

- 101.** City Manager - Discuss and Provide Direction on Establishment of Designated Beer Garden Area(s) and City Fee and Services Offsets for the 2025 Irish Fair and Music Festival at Charles H. Wilson Park. Expenditure: None.

Recommendation of the City Manager that City Council:

1. Discuss and provide direction on the establishment of a designated beer garden area(s) at Charles H. Wilson Park for the 2025 Irish Fair and Music Festival; and
2. Discuss and provide direction on potential offset of any estimated city fees and/or allow for "in kind" contribution of City services.



## MATERIAL AVAILABLE

Date: January 14, 2024

To: Honorable Mayor and Members of the City Council

From: Aram Chaparyan, City Manager

By: Fran Fulton, Economic Development Manager | [FFulton@TorranceCA.gov](mailto:FFulton@TorranceCA.gov)

Subject: City Manager - Discuss and Provide Direction on Establishment of Designated Beer Garden Area(s) and City Fee and Services Offsets for the 2025 Irish Fair and Music Festival at Charles H. Wilson Park. Expenditure: None.

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### RECOMMENDATION

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1. Discuss and provide direction on the establishment of a designated beer garden area(s) at Charles H. Wilson Park for the 2025 Irish Fair and Music Festival; and
2. Discuss and provide direction on potential offset of any estimated city fees and/or allow for "in kind" contribution of City services.

### FUNDING

None required.

### DISCUSSION

On July 27, 2023, the Irish Fair Foundation submitted a special event application through the Special Event and Film Office (SEFO), requesting to host an Irish Fair and Music Festival at Wilson Park on July 20-21, 2024. This event includes Irish Music, St. Patrick parade, sheep herding, an area for children to play, designated areas for vendors to sell food and products, a military exhibit featuring traditional weapons, and the participation of charities involved. The initial item was presented to City Council for review and approval for staff to proceed with exploring allowing this type of large-scale event. The Special Events Team, which is comprised of several different departments throughout the City, and representatives from the Irish Fair Foundation held meetings to assess the full scope of the event. These discussions included key elements such as amplified sound, stage logistics, barricade set up, food sales, alcohol, overnight security and inclusion of animals. It was later decided by the Irish Fair Foundation that this event would be postponed to 2025 to allow for sufficient time to finalize all components, including securing musical acts and coordinating the dance competition portion of the event.

On May 21, 2024, an item was brought to City Council to discuss and provide direction on certain Torrance Municipal Code (TMC) exemptions to allow for a two-day Irish Fair at Wilson Park in

July of 2025. City Council approved components of the item, allowing the Fair Organizer's requests for:

- Animals (TMC Section 49.2.7) — The applicant requested permission for a professional animal handler to conduct an hourly sheep herding demonstration featuring three Irish Wolfhounds, six sheep, and a sheepdog.
- Overnight Equipment (TMC Sections 49.2.8 and 49.2.9) — The applicant requested permission for event equipment to remain in place overnight, from setup on Friday evening until the event concludes on Sunday.
- Overnight Camping (TMC Section 45.6.6) — The applicant requested permission for approximately 35 event volunteers to camp overnight at Wilson Park in RVs and campers. These volunteers will also serve as overnight security for the event equipment.
- Alcohol Sales (TMC Section 49.2.6) — The applicant requested permission for alcohol sales at three locations within the fenced boundaries of the event, with a limit of two drinks per transaction. Alcohol consumption will be prohibited in specific areas, such as the children's playground and Annenberg Tree House, but otherwise permitted within the event boundaries. Alternatively, alcohol consumption can be restricted to designated areas (beer gardens), where security personnel will monitor single entry and exit points to ensure no alcohol is taken outside these zones. Additionally, security services will be provided during all event hours by private security, with the cost covered by the applicant.

Since the previous update, the Irish Fair and Music Festival date has been rescheduled to June 14-15 of 2025. The event will officially take place on Saturday and Sunday, with set-up occurring on Friday, June 13th and break down Monday, June 16th. The Special Events Team has continued to meet and remains in contact with representatives from the Irish Fair Foundation to discuss event activities. The Foundation provided a draft layout of the fair on Wilson Park grounds, answered staff questions, and provided follow-up questions regarding event logistics (Attachments A, B and D). Significant notes created by staff from these meetings are listed below and are provided in the attachments to this item. (Attachment C).

Through these meetings, there are two critical aspects of the event that staff has identified and are requesting City Council direction.

- 1) Whether to restrict consumption of alcohol to specific areas or to all alcohol consumption throughout the event activation area?
- 2) Will the City provide a subsidized fee structure for the applicant given the scale of the event and potential economic benefit to the City?

During Special Events Team meetings, concerns were discussed on how the serving of alcohol would be managed to ensure the safety of minors who will be at the event, and in accommodation for the safety of citizens who frequent the park and for nearby businesses and residents. In the meetings, two different options were identified to control alcohol sales in the event. One of them includes the consumption of alcohol be restricted to a designated area (beer garden), with security monitoring single entry and exit points to ensure no alcohol is taken outside these zones. Alternatively, because the Irish Fair Foundation has relayed that there will be fencing bordering the event and prefers that alcohol be allowed within the controlled perimeter of the entirety of the

event, alcohol consumption within event boundaries could be controlled with specific wristbands given to legal consumers at event entry.

