

City of National City ■ Neighborhood Services Department 1243 National City Boulevard ■ National City, CA 91950 (619) 336-4364 ■ fax (619) 336-4217 www.nationalcityca.gov

### **Special Event Application**

Type of Event  X Fair/Festival Parade/March Walk or Run Concert/Performance			
TUP Sporting Event Other (specify)			
Event Name & Location  Butterfly Release Project  Event Title		_	
Kimball Park  Event Location (list all sites being requested)		-	
Event Times			
Set-Up Starts 0800 am Saturday Date 10/01/2022 Time Day of Week	Neighbor	A	
Event Starts 10am Saturday Date 10/1/2022 Time Day of Week	Neighborhood Services Department Cay of National City	AUG 15	RECEIVED
Event Ends 5pm Saturday Date 10/01/2022 Time Day of Week	эз Дератте э Сеу	RECID	VED
Breakdown Ends 6:30pm Saturday Date 10/01/2022 Time Day of Week	5		
Applicant Information  Shanelle D. Johnson Applicant (Your name)  Event Coordinator (if different from applicant)  Sponsoring Organization		seling —	Cente
1925 Euclid Ave, Suite 108, San Diego, CA 92105		_	
Day PhoneAfter Hours Phone619-219-4260	303044	.9 	
Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (in attorney's fees) and causes of action of any character which the City, its officers, employees and agents may sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bod to or death of any persons (including but not limited to the employees, subcontractors, agents and invesch party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any City punder this agreement to the extent permitted by law.	ncludin ay incu ily injur vitees o	g r, y of	
Applicant understands this TUP/special event may implicate fees for City services, which will have to be paid City's Finance Department 48 hours prior to the event set-up. The undersigned also understands and accep City's refund policy for application processing and facility use and that fees and charges are adjusted annual are subject to change.	ts the ly and		
Signature of Applicant:Date			

Special Event Application (continued) Please complete the following sections with as much detail as possible since fees and requirements are based on the information you provide us.
Fees/Proceeds/Reporting
Is your organization a "Tax Exempt, nonprofit" organization? Yes X No
Are admission, entry, vendor or participant fees required? Yes $\overline{\mathbb{X}}$ No $\overline{\mathbb{X}}$
If YES, please explain the purpose and provide amount (s):  The event is free to the community. The vendor fee is \$75.00 for food vendors and/or vendors selling products
and \$50.00 for vendors offering services.
\$Estimated Expenses for this event.  5000 \$What is the projected amount of revenue that the Nonprofit Organization will receive as a result of this event?  Description of Event
X First time event Returning Event X include site map with application
Note that this description may be published in our City Public Special Events Calendar: The Butterfly Release Project is a family fun event designed to increase mental health awareness for
communities of color.
Estimated Attendance

200

\_\_\_\_\_ Anticipated # of Spectators: \_\_\_\_

100

Anticipated # of Participants:

Traffic Control, Security, First Aid and Accessibility
Requesting to close street(s) to vehicular traffic? Yes No X
List any streets requiring closure as a result of the event (provide map):
Date and time of street closure:Date and time of street reopening:
Other (explain)
Requesting to post "no parking" notices? Yes No X
Requested "No Parking" on city streets and/or parking lots (list streets/parking lots) (provide map):
Other (explain)
Security and Crowd Control  Depending on the number of participants, your event may require Police services.
Please describe your procedures for both Crowd Control and Internal Security:  We have partnered with two community agencies that are able to provide crowd control for this event.
Have you hired Professional Security to handle security arrangements for this event?  Yes No X If YES, name and address of Security Organization
Security Director (Name):Phone:
If using the services of a professional security firm and the event will occur on City property, please provide a copy of its insurance certificate, evidencing liability with limits of at least \$1 Million dollars per occurrence/\$2 Million dollars aggregate, as well as and additional insured endorsement naming the City of National City, its officers, employees, and agents as additional insureds. Evidence of insurance must be provided by the vendor or its insurer to the Neighborhood Services Department at the time of submission.
Is this a night event? Yes No X If YES, please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators:

