



**PUBLIC HEARING**

**Date:** July 19, 2016

**Subject:** Consideration and Possible Action to Enact a Fee Schedule for Special Event Permits Issued in the Public Right of Way and on Publicly Owned Property

**Subject Property:** Citywide

1. **Report of Notice Given:** City Clerk Morreale
2. **Request for Staff Report:** Mayor Dyda
3. **Staff Report & Recommendation:** Senior Administrative Analyst Ramezani
4. **Council Questions of Staff (factual only, no opinions):**
5. **Declare the Hearing Open:** Mayor Dyda
6. **Public Testimony:** Mayor Dyda invites brief comments from the public.

**Appellant:** N/A

**Applicant:** N/A

8. **Rebuttal:** N/A
9. **Declare Hearing Closed:** Mayor Dyda
10. **Council Deliberation:** Questions of staff in response to testimony
11. **Council Action:**

**AGENDA DESCRIPTION:**

Consideration and possible action to enact a fee schedule for Special Event Permits issued for events in the public right-of-way and on publicly-owned property.

**RECOMMENDED COUNCIL ACTION:**

- (1) Adopt Resolution No. 2016-\_\_\_, thereby enacting the Special Event Permit fee schedule.

**FISCAL IMPACT:** The intent of the attached fee schedule is to recover the City's costs to review and issue each permit, based on internal estimates of the work effort. The fee schedule will be revisited after a one-year trial period and recommendations will be provided to the City Council for possible adjustments.

<b>Amount Budgeted:</b>	\$0
<b>Additional Appropriation:</b>	None requested
<b>Account Number(s):</b>	Not applicable

**ORIGINATED BY:** Lauren Ramezani, Senior Administrative Analyst *LR*

**REVIEWED BY:** Michael Throne, PE, Director of Public Works *MT*

**APPROVED BY:** Doug Willmore, City Manager *DW*

**ATTACHED SUPPORTING DOCUMENTS:**

- A. Proposed Resolution adopting Special Event Permit fee and amending Master Schedule of Fees (page A-1)
- B. Summary of special event permit fees of other communities (page B-1)
- C. Staff Time Estimate Schedule Assumptions (Page C-1)
- D. Draft Special Event Permit application (page D-1)
- E. Draft Insurance Requirements for Special Events (page E-1)

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**BACKGROUND AND DISCUSSION:**

During the recent City Council deliberations to enact the special event permit process, it was requested that consideration be given to reduce the fees charged for local non-profit organizations, such as homeowners associations. After reviewing the fee structures enacted by other communities for similar permits (Attachment B), and estimating on average how much staff time will be required to process each special event permit application, Public Works proposes the following fee schedule for the City Council's consideration:

Permit	Proposed Fee	Proposed Fee Waiver or Reduction
Special Event Permit Application Fee	\$300	Local Non-Profits (Organizations with 90274 or 90275 ZIP codes) = 50% Fee Waiver [Copy of 501(c)3 documents required]  RPV HOAs = 50% Fee Waiver [Copy of 501(c)3 documents required]  Indigent Persons = 100% Fee Waiver [see Municipal Code Section 12.20.030]

Staff proposes to implement this fee schedule for a one-year trial period, during which Staff will evaluate the City’s costs to review and issue each Special Event Permit (SEP), based on internal estimates of the work effort. At current, Staff estimates on average it will take 6 hours of Staff time to process each application. The full Staff time estimate assumptions are included (Attachment C). The proposed fee is not inclusive of other potential agencies costs such as Fire and Sheriffs.

A 50% fee reduction for local non-profit organizations that have a 90274 or 90275 ZIP code and for homeowners associations within the City is being recommended, which could help encourage local events by area non-profits. The review of SEPs will be by the Special Events Task Force, comprised of staff from Public Works, Recreation and Parks, and Community Development Departments, with the inclusion of the Sheriff and County Fire when applicable. The proposed fee would not apply to film permits, or permits issued by Recreation and Parks Department (R&P) for events and activities such as birthday parties, weddings, and sports league activities and tournaments at the parks. However, R&P’s special events open to the public—where food, concessions and/or alcoholic beverages are served/sold, such as Whale of a Day and the 4<sup>th</sup> of July Celebration—would require a no-fee application.