Staff recommends that there be a designated beer garden separate from the event to ensure the containment of alcohol by those 21 and older. With this consideration, staff would like clear direction from City Council on what will be allowed for this event when held at Wilson Park.

Regarding the possibility of the City subsidizing fees, we are providing an all-inclusive City cost/fee estimate in response to Councilmember Kalani's oral request, asking staff to return to City Council with a tentative listing of city permit, facility rental, and public safety fees to seek concurrence on potential in-kind monetary assistance packages. Estimated fees associated with this event was provided by the respective departments, encompassing aspects of different fees, licenses and permits. Estimated costs provided by departments includes permit fees, security deposits, licenses, deployment of equipment and staff involvement in the event. Also included is a "Buy-Out of Lost Revenue" fee in replacement of the non-resident picnic area fee which takes into account the average revenue that would be received in that area during a summer day.



## EVENT HOURS

### Total Hours of the Irish Fair Event:

| <u>Date</u>             | <u>Time</u>             | <u>Hours Per Day</u> |
|-------------------------|-------------------------|----------------------|
| Friday, June 13, 2025   | 12:00 p.m. - 10:00 p.m. | 10 hours             |
| Saturday, June 14, 2025 | 10:00 a.m. - 7:00 p.m.  | 9 hours              |
| Sunday, June 15, 2025   | 10:00 a.m. - 7:00 p.m.  | 9 hours              |
| Monday, June 16, 2025   | 6:00 a.m. - 12:00 p.m.  | 6 hours              |
| <b>Total Hours:</b>     |                         | <b>34 hours</b>      |

## DEPARTMENT SERVICES

### Community Services Department:

| <b>Item</b>                  | <b>Fee</b>         |
|------------------------------|--------------------|
| Special Event Fee            | \$6,000.00         |
| Buy-Out of Lost Revenue      | \$6,600.00         |
| Security Deposit             | \$4,600.00         |
| <b>Total Estimated Cost:</b> | <b>\$17,200.00</b> |

### Community Development Department:

| <b>Item</b>                  | <b>Amount Requested</b> | <b>Fee</b> | <b>Total Cost of Fees</b> |
|------------------------------|-------------------------|------------|---------------------------|
| 5 Tents                      |                         | \$59.50    | \$297.50                  |
| 4 Stages                     |                         | \$24.20    | \$96.80                   |
| Issuance Fee                 |                         | \$42.80    | \$42.80                   |
| <b>Total Estimated Cost:</b> |                         |            | <b>\$437.10</b>           |

### Torrance Police Department: Three officers at \$172/hour each = \$516

| <b>Officers Time at Event</b>          | <b>Fee</b> | <b>Total Cost of Fees</b> |
|--|------------|---------------------------|
| Saturday, June 14: 1:00 p.m.-7:00 p.m. | \$516.00   | \$3,096.00                |
| Sunday, June 15: 10:00 a.m.-7:00 p.m.  | \$516.00   | \$4,644.00                |
| <b>Estimated Total Cost:</b>           |            | <b>\$7,740.00</b>         |

### Torrance Fire Department: Two Fire Safety Officer (FSOs) for all three days estimated at \$200/hour = \$400/hour

|                              | <b>Hours x Rate</b> | <b>Total Cost of Fees</b> |
|------------------------------|---------------------|---------------------------|
| Friday, June 13              | 7 hours x \$400     | \$2,800.00                |
| Saturday, June 14            | 7 hours x \$400     | \$2,800.00                |
| Sunday, June 15              | 7 hours x \$400     | \$2,800.00                |
| <b>Estimated Total Cost:</b> |                     | <b>\$8,400.00</b>         |

### Public Works:

Public Works would not be charging for traffic control devices including signs, cones, blocks, etc. A minimum of three Public Works staff would be required on site throughout the entirety of the event. Most likely Maintenance Worker, Traffic Painter, and Equipment Operator. The Supervisor and/or Lead Maintenance worker may only be on site for the closures and openings. Based on projected event hours, including set up and break down, staff costs could be estimated at:

| <b><u>Public Works Department: Staff Working the Entire Event</u></b> | <b><u>Hourly Rate + Over Time</u></b> | <b><u>Hourly Rate x 34 Hrs</u></b> |
|---|---------------------------------------|------------------------------------|
| Maintenance Worker  | \$25.14 per hour + Over Time          | \$1,282.14                         |
| Traffic Painter   | \$27.20 per hour + Over Time          | \$1,387.20                         |
| Equipment Operator  | \$28.53 per hour + Over Time          | \$1,455.03                         |
|   | <b>Total Estimated Cost of Staff:</b> | <b>\$4,124.37</b>                  |