FIRST AIG.
Depending on the number of participants, your event may require specific First Aid services. First aid station to be staffed by event staff? Yes X No First aid/CPR certified? Yes X No
First aid station to be staffed by professional company. ▶ Company Positive Thinking CPR
If using the services of a professional medical organization/company and the event will occur on City property, please provide a copy of its insurance certificate, evidencing liability with limits of at least \$1 Million dollars per occurrence/\$2 Million dollars aggregate, as well as and additional insured endorsement naming the City of National City, its officers, employees, and agents as additional insureds. Evidence of insurance must be provided by the vendor or its insurer to the Neighborhood Services Department at the time of submission.
Accessibility
Please describe your Accessibility Plan for access at your event by individuals with disabilities:  The event will use the Accessibility Plan of Kimball Park as is.
Elements of your Event
Setting up a stage? Yes No X
Requesting City's PA system
Requesting City Stage; if yes, which size? Dimensions (13x28) Dimensions (20x28)
Applicant providing own stage  (Dimensions)
Setting up canopies or tents?
# of canopies size
No canopies/tents being set up

Setting up tables and chairs?		
Furnished by Applicant or Contractor		
20 # of tables No tables being	g set up	
160 # of chairs No chairs being	g set up	
(For City Use Only) Sponsored Events – Does n	ot apply to co-sponsored	l events
# of tables No tables being	g set up	
# of chairs No chairs being	g set up	
Contractor Name		
Contractor Contact InformationAddress	City/State	Phone Number
Setting up other equipment?  Sporting Equipment (explain) volleyball net		
Other (explain)		
Not setting up any equipment listed above at ev		
Having amplified sound and/or music? Yes	No	
PA System for announcements	layer or DJ music	
Live Music > Small 4-5 piece live band	▶ Large 6+ pie	ece live band
Other (explain) DJ and speaker		
If using live music or a DJ. ► Contractor Name		
Address	City/State	Phone Number

ocuSign Envelope ID: 9BA7AAB3-0AE0-4FCC-83CC-328E29E22C03
Using lighting equipment at your event? Yes No X
Bringing in own lighting equipment
Using professional lighting company ► Company Name
Address City/State Phone Number
Using electrical power? Yes No Using Kimball Park Bowl Lighting (from to)
Using on-site electricity For sound and/or lighting For food and/or refrigeration
X Bringing in generator(s) For sound and/or lighting For food and/or refrigeration
Vendor Information
PLEASE NOTE: You may be required to apply for a temporary health permit if food or beverages are sold of given away during your special event. Also see 'Permits and Compliance' on page 8 in the Special Event Guide. For additional information on obtaining a temporary health permit, please contact the County of San Diego Environmental Health at (619) 338-2363.
Having food and non-alcoholic beverages at your event? Yes X No No 10
x Vendors preparing food on-site ▶ #▶ Business License #
If yes, please describe how food will be served and/or prepared:
If you intend to cook food in the event area please specify the method: Food Truck  GAS X ELECTRIC X CHARCOAL X OTHER (Specify):
Vendors bringing pre-packaged food ▶ # 10     Business License # 20
X Vendors bringing bottled, non-alcoholic beverages (i.e., bottled water, can soda, etc.) ► #
X Vendors selling food # Business License #(s)
X Vendors selling merchandise # ▶ Business License #(s)
Food/beverages to be handled by organization; no outside vendors
Vendors selling services # ▶ Business License #(s)
► Explain services
X Vendors passing out information only (no business license needed) #
➤ Explain type(s) of information
No selling or informational vendors at event

Having children activities? Yes 🗴 No	
requires commercial liability insurance with dollars aggregate. In addition, the City of Na pursuant to a separate endorsement, which Risk Manager, along with the Certificate of I should be filed out at least one week prior to	ps are provided at the event, The City of National City limits of at least \$1 Million dollars per occurrence/\$2 Million tional City must be named as an Additional Insured shall be provided by the vendor or its insurer to the City's nsurance, for approval prior to the event. The application the event. For questions or to obtain a copy of the Engineering/Public Works Department at (619) 336-4580.
X Inflatable bouncer house # 2-3	Rock climbing wall Height
X Inflatable bouncer slide #	Arts & crafts (i.e., craft making, face painting, etc.)
Carnival Rides	Other
Having fireworks or aerial display? Yes	
Vendor name and license #	
Dimensions	Duration
Number of shells	Max. size
National City requires commercial liability ins occurrence/ \$4 Million dollars aggregate. In a Additional Insured pursuant to a separate eninsurer to the City's Risk Manager, along with event. Depending on the size and/or nature	nother aerial display is planned for your event, The City of surance with limits of at least \$2 Million dollars per addition, the City of National City must be named as an dorsement, which shall be provided by the vendor or its in the Certificate of Insurance, for approval prior to the of the fireworks display, the City reserves the right to st also obtain a fireworks permit from the National City Fire
Arranging for media coverage? Yes X	No
X Yes, but media will not require special set	-up

#### Event Signage

PLEASE NOTE: For City sponsored or co-sponsored events, banners publicizing the event may be placed on the existing poles on the 1800 block and 3100 block of National City Boulevard. The banners must be made to the City's specifications. Please refer to the City's Special Event Guidebook and Fee Schedule for additional information.

