



Monterey County

Board Order

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066

Upon motion of Supervisor Salinas, seconded by Supervisor Parker and carried by those members present, the Board of Supervisors hereby:

- a. Approved a one-time Concession Agreement for Special Events between The Do LaB, LLC, and the County of Monterey to produce the Lightning in a Bottle Arts & Music Festival event at the Lake San Antonio North Shore on May 22nd-26th, 2014; and
- b. Authorized the Chair of the Board to sign the Agreement.

PASSED AND ADOPTED on this 11th day of March 2014, by the following vote, to wit:

AYES: Supervisors Calcagno, Salinas and Parker

NOES: None

ABSENT: Supervisors Armenta and Potter

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 77 for the meeting on March 11, 2014.

Dated: March 13, 2014
File Number: 14-192

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By

Deputy

CONCESSION AGREEMENT
FOR
SPECIAL EVENTS

Dates of Event: May 22-26, 2014

This agreement by and between the County of Monterey, hereinafter called "COUNTY", and The Do LaB LLC, hereinafter called "CONCESSIONAIRE,"

WITNESSETH:

1. CONCESSIONAIRE desires to secure from the COUNTY certain rights and privileges and to conduct the following described activity upon certain premises: Lightning in a Bottle Arts & Music Festival; to be held at the location described below, beginning on May 22, 2014 and ending on May 26, 2014.

2. COUNTY hereby grants to the CONCESSIONAIRE the right to occupy the space(s) described below for the purposes hereinafter set forth, subject to the terms and conditions of this agreement, including Exhibits A-E, attached hereto and incorporated herein by this reference:

Lake San Antonio North Shore – as delineated more specifically on the attached map (Exhibit E)

CONCESSIONAIRE will have access to all areas beginning on Monday, May 12th for set up and concluding Friday, May 30th. All facilities are provided on an "as is" basis.

3. The purposes of occupancy shall be limited to: Activities directly associated with the Lightning in a Bottle Arts & Music Festival event.

4. CONCESSIONAIRE agrees to pay to COUNTY for the rights and privileges hereby granted the amounts and in the manner set forth below:

A flat fee of \$150,000.00 for site rental; personnel costs, including Park Aide services and Park Ranger overtime; trash dumpsters and hauling service; cleaning and servicing of Parks-owned permanent restroom buildings; use of three (3) cottages; and all utilities. Non-refundable deposit of \$25,000.00 is due on March 17, 2014. If the event is cancelled through no fault of COUNTY, the deposit shall be retained by COUNTY. If the event proceeds as planned, the deposit amount shall be applied to the balance due. A payment of \$50,000.00 is due on April 14, 2014, and the balance of \$75,000.00 is due on May 12, 2014.

5. CONCESSIONAIRE agrees to deposit with COUNTY a cash bond in the amount of \$20,000.00 to guarantee payment of:

- a) any money which may be payable to COUNTY under this agreement;
- b) any damage to park property;
- c) utility charges, if any;
- d) removal by COUNTY of such of CONCESSIONAIRE'S personal property as may be left on the premises in violation of terms of this agreement; and
- e) cost to COUNTY of restoring premises occupied and left by CONCESSIONAIRE in unsatisfactory condition.

6. A Special Use Event Application, attached to this agreement, has been completed and submitted by the CONCESSIONAIRE to the COUNTY at least two (2) weeks prior to the execution of this agreement. This aforementioned application includes the reasons why the proposed event is considered compatible with the use of the County Parks System, list of fees and charges proposed, methods for collecting special use fees, maximum attendance at event, methods of limiting attendance, estimated gross receipts, items to be sold at said event, individual(s) responsible for event, parking arrangements, fire and police protection, etc. Execution of this agreement constitutes an approval of the Special Use Event Application, Exhibit A, attached and all statements therein made become a part of the terms and conditions of this agreement.

7. The CONCESSIONAIRE agrees that any authorized representative of COUNTY shall have access to said premises at all times.

8. CONCESSIONAIRE's GENERAL OBLIGATIONS.

- a) CONCESSIONAIRE shall complete a Special Event Application and a Concession Agreement for Special Events (Exhibit "A") and all required plans and approvals, approved by the Director of Parks, for each event at least 60 days prior to the event.
- b) CONCESSIONAIRE shall not commit or permit any injury or damage to any part of the Lake San Antonio North Shore, or its appurtenances nor any waste thereon. All property utilized by CONCESSIONAIRE in the course of the operations contemplated hereby shall be returned to COUNTY in the same condition or repair after each program use, reasonable wear and tear excepted.
- c) CONCESSIONAIRE shall promptly arrange and pay to have repairs made for any damage to the Lake San Antonio North Shore facilities arising out of CONCESSIONAIRE's operation hereunder. CONCESSIONAIRE will complete all environmental repairs, as agreed to with Parks Department representatives, within 14 days following the event.
- d) CONCESSIONAIRE, its agents, employees, and patrons shall be bound by all existing federal, state, and county laws, ordinances, regulations and use permits that apply to Lake San Antonio North Shore and CONCESSIONAIRE's operations.
- e) CONCESSIONAIRE, shall be responsible for and promptly pay all taxes and assessments of any kind whatsoever assessed or levied for the use of the premises, including but not limited to a taxable possessory interest if one is created by this Agreement. The payments of any such taxes, assessments or charges shall not constitute cause for modification of fees payable by CONCESSIONAIRE to COUNTY pursuant to this use agreement.
- f) CONCESSIONAIRE shall be responsible for and promptly obtain all necessary licenses and permits to conduct the event, including but not limited to those licenses necessary for the public performance of music if applicable, and shall comply with all applicable federal, state, and local laws and regulations in the performance of this Agreement.

