

FORM APPROVED COUNTY COUNSEL
 BY: GREGORY P. PRIAMOS
 DATE: 12/13/15

Departmental Concurrence



**SUBMITTAL TO THE BOARD OF DIRECTORS
 REGIONAL PARK AND OPEN SPACE DISTRICT
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

155



FROM: Regional Park and Open-Space District

SUBMITTAL DATE:
 December 3, 2015

SUBJECT: 2015 Temecula Valley Balloon and Wine Festival Report, District 3

RECOMMENDED MOTION: That the Board of Directors:

1. File this report on the Temecula Valley Balloon and Wine Festival held on May 29, May 30, and May 31, 2015 at the Lake Skinner Recreation Area;
2. Authorize the Regional Park and Open-Space District to proceed with plans for the Temecula Valley Balloon and Wine Festival Association to conduct the 2016 Temecula Valley Balloon and Wine Festival on May 20, 21 and 22, 2016.

BACKGROUND:

Summary

The Temecula Valley Balloon and Wine Festival Association (Association) held the annual Temecula Valley Balloon and Wine Festival (TVBWF) event May 29 through May 31, 2015, at Lake Skinner Recreation Area in Winchester, California.

(continued on page 2)

[Signature]
 Scott Bangle
 General Manager

2016-18D

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: Budget Adjustment: NO
 For Fiscal Year:

C.E.O. RECOMMENDATION:

APPROVE
[Signature]
 BY: Steven C. Horn
 County Executive Office Signature

MINUTES OF THE BOARD OF DIRECTORS

On motion of Director Benoit, seconded by Director Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
 Nays: None
 Absent: None
 Date: December 15, 2015
 xc: Parks

Kecia Harper-Ihem
 Clerk of the Board
 By: *[Signature]*
 Deputy
DISTRICT

- A-30
- Positions Added
- 4/5 Vote
- Change Order

13-4

**SUBMITTAL TO THE BOARD OF DIRECTORS, REGIONAL PARK AND OPEN SPACE DISTRICT,
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA.**

FORM 11:

DATE: December 3, 2015

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

The event generated \$47,402 in revenue to the Riverside County Regional Park and Open-Space District (District) from gate admissions, parking and camping fees. The event once again was a result of excellent cooperation between the community, Association, Riverside County Fire and Sheriff's Departments, US Immigration and Naturalization Service, City of Temecula, Metropolitan Water District, California Highway Patrol, Federal Bureau of Investigation and the District. The Association has requested authorization to proceed with plans to conduct the 2016 Balloon and Wine Festival at Lake Skinner Recreation Area in Winchester, California. The District and Association, along with all festival partners, will work closely to ensure another successful event if your honorable Board authorizes the District to move forward with this event.

Impact on Citizens and Businesses

The TVBWF provides the local community with a grand special event that is fun for the family and provides a positive economic impact for the local businesses and wineries in the Temecula area year after year.

Attachments:

Business Plan

Event Application

**TEMECULA VALLEY BALLOON AND WINE FESTIVAL ASSOCIATION
A NON-PROFIT CORPORATION
2016 BUSINESS PLAN**

PURPOSE

The Temecula Valley Balloon and Wine Festival Association (FESTIVAL) is an established 501 (c)(4) non-profit corporation. The FESTIVAL's mission is to enhance the charitable, cultural, educational, and economic development of the region.

VENUE

FESTIVAL intends to utilize Lake Skinner Recreation Area (37701 Warren Road, Winchester, CA 92596), Riverside County Regional Park and Open Space District (DISTRICT) as the site for the 2016 Temecula Valley Balloon & Wine Festival. The Festival has been held at Lake Skinner for the past twenty three years and is subject to approval of the Board of Supervisors of Riverside County.

EVENT DATES

Friday May 20, Saturday May 21, and Sunday May 22 are the scheduled dates for the 2016 Festival. Below is a schedule of times for the following activities: (times subject to change).

Thursday, May 19, 2016	9:00am to 2:00pm Vendor Set Up
Friday, May 20, 2016	5:00am to 12:00pm Vendor Set Up/Media
Friday, May 20, 2016	3:00pm to 10:00pm Festival/Balloon Glow
Saturday, May 21, 2016	6:00am to 10:00pm Festival/Balloon Glow
Sunday, May 22, 2016	6:00am to 6:00pm Festival

Access to the park shall be provided by 4:30 am each day.