Are you planning to have signage at your event? Yes X No
Yes, we will post signage # Dimensions
Yes, having inflatable signage #► (complete Inflatable Signage Request form) 4-6
Yes, we will have banners #Urban Restoration Counseling Center - Butterfly Release Project
What will signs/banners say?  We will use retractable banners
How will signs/banners be anchored or mounted?see map of areasee map of area
Waste Management
PLEASE NOTE: One toilet for every 250 people is required, unless the applicant can show that there are sufficient facilities in the immediate area available to the public during the event.
Are you planning to provide portable restrooms at the event? Yes X No
If yes, please identify the following:
► Total number of portable toilets:
➤ Total number of ADA accessible portable toilets:
Contracting with portable toilet vendor. ►
▶ Load-in Day & Time ► Load-out Day & Time
Portable toilets to be serviced. ▶ Time
Set-up, Breakdown, Clean-up
Setting up the day before the event?
Yes, will set up the day before the event. ▶ # of set-up day(s)
No, set-up will occur on the event day
Requesting vehicle access onto the turf?
Yes, requesting access onto turf for set-up and breakdown (complete attached Vehicle Access Request form)
X No vehicles will load/unload from nearby street or parking lot.

NPDES-Litter Fence
City to install litter fence
Applicant to install litter fence
N/A
Breaking down set-up the day after the event?
Yes, breakdown will be the day after the event. ▶ # of breakdown day(s)
X No, breakdown will occur on the event day.
How are you handling clean-up?
Using City crews
Using volunteer clean-up crew during and after event.
Using professional cleaning company during and after event.
Miscellaneous
Please list anything important about your event not already asked on this application:

Please make a copy of this application for your records. We do not provide copies.



# Special Events Pre-Event Storm Water Compliance

## Checklist

I. Special Event Information			
Name of Special Event: Butterfly Release Project			
Name of Special Event: 1925 Euclid Ave, Suite 108, San Diego, Ca  Event Address: 92105 Shapelle D. Johnson Standard Francisco	. 200		
Event Address: 92105	endees:	240 4260	
92105  Event Host/Coordinator: Shanelle D. Johnson Phone I	Number: 619	-219-4200	
II. Storm Water Best Management Practices (BMPs) R	eview		
II. Storm water best management Fractices (bin 5) it	YES	NO	N/A
Will enough trash cans provided for the event?			
	$\parallel$ $\times$ $\parallel$		
Provide number of trash bins: 15			
Will enough recycling bins provided for the event?			1
Provide number of recycle bins: 10	X		
Will all portable toilets have secondary containment trays? (exceptions			
for ADA compliant portable toilets)			
		L	L
B. III at any district house seven as to to remove with must and to track and debries			
Do all storm drains have screens to temporarily protect trash and debris from entering?			
	L		L
Are snill cleanup kits readily available at designated spots?			

<sup>\*</sup> A Post-Event Storm Water Compliance Checklist will be completed by City Staff.

### **City of National City**

# PUBLIC PROPERTY USE HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Persons requesting use of City property, facilities or personnel are required to provide a minimum of \$1,000,000 combined single limit insurance for bodily injury and property damage which includes the City, its officials, agents and employees named as additional insured and to sign the Hold Harmless Agreement. Certificate of insurance must be attached to this permit. The insurance company issuing the insurance policy must have a A.M. Best's Guide Rating of A:VII and that the insurance company is a California admitted company; if not, then the insurance policy to the issuance of the permit for the event. The Certificate Holder must reflect:

City of National City Risk Management Department 1243 National City Boulevard National City, CA 91950

**Urban Restoration Counseling Center** Organization: Shanelle D. Johnson Person in Charge of Activity: 1925 Euclid Ave, Suite 108, San Diego, CA 92105 Address: 619-648-1158 10/01/2022 Date(s) of Use: Telephone:\_\_\_\_\_ **HOLD HARMLESS AGREEMENT** As a condition of the issuance of a temporary use permit to conduct its activities on public or private property, the undersigned hereby agree(s) to defend, indemnify and hold harmless the City of National City and the Parking Authority and its officers, employees and agents from and against any and all claims, demands, costs, losses, liability or, for any personal injury, death or property damage, or both, or any litigation and other liability, including attorney's fees and the costs of litigation, arising out of or related to the use of public property or the activity taken under the permit by the permittee or its agents, employees or contractors. Signature of Applicant: Vice President Date: Official Title: For Office Use Only Date Certificate of Insurance Approved