9. It is mutually agreed that this agreement and the privileges granted herein, or any part thereof, cannot be assigned or otherwise disposed of without the written consent of the COUNTY.

10. INDEMNITY AND HOLD HARMLESS. CONCESSIONAIRE shall indemnify, defend, and hold harmless the United States of America, County of Monterey and their officers, agents, and employees from and against any and all claims, liabilities, and losses whatsoever (including, but not limited to, damages to property and injuries to or death of persons, court costs, and attorney's fees) occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, service, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any participant, person, firm, or corporation for damage, injury, or death arising out of or connected with CONCESSIONAIRE's performance of this Agreement, and or the use of the road system and traffic circulation

roads within the Lake San Antonio North Shore, and the public performance of music, unless such claims, liabilities or losses arise out of the sole negligence, gross negligence or willful misconduct of the United States of America or the COUNTY. " CONCESSIONAIRE's performance" includes CONCESSIONAIRE's action or inaction and the action or inaction of CONCESSIONAIRE's officers, employees, agents, and subcontractors. Without limiting CONCESSIONAIRE'S indemnification, it is agreed that CONCESSIONAIRE shall maintain in force at all times during the performance of this agreement a policy or policies of insurance covering all of its operations and in the amounts and according to the terms and conditions set forth in Exhibit B attached hereto and made a part of this agreement by this reference.

11. RELATIONSHIP. Neither party hereto is the agent of the other and neither party shall have the right to act for or on behalf of the other or bind the other in any manner whatsoever. Neither party shall be responsible for any debts, obligations, or expenses incurred by the other party, whether or not in connection with the event contemplated hereby in the absence of written approval thereof in advance. CONCESSIONAIRE shall clearly establish at all times during the terms hereof that COUNTY is merely permitting the use of the subject premises in accordance with the terms hereof and that COUNTY is not co-partner or otherwise liable or obligated for any cost, expenses, or CONCESSIONAIRE's conduct of same. The COUNTY makes no representation or warranty with respect to the suitability of Lake San Antonio North Shore for CONCESSIONAIRE activities conducted hereunder.

12. It is mutually understood and agreed that no alteration or variation of the terms of this agreement shall be valid, unless made in writing and signed by the parties hereto, and that no oral understandings or agreements not incorporated herein and no alterations or variations of the terms hereto, unless made in writing and signed by the parties hereto, shall be binding upon any of the parties hereto.

13. All Rules and Regulations set forth in Exhibit C, are hereby made a part of this agreement, and the CONCESSIONAIRE agrees that it has read this agreement and said Rules and Regulations and understands that they shall apply, unless amended by mutual consent in writing by the parties hereto.

14. In the event the CONCESSIONAIRE fails to comply in any respect with the terms of this agreement and the Rules and Regulations incorporated herein, all payments for this concession space shall be deemed earned and nonrefundable by the COUNTY, and the COUNTY shall have the right to reenter and use the space in any manner deemed in the best interests of the COUNTY.

15. NO REPRESENTATION OR WARRANTY OF FITNESS. CONCESSIONAIRE acknowledges that it has been advised by COUNTY that the conditions, facilities, and area in the Lake San Antonio North Shore which CONCESSIONAIRE is authorized to use in accordance with this agreement has not been represented as being fit for CONCESSIONAIRE 's intended use or for any particular use. CONCESSIONAIRE acknowledges that it has been advised to inspect the condition, facilities, and other areas CONCESSIONAIRE is permitted to use hereunder prior to the issuance of this agreement, and/or prior to CONCESSIONAIRE 's actual use from time to time. Based upon CONCESSIONAIRE 's personal inspection or upon CONCESSIONAIRE's right to inspect, CONCESSIONAIRE further acknowledges that the conditions, facilities, and other areas are safe and adequate for CONCESSIONAIRE 's intended use. CONCESSIONAIRE shall have exclusive use of this Lake San Antonio North Shore as described above during periods of time CONCESSIONAIRE is scheduled to use the facilities under this agreement. CONCESSIONAIRE shall be responsible for all equipment and for adequate safeguards for the protection of CONCESSIONAIRE and others.