| <b><u>Public Works Department: Staff Working Setup and Breakdown Shift</u></b> | <b><u>Hourly Rate x Over Time</u></b> | <b><u>Hourly Rate x Setup and Breakdown Shift (In Total 16 Hours)</u></b> |
|--|---------------------------------------|---|
| Supervisor   | \$50.01 per hour x Over Time          | \$1,200.24  |
| Lead Maintenance Worker  | \$36.71 per hour x Over Time          | \$881.04  |
|  | <b>Total Estimated Cost of Staff:</b> | <b>\$2,081.28</b>   |

| <b><u>Additional Fees</u></b> | <b><u>Cost of Fees</u></b> |
|-------------------------------|----------------------------|
| Equipment Total Costs         | \$1,020.00                 |
| Traffic Plan Creation         | \$367.26                   |
| <b>Total Estimated Cost:</b>  | <b>\$1,387.26</b>          |

The total cost of the **Public Works Department** is estimated at **\$7,592.91**.

### ESTIMATED TOTAL COST FOR CITY FEES

- **Sound Permit**
    - o \$ 114.00, application fee includes first day.
    - o \$57.00, daily fee after first day.
    - Estimated Total Cost: \$171.00**
  - **Vendors**
    - o **Non-Food Vendors, Transient Business license:**
      - \$52.00 per day for each vendor that would be providing catering services.
    - o **Catering permit:**
      - \$56 per day, for each vendor that would be providing catering services.
- The final list of the vendors has not yet been determined by the Irish Fair Foundation; therefore a specific total has not been listed.**

As a result, after taking into consideration all City resources and staff time used for this event, the total estimated amount is \$41,541.01. This amount does not include the cost the vendors, a variable that has not yet been determined by the Irish Fair Foundation.

The Irish Fair Foundation will have additional costs associated with the event such as hiring security, renting fencing, stages, tents, audio visual equipment, portable toilets, etc. Due to the need to fundraise for the event, the group is interested in what costs the City may consider offsetting or offer as an in-kind contribution to this first-time large-scale event to be held in the city.

Staff is requesting direction from City Council as to whether to restrict alcohol consumption to a designated area or to allow within the entire boundaries of the event area. Additionally, Staff is seeking direction whether to provide a City Fee off-set, and an amount of in-kind contribution. Should Council direct staff to proceed with a City fee off-set, staff will return with an appropriation item to formalize such an action.

## **ATTACHMENTS**

1. Special Events and Film Application
2. Event Map
3. Special Events Team Meeting Notes
4. Applicant Responses to Notes from Special Events Team Meeting



**City of Torrance**  
**Special Event Application (Non-Filming)**

Event #:

EVENT NAME **Irish Fair**DATE **20-21 July 2024****Event Request Instructions****APPLICATION FEES:****Non-profit events - \$50 (with letter from non-profit); Private or for-profit events - \$100**

STEP 1: Complete pages 1-3 of the application. The form is also available at [www.TorranceCA.Gov/SEFO](http://www.TorranceCA.Gov/SEFO). Please submit a site plan and available marketing information with the application.

STEP 2: Submit the application with payment of the application fee (check or credit card authorization form) along with appropriate supporting documents to the Special Events & Filming Office (SEFO) by email or in person. Email is [SEFO@TorranceCA.Gov](mailto:SEFO@TorranceCA.Gov).

STEP 3: As the complexity of events varies, all applications should be submitted 12 weeks prior to the requested date. If the event has previously received approval from the Special Events Committee, a lead time of six weeks may be allowed. Events that require use of public streets or facilities, special effects, food vendors, food trucks, alcohol, or amplified sound, will require a 12-week lead time.

STEP 4: Depending on the nature/complexity of the event, and whether or not it has been approved previously, the application may require a planning meeting with the Special Events Committee. All conditions for the Special Event will be explained at that meeting. Please come prepared to answer any questions from the Committee. Fees and conditions will be discussed at that time.

STEP 5: Once conditionally approved, the **Applicant (Permittee)** is to follow-up at the Permit Center to process and pay for the permit requirements (i.e. sound permits, safety inspections, police coverage, etc.). The Special Event Application fee is separate from all Permit Fees.

**Insurance Requirements****A. The Applicant (Permittee) must provide, at its sole expense, the following insurance:**

1. If applicable, **Automobile Liability** covering Symbol 1 (any auto) with at least the following limits of liability:
  - a) Primary Bodily Injury with limits of at least \$500,000 per person, \$500,000 per occurrence; and
  - b) Property Damage of at least \$250,000 per occurrence; or
  - c) Combined single limits of at least \$1,000,000.

2. **General Liability** including coverage for premises, products and completed operations, independent contractors and vendors, personal injury and contractual obligations with combined single limits of at least \$1,000,000 per occurrence, without exclusion of Event Holders; Bystanders or Participants (performers, employees, volunteers or individuals compensated by Insured) and sports/athletic contest/exhibitions not excluding athletic participants). Applicant/Permittee must identify each vendor to be on City property for this event and will name these vendors as additional insureds or provide proof vendor has met minimum insurance requirements and naming City of Torrance additional insured.