After the first year, a report will be provided to the City Council to review the application process and fee during the trial period, and to recommend modifications and enhancements for the future. A permit application was developed using the language of the ordinance and samples acquired from other communities (Attachment D). With input from the California JPIA, Staff also developed a Draft Insurance Requirements for Special Events (Attachment E), and is finalizing an Americans with Disabilities Act Checklist for Special Events. Notices of this public hearing were published in the Palos Verdes *Peninsula News* on July 7 and July 14, 2016. It should also be noted that the SEP ordinance (Ordinance No. 581) took effect on July 7, 2016.

**ALTERNATIVES:**

In addition to the Staff recommendation, the following alternative action is available for the City Council’s consideration:

1. Direct Staff to alter or otherwise modify the proposed fee schedule and/or permit application, or Insurance Requirements for Special Events.

**RESOLUTION NO. 2016-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES AMENDING RESOLUTION NO. 2010-77 TO AMEND THE MASTER SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES TO ADD A NEW SPECIAL EVENT PERMIT FEE**

THE CITY COUNCIL OF THE CITY OF RANCHO PALOS VERDES DOES RESOLVE AS FOLLOWS:

WHEREAS, the City of Rancho Palos Verdes (“City”) conducted an extensive analysis of its services, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services for fiscal year 2008-2009; and,

WHEREAS, after conducting a public hearing, the City adopted Resolution 2010-77 thereby adopting a Master Schedule of Fees and Charges for City services; and

WHEREAS, on June 6, 2016 the City adopted Ordinance No. 581 adopting Chapter 12.20 of the Rancho Palos Verdes Municipal Code establishing a Special Event Permit Ordinance regulating the issuance of Special Event Permits; and,

WHEREAS, City Staff has analyzed the estimated costs of processing the Special Event Permits and has determined that a Special Event Permit fee of \$300 does not exceed the cost to the City of processing each Special Event Permit; and,

WHEREAS, on July 7 and July 14, 2016, a notice of public hearing to be held on July 19, 2016 was published on the Palos Verdes *Peninsula News*; and,

WHEREAS, all interested parties that have requested notice of proposed fee increases were notified in writing on July 8, 2016; and,

WHEREAS, the proposed amendment to the Master Fee Schedule was made available to the public ten days prior to the July 19, 2016 public hearing; and,

WHEREAS, on July 19, 2016, the City Council conducted a duly-noticed public hearing concerning the proposed special event permit fee for City right-of-way and public property of the City at which it received testimony regarding the Special Event Permit fee; and,

WHEREAS, the City Council desires to amend the Master Fee Schedule to add a Special Event Permit Fee.

NOW, THEREFORE, the City Council of the City of Rancho Palos Verdes does hereby resolve as follows:

**Section 1:** The facts set forth in the recitals of this Resolution are true and correct and are incorporated herein by reference as though set forth in full.

**Section 2:** The City Council hereby finds that the adoption of this Resolution amending Resolution 2010-77 establishes a fee for Special Event Permit applications and is, therefore, exempt from the California Environmental Quality Act (Public Resources Code Sections 21080 *et seq.*) pursuant to Public Resources Code Section 21080(b)(8)(A).

**Section 3:** The City Council hereby finds that Special Event Permit Fee does not exceed the cost to the City of processing a Special Event Permit application.

**Section 4:** The City Council hereby approves and adopts the revisions to the Master Fee Schedule and hereby amends the relevant provisions of Resolution No. 2010-77 to incorporate the new special event permit fee into the Master Fee Schedule attached hereto as Exhibit "A".

**Section 5:** Any person paying a given fee who feels that any fee, charge or rate determined and set is in excess of the percentage of costs reasonably borne by the City may appeal in writing to the City Council.

**Section 6:** The amended Master Fee Schedule specified in this Resolution shall become effective on September 19, 2016.

**Section 7:** The City Clerk shall certify to the passage, approval, and adoption of this Resolution, and shall cause this Resolution and her certification to be entered in the Book of Resolutions of the City Council of the City.