16. This agreement is not binding upon the COUNTY until it has been duly accepted and signed by its authorized representative.

17. The COUNTY may at any time, by the COUNTY Auditor or an outside certified public accountant, conduct an audit, examination or review of the Annual Financial Statements of the CONCESSIONAIRE or any of its

subsidiary companies or operating divisions. The CONCESSIONAIRE being audited shall make available and provide any (and all) accounting and financial records to the auditor upon request. Such an audit, examination or review shall be at the expense of the COUNTY; provided, however, that should any audit, examination or review of the CONCESSIONAIRE'S records reveal an underpayment of more than three percent (3%) or any fee, tax or other amount due to the COUNTY under this Concession Agreement, the CONCESSIONAIRE shall bear the entire cost of the audit, examination or review.

18. Special Provisions: Four (4) pages of special provisions are incorporated in this agreement by this reference.

19. Plans: Four (4) pages of plans are incorporated in this agreement by this reference.

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties hereto the day and year first above written.

CONCESSIONAIRE

By 

Name Jason Flemming

Title Owner, The Do LaB

Address 4423 W. Jefferson Blvd.

Los Angeles, CA 90016

COUNTY OF MONTEREY

By 

Name Louis R. Calcagno

Title Chair, Monterey County Board of Supervisors

Address 168 W. Alisal Street

Salinas, CA 93901

ATTEST:

Attachments: Exhibit A Special Event Application
Exhibit B Special Event Insurance Requirements
Exhibit C Rules and Regulations Governing Concessions at Special Events
Exhibit D Plans
Exhibit E Site Map

Lightning in a Bottle Arts & Music Festival
Lake San Antonio North Shore
May 22-26, 2014

SPECIAL PROVISIONS

I. AGENCY CONTACT

- A. CONCESSIONAIRE is responsible for contacting and obtaining all necessary permits, authorizations, etc., from State, Federal, and appropriate County agencies. This may include, but is not limited to the, Fire District, California Highway Patrol, Federal Aviation Administration, Monterey County Public Health, CalTrans and Sheriff's Departments.
- B. CONCESSIONAIRE will furnish copies of all permits or authorizations from outside agencies, if appropriate, to the COUNTY at least two (2) weeks prior to the event.

II. FEES

- A. A cash bond of \$20,000.00 will be delivered to the Special Events Manager 30 days prior to your event. Cash bond must be in the form of a Cashier's Check. It will be deposited to a holding account and, if all conditions are met, will be returned within 120 days following the event.
- B. CONCESSIONAIRE will supply all staffing necessary to collect established fees for the event.
- C. CONCESSIONAIRE will provide COUNTY 100 admission passes per day for its guests and invitees for the Festival. Distribution will be as COUNTY sees fit and shall use discretion so as not to abuse the passes. All-access passes shall be provided to COUNTY for key personnel as provided in writing to CONCESSIONAIRE prior to the event.
- D. All fees and charges are due according to the following payment schedule:

\$25,000.00	First half deposit	Due March 17, 2014
\$50,000.00	Payment	Due April 14, 2014
\$20,000.00	Cash Bond	Due April 22, 2014
\$75,000.00	Balance	Due May 12, 2014
- E. In the event that the event is cancelled, CONCESSIONAIRE is responsible for all refunds that may apply, and will hold the COUNTY harmless as to any claims of anyone who has applied for refund of such pre-payment for such admission or to participate in the event.

III. CAMPING

CONCESSIONAIRE will provide a map showing camping areas per the Plans section of this agreement.

IV. PARKING AND TRAFFIC CONTROL

- A. Parking and traffic control within the park is the responsibility of the CONCESSIONAIRE during the event.

- B. All signage necessary to execute the Parking and Traffic Control Plan is the responsibility of the CONCESSIONAIRE. No directional or informational signs may be attached to permanent park signs.
- C. All traffic control devices, i.e., barricades, cones, etc., are the responsibility of the CONCESSIONAIRE. The PARKS DEPARTMENT will assist with these items as able.
- D. CONCESSIONAIRE will see that no chase vehicle or support vehicles will be driven on established lawn area or off-road areas within the park. To obtain access by any said vehicle to an off-road area within the park, CONCESSIONAIRE or his/her representatives will first contact the event ranger. All such vehicles shall have a pre-approved identification plaque.
- E. California Highway Patrol (CHP) or Monterey County Sheriff's Office will control traffic on highways as required for the event. CONCESSIONAIRE will contract with the appropriate agency.

