

TREASURE AND YERBA BUENA ISLAND SPECIAL EVENT GUIDELINES

Thank you for your interest in Treasure Island. Enclosed is information that will assist you in planning a Special Event on Treasure Island. **Please be advised that this information is descriptive only and is not a contract or a reservation.**

Located in San Francisco Bay, midway between San Francisco and Oakland, Treasure Island is a former Naval Base, under management by the Treasure Island Development Authority (the "Authority"). The Authority welcomes Special Events, which help to enliven public use and allow for increased enjoyment of the Island. To ensure that Special Events are responsibly managed and executed, the Authority has prepared this packet of information which explain the Authority's procedures for reserving venues and issuing Special Event Use Permits necessary for conducting Special Events on Treasure Island and Yerba Buena Islands ("the Islands"). All Special Events held on the Islands must be issued a Special Event Use Permit. Special Events and organized gatherings held on-Island without a Special Event Use Permit shall be immediately terminated and Event Producers shall be held liable for all fines and penalties associated with unauthorized use of land and structures on the Islands.

Special Events are defined as any temporary event or organized gathering, public or private, occurring on the Islands that are not currently allowed under existing Authority permits or subleases, including, but are not limited to:

- Events sponsored by the City and County of San Francisco.
- Events sponsored by other governmental agencies and entities.
- Public Events including but not limited to concerts, festivals, athletic events, art shows and car shows.
- Private Events including but not limited to corporate events, weddings and birthday parties.

Authority staff is committed to assisting applicants through these procedures in an effort to increase enjoyment on the Island and assure successful execution of all nature of Special Events.

Special Event Application Submittal, Review and Approval:

All Special Events held on the Islands must possess a Special Event Use Permit (heretofore referred to as a "Use Permit") issued by the Treasure Island Development Authority for use of facilities and grounds on Treasure Island. To initiate the Use Permit application and venue reservation process, the Event Producer shall complete and submit to the Authority in a time period of no later than 150 days prior to the proposed Event Date, unless otherwise notified by the Authority:

- **A Treasure Island Development Authority Special Event Application** (Heretofore referred to as the "Application", a copy of which is included in this packet). Event Producers shall complete all sections of the Application including the proposed on-Island Venue for the Special Event; a clear, complete and truthful description of the entire scope of the Special Event, including dates of all Special Event set-up and take-down activities preceding and following the Special Event itself.
- **A check, cashiers check or money order equal to 50% of the total Venue Use Fee payable to "Treasure Island Development Authority"**. Cash and credit/debit card payments are not accepted.

Application review will not begin until both the completed Application and check are received. Incomplete Applications or lack of appropriate level of detail on the Application shall delay Authority review. Upon receipt of the Application, Authority staff shall review the information contained in the Application, conduct due-diligence on the Event Producer, and identify additional regulatory reviews and permits from other relevant City agencies which will be required for the Event. If requested by the Authority, Event Producers shall provide professional references or any other additional information about the proposed Special Event in a timely manner. Authority staff shall request any additional information required within 10 working days of receiving an Application. The Authority shall reserve the right to request review of the Application by other pertinent agencies of the City and County of San Francisco or State of California. Event Producer shall provide all additional information requested by the Authority as a result of these additional reviews.

Upon completion of Application review, the Authority shall notify the Event Producer of approval or rejection of the Application in writing. If an Application is approved, this letter shall also indicate additional regulatory reviews and permits required of the Special Event and Event Producer. If an Application is rejected, the Authority shall send the Event Promoter a letter denying the Application. Event Promoters may appeal any such rejection directly to the Director of Island Operations.

An approval letter does not represent a final approval of the Special Event nor issuance of a Special Event Use Permit, it is strictly a confirmation of exclusive reservation of the Venue. A Special Event Use Permit is not issued until all Special Event requirements are fulfilled by the Event Producer.

Reservation of Venue and Payment of Venue Use Fee and Security Deposit:

Upon approval of the Application, the submitted check shall be deposited and will serve to establish a formal reservation of the Event Venue by the Authority. This amount shall be credited toward the total Venue Use Fee for the Special Event owed by the Event Producer. Except in extenuating circumstances, this initial 50% payment is non-refundable, regardless of future cancellation of the Event by the Sponsor or Producer. The balance of the Venue Use Fee shall be due to the Authority no later than forty-five (45) working days prior to the Special Event move-in day at the Venue.