PASSED, APPROVED and ADOPTED this 19<sup>th</sup> day of July 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

State of California                    )  
County of Los Angeles                ) ss  
City of Rancho Palos Verdes         )

I, Carla Morreale, City Clerk of the City of Rancho Palos Verdes, hereby certify that the above Resolution No. 2016-\_\_\_, was duly and regularly passed and adopted by the said City Council at a regular meeting thereof held on July 19, 2016.

\_\_\_\_\_  
City Clerk

Exhibit A  
Proposed Special Event Permit Fee

Permit	Proposed Fee	Fee Waiver or Discount
Special Event Permit Application Fee	\$300	<p>Local Non-Profits (organizations with 90274 or 90275 ZIP codes) = 50% Fee Waiver [Copy of 501 (c) 3 documents required]</p> <p>RPV HOAs = 50% Fee Waiver [Copy of 501 (c) 3 documents required]</p> <p>Indigent Persons= 100% Fee Waiver [see Municipal Code Section 12.20.030]</p>

# Attachment B

## Summary of Other Cities'

### Special Event Permit Processes and Fees

City	Basic Fee	Other Fees, Charges, Exemptions
Benicia	Application Fee=\$50	Fees waiver= Local non-profit groups.
Beverly Hills	Permit Fee= \$139.20 * Partial Street Closure (\$974/hr.)  [* website fees are from 2012/13].	Additional fees and charges for police, fire, public works, community services, and traffic/parking.
Burbank	Permit Fee= \$51.35 Inspection= \$60/hr. (Weekend inspection rate higher)	Additional fees and charges for traffic control plan.
Long Beach	Three different tiers. Application Fee= \$100 to \$400/each Permit Fee= \$150 to \$1,000/day Staff Monitoring= \$42/hr. Administration Fee= 10% of total	Additional fees and charges for police, fire.
San Mateo	Application Fee Non-profits= \$100 or \$230 depending upon their complexity. Commercial Businesses or For-Profit Organizations= \$1,000 deposit fee to cover all staff costs related to the processing of the application.	Additional fees and charges from police, fire, public works.  Fee Waiver= Residential Block Parties.
Santa Monica	Three Event Categories. Application Fee= \$50 to \$270 Administration fee= \$84 to \$609 (Depending on the complexity of the application and the staff hours required to process application)	Additional fees and charges for police, fire, event monitor, transportation/parking, building and safety, neighborhood notification fee, recycling fee, cleanup deposit.  Fee Waiver= Indigent natural persons, city produced or co-produced events

# Attachment C

## City of Rancho Palos Verdes

### Staff Time Estimate Schedule Assumptions

Permit	Proposed Fee	Fee Waiver or Discount
Special Event Permit Application Fee	\$300	Local Non-Profits (organizations with 90274 or 90275 ZIP codes) = 50% Fee Waiver [Copy of 501 (c) 3 documents required]  RPV HOAs = 50% Fee Waiver [Copy of 501 (c) 3 documents required]  Indigent Persons= 100% Fee Waiver [see Municipal Code Section 12.20.070.a]

**Special Events:** Include Runs/walks, carnivals, parades, free speech special events in the public right-of way (streets, sidewalks, walkways, trails, parking lots) and publicly-owned properties.

**Fee Calculation:** The application fee is estimated based on hourly rates for task force members for total of 6 hours per application. That includes 2 hours each for two members from Public Works, Community Development and Recreation and Parks Departments. Estimated at an average fully burdened hourly rate of \$50/pp.

The proposed fee is for a one-year trial period allowing time for staff to evaluate how to recover the cost to the City to review and issue each special event permit, based on internal estimates of the work effort. The fee is not inclusive of possible costs associated with the involvement of other agencies such as Fire and Sheriffs. Those costs will be determined based on the type of application.

More detail such as a security deposit will be developed depending on the nature of the applications.

