

December 2, 2008

Raja Sethuraman
City of Costa Mesa
77 Fair Drive
PO Box 1200
Costa Mesa, CA 92628

Dear Mr. Sethuraman:

Enclosed please find the OC Marathon 2009 permit application. In regards to the Special Event Permit Application checklist, I wanted to inform you of the following:

- Permit application is enclosed
- Permit fee is enclosed
- Indemnification Agreement is enclosed
- Waiver & Release of Liability is enclosed
- Completed Checklist attached
- Insurance Certificate/endorsement will be available in January 2009
- Copy of letter to be sent to affected businesses, residents, HOA, and churches – sample letters attached
- Traffic Control plan – to be submitted by JCL Barricade Company
- Written approval from OC Fairgrounds – en route

Traffic Notification

- Resident/Business Notification - The OC Marathon will mail out a notification letter to residence and business addresses within ¼ mile of the course.
- HOA Notification – The OC Marathon will mail out information to all HOA's, provided by the City of Newport Beach.
- Church Notification – The OC Marathon will mail out information to churches on course.

Trash Removal

- Course – Each volunteer water station is supervised by a Water Station Captain, and they are instructed to manage the breakdown and clean up of the aid stations, bagging all trash and stacking left over supplies. There are two trucks designated to follow the last runner; one to pick up left over supplies and one to pick up and remove trash.

Maps

- Race/Walk Route Maps – attached
- On-Course Plans – Aid station locations TBD, each will include portable restrooms
- Traffic Control Plan – to be submitted by JCL Barricade Company

Sincerely,



Leslie Elison
International City Racing
(562) 427.4606 ext 226
lelison@runicr.com

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: 11/25/08		PERSON IN CHARGE ON DAY OF EVENT: Bob Seagren (102) 818-404-0922			
APPLICANT'S NAME (LAST) The OC Marathon		APPLICANT'S NAME (FIRST) Bob		APPLICANT'S NAME (MIDDLE) Seagren	
APPLICANT'S ADDRESS: 4500 Campus Dr., suite 570		CITY: Newport Beach		STATE: CA	ZIP CODE: 92660
ALTERNATE CONTACT: Martin Jane		APPLICANT'S NAME (FIRST) Martin		APPLICANT'S NAME (MIDDLE) Jane	
FULL TRUE NAME OF BUSINESS CONDUCTING/HOSTING EVENT The OC Marathon (non-profit organization)		APPLICANT'S NAME (FIRST) Martin		APPLICANT'S NAME (MIDDLE) Jane	
BUSINESS ADDRESS: 4500 Campus Dr., suite 570		CITY: Newport Beach		STATE: CA	ZIP CODE: 92660
ADDRESS OF EVENT: OC Fairgrounds (finish line) and city streets		APPLICANT'S NAME (FIRST) Martin		APPLICANT'S NAME (MIDDLE) Jane	
APPROVED BUILDING USE: OC Fairgrounds		TYPE OF STRUCTURE: building		UNIT NUMBER: N/A	
TYPE OF EVENT: Run/Walk Race					
EVENT START DATE: 5/3/08	EVENT START TIME: 10:30am	EVENT END DATE: 5/3/08	EVENT END TIME: 4:30pm		
SET UP START TIME: 9am (5/1/09)	SET UP END TIME: 6am (5/3/09)	TEAR DOWN START TIME: 4pm (5/3/09)	TEAR DOWN END TIME: 10pm (5/3/09)	TOTAL TIME OF EVENT: Hours	
1. TYPE OF EVENT: marathon, 5k, half marathon					
2. DESCRIBE PLANNED ACTIVITIES: Run/Walk Race and festival at conclusion of event at OC Fairgrounds					
3. ESTIMATED # OF PERSONS AT EVENT: 12,000 participants 12,000 spectators					
4. ESTIMATED # OF VEHICLES AT EVENT: 8,000		5. ESTIMATED # OF PARKING SPACES REQUIRED: 8,000			
6. LOCATION OF EVENT: city streets and finish line at OC Fairgrounds.					
7. WILL ALL OR A PORTION OF THE EVENT OCCUR ON PRIVATE PROPERTY WITHIN THE CITY OF COSTA MESA? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, WHERE? OC Fairgrounds.					
8. HAVE YOU OBTAINED WRITTEN APPROVAL FROM THE OWNERS FOR THE USE OF THE PROPERTY FOR THE EVENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 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 FIRST AID OR EMERGENCY AID STATIONS AT THE EVENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, WHERE? TBD					
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: alcohol will be served/sold in controlled area on OC Fairgrounds property.					

