



May 8, 2008

Carol C. Proctor
City Manager's Office
City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

Dear Carol:

Enclosed is the Special Events Application, supporting event information and application fee for the 2008 OC Fair Cattle Drive. This year's event follows a very similar operations plan as last year. The Production/Event Schedule identifies the set up/tear down schedule, facilities, support operations and planned activities.

I'm available to meet with your team to further review this package as well as discuss the event for 2008. Once again, the OC Fair truly appreciates the support we have received for this event and do look forward to making this another special year for Costa Mesa.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Lofstrom", is written over a faint, larger version of the same signature.

Doug Lofstrom
Vice President, Events/Facilities

Enclosures

2008 OC Fair Cattle Drive
Production/Event Schedule

Tuesday – Wednesday, July 22/23:

Fairview Park/Cow Camp Set Up

Lower, northwest portion (approximately 30 acres) of Fairview Park will serve as Cow Camp – cattle holding pen, cattle working area, rider/wrangler horse camp, hospitality, vehicle/RV parking and logistics. Access to the site will be off Placentia Ave. south of the flood control channel.

Cow Camp boundary is as follows: flood control channel to the north, fenced environmental area to the west, existing park trails to the south and Placentia Ave. to the east.

Cow Camp facility will include: canopies (1 @ 40x40, 5 @ 20x20, 2 @ 10x10), tables, chairs, straw bales, portable toilets (10) w/ hand washing stations, trash bins, cattle/horse feed (alfalfa), overnight dry camping for wranglers, rider day use parking, portable generator light for emergency purposes and entry sign.

Thursday, July 24:

Cattle and wranglers arrive @ Cow Camp

Friday, July 25:

9am - Rider Registration & Trail Ride @ Cow Camp

12noon - Rider Luncheon @ Cow Camp

2pm – 5pm - Work Cattle/Team Penning/Cattle Sorting
(approximately 125 riders/300 head of cattle)

Goat Hill Junction parking lot will serve as the Cattle Drive wagon/float decorating area.

Saturday, July 26:

7am – 9am - Goat Hill Junction parking lot will serve as staging area for Cattle Drive wagons/floats.

8am – 9am - Rider Breakfast @ Cow Camp

9am - Rider Warm Up/Briefing @ Cow Camp

10am – 11am - Cattle Drive Commences

11:30am - Rider Brunch @ OC Fair – Centennial Farm

11am - Cow Camp/Goat Hill Junction Parking Lot Tear Down/Clean Up

SPECIAL EVENT APPLICATION

ALL APPLICATIONS MUST BE ACCOMPANIED BY SITE PLANS AND VICINITY MAPS

Please complete the following application regarding the event you are proposing:

DATE OF APPLICATION: May 7, 2008				
APPLICANT'S NAME: (LAST) (FIRST) (MIDDLE) OC Fair & Event Center			TELEPHONE NUMBER: 714.708.1938	
APPLICANT'S ADDRESS: 88 Fair Drive		CITY: Costa Mesa	STATE: CA	ZIP CODE: 92626
RESPONSIBLE PERSON: (LAST) (FIRST) (MIDDLE) Doug Lofstrom			TELEPHONE NUMBER: (714) 708.1938	
FULL TRUE NAME OF BUSINESS CONDUCTING/HOSTING EVENT OC Fair & Event Center			TELEPHONE NUMBER: (714) 708.1938	
BUSINESS ADDRESS 88 Fair Drive		CITY: Costa Mesa	STATE: CA	ZIP CODE: 92626
ADDRESS OF EVENT: Fairview Park			UNIT NUMBER:	
APPROVED BUILDING USE:		TYPE OF STRUCTURE:		
TYPE OF EVENT: Cattle Drive				
EVENT START DATE: 7 / 26 / 08	EVENT START TIME: 10am	EVENT END DATE: 7 / 26 / 08	EVENT END TIME: 11:30am	
SET UP START TIME: 7/22 8am	SET UP END TIME: 7/24 5pm	TEAR DOWN START TIME: 7/26 11am	TEAR DOWN END TIME: 7/27 12 noon	TOTAL TIME OF EVENT: Hours – 1.5
1. TYPE OF EVENT: 2008 OC Fair Cattle Drive				
2. DESCRIBE PLANNED ACTIVITIES: See attached Production/Event Schedule				
3. ESTIMATED # OF PERSONS AT EVENT: 10,000 – viewing along cattle drive route		4. ESTIMATED # OF VEHICLES AT EVENT: Cattle drive procession will have approximately 20 vehicles/wagons		5. ESTIMATED # OF PARKING SPACES REQUIRED: N/A
6. LOCATION OF EVENT: See attached Production/Event Schedule				
7. WILL ALL OR A PORTION OF THE EVENT OCCUR ON PRIVATE PROPERTY WITHIN THE CITY OF COSTA MESA? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, WHERE?				
8. HAVE YOU OBTAINED WRITTEN APPROVAL FROM THE OWNERS FOR THE USE OF THE PROPERTY FOR THE EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO N/A If YES, attach a copy of the written approval to your application. If NO, you must file written approval with the Costa Mesa Police Department before a Special Event Permit will be issued. Please write your name, date of the event, and the Special Event Application number on the written approval.				
9. WILL THERE BE ANY WATER "AID" STATIONS DISPENSING OF BEVERAGES IN DISPOSABLE CUPS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, WHERE?				
10. WILL FOOD OR ALCOHOLIC BEVERAGES* BE SERVED OR SOLD AT THE EVENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, DESCRIBE: Food and non-alcoholic beverages will be served to the riders at Fairview Park.				
*Note: Alcohol is prohibited on City property except for inside at the Neighborhood Community Center				
11. HAVE YOU OBTAINED A PERMIT FOR THE SALE OF FOOD OR ALCOHOL? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT GOVERNMENTAL AGENCIES ISSUED PERMITS? N/A				

