed, list the purpose for use. Describe amplification, number of microphones, guitars, cassette player, keyboards, etc. Be

specific: _____

Type of Organization: Private Private/Non-Profit Public

Is this a benefit/fundraising event? Yes No

If yes, please list
beneficiary: _____

AGREEMENT TO UTILIZE CITY OF AVALON PROPERTY

As authorized signatory for _____, I/we have read, understand and agree to meet all requirements and all applicable sections as outlined in the City of Avalon's cover letter, Wrigley Stage Permit Application, and Agreement to Utilize City of Avalon Property.

I/we hereby certify the statements on the application to be true and correct and agree to indemnify and hold harmless the City of Avalon, its officers, agents and employees from and against any and all loss, damages, liability, claims, lawsuits costs and expenses.

I/we also agree, if approved, to comply with all permit conditions and understand that failure to comply with any conditions or any violations of law may result in immediate cancellation of the event, denial of future events and/or criminal prosecution.

Date: _____ Printed Name: _____

Authorized
Signature: _____

NOTE: All applications are not final until you receive written approval from the City of Avalon Community Services Department for the use Wrigley Stage.

Review by

CITY OF AVALON

P.O. Box 707, Avalon, CA 90704

310-510-0220

This permit is (circle one): Denied Approved

Approved with the following conditions:

Name of authorizing official (please print): _____

Signature of authorizing official DATE: _____

Title of authorizing official (please print): _____

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 12/20/10
PRODUCER Palmer & Clay of Georgia, Inc. Girl Scouts Accounts P.O. Box 647 Savannah, GA 31402	912-234-6621	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED Tres Condados, GS of the Attn Executive Director PO Box 30187 Santa Barbara, CA 93130-0187		
		INSURERS AFFORDING COVERAGE
		INSURER A: St. Paul Fire & Marine Insurance Company
		INSURER B:
		INSURER C:
		INSURER D:
		INSURER E:
		NAIC #

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR (ADD'L LTR)	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CK06805011	01/01/11	01/01/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

As respects use of premises for Girl Scout Activities.

CERTIFICATE HOLDER	CANCELLATION
City of Avalon Its Officers, Employees and Agents PO Box 707 Avalon, CA 90704	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE



Thank you for considering a City of Avalon facility for your next event! To keep facility rental economical and available to all, the City of Avalon uses a tiered pricing system. Simply find which User Group your organization falls under and which permit you would like to apply for:

- Group 1** City of Avalon sponsored or cosponsored event or program; agencies with a reciprocal facility use and fee schedule; and governmental agencies (serving City of Avalon residents) for business meetings and programs.
For example: The City of Avalon's Fall Festival, Avalon Schools' events as LBUSD holds a reciprocal use agreement contract with the City of Avalon; DMV visits.
- Group 2** Resident leagues or leisure classes (reoccurring weekly rental 8+ occurrences), resident small not-for-profit organizations (those whose budget is less than one million dollars annually).
For example: Little League baseball games, Catalina Island Humane Society events.
- Group 3** Resident private use, resident large not-for-profit organizations (those whose budget is more than one million dollars annually), Nonresident not-for-profit organizations.
For example: Hernandez Family party, Catalina Island Conservancy events; Huntington Beach PTA event.
- Group 4** Resident commercial, business, and for-profit organizations.
For example: Santa Catalina Island Company events
- Group 5** Nonresident commercial, business, and for-profit organizations.
For example: Los Angeles Times event

Tiered User Group Rates

Permit Description	Group 1	Group 2	Group 3	Group 4	Group 5
Special Event Permit Application	NC	26	52	78	105
City Parks/ Picnic areas/ Mole Park/ Peoples Park/ Avalon Kids Park	NC	26	26	78	105
Joe Machado Field Facility Rental - Full Day	NC	63	208	260	286
Joe Machado Field Facility Rental - Half Day	NC	42	125	156	182
Tremont Hall Facility Rental	NC	37	105	208	260
Skate Park Facility Rental	NC	26	52	78	105
Wrigley Stage Use	NC	26	26	52	105
Temporary Street Banner Permit	NC	52	82	208	208