



## Event Application

2<sup>ND</sup> & PCH  
6480 E. Pacific Coast Hwy., Suite 160  
Long Beach, CA 90803  
(424) 217-2337  
www.2ndandpch.com

## General Event Information

Event Name:

Event Start Date:

Event End Date:

Event Set Up Date:

Event Move Out Date:

Event Daily Operating Hours:

Event Set Up Time:

Event Move Out Time:

Event Location:

Event Contact Information:

*Please provide a street address for each contact, P.O. Boxes are not acceptable*

## Event Organizer

Name:

Organization:

Street Address:

City:

State:



Zip Code:

Office Phone:

Cell Phone:

Email:

Social Media handles:

### **Event Representation for Public Information/Media Contact**

Name:

Primary Phone:

Secondary Phone:

Email:

Event Website:

### **Event Organizer Tax Status**

For Profit Organizer (yes/no):

Non-Profit Organizer with EIR Number:  
*Please attach IRS forms below*

Non-Profit Name:

Street Address:

City:

State:

Zip Code:

Organization Website:



## **Event Description**

Please use the space provided below to provide a detailed description of the purpose and activities included in your event. You may attach additional pages to this document if needed.

## **Event Attendance Information**

Total Attendance per Day:

Total Participants at Event:

Total Staff / Volunteers at Event:

## **Event Admissions Information**

Will fees for admission, entry, vendor, or visitor participation be required? YES / NO

*If yes, you must attach a copy of your Admission and Re-entry Policy as well as corresponding Admission Rates.*



## Event Activity and Program Schedule Information

The Event Organizer shall provide a detailed description of their programmed activities within the venue. This includes providing PCH Property, LLC (2<sup>ND</sup> & PCH) with a daily schedule for each area where activities or entertainment will be programmed. The schedule should include the names of the talent/entertainment, the time they perform, timing for sound checks, etc. Please describe the sound equipment as well as any lighting packages that are included in the production. The event organizer shall attach a copy of the activity and program plan to this document.

General Description of Even, Programs, or Activities:

*Select all fields that apply*

Athletic/Recreational  
Art Exhibit/Display  
Concert/Performance  
Alcohol Service and/or Sampling  
Carnival/Circus  
Festival/Celebration  
Parade  
Information/Exhibits  
Theatre Performance  
Fun Run/Walk/Ride  
Fireworks, Pyrotechnics, Black Powder  
Farmer/Craft Market  
Outdoor Market  
Aquatics/Boating

## Event Specialized Program Information

If the Event Organizer's Program includes any of the activities listed below, a detailed description of these activities shall be included in the program schedule attached to this document.

- Massage demonstrations or services
- Parachute teams
- Fire performers/dancers
- Racing or racing demonstrations
- Demonstrations or services
- Aircraft
- Casino games/drawings



## Event Route Information

Is this event a Parade, Run, Walk, Bike Tour, etc.? YES / NO

*If your event is a parade, walk, fun run, bike ride, or other activity with a specific route or competition area, you must provide a map of your route and describe the route. The plan should include information on where you will start and finish the event, staging areas, competition areas, loading zones, step off location, disbanding areas, etc. You must attach the Event Route Plan to this document.*

## Event Site Plan Information

The Event Organizer shall provide a detailed drawing of the site plan. The site plan shows the placement of temporary structures and equipment on public property and/or rights of way. The following information is required on your site plan. Please show:

- The perimeter of the entire venue, include the names of all adjacent streets or areas that are part of the venue; show all street closures and/or lane closures associated with the site plan;
- The location of fences, barricades and barriers,
- The access and egress points for the venue,
- The access and egress points for tents and structures within the venue,
- The 20-foot-wide fire lane (emergency access) throughout the venue,
- The locations of all stages, platforms, bleachers, grandstands, canopies, tents, portable toilets, trash containers, or any other temporary structure,
- The dimensions or size of the equipment and structures within the site plan,
- The cooking areas to be used for the event, show the locations of food trucks or carts,
- The location of all alcohol points of sale (beer gardens or free flow plan, points of sale, etc.),
- The location of First Aid and Emergency Service Coordination Staff,
- The location of power sources or generators, show the distribution of power within the venue,
- The locations of carnival rides, games, live animals, inflatables, or similar equipment,
- The location of any/all fuel stations, show the location of propane tanks, natural gas lines, black powder storage, and pyrotechnics locations,
- The locations of parking for public, vendors and VIP's, show where trailers or large trucks will be stored, and
- The location of "free speech" if free speech defer to Expressive Activity Application, zone, etc...



## **Event Parking Information**

Total Guest Parking Demand:

Total Vendor/VIP Parking Demand:

Guest Parking Locations:

Vendor/Staff/VIP Parking Locations:

## **Event Traffic Management Information**

Street closures, lane closures, traffic detours, traffic directional signage, temporary no parking locations, times and signs, or other tasks requiring traffic safety equipment, you must use an approved contractor. The plans used by the contractors must be approved by the PCH Property, LLC. You must attach a copy of your Traffic Management and Parking Plan to this document.

## **Event Site Services Information**

Plan :

*The Event Organizer must maintain a safe, clean and accessible environment for the event attendees. Describe your plan to provide custodial services, comfort stations, refuse collections and removal, recycling services, etc....*

## **Event First Aid, Medical Services and Emergency Management Plans**

Plan

*The organizer is responsible for the safety and wellbeing of the guest at their event. Please describe the plan to provide First Aid, Medical Services and Emergency Management should they be needed. Include staffing levels and staff assignments. Please use the space below to describe how you will provide these services. You may attach an additional document if necessary.*



## **Crowd Management and Venue Security**

Venue Access, Event Staff, Security Staff, etc...

Plan:

*Please provide a detailed plan for venue and security management with the application. Required information must include a "dot map" showing the location of security staff and their assignments. Management cannot approve a permit unless we have received and approved a security plan at least three weeks before the planned event date. Please attach plan to this form.*

## **Alcohol Control and Management Plans**

If you plan to sell, sample or consume alcoholic beverages at this event, you are required to obtain a permit from the State Department of Alcoholic Beverage Control (ABC). You must provide a copy of the security plan for alcohol service area. The City of Long Beach Special Event permit will be required for events with alcohol, define where and how alcoholic beverages services will be allowed.

Alcohol Control:

*Select one*

No alcoholic beverages will be sold, sampled or consumed at this event

Yes, alcoholic beverages will be sold, sampled or consumed at this event

## **Concessions Management Plans**

The organizer has the ability to provide food, services and merchandise to attendees at their event. The event organizer is responsible to ensure the vendors obtain the appropriate equipment, personnel and permits required to complete this assignment.

**Food Concessions:**

Will the event organizer provide food and beverage concessions as part of the program?

Yes, only to the participants in this event

Yes, to the general public. You must identify the concessions areas on your site map. A list of the approved vendors is required

No food or beverages will be sold or provided at this event



**Merchandise Concessions:**

Will the event organizer provide merchandise or service concessions as part of the program?

No merchandise or services concessions are included in this event

Yes, merchandise or services concessions are included in this event. You must identify the concessions areas on your site map. A list of the approved vendors is required.

**Live Animal Plans:**

Will the event organizer require live animals to be included in this programmed activity?

No animals will be housed on site and no animals will be participating in this program

Yes, you must attach a copy of your plan to house and care for these animals and obtain additional permits from Animal Control





## Insurance Requirements

An original Certificate of Insurance and the Additional Insured Endorsement must be submitted to the PCH Property, LLC thirty (30) days prior to the event. Copies of the certificates and/or endorsements can be submitted with this application. Links: Insurance Guidelines webpage, General Liability Endorsement Form. Please attach copies of any certificates and/or endorsements to this document.