3. **Workers' Compensation** with limits as required by the State of California and Employers liability with limits of at least \$1,000,000 per accident or illness. The policy shall be endorsed to waive the insurer's rights of subrogation against the City of Torrance, the City Council, and each member thereof, members of boards and commissions, every officer, official, and employee.

**B. The Applicant's (Permittee's) insurance must be primary and non-contributory.****C. The City of Torrance, City Council, members of boards and commissions, every officer, agent, official, employee and volunteer must be named an additional insured under the automobile and general liability policies.****D. Each insurance policy must contain a provision that no termination, cancellation or change of coverage can be made without prior notice to the City.****E. The insurers must be admitted to do business in California and rated B+ or better in the most recent addition of the Best's Key Rating Guide and only if they are a financial class of VII or better.****F. Applicant (Permittee) hereby grants to City a waiver of any right to subrogation which any insurer of said Applicant may acquire against the City by virtue of the payment of any loss under such insurance. Applicant (Permittee) agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.****G. At the City's sole discretion additional insurance may be required.**

As of 9/2019





# City of Torrance

## Special Event Application (Non-Filming)

### Applicant (Permittee) Information

Name of Event: Irish Fair and Music Festival Date: 7/17/2022

Requesting Organization: Irish Fair and Music Festival Foundation Inc.

Name of Applicant/Permittee: Griffin Healy

☐ Profit

☒ Non-Profit

☒ Non-Profit ID 82-1226590

7916 Waterfall Cr.

Huntington Beach

CA

92648

Address

City

State

Zip

310-650-5875

grifhealy41@hotmail.com

Phone

Email

Griffin Healy

310-650-5875

Contact Person

Cell

### Event Information

Type of Event:

☐ 5K/10K/Marathon

☐ Bike Race

☒ Charity Event

☐ Demonstration

☐ Circus/Carnival

☐ Street Fair

☐ Boutique

☐ Car Show

☒ Outdoor Market

☐ Parade

☒ Concert

☐ Exhibit

☒ Other Irish Fair and Music Festival

Date: 20-21 July 2024

Time: 10 AM til 7PM

Location: Wilson Park, Torrance

Anticipated Attendance: 5000

Anticipated Participants: 200

Describe Event's Activities: Provide flyer if available

Irish Music, St. Patrick parade, sheep herding, childrens area, vendors, participating charities and military exhibits, family fun for all.

Additional Elements (Check all that apply):

☒ Amplified Sound

☒ Generator

☒ Barricades

☐ No Parking

☐ Street Closure

☐ Lane Closure

☒ Food Sales

☒ Restrooms

☒ Tent

☒ Games

☒ Alcohol

☒ Vendors

☒ Stage

☐ Bouncers

☐ Pyrotechnics

☐ Laser shows

☐ Acrobatics

☐ Rides

☒ Animals

☐ Other



# City of Torrance

## Special Event Application (Non-Filming)

Describe where you will be parking the vehicles for your event – please show parking areas on Site Map:

Parking around Wilson Park.

Describe your plan for after event clean up:

We will hiring a Clean-up firm for the entire Fair, including mornig after inspection.

### Private Security

Private Security:

Security of 12 individuals plus supervisor.

Not available yet.

Name of Firm

Contact Person

Address

City

State

Zip

Phone

License Number

☐ Yes

☐ No

Number of Guards

Armed

Department Conditions (For City Use Only)

### Police Department

CONDITIONS:

1. There is a minimum 72 hour notice required for any changes in permit conditions.
2. Minimum staffing is 6 hours per officer shift.
3. There will be a non-refundable minimum charge of 6 hours per officer shift for cancellations within 48 hours of permit start time.
4. Officer staffing may be required at all times while production equipment or personnel are on location and only within the times approved on the permit.
5. The police department has the right to deny a permit request or cancel a permit within 48 hours of the permit start time in cases of unexpected staffing shortages or city emergencies.

FOR DEPARTMENT USE ONLY

Applicant/Permittee Signature

I have read and understand these conditions

Date

7/15/2023

Department Signature

Date





## City of Torrance

### Special Event Application (Non-Filming)

#### Agreement

I hereby certify that (1) the information in this application is true to the best of my knowledge; (2) I will ensure compliance with the conditions of the permit, including any attachments, and obtain approval for changes in the original permit; and (3) Failure to comply with these requirements may result in the immediate cancellation of this agreement.

I, as Applicant (Permittee), shall indemnify, defend, and hold harmless the City, the City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss arising out of the exercise of my rights under this Permit, unless caused by the sole negligence or willful misconduct of the City. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of the Permittee, its officers, employees, agents, subcontractors or vendors in the exercise of its rights under this Permit. It is further agreed, Permittee's obligations to indemnify, defend and hold harmless will apply except to the extent of concurrent negligence, sole negligence, or willful misconduct, on the part of City, the City Council, each member thereof, present and future, or its officers, agents and employees. In the event of any dispute between Permittee and City, as to whether liability arises from the negligence of the City or its officers, employees, agents, subcontractors or vendors, Permittee will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as negligent. Permittee's obligation to indemnify, defend, and hold harmless the City, as set forth in this section of this Permit, shall survive the revocation, expiration, termination, or cancellation of this Permit.