V. CLEAN UP AND SANITATION

- A. Any areas considered private or not open to the public will be maintained by the CONCESSIONAIRE. In addition, all costs associated with such areas will be borne by the CONCESSIONAIRE.
- B. CONCESSIONAIRE shall provide chemical toilets for the event using the formula of one for every forty (40) campers or one for every one hundred twenty (120) day use attendees. Of those chemical toilets, one (1) in every ten (10) must be accessible. Chemical toilet provider shall also provide cleaning, stocking, servicing and pumping service. Cost of all chemical toilets and service is the responsibility of the CONCESSIONAIRE.
- C. COUNTY will maintain all permanent Parks-owned restroom facilities during the event, except those that are not open to the public. Permanent restroom facilities not open to the public will be the responsibility of the CONCESSIONAIRE.
- D. ***Trash and Litter Collection:*** COUNTY will provide you with a relatively litter and trash free event site. COUNTY will place trash and recycling containers and line each with plastic bag. At the conclusion of your event, COUNTY will pick-up all empty trash and recycling containers and return them to storage. CONCESSIONAIRE will be the responsible for all litter and trash control and recycling during event and cleanup after the event.
- E. The Monterey County HEALTH DEPARTMENT requires you to complete a Recycling Plan to recycle waste products generated by your event including plastic, aluminum, cardboard and cooking oils. Please consider methods by which this may be accomplished,

and include in your Sanitation Plan. Form will be provided by COUNTY.

- F. Dumpster(s) and hauling for the event will be provided by COUNTY as needed.
- G. ***Grey Water Disposal:*** It is the responsibility of the CONCESSIONAIRE to provide grey water disposal facilities for food vendors.
- H. ***Food Concession Hand Wash Facilities:*** It is the responsibility of the CONCESSIONAIRE to provide portable hand wash facilities in food concession areas.

VI. FACILITY DAMAGE

- A. Any changes or alterations to the park facilities or grounds must have prior written approval from the PARKS DEPARTMENT. All changes, alterations, or damage resulting from the CONCESSIONAIRE'S activities must be restored, repaired and/or replaced after the event to the satisfaction of the PARKS DEPARTMENT.
- B. ***Facility Inspections:*** The PARKS DEPARTMENT and a representative from the CONCESSIONAIRE will conduct a pre-event and post-event facility inspection of all facilities, grounds and areas to be used as part of the event.
- C. ***Erosion Control:*** Control measures to minimize potential erosion damage from event participants and spectators to the park grounds will be provided at the CONCESSIONAIRE'S expense: including temporary fencing around sensitive areas, security staff and signage of event areas as determined by the PARKS DEPARTMENT.
- D. Erosion damage will be repaired at the CONCESSIONAIRE'S expense under PARKS DEPARTMENT supervision no later than two weeks after the event. CONCESSIONAIRE will have equipment and materials, i.e., tools, seed, straw, on-site prior to the conclusion of the event.

VII. ADVERTISEMENT

- A. All brochures, flyers or posters, shall be approved by the PARKS DEPARTMENT prior to distribution to the public.
- B. All banners and signs and their method and location of display, must be approved by the PARKS DEPARTMENT.

X. MISCELLANEOUS

- A. CONCESSIONAIRE must furnish his/her own tables and chairs for the event. Only on-site picnic tables will be furnished by the County. All picnic tables, if moved for your event, must be returned to original locations after the event.
- B. PARKS DEPARTMENT must be furnished a list and location map of all vendors associated with your event no later than three (3) weeks prior to your event. This list must include food, merchandise and information vendors.

- C. CONCESSIONAIRE, its agents, employees, and patrons shall be bound by all existing federal, state, and county laws, ordinances, regulations and use permits that apply to Lake San Antonio North Shore and CONCESSIONAIRE's operations.
- D. CONCESSIONAIRE, shall be responsible for and promptly pay all taxes and assessments of any kind whatsoever assessed or levied for the use of the premises, including but not limited to a taxable possessory interest if one is created by this Agreement. The payments of any such taxes, assessments or charges shall not constitute cause for modification of fees payable by CONCESSIONAIRE to COUNTY pursuant to this use agreement.
- E. CONCESSIONAIRE shall be responsible for and promptly obtain all necessary licenses and permits to conduct the event, including but not limited to those licenses necessary for the public performance of music if applicable, and shall comply with all applicable federal, state, and local laws and regulations in the performance of this Agreement.

XI. SOUND

- A. COUNTY will provide personnel to monitor sound at the mixing board(s) if necessary to control sound. Maximum allowable decibel level is 105 dB, one hundred feet (100') in front of the stage.
- B. CONCESSIONAIRE shall give special attention to placement of tents, speakers, stages, etc., to keep sound directed away from local residents.
- C. Sound will be monitored by COUNTY personnel inside and outside the park as needed.