The Event Sponsor or Producer shall also be required to pay the Authority a separate Venue Security Deposit on the venue equal to 50% of the total Venue Use Fee, payable by check or cashiers check to "Treasure Island Development Authority". The Venue Security Deposit shall be due to the Authority no later than forty-five (45) working days prior to the Special Event move-in day at the Venue. The Authority shall deposit and hold this payment until after the Special Event is completed and the Venue is completely vacated by the Event Producer. At such time the Authority will inspect the Venue and deduct from the Security Deposit any amounts required to repair damage caused to the Venue or surrounding area by the Event Producer. The full Security Deposit amount, or portion thereof, will be refunded to the Event Producer within 4 to 6 weeks of the Event Producer vacating the Venue.

Treasure Island Special Event Use Permit:

Upon approval of the Special Event Application and deposit of the 50% payment of the Use Fee, the Authority shall draft a Treasure Island Special Event Use Permit (referred to as the "Use Permit") between the Authority and the Event Promoter. The Use Permit document is the formal contract allowing for use of the Venue and it sets forth the business terms and conditions between the Authority and the Event Producer for the use of the Venue. The Use Permit document shall dictate all terms, conditions and restrictions under which the Special Event shall be held, including additional Permits and requirements imposed by other pertinent agencies. All Special Events held on Treasure Island require a Use Permit document regardless of the size or duration of the Special Event.

Use Permits are only considered valid upon execution by the Event Producer, the Office of the San Francisco City Attorney, and the Director of Island Operations. Upon full execution of the Use Permit, one original copy shall be issued to the Event Producer and one copy shall be filed at the Authority office. Failure of Event Producers to comply with all Use Permit requirements, including but not limited to failure to secure additional required permits from other City departments, failure to secure appropriate insurance and failure to make full payment to the Authority of the Use Fee and Security Deposit, is considered cause for the Director of Island Operations to withhold execution of a Use Permit. The Authority may revoke a fully executed Special Event Use Permit at any time before or during the term of the

Use Permit, including during the Special Event itself, should the Event Producer fail to adhere to any of the terms and conditions of the Use Permit.

Securing Additional Regulatory Permits and City Agency Reviews:

Upon reservation of venue and receipt of confirmation of Application approval from the Authority, Event Producers shall be responsible for securing all regulatory reviews, approvals or permits that may be required by other City agencies as specified by the Authority in the Application approval letter. Event sponsors will be responsible for coordinating additional approvals and permits from other City Departments, as well as fulfilling any required conditions of these approvals and permits.

Depending on size, location and type of event, additional permits that **may** be required include, (but are not limited to), the following:

- Department of Building Inspection Temporary Building Permit for construction of temporary structures and staging.
- Treasure Island Dig Permit for any breaking of ground, excavation or tent staking.
- San Francisco Fire Department Open Flame Permit; Public Assembly Permit; Flammable Material Storage Permit; including possible Bureau of Fire Prevention staffing requirement for event.
- San Francisco Police Department approval of Transportation Plan and Special Event security staffing; including possible SFPD 10B Event Officer staffing requirement for event;
- San Francisco Entertainment Commission Itinerant Show Permit; Loudspeaker Permit; Mechanical Contrivance Permit; One Night Event Permit.
- San Francisco Department of Emergency Management approval of Event Medical Plan.
- San Francisco Department of Public Health Temporary Event Permit for food service.
- CalTrans Encroachment Permit for closure of traffic lane on San Francisco-Oakland Bay Bridge (if requested by Event Producer).
- California State Athletic Commission approval and assigned staffing.

See Attachments A and B for full information on additional City agency reviews and Permits.