Griffin Healy

President

Applicant/Permittee Name (Print)

Title

Signature

Date

7/15/2020

#### Contact Information

Special Events and Filming Office  
City Manager's Office  
3031 Torrance Blvd.  
Torrance, CA 90503  
310.618.2456  
[SEFO@TorranceCA.Gov](mailto:SEFO@TorranceCA.Gov)

City of Torrance Business License  
Finance Department  
3031 Torrance Blvd.  
Torrance, CA 90503  
310.618.5923

Attn: Suzanne Bittner

CINCINNATI OH 45999-0038

In reply refer to: 0248188034  
Aug. 19, 2019 LTR 4168C 0  
82-1226590 000000 00  
00013254  
BODC: TE

IRISH FAIR AND MUSIC FESTIVAL INC  
PO BOX 5085  
HUNTINGTN BCH CA 92615

037041

Employer ID number: 82-1226590  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Aug. 08, 2019, about your tax-exempt status.

We issued you a determination letter in June 2019, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific



0248188034  
Aug. 19, 2019 LTR 4168C 0  
82-1226590 000000 00  
00013255

IRISH FAIR AND MUSIC FESTIVAL INC  
PO BOX 5085  
HUNTINGTN BCH CA 92615

time).

Thank you for your cooperation.

Sincerely yours,



Kim A. Billups, Operations Manager  
Accounts Management Operations 1



13  
Charles H. Wilson Park



COMMUNITY DEVELOPMENT DEPARTMENT  
MICHELLE G. RAMIREZ  
COMMUNITY DEVELOPMENT DIRECTOR



NOT TO SCALE

## **Irish Fair Notes**

### **General Info**

1. Wilson Park – east end of park
2. June 14, 15, 16, 2025
3. Noon Friday to Noon Monday
4. Set up to start after 12 noon on Friday and cleanup to be completed by noon on Monday. Start by gym first.
5. Schedule for Friday set-up. Park hours 6am-10pm
6. Schedule for Sunday into Monday strike. Park hours 6am-10pm
7. Site Map needed with all activities and locations included
8. List of all activities needed to share with departments
9. Fees can be figured on low end of range, but will be proportional to security deposit in case of any damage to site
10. Deadlines – 90-100 days in advance of event
11. Set regular check-in meetings with event coordinator
12. Deposit first and fees later, schedule payment periods
13. Develop agreement for both parties to sign in advance of event

### **Access & Impact Concerns**

1. Animal Control operation is active on the weekend and needs to be able to continue to operate
2. There may be demolition of building 8 going on at that time
3. No vehicles are allowed on the grass – not even for set up or clean up
4. It is anticipated that pickleball courts are being established where one of the stages was anticipated to be
5. The Live Steamers may want to expand their operation and plan to be open that weekend as an added feature
6. Residents on Jefferson ST needs to be notified in advance as well as the church
7. Notify railroad in advance
8. Sound and lighting staging away from residences
9. Confirm hours of event each day and in compliance with sound ordinance

### **Safety/Security**

1. Fence line identified
2. Fire Dept needs to know if there will be cooking on site
3. 3 FSO's will be assigned and how to hire Medics
4. First Aid Station

5. ATV's to get through park – PD?
6. PD & Fire to coordinate
7. Will there be special effects at any of the stages? Fireworks?
8. Insurance
9. Generators
10. Need accurate map/layout as locations make a difference for performances & stages from Fire perspective
11. Security firm(s) need to be licensed in the City of Torrance and need to be approved by PD
12. Pyrotechnics in the park are prohibited

### **Risk Management**

1. Need to know all vendors participating, number (will need business licenses) and type of animals
2. Will need to review insurance and to what dollar limits are covered, City insurance won't cover animals, alcohol, or overnight stays
3. Animals need to be corralled and clearly noted on site map
4. Will there be military demos? Guns and weapons? Need this identified
5. Will need certificates of insurance for all vendors
6. Needs to be a beer garden where alcohol is contained

### **Trash/Site Management**

1. All trash management for the whole area, not just the event footprint. Hauling from dumpster/rolloff
2. Bathrooms in park need to be stocked, bussed, and cleaned in addition to having portapotties onsite
3. Food vendor setup on basketball courts – is this still plan? Cleanup of the courts after
4. Video based pre-walk and post event to document conditions

### **Parking and Traffic Concerns**

1. Concerns with volume of parking
2. Needs to be a shuttle, identify satellite parking, reach out to TUSD – SoCal ROC
3. Identify location for ridesharing dropoff and pickup – away from main parking at Wilson park, include on any event map and marketing
4. Entrances to be controlled