**COUNTY OF MONTEREY
PARKS DEPARTMENT**

SPECIAL USE EVENT APPLICATION

Date: ___ Nov. 25, 2013 _____

This application, when officially approved by a Concession Agreement for Special Events, signed by the Director of Parks or the Monterey County Board of Supervisors, will authorize

___ Dede Flemming The Do LaB LLC _____ as a concessionaire to make use of the
(Name of Applicant)

___ Lake San Antonio _____ for Lightning in a Bottle Art and Music Festival ___, on ___ North Shore
Lake San Antonio _____
(Area and/or Park Unit) (Specific Use) (Date)

from May 15 – May 29th 2014 ___, subject to the following conditions:

*please see additional attachments with detailed information on below questions.

1. Applicant will have not less than ___ 1500 _____ employees (staff, artists crew) and ___ 500 _____ volunteers in the Park unit during the period of this Special Use Event.
2. Applicant is to provide the following information:
 - a. Purpose of the proposed event, the necessity therefore, and the reason why it is considered as being compatible with the use of Monterey County Park system:

The park provides a unique layout for a gathering of this nature and size.

 - b. Area requested within the park: ___ North Shore event
area _____
 - c. List of event activities: ___ Music, yoga, workshops, performance,
camping _____

 - d. List of applicants proposed fees and charges for admission, vendor space, participation,
etc.: ___ tbd _____

- e. Plan and method for collecting special entrance fees at the park: We set up a box office away from the event grounds usually a few miles away. There people with get their wristbands and then make their way to the event grounds.
- f. Maximum number of people expected to attend the event at one time. (The County may limit maximum attendance at its discretion): 15,000
- g. Method of limiting attendance to the maximum number of persons permitted by the County: A parimeter will be established and once tickets are sold out people will not be admitted.
- h. Estimated gross receipts and net profit: \$2,000,000
- i. Proposed guaranteed minimum rents and/or proposed percentage of the gross income to be paid as rent to the County: TBD
- j. Method of garbage collection and disposal to be used: We work with local waste company to haul away garbage. Our internal team collects and sorts all trash, recycling and compost prior to local company collecting it.
- k. List of items to be sold during the event: Ice, beer, wine, clothing, food, art.
- l. Name of person in charge of the event and cell phone number: Dede Flemming 323-459-2690
- m. Proposed fire control measures and additional firefighting equipment to be furnished by applicant as required by the Director of Parks, his designee or the local fire marshal: We develop a fire plan with local fire authority to make sure we have necessary responsibilities taken care of.
- n. Proposed first-aid service to be supplied by applicant, including ambulance services, doctors or nurses: There is a full medical plan with Physicians, EMTs, Paramedics and nurses on site 24/7. We also work with independent ambulance service to assist.

- TBD

4. The Director of Parks or his designee may terminate any special event activity when he deems it is necessary for the safety and enjoyment of the public, for the protection of resources, or for violation of any rules and regulations of the County Park System.

REQUESTED BY:

~~(Signature)~~

~~Jason (Dede) Flemming~~

(Name)

Owner of The Do LaB

(Title)

Nov. 25, 2103

(Date)

4423 W. Jefferson Blvd.

(Address)

Los Angeles CA 90016

323-459-2690

(Phone)

COUNTY OF MONTEREY:

(Signature)

Michael C. Ferry

(Name)

Director of Parks/Chief Ranger

(Title)

(Date)

855 E. Laurel Dr., Bldg G

(Address)

Salinas, CA 93905

(831) 755-4895

(Phone)

SPECIAL EVENT INSURANCE ENDORSEMENTS

1. The County of Monterey, the United States of America, their officers, agents, and employees are named as additional insureds.
2. Permittee's Insurance is the primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the Permittee's insurance.
3. This Insurance Policy shall not be canceled or reduced without 30 days written prior notice to County of Monterey, Director of Parks.
4. Certificate of Insurance showing the existence of a policy or policies having the above-described limits with the above described endorsements must be delivered to County's Director of Parks prior to the beginning of the special event.

**MONTEREY COUNTY PARKS DEPARTMENT
INSURANCE REQUIREMENTS**

A. Evidence of Coverage:

1. Prior to commencement of this Agreement, Concessionaire shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition Concessionaire, upon request, shall provide a certified copy of the policy or policies.
2. This verification of coverage shall be sent to County's Parks Department's Special Events Manager, unless otherwise directed. Concessionaire shall not proceed with performance under this Agreement, and County shall have no liability, until Concessionaire has obtained all insurance required and such insurance documentation has been provided to and approved by County. This approval of insurance shall neither relieve nor decrease the liability of Concessionaire. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

B. Qualifying Insurers: All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Parks Department's Special Events Manager.