ACTIVITIES

- A. **Balloon Glow** – Friday and Saturday, a maximum of 20 tethered balloons will be featured in the evening “glow” to be staged in the Wine Venue. Fire Dept./Emergency personnel will be present.
- B. **Balloon Tethering** – Saturday and Sunday morning the FESTIVAL will have up to six (6) tethered balloon rides offered at no charge for our guests. This activity will begin at 7:00am and will continue until approximately 12:00pm, weather permitting.
- C. **Balloon Launch** – Friday (media day) morning up to 10 hot air balloons will be launched. Passengers will be guests, sponsors, and/or pilots only. All other conditions same as Saturday and Sunday.

Saturday and Sunday morning, up to 50 hot air balloons will be launched in three waves, weather permitting and depending on space. Each launch will consist of a maximum of 20 hot air balloons launched per wave. Balloons will be a variety of paid passengers, guests, and/or pilots only. If a hot air balloon lands in the Multi Species Reserve (MSR) or Lake Skinner Park (SKN) boundaries, DISTRICT will escort chase vehicle to balloonist as required by Metropolitan Water District (MWD)/MSR/SKN. DISTRICT to be present at on-site briefings each morning (time to be determined) to assist in the decision on whether to launch on-site based upon weather and/or other conditions.

- D. **Beer/Wine/Spirits** – Wine, beer, and distilled spirits will be sold to those over age twenty-one. All sales of these beverages are pursuant to the requirements of the California State Alcohol Beverage Control.
- E. **Entertainment** – Live entertainment, featuring both local and top-name performers, will be featured as part of the admission ticket. Entertainment will be appropriate for the enjoyment of the entire family. Entertainment will begin at approximately 3:00pm on Friday and 10:00am on both Saturday and Sunday and will conclude by 10:00pm Friday and Saturday and 6:00pm Sunday.
- F. **Food Vendors** – There will be a variety of self-contained food booths and food trailers operating in compliance with Riverside County Department of Health. Food Court area spaces, and numbering shall be marked using chalk or other washable/removable marking system when placed on asphalt and spray paint on grass areas.
- G. **Kid's Faire** – A variety of children games, activities, and shows directed towards children age 14 and under will be provided. Pacific Animal Productions is contracted by the Festival for a free educational exhibit of exotic animals. For the protection and security of the animals, staff will stay/camp overnight in the Kid's Faire Area.
- H. **Commercial Court** – There will be approximately 200 art and craft and commercial booths staffed by these vendors who will display and sell their works.
- I. **Parking** – All general parking will be located within the park operations area. This area consists of approximately 40 acres of level land located between campgrounds A and C (see attached map). Approximately 7,000 vehicles will be permitted to park in this area at any one time.

Vendor parking will be provided in Launch Ramp 1 and adjacent to Campground A/B Restroom.

Local non-profit organizations will be responsible for paid parking. These organizations have successfully handled parking for the Festival in previous years and have made the commitment to do so for the 2016 Festival as well. A parking fee of \$10.00 per vehicle, \$20.00 for commercial passenger buses, \$100.00 for motor homes, \$20.00 premier parking and \$25.00 for overnight additional camping vehicle will be charged by the Festival.

Parking attendants shall prevent access to campground areas from the General Parking Lot to avoid illegal access and camping without reservations.

FESTIVAL will be responsible for:

1. Erecting fencing as needed.
2. Marking a pedestrian crossing from the parking area to the Festival grounds.
3. Marking roads within parking area.
4. Providing water trucks for dust control.
5. Install two water meters, at locations approved in advance by DISTRICT, for the purpose of tracking water usage by FESTIVAL. Provide DISTRICT with report of water usage within 30 days after event has concluded.
6. Providing personnel for water trucks.

7. Grading of parking lot, and ensuring it is in a safe condition, no less than 14 days prior to Festival. In 2016, additional fencing will be added during grading activities, and fencing will remain in place during the entire Festival.

DISTRICT will be responsible for:

1. Mowing down weeds in parking area.
2. Water for the water trucks to be used in the parking lot.

- J. **Splash Pad** – DISTRICT will turn the Splash Pad on from 3pm to 6pm on Friday, 11am to 6pm on Saturday and 11am to 5pm on Sunday.