Special Event Insurance Requirements:

In addition to issuance of a Use Permit, Event Producers are required to carry adequate liability insurance coverage for all Special Events held on Treasure Island. Minimum insurance requirements are listed below, but these requirements may be modified or increased depending on the nature of the event:

- Workers Compensation insurance with limits not less than \$1 million;
- Employers' Liability Coverage with limits of not less than \$1,000,000 for each accident or occurrence, Comprehensive or Commercial General Liability

Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate for bodily injury, property damage, contractual liability, personal injury, products and completed operations.

- Automobile Liability insurance with limits not less than \$1 million.

A Certificate of Insurance confirming coverage and an Endorsement for Additional Insureds form (known as a "Form CG 20" or equivalent) are both required. The following entities must be endorsed as Additional Insureds on all policies required of the Event Producer: *"Treasure Island Development Authority, City and County of San Francisco, United States of America, acting by and through the Department of the Navy, and their officers, directors, employees and agents"*.

One-Day Special Event General Liability Insurance coverage is available for purchase through TIDA on a sliding fee scale based on the nature of the Special Event and the number of participants. Event Promoters may request more information from the Authority regarding the availability of this coverage if they do not carry Liability Insurance themselves.

Parking and Transportation Requirements:

Each Venue includes a designated parking area. Additional parking spaces and lots are available at an additional cost to the Event Producer. The Authority is committed to avoiding on-Island traffic congestion and to promoting mass-transportation and alternate transportation alternatives whenever possible. Any Special Event expecting over 500 attendees or 250 vehicles must provide a detailed transportation plan for review and approval prior to issuance of a Special Event Use Permit. Such plans must be submitted to TIDA at least 60 days prior to the scheduled event for review and approval by TIDA and the San Francisco Police Department.

See Attachment C for full Special Event Parking and Transportation Information.

Treasure Island Homeless Development Initiative Job-Broker Program:

The Treasure Island Homeless Development Initiative (TIHDI) Job Broker program provides access to a resource pool of individuals with varied skill levels and work experience backgrounds. Treasure Island residents currently participating in residential supportive services programs managed by agencies such as Swords to Plowshares, Walden House, Community Housing Partnership, Catholic Charities, Toolworks and Rubicon Programs make up a majority of the individuals participating in the Job Broker Program. As part of the Treasure Island Development Authority's commitment to supporting TIHDI and the supportive services organizations with operations and residents on the Island, TIDA requires that Event Producers engage the TIHDI Job Broker Program during their pre-production activities and make all good-faith efforts to fill appropriate available positions through the Job Broker Program whenever possible.

See Attachment D for full information on the TIHDI Job Broker Program.

Special Event Waste Management, Recycling and Composting Requirements:

All Special Events on-Island are required to individually contract with the permitted on-Island refuse hauler for temporary on-site recycling, trash and composting services for the entire scope of the Special Event, including the actual Special Event itself and all set-up and break-down days. All temporary Special Events held on Treasure Island with an attendance of more than 1,000 people throughout the course of the Event shall be required to submit a Special Event Recycling Plan to the Authority and to adhere to specific requirements designed to maximize the Special Event's Waste Diversion Rate in accordance with City and County of San Francisco recycling and waste-diversion policies.

See Attachment E for full information on Special Event Waste Management Requirements.

Additional Site Requirements:

Depending on venue, event size and nature, issuance of a Special Event Use Permit may be conditioned upon additional requirements. These requirements include but are not limited to:

- provision of chemical toilet units
- bus or shuttle service
- provision of perimeter fencing,
- parking, traffic, pedestrian and crowd management plans, equipment and staffing
- trash, recyclables and compostables management plans, equipment and staffing
- on-site emergency medical personnel
- landscape maintenance

Applicant shall install and maintain any such requirements at Applicant's expense. Any such additional requirements will be set forth in full to Applicant upon approval of Application.

Publicity and Advertising:

Any Special Event publicity issued by the Applicant before the Special Event Use Permit has been fully executed and approved by the Director of Island Operations for the Treasure Island Development Authority is done so at the Applicant's own risk. The United States Navy prohibits advertising prior to a Special Event's approval. All promotional signage associated with a Special Event must comply with the City and County of San Francisco Department of Public Works posting and signage requirements.