12. WILL ANY ANIMALS BE DISPLAYED / EXHIBITED AT THE EVENT? X YES NO. IF YES, DESCRIBE:
See attached Production/Event Schedule

13. WILL ANY STRUCTURES (i.e., tents, booths, stages) BE ERECTED AT THE EVENT? X YES NO. IF YES, DESCRIBE:
Portable canopies will be used for seating/catering areas at Fairview Park. See attached Production/Event Schedule

13. WILL THERE BE ANY SOUND AMPLIFICATION EQUIPMENT BE AT THE EVENT? YES X NO. IF YES, DESCRIBE:

14. WILL THERE BE MONITORS OR SECURITY PERSONNEL AT THE EVENT? X YES NO. IF YES, DESCRIBE NUMBER AND DUTIES:
The OC Fair will provide 24 hour security personnel at Fairview Park. On the day of the Cattle Drive additional security personnel will be provided at the Cow Camp staging area.

16. IF THERE IS GOING TO BE ANY MERCHANDISE SALES AT YOUR EVENT, HAVE YOU OBTAINED A CITY OF COSTA MESA BUSINESS PERMIT? N/A
 YES NO. IF YES, PLEASE PROVIDE THE DATE OF ISSUANCE AND THE LICENSE NUMBER:
LICENSE #: _____ DATE ISSUED: ____/____/____ DATE EXPIRED: ____/____/____

IF YOUR EVENT WILL INVOLVE A PARADE, CYCLING EVENT, FOOT RACE, OR OTHER ACTIVITY WHICH WILL OBSTRUCT A CITY STREET OR RIGHT-OF-WAY OR REQUIRE A FULL OR PARTIAL STREET CLOSURE, PLEASE COMPLETE THE FOLLOWING SECTION.

17. ASSEMBLY TIME 7am	18. START TIME OF EVENT: 10am	19. ASSEMBLY LOCATION: Fairview Park – Cow Camp and Goat Hill Junction parking lot
20. ESTIMATED DURATION OF EVENT: 1.5 hours	21. DISBANDING LOCATION: OC Fair & Event Center	
21. PRE-APPROVED ROUTE LOCATION See attached route plan		
22. DESCRIBE VEHICLES / FLOATS (i.e., how many size, powered by): Cattle Drive procession – (1) media truck, (1) horse ambulance, (1) truck with livestock trailer, various clean-up vehicles (street sweepers, waste bins) Sponsor Floats/Wagons – Approximately 15 wagons & floats for event sponsors and VIP's		
23. NUMBER AND TYPE OF MARCHING UNITS IF APPLICABLE: N/A		

INTERVALS OR SPACING IN FEET BETWEEN UNITS:
N/A

ANY PARADE ANIMALS? X YES NO. IF YES, DESCRIBE:

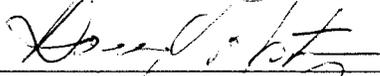
Approximately 300 head of cattle and 125 horses

DECLARATION

I, the undersigned, declare upon penalty of perjury that the above information listed within this City of Costa Mesa Special Event Permit Application is true and correct to the best of my knowledge. I further understand that knowingly providing any false information is cause for the immediate denial of a Special Event Permit, the suspension of a Special Event Permit if one has already been issued, and / or the denial of future Special Event permits being issued. I understand that in the event of a major incident, my event may be postponed or terminated for the sake of public safety and welfare (e.g., major crime incident, fire, flood, or any act of God). I have attached the following documents to this application that are, to the best of my knowledge, true and correct.