**Exemptions:** Some events are exempt from this application process and are addressed by other fees and permit processes. See below:

- o Film permit (City Manager's Department)
- o Various events held at City parks and facilities including weddings, parties, sports league activities (Recreation and Parks Department)
- o Events and activities held on private streets



# City of Rancho Palos Verdes SPECIAL EVENT PERMIT APPLICATION

Application Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

## I. TYPE OF EVENT

Please select the activity you are requesting to conduct:

\_\_\_\_ Festival/Celebration    \_\_\_\_ Parade    \_\_\_\_ Run/Walk/Auto Ride/Auto Show/ Bike Tour  
\_\_\_\_ Free Speech Event    \_\_\_\_ Street Closure    \_\_\_\_ Special Park Event    Other \_\_\_\_\_

## II. APPLICANT/ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Sponsoring Organization (if different): \_\_\_\_\_

Organization Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Applicant Name (if different than above): \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax # \_\_\_\_\_

Alternative Contact Person (in case of emergency): \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

City of Rancho Palos Verdes Business License Number: \_\_\_\_\_

**Non-Profits Only:** Are you recognized as a Non-Profit organization: Yes \_\_\_\_ No \_\_\_\_

If yes, what is your Non-Profit Tax I.D.#? \_\_\_\_\_

\*Attach a copy of your 501(c) 3 IRS Documentation Letter. \_\_\_\_ Attached \_\_\_\_ Not Attached

Name & Website of Non-Profit: \_\_\_\_\_

Executive Director's Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone # Ofc: \_\_\_\_\_ Cell: \_\_\_\_\_

Are you a local (Palos Verdes 90275 and 90274 ZIP codes) Non-Profit: \_\_\_\_ Yes \_\_\_\_ No

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**RPV HOAs Only:** Are you a Rancho Palos Verdes HOA: \_\_\_\_ Yes \_\_\_\_ No

Name of HOA: \_\_\_\_\_

Name of HOA President/Authorized Representative: \_\_\_\_\_

Applicant Name (if different than above): \_\_\_\_\_

Position/Title: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: Ofc: \_\_\_\_\_ Cell: \_\_\_\_\_

### III. EVENT INFORMATION

Event Title: \_\_\_\_\_

Location of Event: \_\_\_\_\_

List streets: \_\_\_\_\_

Event Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_/

Day(s) of Week: M T W TH F SA SU

Event Start Time: \_\_\_\_\_ a.m./p.m.

Event End Time: \_\_\_\_\_ a.m./p.m.

Set up Start Day: \_\_\_\_/\_\_\_\_/\_\_\_\_

Set up Start Time: \_\_\_\_\_ a.m./p.m.

Cleanup/Tear Down Day: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cleanup/Tear Down End Time: \_\_\_\_\_ a.m./p.m.

Briefly Describe the Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Day of Event/ Name of on-site representative: \_\_\_\_\_

Cell Phone # \_\_\_\_\_ E-Mail: \_\_\_\_\_

Is this a one-time recurring event? \_\_\_\_ One-time \_\_\_\_ Recurring \_\_\_\_ Frequency of occurrence

\_\_\_\_ Estimated Attendance \_\_\_\_ Estimated spectators (if any) \_\_\_\_ Estimated Staff/Volunteers

Is the event open to the public? \_\_\_\_ Yes \_\_\_\_ No Will Admission be charged?: \_\_\_\_ Yes \_\_\_\_ No

How will this event be advertised or promoted? Describe promotional plans, including the use of social media,

Web sites: \_\_\_\_\_

Attach promotion material from your previous emails. \_\_\_\_ Attached \_\_\_\_ Not Attached

The City required that neighbors in the 500 feet radius of event be notified by mail at least 30 days prior to event.

\_\_\_\_ Notice Attached \_\_\_\_ Notice not Attached Date of Mailing Notice: \_\_\_\_\_

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#### IV. SPECIAL EVENT SITE PLAN INFORMATION

When completing this section, please be as detailed and specific as possible in regards to your request.

**Street Closure:**

Full Street  Partial Street  Lane  Temporary No Parking

Start Date: \_\_\_/\_\_\_/\_\_\_ From: \_\_\_\_\_ a.m./p.m. End Date: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_\_\_ a.m./p.m.

