

RESOLUTION NO. 04-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ESTABLISHING STANDARD CONDITION FOR SPECIAL EVENTS.

THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, in conjunction with the enactment of the amended ordinance regulating special events in the City of Costa Mesa, the City Council hereby establishes certain Standard Conditions for special events occurring in the City of Costa Mesa.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. Standard Conditions for special events in the City of Costa Mesa are hereby established as set forth in Attachment "A", attached hereto and incorporated herein by this reference.

Section 2: The City Clerk shall certify to the adoption of the Resolution.

PASSED AND ADOPTED this _____ day of June, 2004.

Mayor of the City of Costa Mesa

ATTEST:

Deputy City Clerk of the City of Costa Mesa

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF COSTA MESA)

I, JULIE FOLCIK, Deputy City Clerk and ex-officio Clerk of the City Council of the City of Costa Mesa, hereby certify that the above and foregoing Resolution No. 04-____ was duly and regularly passed and adopted by the said City Council at a regular meeting thereof, held on the ____ day of June, 2004.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Costa Mesa this ____ day of June, 2004.

Deputy City Clerk and ex-officio Clerk of
the City Council of the City of Costa Mesa

EXHIBIT "A"

STANDARD CONDITIONS FOR SPECIAL EVENTS

The following conditions are the minimum conditions that will apply to all applicants for special events in the City of Costa Mesa. However, depending on the type of event, additional conditions may be imposed in accordance with the City's Special Event Ordinance, Section 9-211.

ADMINISTRATIVE SERVICES – RECREATION DIVISION

1. No City Athletic fields may be used for a special event during rest & renovation periods scheduled by the City's Recreation Division.
2. Ball field infields shall not be used for vehicular use or used to set up and/or store heavy equipment.
3. Individual facilities reserved and permitted for use by an applicant shall be reserved for the sole use of that applicant. However, other public facilities at the event site shall remain open to the public and are not subject to the exclusive use of the applicant. For example, public restrooms and/or tot lots in parks are not reservable and will remain open to the general public during the special event.

ADMINISTRATIVE SERVICES – RISK MANAGEMENT DIVISION

1. Applicant must submit proof of insurance or commit to purchasing insurance through the City's SLIP program.
2. If insurance is obtained through someone other than the City's SLIP program, the City must be named as an Additional Insured with the following wording: "The City of Costa Mesa and its elected and appointed boards, officers, agents, and employees are additional insureds with respect to this event."
3. The applicant must sign the City's standard indemnity and hold harmless agreement included in the Special Event Application packet.
4. Note: First aid or medical stations are not currently required for special

events.

FIRE DEPARTMENT:

Fire Department permits are required for the following events:

1. Carnivals and fairs;
2. Any events using compressed gases;
3. Any events using fireworks or pyrotechnic special effects;
4. Events using flammable or combustible liquids
5. Parade floats
6. Tents, canopies or temporary membrane structures

POLICE DEPARTMENT:

Traffic cones and barricades for street closures: Barricades are not required by the Police Department for traffic control when a Police Officer is present at the closure. Traffic control devices shall be required as follows:

Half Street Rolling Closures: Events at pre-designated event routes only requiring 1/2 street rolling closures do not require provision of traffic cones or barricades.

Full Street Closures: Traffic control for events at pre-designated event routes that allow full street closures shall be provided by the Police Department so long as there are a sufficient number of required traffic controls available for use in case of other City emergencies. If an event is too large that the City does not have adequate traffic controls, to safely control traffic for the event, the applicant shall provide traffic controls at their sole cost and expense, in accordance with the Work Area and Traffic Control Handbook (WATCH).

