

Resolution 23-12
of the
San Mateo County Harbor District
to
Adopt a District Event Permit Fee Schedule

Whereas, the Board of Harbor Commissioners ("Board") has considered the need to adopt an Event Policy to guide the approval and conduct of such events on District premises and finds that it is in the District's best interests to adopt such a Policy; and,

Whereas, the Board finds that an Event Permit Fee Schedule is needed to provide the public with a clear, understandable and reliable basis for fees charged for accessing the District's facilities for events, which facilities include Pillar Point Harbor and Oyster Point Marina/Park; and,

Whereas, the Board finds that an Event Permit Fee Schedule is needed to enable the District to recover all reasonable costs it incurs in the course of reviewing, evaluating, approving, monitoring, conducting, causing to be conducted, or supporting the conduct of events that the District approves pursuant to its Events Policy.

Therefore, be it resolved that the Board of Harbor Commissioners approves and adopts an Event Permit Fee Schedule attached and incorporated by reference herein.

Be it further resolved that the Board of Harbor Commissioners shall review the Event Fee Schedule annually and the Schedule may be adjusted pursuant to Board review.

Approved this 7th of November, 2012 at the regular meeting of the Board of Harbor Commissioners by a recorded vote as follows:

For: Bernardo, Holsinger, Padreddi, Parravano, Tucker

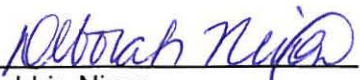
Against: None


Abstaining: None

Absent: None

Attested

BOARD OF HARBOR COMMISSIONERS


Debbie Nixon
Deputy Secretary


James Tucker
President

Permit Fee Schedule

		Application Fee**	Permit Fees Resident*	Permit Fees Nonresident	Permit Fees Nonprofit	Permit Fees Commercial
Athletic Event						
Athletic Event 1		\$150	\$75 per day	\$80 per day	\$65 per day	\$100 per day
Athletic Event 2		\$250	\$100 per day	\$105 per day	\$85 per day	\$130 per day
Athletic Event 3		\$600	\$1800*	\$1950*	\$1530*	\$2350*
Athletic Event 4		\$5000	\$5,200*	\$5,600*	\$4,400*	\$6,800*
			*additional \$4,800 if water-related	*additional \$4,800 if water-related	*additional \$4,800 if water-related	*additional \$4,800 if water-related
Special Events						
Special Event 1		\$150	\$75	\$80	\$65	\$100
Special Event 2		\$200	\$200	\$220	\$170	\$260
Special Event 3		\$300	\$300	\$325	\$255	\$390
Special Event 4		\$500	\$500	\$550	\$425	\$650
Special Event 5		\$800	\$1300	\$1400	\$1100	\$1700
Special Event 6		\$5000	\$5,200	\$5,600	\$4,400	\$6,800
Weddings/Picnics/Beach Fires						
	Up to 99	\$150	\$60	\$65	\$50	\$80
	Up to 200	\$150	\$80	\$85	\$70	\$105
Weddings/Picnics						
	0-50	\$150	\$100	\$110	\$85	\$130 (per event)
Based on number of participants	51-100	\$150	\$250	\$270	\$210	\$325
(if chairs, tents and/or equipment is set up)	101-150	\$150	\$350	\$320	\$375	\$455
	151+	\$150	\$500	\$540	\$425	\$650
Film and photography						
Student filming/photography		\$65	0	0	0	0
Editorial filming/photography		\$150	\$150	\$165	\$130	\$195
Half-day filming/photography		\$200	\$200	\$210	\$170	\$260
One-day filming/photography		\$300	1-10 people	\$300/day		
			11-30 people	\$400/day		
Small feature film		\$3000	31-49 people	\$800/day		
Large feature film		\$7000	Over 50 people	\$1,000/day		

(may include District costs including Labor for services such as additional staff time(including OT), portable restrooms, clean up, and security. The District may charge a refundable deposit)

All other District fees are extra (e.g. boat launch ramp, parking permit, etc.)

*Resident of San Mateo County

** Non-refundable

Event Permit Fee Schedule:

Category Definitions

1. Athletic Event

Athletic Events 1 – meets one or more of the following conditions:

- Does not require traffic control
- Does not limit or alter public access
- Does not require District staff supervision
- Does not involve equipment, decorations or furnishings
- Does not involve start or finish celebration on District property

Athletic Event 2 – meets one or more of the following conditions:

- Requires minimal equipment, decorations or furnishings
(examples: no more than 2 10X10' tents with a small PA or finish line banner, up to 5 tables, etc.)
- Start or finishes on District property
- Does not require traffic control
- Does not restrict or alter public access
- Does not require event management by District staff

Athletic Event 3 – meets one or more of the following conditions:

- Requires Project Review
- Requires intermittent traffic control
- Requires warning signs
- Start/finish line celebration on District property for more than 250 participants
- Does not limit or alter public access
- Requires intermediate-level equipment, decorations or furnishings
(examples: up to 5 tents no large than 20'x20' with a small PA or finish line banner, up to 10 tables, up to 100 chairs, dumpster, portable toilets, etc.)
- Requires event management by 1 or 2 District staff

Athletic Event 4 – meets the conditions of an Athletic Event 3, in addition to one or more of the following conditions:

- Requires event management by 3 or more District staff
- Makes major changes to public access or requires road closures
- Requires large or complex equipment, decorations or furnishings
(examples: anything requiring staking, sound equipment that requires monitoring by District staff; large stages; etc.)

