

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: <i>May 27 2015</i>					
APPLICANT'S NAME: (LAST) <i>OL FAIR & EVENT CENTER</i>		(FIRST) <i>DOUG</i>		(MIDDLE) <i>WAYNE</i>	TELEPHONE NUMBER: <i>(714) 708-FAIR</i>
APPLICANT'S ADDRESS: <i>88 FAIR DRIVE</i>			CITY: <i>COSTA MESA</i>	STATE: <i>CA</i>	ZIP CODE: <i>92626</i>
RESPONSIBLE PERSON: (LAST) <i>LOSTROM</i>		(FIRST) <i>DOUG</i>		(MIDDLE) <i>WAYNE</i>	TELEPHONE NUMBER: <i>(714) 222-5941 (CELL)</i>
FULL TRUE NAME OF BUSINESS CONDUCTING/HOSTING EVENT: <i>SAME AS APPLICANT</i>					
BUSINESS ADDRESS			CITY:	STATE:	ZIP CODE:
ADDRESS OF EVENT: <i>OCCE (Adams & Pine Creek)</i>				UNIT NUMBER:	
APPROVED BUILDING USE:			TYPE OF STRUCTURE:		
TYPE OF EVENT: <i>2015 OC FAIR CATTLE DRIVE</i>					
EVENT START DATE: <i>1 / 1</i>	EVENT START TIME:	EVENT END DATE: <i>1 / 1</i>	EVENT END TIME:		
SET UP START TIME:	SET UP END TIME:	TEAR DOWN START TIME:	TEAR DOWN END TIME:	TOTAL TIME OF EVENT: Hours	
1. TYPE OF EVENT:					
2. DESCRIBE PLANNED ACTIVITIES: <i style="font-size: 2em; text-align: center;">See Attached Production Event Schedule</i>					
3. ESTIMATED # OF PERSONS AT EVENT: <i>VICINIAS - 2-3,000</i>		4. ESTIMATED # OF VEHICLES AT EVENT:		5. ESTIMATED # OF PARKING SPACES REQUIRED: <i>N/A</i>	
6. LOCATION OF EVENT:					
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?					
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 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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, DESCRIBE:					
<small>*Note: Alcohol is prohibited on City property except for inside at the Neighborhood Community Center</small>					
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? YES NO. IF YES, DESCRIBE:
Approximately 300 HEADS of CATTLE
Approximately 80 Horses

13. WILL ANY STRUCTURES (i.e., tents, booths, stages) BE ERECTED AT THE EVENT? YES NO. IF YES, DESCRIBE:

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

15. WILL THERE BE MONITORS OR SECURITY PERSONNEL AT THE EVENT? YES NO. IF YES, DESCRIBE NUMBER AND DUTIES:
e Cow Camp - OFFEE Security
e Support Horses - OFFEE Security
e Event - OCSO Mounted Patrol + OCSO Motorcycles

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

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	18. START TIME OF EVENT:	19. ASSEMBLY LOCATION:
20. ESTIMATED DURATION OF EVENT:	21. DISBANDING LOCATION:	
21. PRE-APPROVED ROUTE LOCATION		
22. DESCRIBE VEHICLES / FLOATS (i.e., how many size, powered by): <i>See Attached Production/Event Schedule</i>		
23. NUMBER AND TYPE OF MARCHING UNITS IF APPLICABLE:		

INTERVALS OR SPACING IN FEET BETWEEN UNITS:

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

See Above

DECLARATION

I, the undersigned, declare upon penalty of perjury that the above information listed within this City of Costa Mesa Special Event Permit Questionnaire AND 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
- Encroachment Permit
- Map and Traffic Control Plan
- Signed Waiver & Release of Liability
- Completed Checklist
- Copies of notifications to OCFD, OC Transit District, Local Businesses, Churches, and Residents
- 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.

<i>OC Fair Event Center</i> (NAME OF APPLICANT)	<i>[Signature]</i> (SIGNATURE OF APPLICANT)	<i>5/27/15</i> (DATE SIGNED)
<i>Doug Lofstrom</i> (NAME OF EVENT ORGANIZER)	<i>[Signature]</i> (SIGNATURE OF EVENT ORGANIZER)	<i>5/27/15</i> (DATE SIGNED)

→ OC Fair will develop in coordination with City of Costa Mesa a detailed communication plan to notify residents and businesses impacted by event and temporary road closures