- X Completed Application Certificate of Insurance & Additional Insured Endorsement X Commercial Liability Certificate
- X Signed Indemnification Agreement Encroachment Permit X Map and Traffic Control Plan Pending development in conjunction with CMPD
- X Signed Waiver & Release of Liability X Completed Checklist X Parade Route: See attached route
- X Copies of notifications to OCFD, OC Transit District, Local Businesses, Churches, and Residents X Site plan showing locations of any structures (i.e., bleacher, tents, etc.), electrical, plumbing, and sanitation. Structural plans of any structures (i.e., bleachers, stages, platforms, etc.) to be reviewed by City.

OC Fair & Event Center
(NAME OF APPLICANT)


(SIGNATURE OF APPLICANT)

May 7, 2008
(DATE SIGNED)

Doug Lofstrom
(NAME OF EVENT ORGANIZER)


(SIGNATURE OF EVENT ORGANIZER)

May 7, 2008
(DATE SIGNED)

SPECIAL EVENT ITEM CHECKLIST

Please check each item that will be present at your event, and provide a brief description of each item checked "YES".

ITEM	YES / NO	PLEASE DESCRIBE ALL ITEMS CHECKED YES:
ANIMALS	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
ALCOHOLIC BEVERAGES	<input type="checkbox"/> Y X N	
AUTOMOBILES / TRUCKS	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
BICYCLES / FOOT RACES	<input type="checkbox"/> Y X N	
BUILDINGS / STRUCTURES	<input type="checkbox"/> Y X N	
BOOTH / STANDS	<input type="checkbox"/> Y X N	
CAMPGROUNDS / RV AREAS	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
CONCESSIONS	<input type="checkbox"/> Y X N	
DANCE / PARTY / CONCERT	<input type="checkbox"/> Y X N	
ELECTRICAL / PLUMBING / MECHANICAL	<input type="checkbox"/> Y X N	
EMERGENCY ACCESS REQUIRED	<input type="checkbox"/> Y X N	
FLAMMABLE MATERIALS	<input type="checkbox"/> Y X N	
FOOD SUPPLIES / SALES	<input type="checkbox"/> Y X N	
ON-SITE GRADING / CONSTRUCTION	<input type="checkbox"/> Y X N	
LIGHTING / ILLUMINATION	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
MEDICAL / FIRST AID STATIONS	X Y <input type="checkbox"/> N	OC Fair will provide medical staff at Cow Camp during riding activities
PARKING	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
POLICE / SECURITY PROTECTION	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
POLICE / TRAFFIC CONTROL	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
PYROTECHNICS (FIREWORKS)	<input type="checkbox"/> Y X N	
RIDES - CARNIVAL / MECHANICAL	<input type="checkbox"/> Y X N	
SANITATION	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
SIGNS / BANNERS	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
STREET / LANE CLOSURES	X Y <input type="checkbox"/> N	Pending development in conjunction with CMPD
TENTS / CANOPIES	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
CITY PROPERTY OR FACILITY USED	X Y <input type="checkbox"/> N	See attached Production/Event Schedule
WATER SUPPLY USED OR AFFECTED	X Y <input type="checkbox"/> N	Mesa Consolidated Water District will provide water for dust mitigation and horses/cattle

April 23, 2008

To: City of Costa Mesa
77 Fair Drive
PO Box 1200
Costa Mesa, CA 92628-1200

Re: Orange County Fair/32nd DAA
88 Fair Drive
Costa Mesa, CA 92626

RE: 2008 Orange County Fair Cattle Drive/July 22-27, 2008

Please be advised that the Orange County Fair/32nd DAA is a member of the California Fair Services Authority (CFSA), and participates in the following self-insurance and loss pooling programs which are administered by CFSA:

I. COMPREHENSIVE GENERAL LIABILITY PROGRAM

- A. Primary Coverage \$750,000 self-insured retention California Fair Services Authority
Coverage continuous until cancelled
- B. Excess Coverage \$9,250,000 in excess of \$750,000
Coverage provided by Insurance Company of the State of Pennsylvania
Term: 01/01/2008 to 01/01/2009

II. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

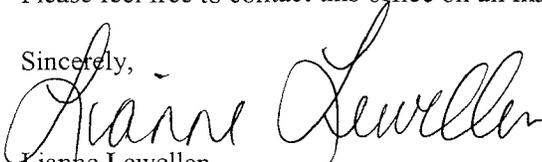
- A. Primary Coverage \$500,000 self-insured retention California Fair Services Authority
Coverage continuous until cancelled
- B. Excess Coverage (a) Workers' Compensation: \$299,500,000 in excess of \$500,000
(b) Employers' Liability: \$4,500,000 in excess of \$500,000
Coverage provided by CSAC Excess Insurance Authority
Term: 07/01/2007 to 07/01/2008

CFSA represents to City of Costa Mesa that within the above limits, terms and provisions of the coverage stated, to the extent provided by law, CFSA will provide defense, payment, and indemnification on loss funding in accordance with the terms of the contractual assumption of the Orange County Fair/32nd DAA as set forth in City of Costa Mesa's "Insurance Requirements".