Legend @@ Porta Potty

# City of National City BUSINESS TAX CERTIFICATE



2022

TO BE POSTED IN A CONSPICUOUS PLACE AND NOT TRANSFERABLE OR ASSIGNABLE

"For Services Provided in National City, California Only"

**Business Name** 

URBAN RESTORATION COUNSELING CENTER

Rusiness Location

1925 EUCLID AVE STE 108 SAN DIEGO, CA 92105-5396

Business Owner(s)

SHANELLE D. JOHNSON

URBAN RESTORATION COUNSELING CENTER 1925 EUCLID AVE STE 108 SAN DIEGO, CA 92105-5396

Effective Date

Expiration Date

**Account Number** 

**Business Type** 

Exempt / Non-Profit 09051554

October 01, 2022

December 31, 2022

City Manager

NOTE: IT IS YOUR OBLIGATION TO RENEW THIS CERTIFICATE WHETHER OR NOT YOU RECEIVE A RENEWAL NOTICE

For all inquiries regarding this certificate, contact HdL Business Tax Support Center at (619) 382-2596.

THIS BUSINESS TAX CERTIFICATE DOES NOT PERMIT A BUSINESS THAT IS OTHERWISE PROHIBITED.

#### URBAN RESTORATION COUNSELING CENTER

Thank you for your payment on your National City Business Tax Certificate. ALL CERTIFICATES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST. If you have questions concerning your business license, contact the Business Support Center via email at: NationalCity@HdLgov.com or by telephone at: (619) 382-2596

Keep this portion for your license separate in case you need a replacement for any lost, stolen, or destroyed license. A fee may be charged for a replacement or duplicate certificate.

This certificate does not entitle the holder to conduct business before complying with all requirements of the National City Municipal code and other applicable laws, nor to conduct business in a zone where conducting such business violates law.

If you have a fixed place of business within the National City, please display the Business Tax Certificate below in a conspicuous place at he premises. Otherwise, every Business Tax Certificate holder not having a fixed place of business in the City shall keep the Business Tax Certificate upon his or her person, or affixed in plain view any cart, vehicle, van or other movable structure or device at all times if required by the Collector.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: https://www.dca.ca.gov/publications/



BUSINESS TAX CENTER 8839 N CEDAR AVE #212

SUPPO DIE

City of National City
BUSINESS TAX CERTIFICATE

URBAN RESTORATION COUNSELING CENTER 1925 EUCLID AVE STE 108 SAN DIEGO, CA 92105-5396 **Account Number:** 

09051554

Date of Issue:

10/01/2022



OP ID: JCL



DATE (MM/DD/YYYY)