5. Washington Avenue is a concern with speed and traffic – recommendation is to close it off – dynamic closure to allow for emergency access for first responders
6. A traffic plan needs to be developed with the Public Works Dept
7. Needs access for emergencies – Washington Avenue entrance as Jefferson will be backed up with traffic
8. Transit dept will check on activity at the Transit Center that weekend if site needs to be backup for parking/shuttling
9. Rubber Tire Trolley may be in operation by then!
10. Public Works will handle traffic plan, dynamic closure at Washington
11. Sunday a.m. church services – will need to contact church ahead of time to alert them of the event as they tend to use parking at Wilson as well
12. Farmers Market
13. Valet and moderate parking
14. Civic Center could also be satellite parking location
15. Discourage parking in neighborhoods – i.d. parking options on flyers/marketing

## General Information

1. **Wilson Park – east end of park:**

While we understand that Wilson Park's east end has been designated for our event, we request that the City remains open to adjustments in the exact layout. This event brings significant cultural and economic value to the community, and maximizing space for vendors, stages, and attendee flow will benefit everyone. We urge the City to consider modifications that will best support a positive experience for all participants.

2. **Event Dates - June 14, 15, 16, 2025:**

The Irish Fair has proposed these dates to align with peak community interest and maximize attendance. While we recognize potential conflicts with other events, we emphasize that a commitment to these dates is essential for our planning. The City's assurance of these dates, free from competing events within the immediate vicinity, will be critical for the success of the fair.

3. **Event Duration - Noon Friday to Noon Monday:**

The proposed duration, starting Friday at noon and concluding by noon on Monday, is non-negotiable to accommodate setup and teardown needs effectively. Given the scale of the event, any reduction in this timeframe would compromise both the quality of the fair and the condition of the park afterward. We respectfully request that the City prioritize flexibility here to ensure a thorough setup and cleanup process.

4. **Set up time - Friday 12 noon start, clean-up by Monday noon:**

Starting at noon on Friday allows our vendors and team adequate time to establish infrastructure, manage logistics, and prevent rushed or unsafe setup practices. We need the City's full cooperation in ensuring this setup time remains undisturbed and, if necessary, allowing limited vehicle access for essential setup tasks.

5. **Friday set-up schedule, Park hours 6 am-10 pm:**

While the designated park hours of 6 a.m. to 10 p.m. are noted, we request that these hours be extended, if needed, to accommodate any unforeseen setup delays. With the scale and detail required for a smooth, fair operation, limiting setup time could create unnecessary stress on vendors and staff.

6. **Sunday into Monday strike, Park hours 6 am-10 pm:**

For the teardown, we understand the City's preference to conclude by 10 p.m. Sunday, but this may not be feasible depending on vendor and equipment needs. We request that the City grants us the flexibility allowing for a responsible, efficient cleanup.

7. **Site Map with all activities and locations:**

We have already provide a site map that reflects our planned layout. However, the City's expectation for every detail to be mapped out well in advance may not be realistic, as some adjustments will inevitably need to be made as we approach the event. We request that the City remains flexible with minor on-the-ground adjustments that may be necessary to ensure smooth operations.

8. **List of all activities to share with departments:**

While we agree to share a list of major activities with departments, we find it excessive

to detail every single activity in advance. Our event depends on a dynamic setup, and too many restrictions may hinder the fair's cultural expression and spontaneity. We ask that the City accepts a general overview rather than a rigidly detailed list.

9. **Fees based on low-end range, proportional to security deposit for potential site damage:**

Given the Irish Fair's nonprofit status and cultural value, we expect fees to be minimal and security deposits to be reasonable. We urge the City to support the fair by significantly reducing fees and focusing on the benefits of this community-focused event. A high-security deposit feels disproportionate, given our track record of respecting public spaces, and we request the City reconsider.

10. **Deadlines - 90-100 days in advance of event:**

While we respect the need for deadlines, 90-100 days may be excessive for a community event like ours. Flexibility closer to the event is essential, especially given potential last-minute adjustments. We ask that the City relax this requirement and work with us on a more adaptable timeline.

11. **Regular check-ins with event coordinator:**

We support regular check-ins so that both parties can address any emerging issues efficiently without over-scheduling.

12. **Deposit/payment scheduling:**

Given that the Irish Fair operates on a nonprofit budget, we request a flexible deposit and payment schedule that aligns with our cash flow. The City's support in this regard would allow us to focus more on delivering a successful event without undue financial strain.

13. **Agreement for both parties to sign in advance of event:**

We welcome an agreement but request that it respects the Irish Fair's unique needs and mission. We ask that the City considers mutual adjustments within the agreement to reflect the cultural significance and volunteer-based nature of our organization.

## **Access & Impact Concerns**

1. **Animal Control operations need uninterrupted access:**

We acknowledge Animal Control's need for ongoing access; however, we request that the City assists in defining routes that minimally impact event operations. If necessary, we suggest scheduling temporary, coordinated access points to ensure both operations can coexist without disruption to our attendees.

2. **Potential demolition of building 8:**

If building demolition near our site is expected, we request the City to either delay or complete this work outside of our event dates. A nearby demolition would significantly impact the ambiance and accessibility of the Irish Fair, and we hope the City recognizes the importance of keeping construction activities separate from cultural events.