ADMISSIONS

FESTIVAL volunteers will sell tickets to Festival guests in ticket booths located inside the park adjacent to the parking area.

ATTENDANCE

FESTIVAL will sell:

- a. A maximum of 15,000 tickets for Friday, May 20, 2016.
- b. A maximum of 30,000 tickets for Saturday, May 21, 2016.
- c. A maximum of 30,000 tickets for Sunday, May 22, 2016.

General admission tickets will be sold at the gate for the following prices: (subject to change)

Friday ticket rate	\$30.00 for adults
Saturday ticket rate	\$40.00 for adults
Sunday ticket rate	\$30.00 for adults
Junior ticket rate	\$ 5.00 age six to twelve, age five and under are free.

TICKET OUTLET CENTER

FESTIVAL will set up numerous ticket outlet centers prior to the event and sell adult daily tickets at a discounted price.

FIRST AID & SECURITY SERVICES

Fire/Emergency Medical Services (EMS): Local Volunteer Fire Companies under the direction of the Riverside County Fire Department, and/or The American Red Cross, and/or an approved Riverside County or State approved provider, will provide on-site Basic Life Support (BLS)/EMS services during Festival business hours as recommended by the FESTIVAL and DISTRICT.

Security: During Festival business hours private security services will be deployed within the Festival grounds by the FESTIVAL. For additional information please refer to Public Safety Section of this Business Plan.

WASTE MANAGEMENT

A professional clean-up company will be contracted for trash receptacles and trash removal. The FESTIVAL will contract with a local waste company to install sufficient portable restroom facilities for the Festival attendees that will meet all health, Americans with Disabilities Act

Guidelines (ADAG), and attendance requirements, as set by Riverside County Ordinance 712. The waste company will be responsible for the sanitation and multiple cleanings on a daily basis. Permanent restrooms will be maintained by DISTRICT staff. FESTIVAL will be permitted to stage their waste company's transfer discharge truck in the northeast corner of Whittier House Parking Lot – all waste/sewage will be hauled off-site.

RV CAMPING, CHECK IN & PATROLING

DISTRICT will provide the FESTIVAL with campgrounds A, B, and C, excluding a total of 16 sites (12 camp hosts' sites and four sites for DISTRICT staff). Camp hosts' sites are: 111, 125, 147, 176, 223, 248, 273, 275, 319, 337, 372, and 380. DISTRICT staff sites are: 110, 169, 318, and 379. Developed Group Loops A & B; Developed Group Overflow Dry (DGOD) 701 – 740; and Vendor campsites 801 – 848 located behind Campground A; will be available for use as indicated on the attached map. Launch Ramp 2 Area will be used for balloonist camping, fuel holding tanks and propane. Day Use 2 Area will be used for FESTIVAL Office Headquarters, Security Station (sheriff and marines) and tow truck parking.

Starway Sound Group is required to pay camping fees.

DISTRICT will designate and FESTIVAL will provide signage to number all campsites created in the Developed Group, Developed Group Overflow Dry, and Vendor campgrounds. If changes have been made from previous year's map, DISTRICT will provide FESTIVAL with an updated Vendor Campsite Map by December 1, 2015 and Overflow Campsite Map by February 1, 2016 for use with the online sale of tickets.

FESTIVAL will be permitted to use campsites 295 and 296 Thursday, May 19th through Sunday, May 22nd, 2016 at no charge. FESTIVAL will be permitted to use campsites 301, 302, 303 & 306 Monday, May 16th through Tuesday, May 24th, 2016 at no charge.

Campsites will be available beginning 6:00am Friday, May 20, 2016 through 7:00pm Sunday, May 22, 2016. FESTIVAL will be responsible for taking camping reservations for Friday, May 20th and Saturday, May -21st 2016. Reservations for FESTIVAL weekend Friday, May 20 -22, 2016 go on sale March 1, 2016 at 8:00am. FESTIVAL shall issue two passes per reserved site, one as the Primary Camping Unit, and one as an Extra Vehicle pass with both passes reflecting the name of the occupying party. Each site comes with two adult general admission weekend combo tickets. FESTIVAL to provide DISTRICT a report regarding sites reserved on or before May 1, 2016. FESTIVAL to provide DISTRICT with updated reports to reflect any changes to the reserved sites after May 12, 2016. FESTIVAL shall provide the DISTRICT with final camping registration lists for event guests, vendors, and balloonists no later than Tuesday, May 17, 2016.