Cancellations and Changes:

Cancellations, postponements, and changes of date or venue must be received in writing in order to receive a deposit refund. Any postponement of date or change of date or venue will be considered a cancellation of the current reservation and a

request for a new reservation. Thus, the Cancellation and Changes Policy will apply to any request for postponement and/or change of date or venue.

The minimum cancellation fee is \$250 per venue. Cancellations, postponements, or changes of date or venue, made fewer than 30 days prior to an event will receive no deposit refund. Security deposits, less a cancellation fee, will be refunded if the Treasure Island Development Authority receives written notice of cancellation, postponement, or change of date or venue at least 30 days prior to the scheduled event. The minimum cancellation fee of \$250 will apply to each venue. If notice of cancellation, postponement, or change of date or venue is received fewer than 150 days prior to the scheduled event, security deposits will be refunded according to the following schedule:

CANCELLATION, POSTPONEMENT, CHANGE OF DATE OR VENUE (days before event)	CANCELLATION FEE (percentage of deposit)	REFUND AMOUNT (percentage of deposit)
150 days or more	\$250	100% less \$250
149-120 days	20%	80%
119-90 days	40%	60%
89-60 days	60%	40%
59-30 days	80%	20%
29 days and fewer	100%	0

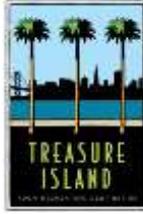
The Director of Island Operations also shall reserve the right to cancel a Special Event by revoking an already executed Special Event Use Permit should the event change substantially in nature from what was represented on the original Special Event Application, not fulfill any terms and conditions of the Special Event Use Permit and/or any additional requirements imposed by the City and County of San Francisco, including but not limited to the San Francisco Fire Department, San Francisco Police Department, San Francisco Department of Public Health and the San Francisco Department of Building Inspection.

Community Engagement:

The Authority maintains an ongoing relationship with representatives of the residential and commercial populations on Treasure and Yerba Buena Islands with the objective of ensuring that all activities taking place on the Islands are sensitive to community concerns and needs. The clear and timely exchange of information between Authority staff, Event Producers and the Island community facilitates smoothly-run Special Events. Depending on the nature of the Special Event, Authority staff may recommend that an event be presented and discussed at the regular Island Community Meetings, generally no less than 30 calendar days prior to event start date. All Special Events are also responsible for direct contact and coordination with any and all potentially impacted commercial tenants and

community organizations that occupy or utilize space at or adjacent to the Event Venue, including shared parking lots and common roads and streets.

For events in proximity to the residential and commercial areas on-Island, Authority staff will work with the event sponsor to schedule Community Meeting presentations, and provide advice to the sponsor on information needed for such meetings.



TREASURE ISLAND DEVELOPMENT AUTHORITY SPECIAL EVENT APPLICATION

Please complete this three-page application and provide all requested information and a clear and complete written description of the proposed Special Event, including all relevant background information about the purpose of the Special Event. This description should be written so that lay citizens can understand the basics about the Special Event and associated activities that will be involved. Please assure the following event information, which will facilitate review by the Authority and other relevant agencies, is included:

- Full description of Special Event activity proposed for Event Venue(s).
- Detailed event time schedule, including set-up and break-down periods.
- Planned maximum attendance for each day of Special Event.
- Site-map of Special Event Venue, including:
 - Clearly marked public Special Event areas, back-of-house areas, cooking and food preparation areas, parking areas, staging areas and any and all other uses of on-Island land and structures relevant to the Special Event.
 - Location and dimensions of temporary installations (including but not limited to staging, tents, and fencing).
 - Location, date(s) and time(s) of any proposed street closures, controlled intersections or traffic detours.

Please also answer the questions in the checklist. Applications missing required information will be considered incomplete. Incomplete applications will not be accepted for review by the Authority. If you have any questions regarding any of these information requirements, please contact Authority staff at, 415-274-0665.