3. **No vehicle access on grass for set-up or clean-up:**

While we respect the City's concerns for preserving park grounds, restricting vehicle access entirely on grass could make setup and cleanup unreasonably difficult. We

request that limited, supervised vehicle access be permitted to transport limited equipment, particularly for the setup and strike phases similar to how the City allows City vehicles in these spaces.

4. **Pickleball court use for stages:**

The construction of pickleball courts in a critical area of our event space poses significant challenges for the fair layout and its loss would impact the overall flow and experience of the event. We request flexibility from the City in identifying an alternative, comparable space within the park to accommodate our layout needs. This exchange is crucial to maintaining the event's quality and ensuring a seamless setup for attendees and vendors.

5. **Live Steamers expansion as a potential added feature:**

While the Irish Fair values community partnerships and is open to collaboration, the proposed activation of the Live Steamers raises concerns. Their presence may disrupt crowd flow, detract from the Irish Fair's cultural atmosphere, and further strain already limited parking resources. We believe that accommodating both the fair and the Live Steamers in this space could impact the overall attendee experience. The Irish Fair Board is open to further dialogue on this issue to find a solution that minimizes these potential challenges and preserves the integrity of the event.

6. **Advance notification to Jefferson St. residents and church:**

We fully support advance notification, but we believe that communication should be concise and focused on key event details. Excessive notifications may create unnecessary concerns, so we ask the City's cooperation in ensuring that communication is clear and supportive rather than restrictive.

7. **Notify railroad in advance:**

Notifying the railroad is sensible, and we appreciate the City's assistance in this process. However, we ask that the City take primary responsibility for this communication to ensure that rail operations are aware of the event with minimal additional burden on our planning team.

8. **Sound and lighting away from residences:**

The Irish Fair Board is committed to being a responsible community partner and consistently takes measures to minimize the impact of sound and lighting on nearby residences. We strategically position stages and adjust sound levels to ensure the event's festivities do not disrupt the surrounding community. We appreciate the City's recognition of these efforts and are prepared to work together to address any specific concerns while maintaining the vibrant atmosphere that is central to the fair.

9. **Confirmation of event hours in compliance with the noise ordinance:**

We understand the importance of adhering to noise ordinances and will support them.

## **Safety/Security**

1. **Fence line identification:**

The fence lines have been identified in the submitted map and they have been designed to be practical and balance safety with a welcoming environment.



2. **Fire Department notified of cooking on site:**  
We acknowledge the importance of fire safety and will notify the Fire Department; however.
3. **FSO's assigned with medic hiring procedure:**  
We are prepared to handle basic safety measures but request that the City not impose extensive medic staffing requirements that would strain our budget. The First Aid station should be sufficient for most attendee's needs.
4. **First Aid Station:**  
We always set up a First Aid station in high-traffic area without impeding event flow.

## Special Equipment & Requirements

1. **ATVs access in the park - PD coordination required:**  
We do not use ATVs but we do utilize electric carts which will not have a negative impact on the local grounds.
  2. **Police & Fire coordination:**  
We are open to coordinating with Police and Fire departments, but we request that this coordination remains focused and efficient. Excessive oversight could create unnecessary delays and additional costs. We ask for streamlined communication that allows our team to make timely decisions while maintaining safety protocols.
  3. **Special effects or fireworks at stages:**  
While we understand concerns about pyrotechnics, the Irish Fair does include culturally significant displays that may involve controlled, low-level effects (e.g., fog machines or lighting enhancements). We request the City's flexibility in approving specific special effects, provided that all safety guidelines are met. We *will not* have any fireworks or pyrotechnics at the Irish Fair.
  4. **Insurance requirements:**  
The Irish Fair always has insurance for the event.
  5. **Generators:**  
Generators are essential for powering stages and vendor areas, and we request minimal restrictions on their placement. The City's cooperation in allowing multiple generator locations near key areas will be necessary to maintain a consistent power supply throughout the fair.
  6. **Detailed map for Fire Dept.:**  
We will provide a general layout, but requiring a highly detailed map months in advance limits our flexibility. We ask the City to accept the already submitted maps with major points marked, allowing us the freedom to make final adjustments closer to the event.
  7. **Security firm licensed in Torrance:**  
We understand the licensing requirement for the security provider.
  8. **Pyrotechnics prohibited in the park:**  
We acknowledge the restriction on pyrotechnics.
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## Risk Management