04/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED

REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

lf th	SUBROGATION IS WAIVED, subject is certificate does not confer rights to	to the	e tei certi	ms and conditions of th	e polic	y, certain po orsement(s)	olicies may r	equire an endorsement.	. A st	atement on
	DUCER			-391-3001	CONTAC	T Jennifer	Lail			
Spri	nabrook Insurance Agency				NAME: PHONE (A/C, No, Ext): 858-391-3001  FAX (A/C, No): 858-391-3010					1-3010
	50 Treena Street Suite 101				E-MAIL	, Exiliennifer@	epringbro			· · · · · · · · · · · · · · · · · · ·
San Diego, CA 92131.2435 Russell Lail					ADDRES		-	IDING COVERAGE		NAIC#
					INSURE			nce Alliance		10023
เพรบ	RED				INSURE	RB:				
Urha	an Restoration Counseling Center Euclid Ave, Suite 108				INSURE	RC:				
San	Diego, CA 92105				INSURE	RD:				
					INSURE	RE:				
					INSURE	RF:				
CO	VERAGES CER	TIFIC	ATE	NUMBER:				REVISION NUMBER:		
TI IN	HIS IS TO CERTIFY THAT THE POLICIES DICATED. NOTWITHSTANDING ANY RE ERTIFICATE MAY BE ISSUED OR MAY I KCLUSIONS AND CONDITIONS OF SUCH	QUIR PERT	EMEI AIN	NT, TERM OR CONDITION THE INSURANCE AFFORDI	OF ANY	/ CONTRACT THE POLICIE:	OR OTHER I S DESCRIBED	DOCUMENT WITH RESPEC	T TO	WHICH THIS I
	TOTAL OF INDURANCE	ADDL INSD	SUBR	POLICY NUMBER	DELIV	POLICY EFF (MM/DD/YYYY)	POLICY EXP	LIMITS	•	
INSR LTR	TYPE OF INSURANCE  X COMMERCIAL GENERAL LIABILITY	INSD	W√D	FOLIOT NOMBER		(MM/JUD/YYYY)		EACH OCCURRENCE		1,000,000
~	CLAIMS-MADE X OCCUR			202268632		05/08/2022	05/08/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	¢	500,000
	CLANIO-WADE A OCCUR			ZVZZUUUJ4		V010012022	UUI VUI AU AU		\$	20,000
								MED EXP (Any one person)	\$	1,000,000
								PERSONAL & ADV INJURY	\$	3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						i	GENERAL AGGREGATE	\$	3,000,000
	X POLICY PROT LOC							PRODUCTS - COMP/OP AGG	\$	1,000,000
	OTHER:						<del></del>	COMBINED SINGLE LIMIT	\$	.,,,,,,,,
	AUTOMOBILE LIABILITY							(Ea accident)	\$	
	ANY AUTO OWNED AUTOS ONLY AUTOS							BODILY INJURY (Per person)	\$	
	F 7							BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	<u> </u>	
	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY							(Per accident)	\$	
Α	X UMBRELLA LIAB X OCCUR							EVOLLO CONTROCTION	\$	1,000,000
Α	<u>├</u>			202268632 - FORM FOLL	ows i	05/08/2022	05/08/2023	EACH OCCURRENCE	<u></u> \$	<del></del>
		-					+	AGGREGATE	\$ •	
	DED RETENTIONS							PER OTH- STATUTE ER	J	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							E.L. EACH ACCIDENT	s	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA EMPLOYEE	•	
	if yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	•	
	DESCRIPTION OF OPERATIONS DOIOW							EIG DIGGIGE TOLIOT ENIT	· .	
										!
	CRIPTION OF OPERATIONS / LOCATIONS / VEHICL Proof of insurance***	LES (A	CORD	101, Additional Remarks Schedu	ie, may b	attached if mor	e space Is requir	ਚਰ <u>ੀ</u>		
CE	RTIFICATE HOLDER			BBAGEAE	CANO	ELLATION				
PROOFOF  ***Proof of Insurance***					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
					AUTHORIZED REPRESENTATIVE RUSSELLE Laif					



### NONPROFITS INSURANCE ALLIANCE OF CALIFORNIA (NIAC)

www.insurancefornonprofits.org

#### SCHEDULE A - SCHEDULE OF UNDERLYING INSURANCE

POLICY NUMBER: 2022-68632-UMB CONTROL NUMBER: 68632

NAME OF INSURED: Urban Restoration Counseling Center

T	PE OF POLICY	APPLICABLE LIMITS		INSURER POLICY #	APPLICABLE PERIOD
(A)	Automobile Liability Business Auto	Bodily Injury and Property Damage Combined Single Limit Uninsured/Underinsured Motorist	N/A N/A		
(B)	Commercial General Liability	Each Occurrence Limit General Aggregate Limit Products/Completed Operations Aggregate Limi Personal & Advertising Injury Limit Damage to Premises Rented to You (any one premises)	\$1,000,000 \$3,000,000 \$3,000,000 \$1,000,000 N/A	NIAC 2022-68632	05/08/2022 to 05/08/2023
			ncludes Terroris	sm Coverage - Certifie	ed Acts)
(C)	Social Service Professional Liability	Each Event Limit Aggregate Limit (D	\$1,000,000 \$3,000,000 Ooes not include	NIAC 2022-68632 e:Terrorism Coverage	05/08/2022 to 05/08/2023 - Certified Acts)
(D)	Standard Workers Compensation & Employers Liability	Coverage B - Employers Liability  Bodily Injury by Accident	N/A N/A N/A	Each Accident Each Employee Policy Limit	
(E)	Improper Sexual Conduct and Physical Abuse	Each Occurrence Limit	N/A N/A		
(F)	Directors' And Officers'	Each Wrongful Act Limit Aggregate Limit	N/A N/A		
(G)	Liquor Liability	Each Common Cause Limit	\$1,000,000 \$1,000,000 ncludes Terroris	NIAC 2022-68632 sm Coverage - Certifie	05/08/2022 to 05/08/2023 ed Acts)
(H)	Employee Benefits Liability	Each Employee	N/A N/A		2