*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 checked="" type="checkbox"/> NO IF YES, WHAT GOVERNMENTAL AGENCIES ISSUED PERMITS?
12. WILL ANY ANIMALS BE DISPLAYED / EXHIBITED AT THE EVENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, DESCRIBE:
13. WILL ANY STRUCTURES (i.e., tents, booths, stages) BE ERECTED AT THE EVENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, DESCRIBE: Tents will be erected at medical aid stations (TBD) on course; as well as at finish line on OC Fairgrounds property.
14. WILL THERE BE ANY SOUND AMPLIFICATION EQUIPMENT BE AT THE EVENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, DESCRIBE: All be on OC Fairgrounds property medical aid stations on course — TBD
15. WILL THERE BE MONITORS OR SECURITY PERSONNEL AT THE EVENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, DESCRIBE NUMBER AND DUTIES: TBD
16. IF THERE IS GOING TO BE ANY MERCHANDISE SALES AT YOUR EVENT, HAVE YOU OBTAINED A CITY OF COSTA MESA BUSINESS LICENSE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, PLEASE PROVIDE THE DATE OF ISSUANCE AND THE LICENSE NUMBER: all vendors will supply
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 5:00 am	18. START TIME OF EVENT: 6:30 am	19. ASSEMBLY LOCATION: Fashion Island, Newport Beach, CA
20. ESTIMATED DURATION OF EVENT: 10 hours	21. DISBANDING LOCATION: OC Fairgrounds, Costa Mesa, CA.	
21. PRE-APPROVED ROUTE LOCATION see attached course map		
22. DESCRIBE VEHICLES / FLOATS (i.e., how many size, powered by): N/A		
23. NUMBER AND TYPE OF MARCHING UNITS IF APPLICABLE: N/A		
		INTERVALS OR SPACING IN FEET BETWEEN UNITS:
24. ANY PARADE ANIMALS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, DESCRIBE:		

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.

- Completed Application
- Certificate of Insurance & Additional Insured Endorsement
- Commercial Liability Certificate
- Signed Indemnification Agreement
- ~~Parade Route~~ Race/Walk Route
- Map and Traffic Control Plan
- Signed Waiver & Release of Liability
- Completed Checklist
- Trash/Litter Collection and Off-site Disposal Plan
- Copies of notifications to OCFD, OC Transit District, Local Businesses, Churches, and Residents if applicable
- 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.

<u>Jane Martin</u> (NAME OF APPLICANT)	<u>[Signature]</u> (SIGNATURE OF APPLICANT)	<u>12/2/08</u> (DATE SIGNED)
<u>Jane Martin (The OC Marathon)</u> (NAME OF EVENT ORGANIZER)	<u>[Signature]</u> (SIGNATURE OF EVENT ORGANIZER)	<u>12/2/08</u> (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".

ANIMALS	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
ALCOHOLIC BEVERAGES	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	received in controlled area on OC Fairgrounds property
AUTOMOBILES / TRUCKS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Race vehicles (lead cars, clean-up) need course access
BICYCLES / FOOT RACES	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	participants of marathon, 1/2 marathon, 5k
BUILDINGS / STRUCTURES	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OC Fairgrounds
BOOTHS / STANDS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	set-up in festival area on OC Fairgrounds.
CAMPGROUNDS / RV AREAS	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
CONCESSIONS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	controlled by OC Fairgrounds on own property
DANCE / PARTY / CONCERT	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
ELECTRICAL / PLUMBING / MECHANICAL	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	some electrical will be used
EMERGENCY ACCESS REQUIRED	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	access for emergency vehicles on course
FLAMMABLE MATERIALS	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
FOOD SUPPLIES / SALES	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
LIGHTING / ILLUMINATION	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
MEDICAL / FIRST AID STATIONS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	main medical station at finish line + throughout course
PARKING	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	will be at OC Fairgrounds - shuttle service to start line
POLICE / SECURITY PROTECTION	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	monitor road closures for participant safety
POLICE / TRAFFIC CONTROL	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	monitor major intersections
PYROTECHNICS (FIREWORKS)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
RIDES - CARNIVAL / MECHANICAL	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
SANITATION	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	port-a-potties on course at water stations (TBS)
SIGNS / BANNERS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	at finish on OC Fair property
STREET / LANE CLOSURES	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	city streets utilized for course route
TENTS / CANOPIES	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	erected on course at aid stations (TBS) + OC Fair property
CITY PROPERTY OR FACILITY USED	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	city streets utilized for course route
WATER SUPPLY USED OR AFFECTED	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	

INDEMNITY AGREEMENT

The OC Marathon (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 of Costa Mesa (location) in connection with the The OC Marathon (event) which will take place in Costa Mesa, California on May 3, 2009 (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 all applicant during the event, including non-members or guests of The OC Marathon (applicant/organization name).

Date: 12/2/08

Authorized representative for:

Jane Martin
Signature

Jane Martin, CEO
Print Name and Title

The OC Marathon
Name of Organization

WAIVER AND RELEASE OF LIABILITY

I am the applicant and responsible person for the The OC Marathon
(event name, hereafter "event") to be held May 3, 2009 (dates) at City of
COSTA MESA (location) in Costa Mesa, California.

