



Marathon | Half-Marathon | 5K | Kids Run the OC

December 15, 2010

City of Costa Mesa  
PO Box 1200  
Costa Mesa, CA 92628

RE: The OC Marathon – Sunday, May 1, 2011

To Whom It May Concern:

Enclosed please find the 2011 OC Marathon permit application for the City of Costa Mesa. In regards to the Special Event Permit Application checklist, please note the following:

- Permit application is enclosed
- Permit fee is enclosed
- Indemnification Agreement is enclosed
- Waiver & release of Liability is enclosed
- Completed Checklist is enclosed
- Insurance Certificate and Endorsement will be forwarded upon receipt
- Business License Number, Issuance and Expiration date will be forwarded upon receipt. A copy of our application is enclosed
- Sample of resident/business notification is enclosed
- Traffic Control Plan – 2011 plans will be submitted by JCL Barricade Company
- Written approval from OC Fair & Event Center, South Coast Plaza, and OC Performing Arts Center will be forwarded upon receipt

Traffic Notification

- Resident/Business Notification – The OC Marathon will have a notification delivered to residence and business addresses within ¼ mile radius of the course route.

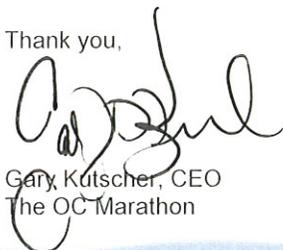
Trash Removal

- Course – Each volunteer water station is supervised by a Water Station Captain and instructed to manage the breakdown and clean-up of the aid stations, bagging all trash and leftover supplies. There are multiple event vehicles designated to follow the last runner; these vehicles are responsible for the clean-up of all course supplies, signage and trash.

Enclosed Documents

- On Course Entertainment locations list
- Copy of CM Business License Permit
- Course Route Maps – Full Marathon, Half Marathon, 5K
- Mile Marker locations
- Turn-by-Turn Route Overview – includes street closures and reopening times; and lead runner timeline
- Event Shuttle Route
- Sample Resident/Business Notification
- Layout of course and festival on OC Fair & Event Center property
- Waste Management Plan
- Water Station locations in City of Costa Mesa – images include layout of water stations. Water Stations that include medical aid are indicated by a red cross – those locations will include a 10x10 pop-up tent. Each Water Station location will be accompanied by portable restrooms.

Thank you,



Gary Kutscher, CEO  
The OC Marathon

# 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: 12.13.10		PERSON IN CHARGE ON DAY OF EVENT: Gary Kutscher (714) 330-8048			
APPLICANT'S NAME: (LAST) (FIRST) (MIDDLE) The OC Marathon LLC			TELEPHONE NUMBER: (949) 222-0456 x102		
APPLICANT'S ADDRESS: 4500 Campus Dr. suite 510		CITY: Newport Beach	STATE: CA	ZIP CODE: 92660	
ALTERNATE CONTACT: (LAST) (FIRST) (MIDDLE) Rowe Angela C.			TELEPHONE NUMBER: (949) 939-3349		
FULL TRUE NAME OF BUSINESS CONDUCTING/HOSTING EVENT: The OC Marathon LLC			TELEPHONE NUMBER: (949) 222-0456 x102		
BUSINESS ADDRESS: 4500 Campus Drive Suite 510		CITY: Newport Beach	STATE: CA	ZIP CODE: 92660	
ADDRESS OF EVENT: OC Fair & Events Center and city streets			UNIT NUMBER: N/A		
APPROVED BUILDING USE: OC Fair & Events Center		TYPE OF STRUCTURE: building			
TYPE OF EVENT: Run/walk Road Race					
EVENT START DATE: 05/01/2011	EVENT START TIME: 6:00 am	EVENT END DATE: 05/01/2011	EVENT END TIME: 4:30 pm		
SET UP START TIME: 9am (04/29/2011)	SET UP END TIME: 6am (05/01/2011)	TEAR DOWN START TIME: 4pm (05/01/11)	TEAR DOWN END TIME: 10pm (05/01/2011)	TOTAL TIME OF EVENT: Hours	
1. TYPE OF EVENT: Full Marathon, half marathon, 5k run/walk					
2. DESCRIBE PLANNED ACTIVITIES: Run/walk road race on city streets with festival concluding at OC Fair & Events Center					
3. ESTIMATED # OF PERSONS AT EVENT: 12,000 partic. & 12,000 spect.		4. ESTIMATED # OF VEHICLES AT EVENT: 8,000		5. ESTIMATED # OF PARKING SPACES REQUIRED: 8,000	
6. LOCATION OF EVENT: city streets, finish line & festival located on OC Fair & Event Center property (see attached map)					
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 Fair & Event Center					
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? See attachment					
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 controlled by OC Fair & Event center.					

\*Note: Alcohol is prohibited on City property except for inside at the Neighborhood Community Center

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USER:MS

11. HAVE YOU OBTAINED A PERMIT FOR THE SALE OF FOOD OR ALCOHOL?  YES  NO. IF YES, WHAT GOVERNMENTAL AGENCIES ISSUED PERMITS?