Updated campground reservation report will be emailed to Ann Dixson, Robyn Jensen, Vicki Armentrout and Misty Heyden. FESTIVAL will adhere to the following rates:

Camp Sites	Customer Rate	Included with site
Full hook up	\$475.00	2 Weekend combo tickets
Water / electricity	\$435.00	2 Weekend combo tickets
Water only	\$390.00	2 Weekend combo tickets
Dry	\$325.00	2 Weekend combo tickets
Vendor	\$ 50.00	Dry site only

FESTIVAL representative shall be available by phone to assist DISTRICT in registration of campers, addressing double bookings, and other concerns arising at check-in. FESTIVAL to provide DISTRICT a contact name and phone number to assist with registration issues by May 17, 2016.

DISTRICT will patrol all campgrounds. FESTIVAL shall patrol parking lot area and shall conduct the exiting of the parking lot each night. NO OVERNIGHT CAMPING permitted in parking lot areas.

DISTRICT shall provide directional signage at the kiosk, on Wednesday through Friday, indicating two lanes: one on the left for Camping Check-In, and one on the right side for event/non camping attendees. DISTRICT will allow FESTIVAL entrants bearing properly-displayed "Command" parking passes to proceed through the kiosk without being stopped for DISTRICT credentials Monday, May 16th – Tuesday May 24th.

ANIMALS

Animals are not allowed in Festival area except for those who are commissioned by the FESTIVAL for interactive display. Those animals are to be named/listed by FESTIVAL, and a list of animals will be provided to the DISTRICT who will in turn provide the list to Metropolitan Water District. Animals will be kept a minimum of 300 feet away from the water's edge. Any droppings from exotic animals and horses will be disposed of within 24 hours in a FESTIVAL-provided waste bin; dumpsters in campground shall not be used for FESTIVAL waste.

DAMAGE TO FESTIVAL SITE

FESTIVAL and DISTRICT will complete a pre-festival inspection of the day use areas on or before May 6, 2016. DISTRICT shall document the pre-event condition of the park using digital images and notes. FESTIVAL shall not be responsible for repairs related to pre-existing conditions within the park.

FESTIVAL and DISTRICT will complete a preliminary post-festival inspection of the day use areas no later than 10 days after the last day of the event. The FESTIVAL and DISTRICT will conduct a secondary post-festival inspection no later than 20 days after the last day of the event to determine if there was damage to the irrigation system not revealed by the preliminary inspection. DISTRICT is responsible for costs to repair damages that are the result of event(s) on the facilities' grounds, which occur between the last day of the Festival and prior to the secondary post-festival inspection.

FESTIVAL agrees to have DISTRICT make repairs to the irrigation system in the event damage is deemed by both parties to be a result of the Festival.

SITE PREPARATION

Site preparation will begin approximately April 4, 2016. FESTIVAL to provide 30-day notice to DISTRICT, of when they would like to initiate grading of parking lots, to ensure that there are no conflicts with other events scheduled in the park. DISTRICT will shut-off irrigation in selected turf areas starting Tuesday, May 18, 2016.

DISTRICT will be responsible for the preparation of the grounds including but not limited to: mowing parking lot, mowing park, trimming trees, filling gopher holes for the event, and providing lake, shoreline, and campground patrol.

EVENT SET UP

DISTRICT Officials will allow event marking any time after April 4, 2016. Set-up will commence on April 21, 2016, excluding turf areas to allow for irrigation and mowing. FESTIVAL agrees that site preparation and event set up will not conflict with Annual Solar Cup event that is scheduled for May 11-15, 2016. Stage set-up will not take place until Tuesday, May 17, 2016.

FESTIVAL will provide a barrier fence along the back side of the overflow campground (behind Campground B) to prevent vehicles from parking along the emergency road.

FESTIVAL will be responsible for providing trash bins and portable restrooms at both overflow campgrounds.