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 checked="" type="checkbox"/> Y <input type="checkbox"/> N	* See Attached Production/Event Schedule
ALCOHOLIC BEVERAGES	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
AUTOMOBILES / TRUCKS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	*
BICYCLES / FOOT RACES	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
BUILDINGS / STRUCTURES	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
BOOTHS / STANDS	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
CAMPGROUNDS / RV AREAS	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	*
CONCESSIONS	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
DANCE / PARTY / CONCERT	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	*
ELECTRICAL / PLUMBING / MECHANICAL	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
EMERGENCY ACCESS REQUIRED	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
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 type="checkbox"/> Y <input checked="" type="checkbox"/> N	
PARKING	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	*
POLICE / SECURITY PROTECTION	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	*
POLICE / TRAFFIC CONTROL	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	*
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 type="checkbox"/> Y <input checked="" type="checkbox"/> N	
SIGNS / BANNERS	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
STREET / LANE CLOSURES	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	*
TENTS / CANOPIES	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
CITY PROPERTY OR FACILITY USED	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	*
WATER SUPPLY USED OR AFFECTED	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	*

**OC Fair Cattle Drive
Production/Event Schedule**

Pending - Dates TBD

Event Coordination Meetings with CMPD, City Staff, OCSD and OCFEC Staff

Wednesday, August 5

Pre-Event Site Walk-Through/Inspection with Site Representatives

Cow Camp (OCC @ Adams & Pine Creek) Set Up

Support Horse Camp Set Up

24-Hour Security assigned to camp locations (OCFEC Staff)

Wranglers and horses arrive @ Cow Camp

Thursday, August 6

11am - 12noon/Cattle arrive @ Cow Camp

Request traffic control for off loading of livestock transport trucks (3 trucks)

Wranglers work cattle

Support horses arrive at Support Horse Camp

Friday, August 7

6am - 10am/Live TV @ Cow Camp

Wranglers work cattle

Support horses arrive at Support Horse Camp

2pm - 11pm/OCC Foundation sponsored fundraising event @ Cow Camp

Saturday, August 8

6am

VIP/Guest Wagons Arrive at Cow Camp

7am

VIP's/Guests Assemble at OCFEC/Gate 4/Lot F

8:30am

VIP's/Guests Shuttled to Cow Camp

Support riders ride to Cow Camp through Mesa Del Mar

9:30am

Support riders arrive at Cow Camp

10am

VIP's/Guests load wagons

Support riders pre-stage @ Cow Camp

10:15am

CMPD stops east and west bound traffic on Adams between Harbor and Fairview

10:25am

Support horses leave Cow Camp and assemble on the south side of Adams facing west

10:30am

Cattle/lead riders leave Cow Camp

Cattle herded through support horses by lead riders and dog teams

VIP/Guest Wagons proceed to Adams by way of OCC Adams entrance west bound feeder lane
Cattle Drive proceeds west on the south side of Adams towards Harbor
Cattle Drive continues on Adams west to Mesa Verde Drive East
Cattle Drive turns left at Mesa Verde Drive East and proceeds to Harbor
Cattle Drive turns right at Harbor and proceeds to Fair Drive
Cattle Drive turns left at Fair Drive and proceeds to OC Fairgrounds/Gate 2
Cattle Drive turns left at Gate 2 and proceeds to the southwest corner of the OC FEC parking lot (Fair Drive and Fairview)
Estimated Mileage: 2.5 miles
Estimated Event/Cattle Drive Time: One Hour

Cattle Drive Procession:

CMPD/OCSD Traffic Control
OC Fair Media Truck
Front Riders w/OCSD Motorcycle (Emergency Communication)

Cattle Drive:

Six Lead Riders
Five teams of six riders on the right and left sides of the cattle
Approximately 300 head of cattle
Two sets of dog teams
Ten additional support riders
OCSD Mounted Unit

VIP/Guest Wagons (8 - 10)

Two trucks pulling livestock trailers (Cattle and Horses)

Street sweepers and clean up personnel

CMPD/OCSD traffic control

INDEMNITY AGREEMENT

OCFAIR & 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 (location) in connection with the OCFAIR Cattle Round (event) which will take place in Costa Mesa, California on Saturday, Aug 8, 2015 (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 OCFAIR & Event Center (applicant/organization name).

Date: 5/27/15

Authorized representative for:

OCFAIR & Event Center
(organization name)

Kathy Kramer
Print Name and Title

Kathy Kramer CEO

WAIVER AND RELEASE OF LIABILITY

I am the applicant and responsible person for the OC Fair Little Drive
(event name, hereafter "event") to be held August 8 2015 (dates) at OC
_____ (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, 5/27/15 (date).