Street(s) to be Closed: \_\_\_\_\_

**Parking Requirements:**

Number of Vehicles: \_\_\_\_\_ Describe types of Vehicles: \_\_\_\_\_ Other \_\_\_\_\_

Parking location of equipment, vendor, staff vehicles: \_\_\_\_\_

Parking location of event guests: \_\_\_\_\_

Event Traffic management Information: \_\_\_\_\_

**Serving/Selling food for Public Consumption:**

Food sold  Food given away  Food prepared on site

BBQ or open flame cooking units  \*Food permit attached

**Serving/Selling alcoholic Beverages:**

Alcohol will be served  Alcohol will be sold

Type:  Beer  Wine  Distilled Spirits  \*Alcohol permit attached

**Amplified Sound/Acoustic Sound/Music (circle all that apply):**

Amplified  Non-Amplified  Live Band  Special Lighting  Special Effects

From: \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

**Stage/Tents or Bleachers:**  Stage  Tents  Bleachers  # of Structures

**Mechanical Rides:**  Yes  No

**Animals:**  Yes  No

**Comfort Stations:**  Yes  No  # of portable toilets  Other \_\_\_\_\_

**Waste Management /Recycling Plan:**  Yes  No  Other \_\_\_\_\_

**Have access to electricity or use of portable generators:**  Yes  No  No Need

**1st Aid & Emergency Services:**  Yes  No  other \_\_\_\_\_

**Verify compliance with the provisions in "A Planning Guide for Making Temporary Events Accessible to People with Disabilities. Link: <https://adata.org/publication/temporary-events-guide>**

Sign and Date: \_\_\_\_\_

\* Required information

## V. Site Plan

**You should attach a Site Plan showing any of the applicable items listed below:**

The map should show the perimeter of the entire venue, including the names of all adjacent streets or area that are part of the venue.

- \_\_\_\_\_ Staging locations (including specific street, or lane, or sidewalk closures, or street routes, if any, or park area requested and parking areas) and the location of fences, barricades, and barriers.
- \_\_\_\_\_ The access and egress points for the venue and for the tents, and structures within the venue.
- \_\_\_\_\_ Emergency exit routes, including a 20 foot wide fire lane (emergency access) throughout the venue, location of First Aid and Emergency service coordination staff
- \_\_\_\_\_ Any city equipment or personnel requested or required
- \_\_\_\_\_ Any Police or Fire Department personnel requested or required
- \_\_\_\_\_ Location of sound amplification equipment, electrical generators, stages, tents, canopies, cooking apparatus, food trucks, all alcohol points of sale or distribution, and lights
- \_\_\_\_\_ Location and number of temporary tents, and structures within the venue.
- \_\_\_\_\_ Location of cooking apparatus, food trucks, all alcohol points of sale or distribution
- \_\_\_\_\_ Location of merchandise or service concessions included in the event
- \_\_\_\_\_ Location of mechanical rides, jump houses, animals, or other amusement attractions
- \_\_\_\_\_ Parking locations (staff, vendors, public, VIPs, volunteers) including trailers and large truck storage
- \_\_\_\_\_ Location of mechanical rides, jump houses, animals, or other amusement attractions
- \_\_\_\_\_ Preliminary security plan, crowd management and any monitors to be employed during the event

**If a parade:** The site plan should additionally show the time when the units of the parade will begin to assemble, the proposed assembly point for the parade, the proposed parade route, the interval space to be maintained between units of the parade, and the number, type and size of floats or other vehicles.

**Non-Refundable Fee: \$ 300**

Note: This fee is for City Staff review. If assistance from other agencies such as Fire or Sheriffs re needed, there may be additional cost. A security deposit may be required on a case by case basis.

Discounts: Local Non-Profit (90274/5 zip code) = 50% waiver  
RPV HOA= 50% waiver  
Free Speech= 100% fee waiver  
Indigent person= potential 100% fee waiver

**Event Insurance for Special Events on Public Property**

Events held on city property, streets, right of ways, sidewalks, and parks must provide a Certificate of Insurance and Endorsement consistent with the attached Insurance Guidelines.