2. Special Events

Special Event 1 – meets one or more of the following conditions:

- Free and open to the public
- Involves fewer than 100 people, including an audience
- Involves no furniture, decorations or furnishings
- Not an athletic event
- Does not require a parking plan
- Does not require event management by District staff

Special Event 2 – meets one or more of the following conditions:

- Does not require a parking plan
- Requires minimal equipment, decoration or furnishings
(examples: up to 2 pop-up tents no larger than 10'x10',
1-5 tables, up to 50 chairs)
- Involves catering
- Does not require event management by District staff
- Requires District staff to arrange dumpster or portable toilets
(add extra charge for cost of rentals)
- Involves cooking equipment in a non-designated picnic area

Special Event 3 – meets the conditions of a Special Event 2, in addition to one or more of the following conditions:

- Requires additional equipment, decorations or furnishings
(examples: up to 5 tents no larger than 20' x 20' with small
PA system, up to 10 tables, up to 100 chairs, dumpsters,
portables toilets, etc.)

Special Event 4 – meets the conditions of a Special Event 3, in addition to one or more of the following conditions:

- Requires Project Review (note: this includes large weddings)
- Requires a parking plan
- Does not require traffic control
- Requires advance notice signs
- Does not alter public access
- Requires event management by one District staff
- Requires lighting or other work in the Harbor/Marina at night (between
sunset and sunrise)

Special Event 5 – meets the conditions of a Special Event 4, in addition to one or more of the following conditions:

- Requires management by 2 or 3 Harbor/Marina staff
- Requires traffic control
- Requires large or complex equipment, decorations or furnishings
(examples: anything requiring staking, sound equipment that
requires monitoring by Harbor/Marina staff, large stages; etc.)

Special Event 6 – meets the conditions of a Special Event 5, in addition to one or more of the following conditions:

- Requires management by 4 or more Harbor/Marina staff
- Alters established schedules on maintained areas
- Makes major changes to public access
- Involves the sale of food, drink or other concessions

3. Weddings

Outdoor Wedding – meets all of the following conditions:

- Is a wedding, religious service, commitment ceremony, graduation,
memorial service or other similar activity in a designated site
- Does not require Project Review

4. Beach fires – meets all the following conditions:
 - Involves up to 100 people
 - Takes place on beach

5. Picnics – meets all of the following conditions:
 - Is a private group picnic with minimal impact to Harbor/Marina operations and administration in a designated area
 - Does not require a parking plan
 - Does not involve equipment, decorations, furnishings, or sound amplification (grills are ok)
 - Does not involve team building or group activities
 - Does not require event management by District staff
 - Has up to 200 participants
 - Is not an athletic event

6. Film and photography

Student filming/photography – meets one or more of the following conditions:

- Involves 10 or fewer total crew
- Requires less than one day to complete
- Is part of the educational program of an accredited school
- Does not require supervision by District staff

Editorial filming/photography – meets one or more of the following conditions:

- Does not require filming supervision by District staff
- Does not require access to a closed area
- Does not require a parking plan
- Involves 5 or fewer total crew
- Requires less than 4 hours to complete

Half-day filming/photography – meets one or more of the following conditions:

- May require filing supervisor by District staff
- Does not require access to a closed area
- Does not require a parking plan
- Involves 10 or few total crew
- Requires less than 5 hours to complete

One-day filming/photography – meets one or more of the following conditions:

- Requires access to closed area with supervision by District staff
- Requires filming supervision by 1 or 2 District staff
- Requires parking plan
- Requires traffic control
- Requires location scouting with District staff
- Involves 11-45 total crew
- Requires 6-12 hours to complete

Small feature film – meets one or more of the following conditions:

- Requires Project Review
- Requires night filming (any work between sunset and sunrise)
- Requires 3 or more days of filming
- Limits or alters public access
- Requires advance notice to the public (warning signs)

- Requires traffic control (e.g. intermittent closures or detours)
- Requires filming supervisor by up to 4 Harbor/Marina staff
- Involves 25-49 total crew
- Requires large vehicles, including generator trucks/trailers, grip trucks, Show cars, motor homes, etc.
- Requires changes to public parking that last more than one week and must Be mitigated by measures such as shuttles

Large feature film – meets the conditions for small feature filming, in addition to one or more of the following conditions:

- Requires construction
- Changes appearance of site
- Requires filming supervision by 4 or more District staff
- Involves more than 50 crew.