1. **Vendor listing with business licenses and animal permits:**  
While we can provide a list of vendors, requiring all vendors to have individual business licenses creates a significant financial burden on small businesses and local artisans. We request that the City waive this requirement for certain vendors, particularly those offering handmade goods or nonprofit services.
  2. **Insurance review for liability limits:**  
The Irish Fair always retains the appropriate amount of insurance and will provide that information to the City.
  3. **Animal containment on-site:**  
We understand the need for animal containment and have clearly designated areas, allowing a more open atmosphere that aligns with the event's community-oriented nature.
  4. **Military demonstrations/gun displays:**  
Military displays are a part of the Irish cultural heritage we seek to share. We request the City's understanding that any military demos would be non-functional, ceremonial, and conducted in a controlled environment. This feature is important to the fair's authenticity and educational mission.
  5. **Insurance certificates for all vendors:**  
While we will encourage vendors to obtain insurance, mandating certificates from all vendors may deter participation. We request that the City allow flexibility for lower-risk vendors who may not have standard insurance, particularly artisans and nonprofit exhibitors.
  6. **Beer garden with alcohol containment:**  
The Irish Fair Board respectfully asserts that the entire enclosed event area will serve as the beer garden. This approach aligns with our goal to create an open, family-friendly atmosphere where attendees can enjoy beverages responsibly throughout the event space. Restricting alcohol to a confined section is neither practical nor conducive to the inclusive, cultural experience we aim to offer. We request the City's support in recognizing the entire enclosed area as the designated space for alcohol consumption, allowing families to enjoy the fair without unnecessary separation.
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## Trash/Site Management

1. **Trash management for entire park, not just event footprint:**  
The Irish Fair Board is committed to managing trash within our event area, but handling the entire park's waste is beyond our scope. We request the City's support in providing additional trash receptacles and handling non-event-related waste. This assistance will ensure a clean park for everyone without overburdening our volunteers.
2. **Bathrooms - stocked, bused, cleaned, plus portable units:**  
We understand the need for restroom facilities, but we ask that the City take on some

responsibility for stocking and maintenance. The Irish Fair will cover portable units as needed, but additional City support would help maintain a positive experience for all attendees.

3. **Food vendor setup on basketball courts:**

The use of the basketball courts for food vendors is critical to our layout. We request the City's approval to proceed with this setup and ask that any cleanup expectations be balanced with the vendors' responsibilities, not adding excessive requirements that could impact vendor participation.

4. **Video-based pre/post-event documentation:**

We question the necessity of video-based documentation before and after the event. This requirement adds costs and logistical challenges, which may be better addressed through simple photo documentation. We request that the City allow this more cost-effective approach for our records.

## **Parking & Traffic Concerns**

1. **Parking volume concerns:**

We understand concerns about parking, but additional parking should be a shared responsibility. We request that the City assist by designating nearby public lots for event parking and increasing public transit options to reduce vehicle congestion around Wilson Park.

2. **Shuttle service, satellite parking coordination:**

While we can help promote shuttle services, the City's support in providing satellite parking locations and funding shuttle operations is essential. This collaboration would benefit attendees and reduce traffic flow into residential areas, aligning with the City's traffic management goals.

3. **Rideshare drop-off location at Wilson Park:**

We're open to designating a rideshare drop-off area, but we request that the City provide traffic officers to manage this area efficiently. Rideshare services are vital for accessibility, and having clear management will enhance safety for attendees.

4. **Controlled entrances:**

We agree with the need for controlled entrances, which will be handled by onsite security

5. **Washington Avenue traffic management:**

We understand Washington Avenue is a concern but believe closing it entirely may inconvenience residents unnecessarily. We suggest a compromise with partial closures during peak event hours and only for emergency access as needed, balancing traffic flow with event needs.

6. **Emergency access on Washington Avenue:**

Emergency access is, of course, a priority. However, we ask the City to work with us on a solution that maintains some flow of pedestrian and vehicle traffic. Complete closure could create unnecessary bottlenecks elsewhere.

7. **Transit department activity coordination:**

We welcome collaboration with the transit department but ask that they manage

shuttle services independently. The Irish Fair will promote transit options, but we rely on the City's transit team to handle logistics directly, reducing our administrative load.

8. **Rubber Tire Trolley operation by then:**

If the Rubber Tire Trolley will be operational, we're enthusiastic about promoting it to attendees. We ask the City's transit department to manage its schedule and coordinate stops effectively to encourage use among fair-goers, easing parking demand.

9. **Traffic plan and church notification:**

We support notifying the church and residents, but we believe the City should take primary responsibility for handling traffic management. This coordination would allow our team to focus on event logistics rather than broader traffic issues.

10. **Farmers Market coordination:**

We value the community collaboration and welcome the Farmers Market as part of the event. However, we ask that the City help manage logistics to ensure the Market and the Irish Fair operate harmoniously without causing congestion or layout complications.

11. **Valet and moderate parking options:**

Valet parking is not feasible or within our budget. We ask the City to support moderate parking solutions by designating public lots or providing temporary permits in nearby areas. A City-led approach would be more effective in managing visitor parking and easing residential impact.

12. **Civic Center as satellite parking:**

We appreciate the Civic Center as a potential satellite parking location, but we request the City's assistance in coordinating transportation between this lot and Wilson Park. Attendees would benefit from clearly marked shuttle stops and frequent service.

13. **Discourage neighborhood parking - promote parking options:**

We're committed to promoting designated parking, but we need the City's assistance in discouraging neighborhood parking by posting signs and managing any overflow. This joint effort will be more effective than relying solely on event promotion to guide parking behavior.