You will be given at least thirty (30) days notice of any change in the foregoing information. We trust that this commitment will satisfy your insurance requirements.

Please feel free to contact this office on all matters including possible claims.

Sincerely,



Lianne Lewellen
Risk Analyst

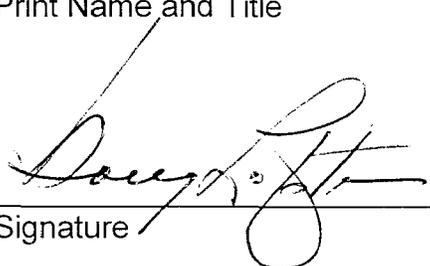
OC Fair & Event Center (applicant/organization name) agrees to indemnify, defend (at City's option) and hold harmless the City of Costa Mesa, its officials, employees, representatives, and volunteers from any and all claims, demands, defense costs, liabilities or consequential damages of any kind or nature which rise out of the use of city streets and Fairview Park (location) in connection with the 2008 OC Fair Cattle Drive (event) which will take place in Costa Mesa, California on July 22 – July 27 (date(s) of event). This agreement includes any liabilities that may arise out of the use of booths, concessions or any other activities conducted, set up and/or used by applicant during the event, including non-members or guests of OC Fair & Event Center (applicant/organization name).

Date: May 7, 2008

Authorized representative for:

OC Fair & Event Center
(Organization name)

Doug Lofstrom
Vice President, Events/Facilities
Print Name and Title


Signature

WAIVER AND RELEASE OF LIABILITY

The OC Fair & Event Center is the applicant and responsible party for the 2008 OC Fair Cattle Drive (event name, hereafter "event") to be held July 22 – 27, 2008 (dates) at Fairview Park and the streets (location) in Costa Mesa, California.

The OC Fair & Event Center ASSUMES ANY AND ALL RISKS associated with the event including but not limited to injuries sustained by participants arising out of strenuous physical activity or exertion; striking or being struck by objects, vehicles or persons; uneven or defective roadway surfaces; exposure to heat, cold or humidity.

The OC Fair & Event Center APPRECIATES AND VOLUNTARILY ELECTS TO ACCEPT ALL RISKS connected with the event and any property directly adjacent or appurtenant to the event location.

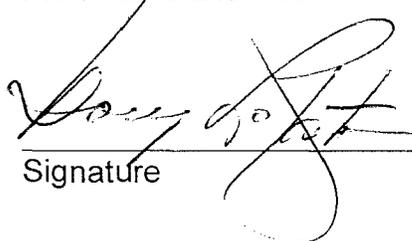
THE OC FAIR & EVENT CENTER AGREES NOT TO BRING ANY CLAIM AGAINST THE CITY OF COSTA MESA AND WAIVE, RELEASE AND DISCHARGE THE CITY OF COSTA MESA, ITS OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY FOR PERSONAL INJURY, DEATH OR PROPERTY DAMAGE INCLUDING LIABILITY ARISING OUT OF THE NEGLIGENCE OF THE CITY OF COSTA MESA OR ITS OFFICERS, AGENTS OR EMPLOYEES. THIS RELEASE AND WAIVER EXTENDS TO ALL CLAIMS OF EVERY KIND OR NATURE WHATSOEVER, FORESEEN OR UNFORSEEN, KNOWN OR UNKNOWN.

I HAVE READ THE FOREGOING AND CERTIFY MY ACCEPTANCE OF THE ABOVE PROVISIONS BY MY SIGNATURE ON THIS DATE, MAY 7, 2008 (date).

Authorized representative for:

OC Fair & Event Center
(Organization name)

Doug Lofstrom
Vice President, Events/Facilities
Print Name and Title


Signature



July 16, 2008

Dear Costa Mesa Resident and Business:

We are pleased to announce the 2008 OC Fair Cattle Drive will take place on Saturday, July 26 beginning at 10am. On this day, approximately 125 riders on horses will lead 300 head of cattle from Fairview Park through the streets of Costa Mesa to the OC Fair. The route will take the Cattle Drive south on Placentia Ave. to Victoria Street, east on Victoria Street to Harbor Blvd., north on Harbor Blvd. to Fair Drive and east on Fair Drive to the OC Fair.

While the Cattle Drive will cause limited traffic delays on a short and temporary basis along the route, the staffs of the OC Fair and the City of Costa Mesa are working together to minimize the impact upon local residents and businesses as well as to insure emergency services will not be affected in any manner whatsoever.

The OC Fair greatly appreciates the support from the residents and businesses of the City of Costa Mesa and hopes you will enjoy this very unique event. For more information please refer to our website at ocfair.com or email: ocfinfo08@ocfair.com

Thank you,

The OC Fair