Authorized representative for:

OC Fair & Event Center
(organization name)

Kathy Keamey
Print Name and Title

Kathy Keamey CEO



May 19, 2015

To: City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626

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

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. GENERAL LIABILITY PROGRAM

A. Coverage Limits \$10,000,000 California Fair Services Authority
Coverage continuous until cancelled

II. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY PROGRAM

A. Primary Coverage \$500,000 self-insured retention California Fair Services Authority
Coverage continuous until cancelled

B. Excess Coverage (a) Workers' Compensation: Statutory Limit in excess of \$500,000
(b) Employers' Liability: \$4,500,000 in excess of \$500,000
Coverage provided by CSAC Excess Insurance Authority
Term: 07/01/2014 to 07/01/2016

CFSA represents to the 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 the 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
Lianne Lewellen
Risk Analyst

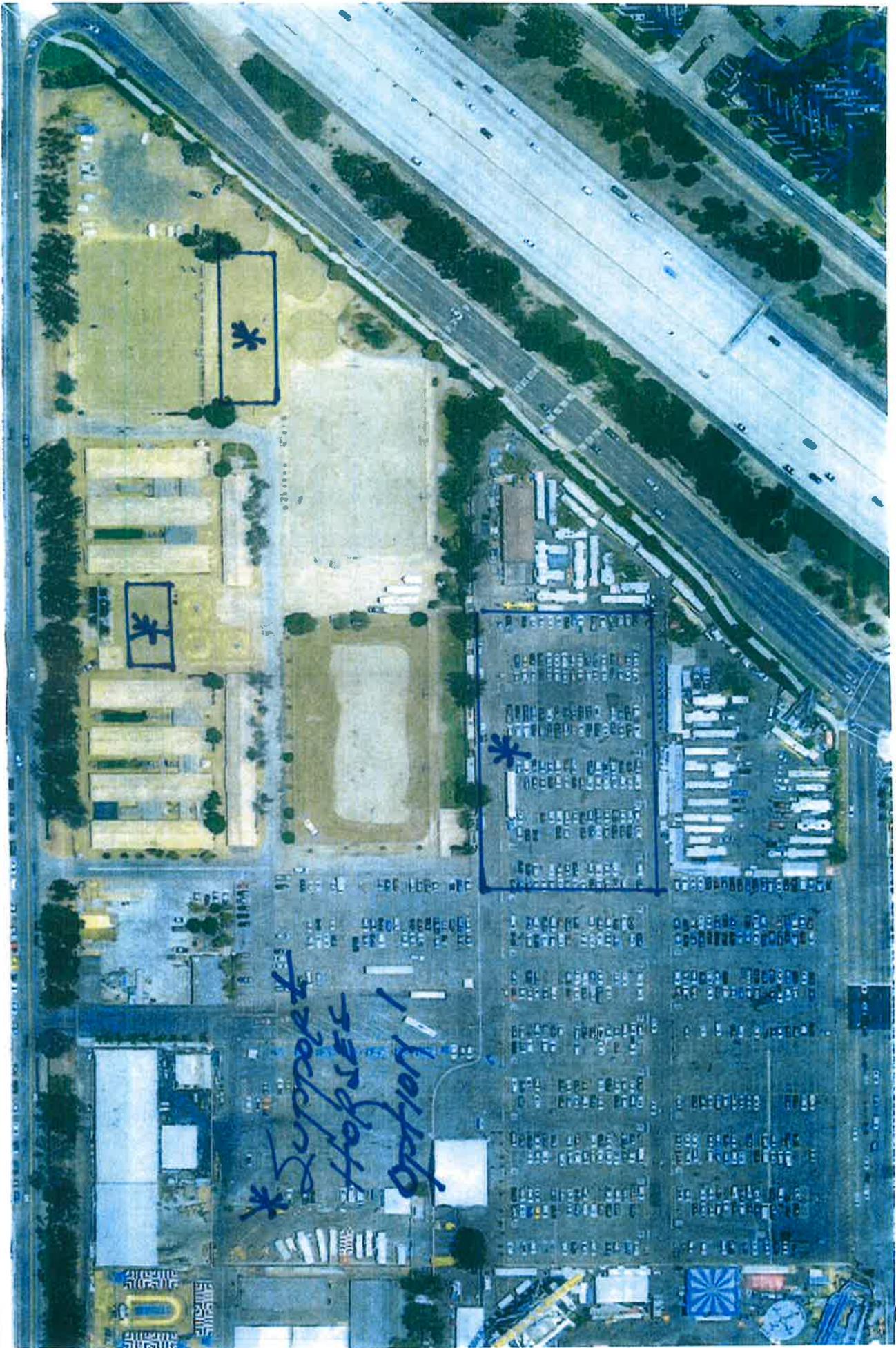
1776 TRIBUTE ROAD, SUITE 100
SACRAMENTO, CA 95815
PHONE: (916) 921-2213 | FAX: (916) 646-1238



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Cattle Drive & Support & Horse Route





1 unit
35 spots
7 racks



finalized. Support horse camp is at the Equestrian Center located on the Fairgrounds.

Support Horse Camp (Penning)

* Cow Camp

