

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: April 19, 2007

TO: General Manager

FROM: Recreation and Leisure Services Administrator

SUBJECT: Approval of Request by Rotary Club of Simi Sunset to Hold the "Santa Susana MicroBrew and Music Festival" at Corriganville Park

SUMMARY

The District has received a request for a permit from the Rotary Club of Simi Sunset (hereinafter the "Club") to hold a summer special event at Corriganville Park called the "Santa Susana MicroBrew and Music Festival". The Club held a similar event last year entitled "St. Patty's Beer Festival" at Lost Canyons Golf Course, which attracted over 200 people. The Club seeks to hold the event in the summer when the weather is warmer, to raise money to donate to the community, and to make the event larger than was possible at Lost Canyons. Another of its stated goals is to help fund a new covered picnic pavilion at Corriganville Park (which is consistent with the Master Plan). The details of this request are:

- Location: Use of Corriganville Park for the "Santa Susana MicroBrew and Music Festival"
- Date: Saturday, July 28, 2007
- Event Hours: 11:00 a.m. - 7:00 p.m.
- Attendance: Up to 1,000 people hoped throughout the day. Parking at the "Hallmark" lot holds approximately 500 cars, and has been secured.
- Beer Sales: Micro Brewery and "beers from around the world" tasting
- Music: Live Bands (their desire is to find local bands to play for free). They would be attempting to get "country, salsa and good old classic rock music" and would set up a stage with generator, and professional sound system on Friday, in the "open area" towards the freeway from the picnic pavilion, with the "back" against the hill to the freeway and front facing the picnic pavilion approximately 100 yards away.
- Vendors: Food Sales, craft show and children-oriented activities
- Ticket Sales: Price is currently undecided, but estimated entry fee is \$15-\$20 which would include a logo mug and four tickets for beer (which will likely include either one full beer or four tastings).

ADDITIONAL REQUESTS

- The Club would like parking allowed in the Corriganville lot (approximately 160 spaces) and along the access road by the railroad tracks.
- Additionally, the Club is asking for a special exemption to allow parking in the "Silvertown" area. Staff has reservations about this request.
- The Club would like the security requirement met by Rotary members and Explorer Scouts rather than assigned District Rangers. Staff also has reservations about this request.

CONDITIONS OF USE

Should the Board determine this proposed use of this Park site is acceptable, staff recommends the following conditions be imposed:

- Layout diagram to be submitted by June 1, and subject to RSRPD approval and/or changes.
- ABC License and City of Simi Valley Special Event Permit approval required (this would probably include an "enclosure" identifying the area within the park where the consumption of alcohol will be allowed).
- An insurance certificate and hold harmless agreement naming the Rancho Simi Recreation and Park District as additionally insured in an amount not less than \$1 million.
- Business and residents on Smith Road notified of event no less than one week prior to the event (City Special Event Permit may require additional notifications). Additionally, notification to Hopetown HOA required no later than 30 days prior to event.
- Permit holder to assist with, and take primary responsibility for, trash can collection(s) during event and provide for additional bins as necessary.
- Permit holder to provide, and pay at own expense, adequate Port-a-Potties and servicing.
- Driving of vehicles "off road" is subject to staff approval. Use of own electric vehicle or Gator is allowed.
- Security - staff would recommend two Rangers during the entire event, including 1.5 hrs prior to starting time and 30 minutes after end time.
- Smoking is not permitted anywhere within Corriganville Park.
- No parking on Smith Road. Parking attendants required on road and overflow lot.
- Park is closed at dusk. Any and all clean-up and set-up time must be completed between the hours of 6:00 am and 8:30 pm on the day of the event.
- 63 decibel limit at park boundaries.
- No event set-ups under canopies of Oak trees.
- Craft show vendor "rules", and Rotary plan of craft show "supervision" to meet with RSRPD approval.
- Permittee to acknowledge that access to trails and restroom(s) will remain open to the public during reservation period.

STANDARD CORRIGANVILLE RATES

Service organizations, such as Rotary Club of Simi Sunset, fall into our Classification 2 rate schedule. Published Class 2 rates for Corriganville Park use are:

	10 am-8 pm <u>(3 Reservation Periods)</u>
Silvertown Area	\$ 150
Picnic Pavilion	\$ 230
Sherwood Forest	\$ 150
Camp Rotary Campground	\$ 100 + \$50 Friday
Alcohol Fee	\$ 70
Sales Fee	\$ 70
Moonbounce Fee	<u>\$ 10</u>
Sub Total Additional Fees with no Rangers:	\$ 830
Ranger Coverage: \$35/hour x 2 Rangers x 12 hrs. each =	<u>\$ 840</u>
Total With Rangers:	<u><u>\$ 1,670</u></u>

(As a comparison, Kiwanis Lobster Fest is charged \$720 for use of Rancho Tapo Community Park, an event for which rangers were not required, due to the nature of the event.)

BOARD ACTION

Consider for approval the Rotary Club of Simi Sunset's request for Use of District Facilities to hold the "Santa Susana MicroBrew and Music Festival" at Corriganville Park, under the stated Conditions of Use and standard Policy Manual Fees and Charges, and provide appropriate direction to staff. Staff recommends, should approval be granted, that it be for this year's event only. This is meant to require the District to review and consider the viability and impacts of the event at this location in the future.



Doug Gale, Administrator
Recreation & Leisure Services