EVENT BREAKDOWN

All facilities will be dismantled and removed on or before Friday, June 17, 2016. FESTIVAL shall remove equipment from all grass areas as soon as possible to allow for turf irrigation to resume as quickly as possible to avoid and prevent drought damage. All Festival equipment will be removed from Amphitheater Areas 1, 2, and 3, Day Use 1, and Field of Dreams on or before Tuesday, May 24, 2016 to allow irrigation to resume by Wednesday, May 25, 2016. FESTIVAL will remove equipment from other turf areas before non-turf areas so irrigation and mowing can resume.

PUBLIC SAFETY

FESTIVAL will contract for security with the Riverside County Sheriff's Department and private security personnel. The FESTIVAL will coordinate security, crowd control, and emergency services under the supervision of a FESTIVAL Board Member.

DISTRICT will have a staff member monitor the front park gate on Friday, May 20th and Saturday, May 21st from 12:30am to 5:00am to monitor traffic.

FESTIVAL is responsible for ensuring that "rolling stock" vehicles observe posted park speed limits.

FESTIVAL will provide staff to monitor traffic and prevent unauthorized access at the Handicap Access Emergency Service Road.

FESTIVAL will provide DISTRICT'S on-site staff with combinations to locks on all interior gates, including VIP and Day Use 1.

FESTIVAL will inform event guests that ground fires and Chinese lanterns are prohibited in the park.

SITE USE FEE

FESTIVAL will pay the DISTRICT based on the attached cost summary (see page 8):

FESTIVAL shall pay the DISTRICT \$20,000 by April 20, 2016 as an advance payment with the remaining balance of \$41,390 due the DISTRICT on or before June 30, 2016. FESTIVAL shall provide DISTRICT with attendance and ticket sale numbers for each day of the event on or before September 30, 2016.

INSURANCE

FESTIVAL will purchase a general liability policy covering the FESTIVAL, the County of Riverside, Riverside County Regional Park and Open Space District, and Metropolitan Water District of Southern California.

HAZMAT

FESTIVAL Hazmat Team has knowledge of Hazardous Waste Control Laws, Medical Waste Management Regulations, Water Code Sections 13171.c – 13387.b and .e.; Fish and Game Codes 5650 and 5650.1, Vehicle Code and Penal Code sections regarding spilling and dumping as well as Air Pollution, Food, and Agriculture codes. The FESTIVAL will take precautions to prevent the release of hazardous or toxic substances. We accomplish this by placing chemical compatible tarps under any holding vessel of gas or diesel fuel and by use of berms around the perimeter. We also keep chemical and soil compatible absorbents nearby to further mitigate the condition as well as fire extinguishers for suppression of any ignition.

The FESTIVAL will provide a Site Safety Plan to DISTRICT'S Area Manager, Vicki Armentrout, which will include a Safety Data Sheet (SDS) on all known hazardous and toxic products specific to the Festival. FESTIVAL will ensure Vendors using compressed gas cylinders will be checked for compliance.

MARKETING

Marketing for the 2016 Festival will include advertising in newspapers; commercials, and promotions with radio stations from Riverside, Orange County, Los Angeles to San Diego Counties; local cable television advertisements; collateral materials (flyers and posters); and an aggressive publicity campaign targeted for Riverside, Orange County, Los Angeles to San Diego Counties; major television network news, network morning and feature news shows, west coast magazines, and Southern California newspapers.

AMENDMENTS

Minor amendments to this agreement regarding Festival operating conditions within the park can be accomplished by written mutual consent of FESTIVAL and the DISTRICT.



RIVERSIDE COUNTY
REGIONAL PARK AND OPEN SPACE DISTRICT

Date: 11/12/2015

Cost Summary

To: **Andrea Jacobson**
 Temecula Valley Balloon & Wine Festival
 41755 Rider Way, Unit 1
 Temecula, CA 92590
 (951) 676-6713
andrea@tvbwf.com

****This quote in no way represents a binding contract and merely gives the recipient a cost estimate for rentals or services requested by the recipient****

Special Event Coordinator	Event	Event Date	Payment Terms
Misty Heyden	Temecula Valley Balloon & Wine Festival	May 20-22, 2016	\$20,000 30 days prior to event, balance due 9/30/16