1. Insurance Coverage Requirements: Without limiting Concessionaire's duty to indemnify, Concessionaire shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:
2. Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
3. Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
4. Workers' Compensation Insurance, if Concessionaire employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.
5. Professional liability insurance, if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than

\$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the Concessionaire shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

C. Other Insurance Requirements:

1. All insurance required by this Agreement shall be with a company acceptable to County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date Concessionaire completes its performance of services under this Agreement.
2. Each liability policy shall provide that County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Concessionaire and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.
3. Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the Concessionaire's work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the Concessionaire's insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.
4. Prior to the execution of this Agreement by County, Concessionaire shall file certificates of insurance with the County's Parks Department's Special Events Manager, showing that Concessionaire has in effect the insurance required by this Agreement. Concessionaire shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

RULES AND REGULATIONS GOVERNING CONCESSION AT SPECIAL EVENTS

1. No concession will be allowed to open until all preliminary requirements herein set forth have been complied with.
2. CONCESSIONAIRE and his employees engaged in the operation of concessions where goods to eat or drink are sold shall wear suitable clothing; said garments to be kept clean and neat at all times. All CONCESSIONAIRE'S selling, dispensing or distributing food, beverages and other articles intended for human consumption shall at all times maintain pure, clean, adequate and wholesome stocks which must be kept from all contamination and handled, stored and served according to the standards as established by the State Department of Public Health.
3. CONCESSIONAIRE will conduct his business in a quiet and orderly manner; will deposit all rubbish, slop, garbage, tin cans, paper, etc., in receptacles provided by the COUNTY within said concession plot for such purpose, and will keep the area within and surrounding said concession free from all rubbish and debris.
4. All buildings, tents, or enclosures erected under the terms of the Concession Agreement shall have the prior written approval of the COUNTY and the local fire suppression authorities.
5. At least 48 hours prior to commencement of event, if requested, CONCESSIONAIRE will furnish the COUNTY with a list of all sale prices and other charges of any kind whatsoever to be charged by the CONCESSIONAIRE in said concession space(s) and agrees to revise such charges or prices as directed by the COUNTY, and during the period of the event to maintain the charges and prices so submitted or as so revised.
6. CONCESSIONAIRE will conduct the privileges granted in the Concession Agreement according to all the rules and requirements of the State Department of Public Health and local health authorities, and without infringement upon the rights and privileges of others and will not engage in any other business whatsoever upon or within said premises or park, except that which is herein expressly stipulated and contracted for herein; and will confine said transactions to the space and privileges provided in the Concession Agreement.
7. CONCESSIONAIRE will cause to be posted in a conspicuous manner at the front entrance to his concession, a sign showing the prices to be charged for all articles offered for sale to the public under the Concession Agreement.
8. CONCESSIONAIRE must, at his own expense, keep his concession space and adjacent area properly arranged and clean. Receptacles will be provided at appropriate locations to receive the CONCESSIONAIRE'S trash, and such trash must not be swept into the streets or any public space.
9. All sound-producing devices used by the CONCESSIONAIRE within or outside his concession space must be of such a nature and must be so operated as not to cause annoyance or inconvenience to his patrons, to other concessionaires, to exhibitors, or users of the park, and the decision of the COUNTY as to the desirability of any such sound-producing device shall be final and conclusive. Sound amplification equipment may be installed within or outside any

concession only by first obtaining written permission therefore from the COUNTY. Control of the amplification decibel level will be at the discretion of the COUNTY.

10. CONCESSIONAIRE agrees that there will be no games, gambling or any other activities within the confines of his concession space in which money is used as a prize or premium, and that he will not buy and/or permit "buy backs" for cash of any of his prizes or premiums given away to patrons in connection with the promotion of his concession. No illegal activities shall be conducted, and only ordinary and customary merchandizing methods shall be used. All methods of operation, demonstration, and sale shall be subject to the approval of the COUNTY and the local law enforcement officials.
11. CONCESSIONAIRE is entirely responsible for the space allotted to him and agrees to reimburse the COUNTY for any damage to property used in connection with the space allotted to the CONCESSIONAIRE, reasonable wear and tear excepted.
12. COUNTY shall assume no responsibility for loss or damage to the property of the CONCESSIONAIRE. Small articles easily removed or particularly fragile articles or displays should be put away for safekeeping by the CONCESSIONAIRE after the closing hour each night.
13. Each and every article of the concession and all boxes, crates, packing material and debris of whatsoever nature used in connection with the concession space shall be removed at CONCESSIONAIRE'S expense. It is understood that in the event of the CONCESSIONAIRE'S failure to vacate said premises as herein provided, unless permission in writing is first obtained, the COUNTY may and is hereby authorized to remove and store the concession and all other material of any nature whatever, at the CONCESSIONAIRE'S risk and expense, and the CONCESSIONAIRE shall reimburse the COUNTY for expenses thus incurred.
14. No CONCESSIONAIRE will be permitted to sell or dispose of alcoholic beverages on park grounds except in his concession space. No sales are to be made unless the CONCESSIONAIRE is therefore authorized in writing by the COUNTY and unless he holds a lawful license authorizing such sales on said premises.
15. All activities within the above-named park unit shall be at the direction of the Director of Parks or his designee.
16. Arrangements for advance preparations shall be made with the Director of Parks or his designee.
17. Rules and regulations of the County Park System shall be observed by the CONCESSIONAIRE, his employees, agents or contractors.
18. The use of the building, grounds (if any), shall be in strict accordance with the Concession Agreement as authorized by the Director of Parks and/or the Board of Supervisors of the County of Monterey. This provision particularly applies to activities which might create hazardous fire conditions.
19. Except during the event, the public shall have normal access to the area.

