

# CITY OF COSTA MESA

## SPECIAL EVENT PERMIT

ATTACHMENT 2

**POST IN CONSPICUOUS PLACE FOR DURATION OF EVENT**

DATE OF APPLICATION: February 26, 2008		PERMIT NUMBER: SE-02-2008		
APPLICANT'S NAME: (LAST) D'Agostino		(FIRST) Phillip	(MIDDLE)	TELEPHONE NUMBER: ( 949 ) 515-6500
APPLICANT'S ADDRESS: 2323 Placentia Avenue		CITY: Costa Mesa	STATE: CA	ZIP CODE: 92627
RESPONSIBLE PERSON: (LAST) D'Agostino		(FIRST) Phillip	(MIDDLE)	TELEPHONE NUMBER: ( 949 ) 515-6500
FULL TRUE NAME OF BUSINESS CONDUCTING/HOSTING EVENT Newport Mesa Unified School District (NMUSD), City of Costa Mesa & Costa Mesa Community Foundation			TELEPHONE NUMBER: ( )	
BUSINESS ADDRESS 2323 Placentia Avenue		CITY: Costa Mesa	STATE: CA	ZIP CODE: 92627
ADDRESS OF EVENT: 2323 & 2525 Placentia Avenue - Estancia High School & Fairview Park			UNIT NUMBER:	
TYPE OF EVENT: 5k & 2k Community Fun Runs, Health Fair and Awards Ceremony in new stadium				
EVENT START DATE: 04 / 26 / 08	EVENT START TIME: 7:30 am	EVENT END DATE: 04 / 26 / 08	EVENT END TIME: 1:00 pm	TOTAL TIME OF EVENT: 4.5 Hours

### CONDITIONS OF APPROVAL:

Transportation Services Division:

1. City shall post two weeks prior to the event, a message sign at the entrance to Fairview Park stating that the parking lot will be closed on April 26th until 11:00 a.m.
2. 72 hours prior to the event City shall post "No Parking - Tow Away" signs at the entrance gate to Fairview Park.
3. Costa Mesa Police Department shall coordinate the closure of all southbound traffic lanes on Placentia Avenue between Adams Avenue and Estancia High School north entrance. The City shall provide traffic cones as needed.
4. Applicant shall review the surface of Placentia Avenue prior to the start of the 5K Run to clear any debris that may interfere with the safety of participants running in the southbound traffic lanes.
5. Applicant shall utilize parking attendants to guide drivers to fill all available parking spaces at Estancia High School parking lot.
6. No registration tables or other facilities shall obstruct parking spaces or overflow areas where parking could be provided at Estancia High School.
7. No banners or signs may be attached to the pedestrian bridge over Placentia Avenue.

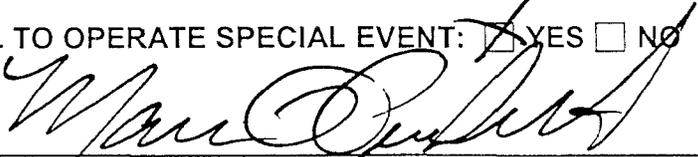
Maintenance Services Division:

1. Provide additional trash receptacles throughout the event and frequent emptying schedules to reduce litter in the park. Trash receptacle liners to be provided by the applicant.
2. If trash dumpsters/roll-offs are needed they must be positioned within the parking lot. Place no litter from the event in trash dumpsters associated with City facilities. Remove the trash dumpsters/roll-off by noon the first working day following the event.
3. If additional restroom facilities are needed, applicant must provide adequate portable restrooms, with hand washing facilities, to be placed in the parking lot adequate access to the facilities for pedestrians. A minimum of one handicap accessible restroom shall be provided. Re-stocking of the paper products in the City restrooms and portable restrooms during the event shall be the responsibility of the applicant, unless prior arrangements and payment for staff overtime and paper products is made. All 'porta-potties' shall be removed from the site by noon of the first working day following the event.
4. No vehicles are allowed at anytime on turf areas within Fairview Park. Equipment may be unloaded from vehicles within the park only if the vehicle is small enough to utilize concrete walkways to access the area. As an example the largest/heaviest acceptable vehicle would be a small turf maintenance vehicle such as a "Cushman" or golf cart.
5. Cooking equipment utilized in turf areas shall be placed over plywood, regardless of location. Plywood shall extend four feet (4') beyond the cooking appliance in all directions. Queues of people waiting for service shall be on paved or plywood surfaces to prevent turf damage. No cooking oil or other food products shall be disposed of on landscaped areas.
6. Booths or canopies placed in the park may not be secured with driven stakes. Canopies may be secured with sandbags or concrete blocks or other similar items. This is to insure subsurface irrigation, wiring or other infrastructure is not damaged.
7. Installation of any temporary fence, if applicable, must be identified, designed and approved by the Maintenance Services Division prior to the event. A plan detail drawing must be submitted so irrigation, valve boxes and electrical can be identified and marked prior to the event.
8. No banners or signs will be attached to trees or tree stakes. If attached to any structures owned by the City, then all tape and materials to attach these items must be removed at conclusion of the event. If stakes are used, then they cannot penetrate the turf/soil surface deeper than six inches.
9. Applicant must provide their own electrical utilities if needed for event.
10. All paved surfaces, shelters, food preparation surfaces or other areas impacted by the preparation or consumption of food or beverages shall be pressure washed with hot water by noon the first day following the event.
11. No camping or overnight parking of any vehicle associated with the event will be permitted within the park.
12. The applicant will place tarps or plywood under any equipment or generators that may leak fuel, oil, grease or other damaging fluids on the turf, hardscape or any other park property.
13. The park in general, must be left in the same condition as provided. Photographs may be taken before and after the event to document site conditions. Staff will be available to walk the site before and after the event with the applicant.
14. Park must be left in the same condition as it was provided to applicant. Damage will be repaired at the direction/discretion of the City.

15. Security shall be provided by the applicant to the City, prior to issuance of the permit, in a form acceptable to the City and to the applicant, to guarantee the provisions of this permit.
16. The applicant shall seek arrangements to provide additional parking in the local area if needed.
17. No equipment may be stored on the public street at any time, including prior to, during, or after the event setup or breakdown.
18. No dogs will be allowed to be chained or leashed to park trees or tree stakes.
19. All dog waste must be removed by applicant or participants, and due to the large numbers of dogs, shall not be placed in City trash receptacles on site.
20. Staff will schedule the irrigation not to operate prior to the event and test the system after the event.
21. No vernal pools, biologically sensitive areas, restoration areas or habitat for endangered, or protected animal species may be impacted in any way by the event. Applicant may be liable for any damage or fines levied against the City, associated with the failure to meet this condition.

The point of contact for coordinating services, set-up and access to the site is Dean Rodia, 714-327-7492 or 714-754-5123

APPROVAL TO OPERATE SPECIAL EVENT:  YES  NO



Marc R. Puckett, Finance Director

03,2008  
(Date Signed)