Qty	Unit	Description	Unit Price	Line Total
1	ea	Special Event Application Fee, major event (non-refundable)	\$600.00	\$600.00
1	ea	Board of Supervisors submittal fee	\$3,000.00	\$3,000.00
3	days	Day Use #1, electricity included	\$200.00	\$600.00
3	days	Day Use #2, electricity included	\$200.00	\$600.00
3	days	"Field of Dreams" day use area	\$200.00	\$600.00
3	days	Amphitheater @ 50%	\$600.00	\$1,800.00
1	ea	Reimbursement to District for Amphitheater Areas 1, 2 and 3 Turf Improvements	\$9,820.00	\$9,820.00
25	per	Food Vendors	\$100.00	\$2,500.00
8,938	per	Adult entry fee @ 50%	\$3.00	\$26,814.00
92	per	Pet entry fee @ 50%	\$1.00	\$92.00
378	sites	Full Hook-up sites (189 sites x 2 nights = 378) @ 50%	\$17.50	\$6,615.00
36	sites	Developed with Electricity sites (18 sites x 2 nights = 36) @ 50%	\$15.00	\$540.00
82	sites	Developed with Water sites (41 sites x 2 nights = 80) @ 50%	\$12.50	\$1,025.00
426	sites	Primitive (213 sites x 2 nights = 430) @ 50%	\$10.00	\$4,260.00
461	ea	Site reservation fee (189 full, 18 dev elec, 41 water, 213 primitive = 461) @ 50%	\$4.00	\$1,844.00
4	nights	Groups A & B (2 sites x 2 nights = 4) + reservation fee @ 50%	\$170.00	\$680.00
4	nights	Campsites 295 and 296 from 5/19 thru 5/22 (2 sites x 4 nights x \$35/night) N/C	\$0.00	\$0.00
9	nights	Campsites 301, 302, 303 & 306 from 5/16 thru 5/24 (4 sites x 9 nights x \$35/night) N/C	\$0.00	\$0.00
2	nights	Developed Group Overflow Dry (DGOD) (40 sites x 2 nights x \$20/night) N/C	\$0.00	\$0.00
			Total	\$61,390.00

This cost summary is subject to the conditions noted below:

The 2016 Temecula Valley Balloon & Wine Festival will be held at Lake Skinner Friday, May 20, 2016 through Sunday, May 22, 2016 (3 days before and after the event shall be included for set-up and tear-down). District shall co-sponsor this event and will reduce the following actual fees by 50%: entry for adults and pets, use of the amphitheater, camping, and reservations fees. The District agrees to use 8,938 for 2016 adult attendance, which is based on the average annual full priced ticket sales as reported by TVBWF for years 2010-2015. District also agrees to factor the total number of all campsites to be used in the event at 461 and calculate pet attendance at 20% to arrive at 92 pets for 2016. District will be considered a "Gold" sponsor of this event; therefore, TVBWF will confer to District all the provisions of the "Gold" sponsorship package, including the following: inclusion of sponsor's logo in festival print advertising; four (4) banners to be provided by sponsor and put up by TVBWF; use of 20 x 20 booth (picnic structure) in festival grounds; mentions from Main and Wine stage; linking of District's website to Festival website; inclusion in Festival social networking campaign; mention in festival eblasts; mention in at least two Festival news releases to general media; one (1) half page black and white ad in Festival Program; access to VIP Hospitality Tent for ten (10) people; one hundred (100) Adult Festival Tickets; six (6) all access passes and six (6) all access parking passes; twelve (12) sponsor (worker) passes (good for one entry per day); fifty (50) parking passes; six (6) command badges; and six (6) invitations to Sponsor Appreciation Dinner.

Amount Paid	
Amount Paid	
Balance	\$61,390.00
Due 30 Days Prior to Event	\$20,000.00
Due Following Event	\$41,390.00



Prepared By: Misty Heyden Reservations and Permits Supervisor

From: Special Event Application
To: SpecialEvents
Subject: Application for Temecula Valley Balloon & Wine Festival, Lake Skinner Recreation Area
Date: Tuesday, October 20, 2015 2:37:49 PM