Application for Special Event on Treasure and Yerba Buena Islands



APPLICANT INFORMATION

Applicant/Company/Organization Name _____

Contact Person (print) _____

Address _____

City _____ State _____ Zip Code _____

Day Phone (____) _____ Cellular/Pager Number (____) _____

Fax Number (____) _____ E-Mail Address _____

Person in charge on-site (if different than Applicant Contact) _____

Day Phone (____) _____ Cellular/Pager Number (____) _____

- **Note: Non-profit organizations must provide the current non-profit status document with this application.**

EVENT INFORMATION

Proposed Location(s) of Event (attach map if necessary) _____

Date(s) and Time(s) of Event _____

Date(s) of Event Set-Up _____

Date(s) of Event Strike _____

What type of event? Concert Festival (non-concert) Athletic Event Corporate Event

Other, If other please describe _____

Anticipated Number of participants _____

Is this event open to the Public? yes no

Will there be an admission fee? yes no If yes, amount \$ _____

Will there be amplified sound at your event? ¹ yes no

Will food be at this event? ¹ yes no If yes, will it be sold? yes no

Will alcohol be at this event? ¹ yes no If yes, will it be sold? yes no

Will your event have booth(s)? ¹ yes no

Will your event have tents erected? ¹ yes no

¹ Additional Permits from other City agencies may be needed to complete the permit process.

EVENT DESCRIPTION

Describe in detail your proposed Special Event, use additional pages if necessary: (A preliminary diagram of the layout of your Special Event must be submitted)

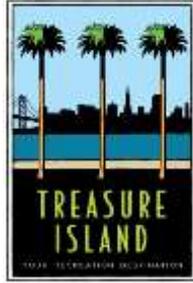
ACKNOWLEDGEMENT: The above information is complete and correct to the best of my knowledge. I understand that the permit is granted on the basis of the information supplied in the application, and that the permit may be denied or revoked if found to be incorrect and/or incomplete. I further understand that the property manager may monitor the event, and that failure to comply with any conditions placed on the permit approval or local law may result in the immediate revocation of the permit.

Signature of Applicant _____

Date _____

TREASURE ISLAND DEVELOPMENT AUTHORITY SPECIAL EVENT APPLICANT CHECKLIST

YES	NO	N/A	<u>A. Is the below information provided in the Special Event Application and Attachment?</u>
			1. A complete description of the special event
			2. A site plan is provided showing all streets, structures, parking and event areas. Event area must be designated.
			3. All street and cross street names are noted on the site plan.
			4. All existing buildings and temporary structures for event are shown on the site plan.
			5. Date(s) and hours of actual event listed.
			6. Date(s) and hours of pre-event set up.
			7. Date(s) and hours of post-event break-down.
YES	NO	N/A	<u>B. Please answer the following questions to facilitate Authority's review for regulatory approval requirements. Provide further details as needed to fully answer each question on the separate Special Event Application Attachment.</u>
			1. Does this event include the installation of a structure or staging area in or adjacent to a public street or sidewalk area?
			2. Does this event or any component of it take place within Clipper Cove?
			3. Does this event involve the use or storage of any hazardous or flammable liquids or materials (e.g. fuels)?
			4. Does this event propose to alter any existing on-Island facilities?
			5. Will this event require any below-ground staking or general breaking of ground, including but not limited to installation of fencing, erection of tenting and construction of staging?
			6. Will this event possibly affect the surrounding area with noise, increased traffic, trash or excessive lighting?
			7. Does this event include the use of livestock or other non-domestic animals?
			8. Will the event have signage advertising or identifying the event either at the event site, on adjacent areas or along the public streets leading on or off the Island?



**TREASURE/YERBA BUENA ISLAND SPECIAL EVENTS
ADDITIONAL PERMITTING AND COORDINATION INFORMATION.**

EXHIBIT A: TREASURE ISLAND SPECIAL EVENT REVIEW AND COORDINATION WITH ADDITIONAL CITY AND COUNTY OF SAN FRANCISCO AGENCIES