12. WILL ANY ANIMALS BE DISPLAYED / EXHIBITED AT THE EVENT?  YES  NO. IF YES, DESCRIBE:

13. WILL ANY STRUCTURES (i.e., tents, booths, stages) BE ERECTED AT THE EVENT?  YES  NO. IF YES, DESCRIBE:  
 tents will be erected for medical aid stations on city streets. all other structures confined to OC Fair property

14. WILL THERE BE ANY SOUND AMPLIFICATION EQUIPMENT BE AT THE EVENT?  YES  NO. IF YES, DESCRIBE:  
 confined to OC Fair property

15. WILL THERE BE MONITORS OR SECURITY PERSONNEL AT THE EVENT?  YES  NO. IF YES, DESCRIBE NUMBER AND DUTIES:  
 number TBD. will assist w/ internal event security and crowd control.

16. IF THERE IS GOING TO BE ANY MERCHANDISE SALES AT YOUR EVENT, HAVE YOU OBTAINED A CITY OF COSTA MESA BUSINESS LICENSE?  
 YES  NO. IF YES, PLEASE PROVIDE THE DATE OF ISSUANCE AND THE LICENSE NUMBER: (vendors will supply)  
 New LLC application has been submitted, copy of application is attached. Will forward license number, issue date and expiration date when available.  
 LICENSE #: TBD DATE ISSUED: TBD / DATE EXPIRED: TBD

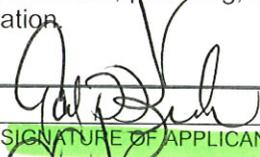
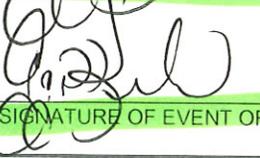
**IF YOUR EVENT WILL INVOLVE A PARADE, CYCLING EVENT, FOOT RACE, OR OTHER ACTIVITY WHICH WILL OBSTRUCT A CITY STREET OR RIGHT-OF-WAY OR REQUIRE A FULL OR PARTIAL STREET CLOSURE, PLEASE COMPLETE THE FOLLOWING SECTION.**

17. ASSEMBLY TIME 4am	18. START TIME OF EVENT: 6:00am	19. ASSEMBLY LOCATION: Fashion Island - Newport Beach
20. ESTIMATED DURATION OF EVENT: 10 hours	21. DISBANDING LOCATION: OC Fair and Event Center - Costa Mesa	
21. PRE-APPROVED ROUTE LOCATION See attached 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:		

## 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.

- Completed Application
- Certificate of Insurance & Additional Insured Endorsement
- Commercial Liability Certificate
- Signed Indemnification Agreement
- Parade 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>Gary Kutscher</u> <small>(NAME OF APPLICANT)</small>	 <small>(SIGNATURE OF APPLICANT)</small>	<u>1-5-11</u> <small>(DATE SIGNED)</small>
<u>Gary Kutscher</u> <small>(NAME OF EVENT ORGANIZER)</small>	 <small>(SIGNATURE OF EVENT ORGANIZER)</small>	<u>1-5-11</u> <small>(DATE SIGNED)</small>

## 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 / NC	PLEASE DESCRIBE ALL ITEMS CHECKED YES:
ANIMALS	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
ALCOHOLIC BEVERAGES	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	controlled / served / sold by OC Fair + Event Center
AUTOMOBILES / TRUCKS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Race / event vehicles need course access.
BICYCLES / FOOT RACES	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	full marathon, half marathon, 5k.
BUILDINGS / STRUCTURES	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OC Fair + Event Center
BOOTHS / STANDS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	on OC Fair property
CAMPGROUNDS / RV AREAS	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
CONCESSIONS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OC Fair + Event Center.
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 - generators.
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	
ON-SITE GRADING / CONSTRUCTION	<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	on-course + OC Fair property.
PARKING	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OC Fair + Event Center - shuttle 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	portable restrooms on-course.
SIGNS / BANNERS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	OC Fair + Event Center 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	at medical aid stations + 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	

ON COURSE ENTERTAINMENT - ATTACHED



Marathon | Half-Marathon | 5K | Kids Run the OC

## On Course Entertainment

We would like to provide on-course entertainment in a number of locations along the second half of the course. These locations would include:

1. Corner of Santa Ana and Mesa Dr.
2. A location on Red Hill as close to the 405 overpass as possible.
3. Set-up in Moon Park on the Santa Ana River Trail.
4. On Placentia as runners exit Fairview Park
5. On Merrimac or in Parking lot at Merrimac.

Band/group would set up on moveable stake-bed truck as required.

Gary Kutscher

**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. 01, 2011 (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: 12-22-10

Authorized representative for:

The OC Marathon.  
(organization name)

GARY KUTSCHER - CEO  
Print Name and Title

**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 01, 2011 (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, 12-22-10 (date).

Authorized representative for:

The OC Marathon.  
(organization name)

GARY KUTSCHER - CEO  
Print Name and Title

# FULL AND HALF MARATHON COURSE



LEGEND	
	Marathon Course
	Half Marathon Course
	Mile Marker
	Water Station