20. No structures or sets are to be built unless specifically provided for herein, and no shrubbery or trees are to be cut, trimmed or injured.
21. Fires will not be permitted except upon the specific approval of the Director of Parks or his designee and under his direction.
22. Vehicles operated by or under the control of the CONCESSIONAIRE will be parked in areas designated by the Director of Parks or his designee.
23. CONCESSIONAIRE will control all traffic and vehicles as directed by the Director of Parks or his designee.
24. CONCESSIONAIRE will maintain the permitted area in a clean and sanitary condition and will restore the area to the condition in which it was received.
25. CONCESSIONAIRE will repair any and all damage to the park unit or any COUNTY property which was a result of CONCESSIONAIRE'S activities as encompassed by this permit. The COUNTY will be the sole judge of the extent of the damages.
26. All safety orders of the Division of Industry Safety, Department of Industrial Relations, must be strictly observed.
27. Failure to the COUNTY to insist in any one or more instances upon the observance and/or performance of any of these rules and regulations shall not constitute a waiver of any subsequent breach of any such rules and regulations.
28. FAIR EMPLOYMENT PRACTICES. In the performance of this Agreement, the CONCESSIONAIRE will not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin or sex.

PLANS

- A. In order to help ensure that your event is successful from an operational standpoint, the County Parks Department, together with other agencies, may require that you develop and supply to us certain plans. These plans will address one or more of the following aspects of your event. They may be composed of, but are not limited to, maps, narrative descriptions, other agency correspondence, applications, licenses, etc. Plans required for your event are checked as follows:

<u>X</u>	a)	Site Development Plan
<u>X</u>	b)	Parking and Traffic Plan
<u>X</u>	c)	Communications Plan
<u>X</u>	d)	Sanitation Plan
<u>X</u>	e)	Camping Plan
<u>X</u>	f)	Medical Plan
<u>X</u>	g)	Security Plan
<u>X</u>	h)	Disabled Access Plan
<u>X</u>	i)	Animal Control Plan
<u>X</u>	j)	Recycling Plan

- B. It is possible that all required information may be contained on a single map with accompanying narrative descriptions. This determination will be dependent in large part on the size and complexity of your event.
- C. The following will give you some idea of what various plans are expected to contain. All items may not be applicable to your event.

I. SITE PLAN

This plan should be an overview of your entire activity area on a map. Elements of other plans may appear on this map. In addition, you may want to include some narrative descriptions. Your plan may include locations of:

- | | |
|----------------------------------|-----------------------------------|
| a) Stage(s) | i) Medical Services |
| b) Vendors Area | j) Communications Tent |
| c) Tents and their function | k) Alcohol Sales Location |
| d) Different Activity Areas | l) Drinking Water Locations |
| e) Entry Points (access control) | m) Permanent Restroom Locations |
| f) VIP Areas | n) Event Registration |
| g) Ticket Sales | o) Handicapped (Disabled) Parking |
| h) Parking Areas | p) Fuel Storage Area |

II. COMMUNICATIONS PLAN (A Narrative)

- A. ***Event Description*** - A brief statement stipulating what type of event is being conducted and estimates of attendance.
- B. ***Communications Coordinator*** - Identifies individuals responsible for coordinating special event communications. Should include contact phone numbers.
- C. ***Operational Period*** - Identifies specific period in which special event communications will be conducted. Should include dates and specific hours of operation.

- D. **Staffing** - Identifies who/what organization will be providing basic communication services for the planned special event. Should include a statement as to personnel training and level of experience.
- E. **Facilities** - Provides location and generalized description of communication facilities to be utilized during the event. Where will the dispatch center be located?
- F. **Interagency Coordination** - Identifies Monterey County public safety agencies and organizations that will be participating with the event organizers (e.g. - Sheriff, EMS, Fire District, California Highway Patrol, etc.).
- G. **Major Emergency Communications** - A statement regarding how the special event communications operation will interface with the County Public Safety Communications system in the event of a major emergency or disaster. An Incident Command Post must be established.
- H. **Frequencies** - A listing of frequencies to be used by site coordinators during the event. A list of radio call signs that will be used must be included should interagency coordination be required during a major emergency.
- I. **Emergency Contacts** - A listing of on-site phone numbers for contacting the event communications center and communication coordinators in the event of an emergency.
- J. **Special Information** - A statement providing special operational information relating to event communications.