I hereby ASSUME ANY AND ALL RISKS associated with the event including but not limited to injuries sustained by participant 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.

I APPRECIATE AND VOLUNTARILY ELECT TO ACCEPT ALL RISKS connected with the event and any property directly adjacent or appurtenant to the event location.

I HEREBY FOR MYSELF, MY HEIRS, OR ANYONE WHO MIGHT CLAIM ON MY BEHALF AGREE 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, 12/2/08 (date).

Authorized representative for:

[Signature]
Signature

Jane Martin, CBD
Print Name and Title

The OC Marathon
Name of Organization

December 2, 2008

Dear Sir or Madam:

Thank you very much for taking the time to review the following information regarding **traffic delays that could affect your Costa Mesa residents!**

The OC Marathon takes place on Sunday, May 3, 2009. Road closures to accommodate the participants in the race could affect some normal travel routes. The affected Costa Mesa roads are scheduled to be closed from approximately x:xx – x:xx. We are working diligently with the City of Costa Mesa in notifying the residents of the road closures and appreciate your help with this.

In order to avoid frustrations and confusion on Sunday, May 3, 2009, we ask that you please assist us in notifying your residents of the event and the possible delays via HOA newsletters, emails, etc.

Enclosed please find:

1. The OC Marathon and OC Half Marathon course maps
2. Detailed road closures and times
3. Sample notification:

Attention NAME/OF AREA RESIDENTS!

Traffic delays may affect your normal route on Sunday, May 3! The 5th annual OC Marathon takes place on Sunday, May 3, 2009 and the course layout could affect your normal Sunday travel time, so please plan ahead! Please visit the Parking & Directions page on www.OCMarathon.com for resident information, expected delays, alternate routes, and more.

If you'd like to access this information online, to send to residents electronically, please visit www.OCMarathon.com and click on Parking & Directions. Click the HOA notification link and you will be able to download the information. Please email info@ocmarathon.com if you have any questions.

Sincerely,

Jane Martin
CEO
The OC Marathon

December 2, 2008

Dear Sir or Madam:

The OC Marathon will be held on Sunday morning, May 3, 2009. This is our 5th annual event and we are expecting over 12,000 participants to join us! The participants will be running throughout Newport Beach, Costa Mesa, and Santa Ana. Some roads and intersections will be closed and might cause traffic delays for your parishioners on that Sunday morning.

We are diligently working with the City Manager and Police Department in each of the cities that we are running through so we minimize any inconveniences to you and your congregation. In addition to working with the police departments, and developing a comprehensive traffic plan, it would be very helpful if we could work directly with a contact person from your church that handles your traffic and parking ministry, as well as having you place a notice in the weekly announcement, bulletin, and/or website.

We have found that congregations that are more informed and prepared for the traffic delays have been the churches that get involved with The OC Marathon. There are a variety of ways to get involved, such as utilizing The OC Marathon as an outreach tool by:

- Forming a running team with your congregation
- Your members providing musical entertainment along the course
- Providing a volunteer group along the course

Enclosed with this letter is a course map, estimated road closure times and an entry form. You can also visit www.OCMarathon.com to view the course map, as well as the alternate route information that we have already developed. If you wish to have information provided to you specifically regarding your church, please contact us at info@ocmarathon.com.

Sincerely,

Jane Martin
CEO
The OC Marathon

P.S. please inform your congregation of the possible traffic delays by placing a notice in your church bulletin or including us in your weekly announcements!

December 2, 2008

Costa Mesa Businesses

Dear Sir or Madam:

Thank you very much for taking the time to review the enclosed information regarding The OC Marathon and how it **may affect your normal traffic route, deliveries, etc. on Sunday, May 3, 2009.**

On May 3, 2009, over 12,000 runners from Southern California and across the nation will join in the 5th annual OC Marathon. The OC Marathon is a non-profit organization that designates children's charities as the beneficiaries from the proceeds of this event. The OC Marathon has raised over \$XXX,XXX for Orange County Children's Charities!

As a business leader, we ask you to join and work with us in notifying employees, vendors, and patrons of your business! In order to avoid frustrations and confusion on Sunday, May 3, we ask that you please post a notice on you employee notification board from approximately April xx – May 3 and/or email information to employees if possible regarding the street closures.

Enclosed please find:

1. OC Marathon and ½ Marathon course maps.
2. Detailed road closures and times
3. Sample notification

If after reviewing the course map and the road closure information, you feel deliveries or services will be interrupted, please contact your delivery services and inform them of the road closures. The affected Costa Mesa roads are scheduled to be closed from approximately x:xx – x:xx.

If you wish for more information on the OC Marathon, how to participate, how to volunteer, etc, please visit www.OCMarathon.com or email info@ocmarathon.com

Thank you for your understanding and cooperation!

Sincerely,

Jane Martin
CEO
The OC Marathon

P.S. Please review the information enclosed about how road closures might delay your normal route!