### Listed as Certificate Holder:

PCH Property, LLC  
1600 E. Franklin Ave  
El Segundo, CA 90245

### With a copy to Landlord/Licensor:

PCH Property, LLC  
6480 E Pacific Coast Hwy., Suite 160  
Long Beach, CA 90803

1. PCH Property, LLC, a Delaware limited liability company
2. PCH CenterCal, LLC, a Delaware limited liability company
3. PCH FFWA, LLC, a Delaware limited liability company
4. PCH Realty Investors, LLC, a Delaware limited liability company
5. CenterCal Associates LLC, a Delaware limited liability company
6. CenterCal Properties LLC, a Delaware limited liability company
7. CenterCal LLC, a Delaware limited liability company
8. Seaport Marina, LLC, a Delaware limited liability company
9. California State Teachers' Retirement System, a public entity
10. Principal Real Estate Investors, LLC, a Delaware limited liability company
11. Bruning Family Trust, u/d/t October 30, 2007
12. Wardy Family Trust, u/d/t December 13, 2007
13. Such other entities as are named by the Owner

Entity 1 – Landlord/Licensor

Entities 2, 3, 4, 5, 7, 8, 9, 11, 12 – Investors in Landlord

Entity 6 – Property Manager

Entity 10 – Advisor to entity 9

\*Certificate of insurance dollar amounts will vary per event application use; all additional insureds must be listed including the certificate holder as outlined above\*



## Event Organizer Requirements

PCH Property, LLC requires the signature(s) of the party/parties who will be held responsible for the payment of services and/ or fees. The applicants and, if applicable, the professional event organizer must complete and submit this application. In order to complete the Event application, payment must be mailed within ten (10) business days from submittal to the following address:

**PCH Property, LLC dba 2ND & PCH**  
**Attn: General Manager**  
**6480 East Pacific Coast Highway, Suite 160**  
**Long Beach, CA 90803**

The Applicant and/or Event Organizer are individuals authorized to make operating decisions, and negotiate the terms and conditions PCH Property, LLC. These people are responsible for the payment of any expenses generated by the PCH Property, LLC to support or oversee the event. Any notice, demand, request, consent, approval, or communication that the PCH Property, LLC desires, or is required to give to the event organizers or producer shall be addressed to the individuals listed in this document.

## Statement of Affidavit

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief; that I have read, understand and agree to abide by the rules and regulations governing the proposed Event under Long Beach Municipal Code, and I understand that this application is made subject to the rules and regulations established by PCH Property, LLC designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory fees and fines and PCH Property, LLC shall not be liable for the payment. I further agree that the payment shall not reduce any consideration paid to the PCH Property, LLC pursuant to this use application. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the PCH Property, LLC.

I understand that I must comply with the event requirements provided by PCH Property, LLC

**Signature:**

**Date:**

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## Remember to attach the following documents where applicable

### \*W-9 (REQUIRED DOCUMENT WITH APPLICATION SUBMITTAL), AUTOMATIC DENIAL IF NOT SUPPLIED

- Admission and Re-entry Policy
- Admission Rates
- Activity & Program Plan
- Program Schedule
- Event Route Plan
- Event Site Plan
- Traffic Management Parking Plan / Traffic Control
- Security Plan Worksheet
- Copies of any Certificate of Insurance and/or Additional Insured Endorsements, meeting property requirements
- Lighting Plan/Electrical Plan
- List of all rentals
- COVID-19 Plan (when applicable)
- Venue design
- Event components (music/other activities)
- Heat management plan and hydration stations (when applicable)
- Command structure and facility to manage event (command posts)
- Portable restrooms
- Temp fencing
- Tent/Stage/Flooring
- Communication/Marketing plan
- Cleanup plan
- Weather plan (contingency plan due to weather)

### Return completed applications to:

Rocky Cunningham, Marketing and Business Development  
[Rcunningham@centercal.com](mailto:Rcunningham@centercal.com)

*\*Completed applications and supporting documentation should be submitted 30-45 days in advance of event.*