III. MEDICAL PLAN

- A. A decision will be made based on the size and type of your event as to whether you must fill out a formal Medical Plan form for submittal to the County Office of Emergency Medical Services (EMS). If it is determined that this is required, you will be provided with the necessary form and instructions. Upon completion the form may be returned to the Parks Department for processing.
- B. If you are not required to submit an EMS Medical Plan, then a simple statement on your event application addressing the issue of First Aid will probably be adequate together with the First Aid station location on your Site Plan.

Medical Plan Approval by EMS: Required X Not Required

IV. PARKING AND TRAFFIC CONTROL PLAN

- A. List names of persons responsible for this aspect of your event together with their work schedules.
- B. On a map show the traffic plan patterns within the park at different stages of your event. You should differentiate between general traffic routes and VIP, vendor, or participant routes, if applicable.
- C. On a map denote the areas of the park to be parked, how they will be identified, and in what order they will be parked.
- D. Show any access control points, i.e., ticket sales, ticket check, will call, etc.
- E. If CHP or Sheriff's Department will be involved in this aspect of your event, so note together with their work schedules.

V. SANITATION PLAN

- A. The Sanitation Plan will be completed by the CONCESSIONAIRE.
- B. On a map show the location of various groupings of chemical toilets as you want them distributed. Show location of all permanent restroom facilities in the event area.
- C. The permanent facilities open to the public serving your event area will offset the number of chemical toilets that may be required for your event. The Parks Department will help you calculate the actual number of chemical toilets for your event.
- D. If your contract with the Parks Department requires that you pay for all chemical toilets and their servicing during your event, you may elect to use the vendor recommended by the Parks Department or hire your own. In any case, the name of the company, contact person, phone number, the date that chemical toilets will be moved into place per the Sanitation Plan and the date they will be moved back, should all be contained in your Sanitation Plan.

VI. CAMPING PLAN

- A. List names of persons responsible for this aspect of your event together with their work schedules.
- B. Using a map show the areas of the park to be camped, times and dates of occupancy and how you will identify different areas, i.e., "A" Camp, "B" Camp, VIP, vendors, overflow, etc.
- C. If campers are to be assigned to a particular site or area, how will this be accomplished? How many campers will occupy any given area?
- D. How will you deal with early arrivals for your event? How will you deal with campers occupying campsites when you take over? Some may plan to attend your event, others may not.

VII. SECURITY PLAN

There are two primary factors to the development of this plan.

- A. First, there are the security requirements that you will want for various aspects of your event (i.e., general crowd control, entry point management, equipment, vendor booths, alcohol sales, etc.). Pre and post event security for equipment, vehicles, vendor booths etc., should also be planned. Your plan should clearly state:
 - 1) The name(s) of persons responsible for this aspect of your event together with their work schedules and how they can be contacted.
 - 2) The total number of security personnel, their assignments, how they will be communicated with, how will they be identified, and their work schedules.
- B. Second, there are the security requirements that others will require of you in order for your application to be approved. Normally these requirements will come from the Parks Department and the Monterey County Sheriff's Department, who have jurisdiction within Monterey County Parks.
- C. The Parks Department may make a recommendation to the Sheriff's Department to accept your security plan as submitted or either the Parks Department or Sheriff's Department may require that you furnish additional security. This may be accomplished either by your furnishing additional volunteer security, hiring a private security company, hiring Sheriff personnel, or some combination of all three. In either case, the

determination of what is acceptable will lay with the Parks Department and the Sheriff's Department, with the Sheriff's Department having the final word. Should the Sheriff's Department or Parks Department require that one or more of their units be on site during your event, you are required to fill out an "Application for Special Police Protection". This form is available through the Sheriff's Department or Parks Department.

Application for Special Police Protection: Required X Not Required _____

VIII. DISABLED ACCESS PLAN

Your plan must describe, in narrative form, the numbers and locations of handicapped (disabled) parking and restrooms. (Parking and restroom must be shown on your Site Plan.) Your plan must also include narrative on disabled access to all areas of your event and how it will be accomplished.

IX. ANIMAL CONTROL PLAN

Your plan must address in narrative form the following: advertisement of restrictions, entrance control, vaccination verification, alternative to bringing pets in the park and a temporary holding facility. Other issues should be addressed as necessary.

X. COUNTY VEHICLE PASSES

Below is a facsimile of a vehicle pass that your event should honor. This pass is intended to allow access to various areas of the Laguna Seca Recreation facility by those who have official business within the park. It is in no way intended to circumvent the normal ticketing system associated with your event. Distribution of the pass will be strictly monitored by the Park Supervisor. All uniformed personnel in marked vehicles should be allowed access without a pass.

MONTEREY COUNTY PARKS DEPARTMENT
LAGUNA SECA RECREATION AREA

Date: _____

VEHICLE PASS

*Enter through Main Gate
(located on Highway 68)*

Persons in possession of this pass to conduct business within the boundaries of Laguna Seca Recreation Area and should be allowed to pass at no charge.

Issued To: _____ Destination: _____

Issued By: _____



