

January 16, 2017

RE: APPLICATION TO UTILIZE WRIGLEY STAGE

Dear applicant,

Thank you for your interest in coming to Catalina Island and utilizing Wrigley Stage. Enclosed is a permit application to utilize Wrigley Stage, a sample insurance form as well as a map of the City of Avalon showing the location of the stage. The City of Avalon & Community Services Department handles the scheduling of Wrigley Stage. The City of Avalon must approve all applications for use of the stage. The City of Avalon has designated Wrigley Plaza Stage for public entertainment only: No private or commercial uses are allowed, and the solicitation of tips and/or the sale of merchandise is not permitted.

Wrigley Stage is reserved on a first come, first served basis. Due to the expanded demand of the stage and the possibility of several requests for a single date, we suggest that you return both the permit application along with proof of insurance at the same time to guarantee your reservation. Your application will not be approved without proof of insurance. We ask that you carefully read the following guidelines.

**INSURANCE:**

Liability insurance in the amount stipulated on the sample insurance form (attached) is required for each event. The City of Avalon, its officers, agents and employees must be listed as additional insured.

**DEADLINES:**

Applications and proof of insurance must be received at the City of Avalon office, P.O. Box 707, Avalon, CA 90704 no later than three (3) weeks prior to the requested date of event. Be sure to sign the application. The contact person may differ from the authorized signature.

**CONFIRMATION:**

Once the City of Avalon has determined that the requested date is available, the proper insurance documents have been received, your group will receive a letter, phone call or fax of confirmation. Firm plans for the use of Wrigley Stage should not be made until approval has been confirmed.

**LENGTH & TIMES FOR PERFORMANCES:**

Maximum time allotted for use of Wrigley Stage is four (4) hours; this includes set-up and tear down time. Each group is allowed three (3) sets with time limits of 20-30 minutes per set and all must submit a written request explaining reasons for extended time sets. (I.e.; theatrical performances.)

**SOUND:**

The City of Avalon's noise ordinance provides that noise levels may not exceed 60 decibels monitored 100 feet from the source. Therefore, your cooperation is needed with respect to the volume of your activity. L.A. County Sheriff Department monitors the sound level. We ask that your organization comply with any directions to reduce the sound level should it be higher than the ordinance allows. Non compliance will result in immediate revocation of your permit and a citation may be issued. Efforts to direct the sound away from store fronts will be necessary.

**RULES AND REGULATIONS:**

The permit application is for Wrigley Stage only. Activities are restricted to the parameters of Wrigley Stage. Activities pertaining to the event will be restricted to the approved facilities. Upon conclusion of the activities, groups must leave the facilities clean. The cost of any damage or necessary clean up will be assumed by and billed to the applicant. Profane language or offensive communication, quarreling, fighting, or provocation to pedestrians and/or otherwise, possession and/or use of alcoholic beverages or drugs, or extreme noise will not be permitted. Responsible adults must be present at all times when groups of minors are using the facility. Non-compliance will result in immediate revocation of your permit and a citation may be issued.

**SPECIAL SERVICES:**

It is your responsibility to bring all of your own equipment needed for your performance. The City of Avalon doesn't have a system available for rent. If a banner or sign is desired, request a "Banner Permit" from the City of Avalon Community Services Department at (310) 510-0220.

Address all questions and correspondence pertaining to Wrigley Stage to:

Wrigley Stage  
City of Avalon Community Services Department  
P.O. Box 707  
Avalon, CA 90704

If you have any questions, please call the City of Avalon Community Services Department at (310) 510-0220. We look forward to your visit to the island.

Sincerely,

Dan Huncke

Community Services Director

City of Avalon

# CITY OF AVALON - WRIGLEY STAGE

## PERMIT APPLICATION

Applicant must answer all questions on this application.

Make sure the application is signed.

Mail or fax, along with proof of insurance to:

Wrigley Stage

City of Avalon & Community Services Department

P.O. Box 707, Avalon CA 90704

*If you do not use a typewriter, please print legibly!*

Sponsoring

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

Name of group if

different: \_\_\_\_\_

Contact

person: \_\_\_\_\_

Daytime

phonenumber: \_\_\_\_\_ Fax \_\_\_\_\_

Mailing

address: \_\_\_\_\_

Number of participants \_\_\_\_\_ (include both set-up and tear-down of event in figuring time)

Desired date(s) \_\_\_\_\_ Time \_\_\_\_\_ 1<sup>st</sup> Choice

Desired date(s) \_\_\_\_\_ Time \_\_\_\_\_ 2nd Choice

Type of Activity: (circle all that apply) Singing, Magic, juggling, Athletic, Dancing, Exhibition Speech, Poetry,

Awards presentation, Musical entertainment only

Theatre – describe: \_\_\_\_\_

Other –

describe: \_\_\_\_\_

\_\_\_\_\_

If electricity is needed, list the purpose for use. Describe amplification, number of microphones, guitars, cassette player, keyboards, etc. Be

specific: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Organization:  Private  Private/Non-Profit  Public

Is this a benefit/fundraising event?  Yes  No

If yes, please list  
beneficiary: \_\_\_\_\_

### AGREEMENT TO UTILIZE CITY OF AVALON PROPERTY

As authorized signatory for \_\_\_\_\_, I/we have read, understand and agree to meet all requirements and all applicable sections as outlined in the City of Avalon's cover letter, Wrigley Stage Permit Application, and Agreement to Utilize City of Avalon Property.

I/we hereby certify the statements on the application to be true and correct and agree to indemnify and hold harmless the City of Avalon, its officers, agents and employees from and against any and all loss, damages, liability, claims, lawsuits costs and expenses.

I/we also agree, if approved, to comply with all permit conditions and understand that failure to comply with any conditions or any violations of law may result in immediate cancellation of the event, denial of future events and/or criminal prosecution.

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_

NOTE: All applications are not final until you receive written approval from the City of Avalon Community Services Department for the use Wrigley Stage.

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Review by  
**CITY OF AVALON**  
P.O. Box 707, Avalon, CA 90704  
310-510-0220

This permit is (circle one):    Denied    Approved

Approved with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of authorizing official (please print): \_\_\_\_\_

Signature of authorizing official DATE: \_\_\_\_\_

Title of authorizing official (please print): \_\_\_\_\_