PUBLIC WORKS - MAINTENANCE SERVICES:

1. Applicant shall obtain a park reservation permit from the Recreation Services Division as appropriate for the use of a park, a portion thereof or for any structures and facilities within the park.
2. For special events at Lions Park with anticipated attendance of 500 or more people, applicant shall provide off-site parking for event participants where participants may walk or be bussed at applicant's sole cost and expense to the

event at Lions Park. Participants at the event shall not park in nearby shopping center parking lots or other private property without the express written permission from the affected property owner. Written permission from off-site parking property owners shall be provided to the City at least ten (10) business days prior to the event. Applicant shall ensure that participants do not park in the facility parking lots South of the Fire Station and East of the library. If off-site parking is required, applicant shall identify the location of the off-site parking and the requirement that participants use the off-site parking in any advance publication of the event such as flyers, internet web sites etc., if at all possible.

3. Applicant shall not begin set-up in any City park any earlier than 7 a.m. and teardown/cleanup shall be completed no later than dusk on the same day as the special event ends. Upon vacation of the park, the event area shall be clean and left in the same condition it was prior to the event, including but not limited to all portable bathroom facilities, trash containers and dumpsters being removed from the park.
4. Any facilities utilized for cooking, food service or other activities that result in food residue being left following the event, shall be pressure washed when the event ends and shall restore the facilities to pre-event condition.
5. Applicant shall provide at least ten (10) trash cans/containers for every 500 people anticipated to attend, in addition to those trash cans at any park. Said trash cans shall be placed throughout the event site. Applicant shall empty and re-line all trash cans throughout the event and shall immediately empty any full or overflowing trash cans during the event.
6. Applicant shall remove all trash and debris from the site upon the conclusion of the event and must provide their own dumpster of a size adequate to accommodate the anticipated attendance at the event. The dumpster shall be placed at a City approved area prior to the event. Any trash collected from the trash cans provided by the applicant shall be collected in the applicant's dumpster and not in any of the city dumpsters that may be located on the event premises.
7. Applicant shall provide portable restroom facilities for groups larger than 100 people or when having a special event in any public park that does not have a permanent restroom. For multi-day events, restrooms, both permanent and portable, shall be emptied, cleaned and re-stocked at least daily. Applicant shall repair all damage caused by chemicals or servicing of the restrooms or the cost for such repair shall be deducted from the deposit paid by applicant.
8. Portable restrooms shall provide adequate support of the numbers anticipated at the special event, but shall be no less in number than one restroom for every 100 people. Additionally, there must be one handicapped accessible restroom provided and placed in a location with no accessibility obstacles. If food is being

served or consumed at the event, applicant must also provide hand washing facilities for the restrooms.

9. Public facilities used in conjunction with the event shall not be modified in any manner.
10. Applicant shall work with Maintenance Services Division (714) 754-5123 to insure proper placement of all required trash cans, restroom facilities or placement of any specialized equipment or structures necessary for the event.
11. Applicant shall provide a maintenance plan to City at least ten (10) business days prior to the event to indicate how applicant will monitor and maintain all restrooms, both permanent and portable facilities, if any, including but not limited to periodic clean up of said facilities and stocking of restroom supplies at applicant's sole cost and expense.
12. Applicant shall not use the City's power/electricity without specific approval and prior arrangement. Applicant must provide all its own power and/or electrical supplies at its sole cost and expense.
13. If generators or other heavy equipment will be placed on turf, applicant shall be required to pay a five hundred (\$500.00) security deposit to be used in case of any damage to turf, irrigation or other City facilities.

PUBLIC WORKS - TRANSPORTATION SERVICES:

14. All traffic control for the closure of public streets shall be conducted by the Police Department in accordance with the Work Area and Traffic Control Handbook (WATCH).
15. Any event requiring either a full or partial street closure shall not be conducted on any arterial streets between the hours of 7 a.m. to 9 a.m. and 4 p.m. to 7 p.m. Monday through Friday, excluding holidays.
16. In addition to the required notification to affected businesses and residents of any street closures, applicant shall ensure adequate access to affected business and residential properties. Affected business and residents means those businesses and residents that are directly adjacent to the event route within the street closure area.
17. No equipment, vehicles, floats or other parade equipment may be stored on the public street or right-of-way at any time prior to the event setup or following event breakdown.