Name of Event *	Temecula Valley Balloon & Wine Festival
Applicant/Contact Name *	Andrea Jacobson
Organization (if event is being requested by a private party leave blank)	The Temecula Valley Balloon and Wine Festival Asso
Address *	<input type="checkbox"/> 41755 Rider Way Unit 1 Temecula, CA 92590 United States
Contact Phone *	(951) 676-6713
Email *	andrea@tvbwf.com
This event is a: *	Returning Event
Type of Event *	Food and/or Wine Festival
Estimated Attendance *	40000
Is this event non-profit? *	Yes
Do you have IRS 501(c)(3) status? *	No
What is the targeted audience for this event? *	0-99
Will admission fees be charged for this event? *	Yes
Whom will the proceeds from admission sales benefit? *	Local non-profits, high schools, high school organizations, military and public and private intitities
Over how many days will this event take place? *	3 Days
Dates of the event are: *	Consecutive
First Date of Actual Event *	Friday, May 20, 2016
Start Time *	3:00:00 PM
Last Day of Actual Event *	Sunday, May 22, 2016
Ending Time *	6:00:00 PM
How many days will you require for set-up? *	3 or more days prior to the event
How many days will you require for	3 or more days following the event

clean-up/take-down? *

Desired Park or Location *	Lake Skinner Recreation Area
Describe area of the above location that you would like to use: *	Full Park grounds
Lake Skinner amenities requested. Check all that apply. *	<ul style="list-style-type: none">• Day Use #1 Shelter (65 people max)• Day Use #2 Shelter (35-50 people)• Amphitheater• Electricity
Check All That Apply	<ul style="list-style-type: none">• PA/Speaker System• Generator(s)• Light Tower(s)• Tents/Canopies• Stage• Table(s)• Chair(s)• Extension Cord(s)
Are you requesting to reserve campsites for this event? *	One or more entire campground areas
Lake Skinner Campground Area Desired *	Campgrounds A, B & C
Will food be served at this event? *	Yes
Food will be...(check all that apply) *	<ul style="list-style-type: none">• Provided free• Available for purchase• Cooked/Prepared on-site• Cooked on an open fire
Whom will the proceeds from the sale of food benefit? *	Vendors are responsible for their own proceeds
Will there be merchandise vendors at this event? *	Yes
Briefly describe the types of items that will be offered for sale. *	Various items
Select which of the following vendors will be at this event: *	<ul style="list-style-type: none">• Jumper• Amplified Music• Live Animals
Jumper Company & Phone Number *	Not available at this time
Amplified Music Company & Phone Number *	Festival held contracts
Live Animals Company & Phone number *	Pacific Animal Productions Karla Majewski 760-723-7761

Will alcohol be served? *	Yes; alcohol will be served AND SOLD on-site
Whom will the proceeds from the sale of alcohol benefit? *	Festival
Are you requesting that vehicles be permitted to load/unload on District property? *	Yes
Please indicate time and location that loading and unloading is to occur *	Approx. 30 days prior to festival and 20 days after festival on various days.
Are you requesting that any public streets be closed for this event? *	No
Will you be using a traffic control contractor? *	Yes
What is the name of the traffic control contractor? *	Festival staff and sponsors
Please indicate what areas you plan on utilizing for participant/attendee parking. *	Graded dirt lots by campground C and behind A and B
Will you provide designated parking for disabled persons? *	Yes
Clean-up *	Festival staff and local high school students and parents
Trash Removal *	Sponsor Waste Mangement
Will additional portable restrooms be brought to the event site? *	Yes
Portables Company & Phone Number *	Not available at this time
Number of Portable Restrooms *	187
Number of ADA Portables *	10
Upload Certificate of Liability Insurance (.pdf, .doc, .xls, .jpg accepted)	 cert_11516.pdf 58.81 KB · PDF
Upload Traffic Map (.pdf, .doc, .xls, .jpg accepted)	 tvbwf_2015_facilities_51815.pdf 704.42 KB · PDF
Ordinance 328, Prescribing Rules and Regulations for Parks and Open-Space Areas: <u>Ordinance 328</u> *	<ul style="list-style-type: none"> • I have received a copy of Ordinance 328
Ordinance 847, Regulating Noise: <u>Ordinance 847</u> *	<ul style="list-style-type: none"> • I have received a copy of Ordinance 847

Ordinance 655, Regulating Light
Pollution:
Ordinance 655 *

- I have received a copy of Ordinance 655

Policy A-28, Commercial Solicitation
in County Facilities: Policy A-28 *

- I have received a copy of Policy A-28

Policy H-21, Use of Alcoholic
Beverages in County Facilities: Policy
H-21 *

- I have received a copy of Policy H-21

Policy A-23, Non-Smoking Policy:
Policy A-23 *

- I have received a copy of Policy A-23