The undersigned, as an authorized representative on behalf of the applicant, agrees to meet all conditions required by the City of Rancho Palos Verdes including the conditions in Exhibit A. Any changes in the scope of the event, including but not limited to, expanded or additional use of park areas, special attractions or equipment not specifically approved, or changes in the starting or ending times are grounds for this permit to be revoked immediately. In the event this permit is revoked for failure to meet permit requirements or for implementation of unapproved activities, any fees paid will be forfeited and the applicant will be liable for any costs to the City. I agree to indemnify and hold harmless, the City of Rancho Palos Verdes, its elected and appointed officials, employees and agents for any injury or loss or damages as a result of the event. I agree to defend the City of Rancho Palos Verdes, its elected and appointed officials, employees and agents from and against any such claims.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

If applicable, signature of Executive Director of Non-Profit Agency or other responsible party:  
\_\_\_\_\_ Date: \_\_\_\_\_

Mail to or drop off to: City of Rancho Palos Verdes, Special Events – Public Works Department, 30940 Hawthorne Blvd. Rancho Palos Verdes, CA 90275 or Fax to (310) 544-5292.

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**For office use only**

Copies to: PW \_\_\_\_\_ P&R \_\_\_\_\_ CDD \_\_\_\_\_

Is there a need for Police and/Fire: \_\_\_\_\_ Yes \_\_\_\_\_ NO \_\_\_\_\_ PD \_\_\_\_\_ Fire \_\_\_\_\_

Meeting Date & Time for Review: \_\_\_\_\_

Comments from Task Force: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_ Denied \_\_\_\_\_ Fee \_\_\_\_\_



**CITY OF RANCHO PALOS VERDES  
DEPARTMENT OF PUBLIC WORKS  
30940 Hawthorne Blvd.  
Rancho Palos Verdes, CA 90275**

**(310) 544-5252  
(310) 544-5292 fax**

**\*STANDARDS FOR INSURANCE FOR SPECIAL EVENTS \***

**Commercial General Liability (or Comprehensive) and Property Damage Insurance Coverage Required of All Persons Performing Work or Organizations Holding Special Events on Public Right-of-Way or Other Publicly Owned Properties**

**Automobile Liability (if the event will use automobiles, trucks, etc. as part of the event)**

**Liquor liability or liquor legal liabilities (required for events where alcohol will be sold)**

COMMERCIAL GENERAL LIABILITY (or COMPREHENSIVE)	\$1,000,000	Per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this event or the general aggregate limit shall be twice the required occurrence limit.
AUTOMOBILE LIABILITY	\$1,000,000	Per accident for bodily injury and property damage
LIQUOR LIABILITY OR LIQUOR LEGAL LIABILITIES	No less than \$1,000,000	Per occurrence.

\*May NOT substitute "each accident" for "each occurrence."

**Insurance MUST name the City of Rancho Palos Verdes as an additional insured using the following wording EXACTLY, and insurance certificate MUST show:**

**"CITY OF RANCHO PALOS VERDES AND ITS APPOINTED AND ELECTED**

**OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS AS ADDITIONAL INSURED"**

- Must have 30-day cancellation clause.

Permittee shall furnish the City with original certificates and endorsements effecting coverage required by this clause.

**Exhibit A**  
**(Insurance Requirements)**

Permittee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance for the work hereunder and the results of that work by the Permittee, its agents, representatives, employees or subcontractors.

***Other Insurance Provisions***

The insurance policies are to contain, or be endorsed to contain, the following provisions:

***Additional Insured Status***

The City, elected and appointed, officials, employees, and agents are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Permittees activities pursuant to the Special Event Permit. General liability coverage can be

provided in the form of an endorsement to the Permittee's insurance (at least as broad as SO form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).

***Primary Coverage***

For any claims related to this contract, the Permittee's insurance coverage shall be primary insurance as respects the City, its elected and appointed, officials, employees and agents. Any insurance of self - insurance maintained by the City, its elected and appointed, officials, employees, or agents shall be excess of the Permittee's insurance and shall not contribute with it.

***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

***Waiver of Subrogation***

Permittee hereby grants to City a waiver of any right to subrogation which any insurer of said Permittee may acquire against the City by virtue of the payment of any loss under such insurance. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not City has received a waiver of subrogation endorsement from the insurer.

***Acceptability of Insurers***

- I Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

***Verification of Coverage***

Permittee shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by the clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Permittee's obligation to provide them. The City reserves the right to require complete, verified copies of all required insurance policies, including endorsements required by these specifications, at any time.

***Special Risk or Circumstances:***

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

DRAFT