EXHIBIT B: REQUIREMENTS FOR STAKING AND GROUNDBREAKING ASSOCIATED WITH EVENT PRODUCTION ON TREASURE ISLAND

EXHIBIT C: TREASURE ISLAND SPECIAL EVENT TRANSPORTATION, PARKING AND TRAFFIC GUIDELINES AND REQUIREMENTS

EXHIBIT D: TREASURE ISLAND HOMELESS DEVELOPMENT INITIATIVE JOB BROKER

EXHIBIT E: TREASURE ISLAND SPECIAL EVENT WASTE REDUCTION REQUIREMENTS

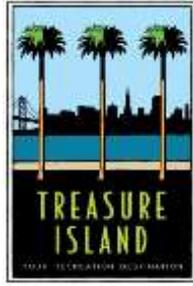


EXHIBIT A

TREASURE ISLAND SPECIAL EVENT REVIEW AND COORDINATION WITH ADDITIONAL CITY AND COUNTY OF SAN FRANCISCO AGENCIES

SAN FRANCISCO FIRE DEPARTMENT SPECIAL EVENT REQUIREMENTS

All Special Events taking place on Treasure Island require review and approval by the San Francisco Fire Department Bureau of Fire Prevention (SFFD-BFP) and must adhere to all SFFD Special Event guidelines and requirements at all times. The Authority shall advise Event Producers of any required SFFD-BFP coordination upon approval of the Special Event Application. Dependent on the nature and scope of the Special Event, Event Producers may expect additional costs for SFFD-BFP Special Event Permits including but not limited to:

- Temporary public assembly
- Erection of tenting, canopies and temporary structures.
- Use of open flame, natural gas, propane, butane, candles, sterno, charcoal or mesquite coal.
- Use of generators with a fuel storage capacity greater than ten gallons.
- Use of carnival rides
- Use of fireworks, pyrotechnics, theatrical fog, smoke machines and any other explosive or incendiary devices.
- Food preparation and service.

Dependent on venue and Special Event proposal, Special Events with an expected attendance above certain thresholds, whether taking place inside an existing on-Island building, at an outside Island location or within a temporary tent or structure, may be required to have a SFFD-BFP "Fire Watch" staffing at the Special Event during the specific Event hours. Assessment of Fire Watch staffing needs is at the discretion of the SFFD-BFP. Hourly cost for this Fire Watch staffing is the sole expense of the Event Producer.

Upon approval of a Special Event Application, the Event Producer is responsible for contacting the SFFD BFP and assuring appropriate review and coordination of the Special Event. Event Producers shall submit the appropriate paperwork to the SFFD BFP no later than 15 days prior to initial occupancy of the Venue, and shall pay any and all required SFFD-BFP Permit fees to SFFD no later than 5 days prior to initial

occupancy of the Venue. Failure to secure all required SFFD Permits or to provide all required payments for SFFD Permits or SFFD staffing shall be grounds for revocation of a Special Event Use Permit by TIDA.

San Francisco Fire Department – Bureau of Fire Prevention
(415) 558-3300 - Phone
<http://www.sf-fire.org>

DO NOT SUBMIT AN SFFD PERMIT APPLICATION UNTIL YOU HAVE RECEIVED CONFIRMATION OF A VENUE RESERVATION FOR YOUR EVENT FROM TIDA. SFFD PERMIT APPLICATIONS FOR TREASURE ISLAND EVENTS SHALL NOT BE ACCEPTED OR PROCESSED BY SFFD PRIOR TO WRITTEN TIDA EVENT RESERVATION CONFIRMATION.

SAN FRANCISCO POLICE DEPARTMENT SPECIAL EVENT REQUIREMENTS

Any Special Event held on Treasure Island involving large-scale public assembly, amplified sound, alcohol service, street closures, posting of No Stopping signage, and other similar elements shall require review by the San Francisco Police Department's (SFPD) Southern Station Event Officer. The Authority shall advise Event Producers of any required SFPD coordination upon approval of the Special Event Application. Upon approval of a Special Event Application, the Event Producer is responsible for contacting the SFPD and assuring appropriate review and coordination of the Special Event.

The Authority and SFPD reserve the right to require SFPD "10B" Event Officer staffing at a Special Event. Elements of a Special Event which generally require SFPD 10B staffing include, but are not limited to:

- On-site alcohol sale
- Street closures
- Large-scale public assembly
- Boating and water sports occurring in Clipper Cove

SFPD takes into account on-site private and in-house Special Event security staffing provided by the Event Producer at the Venue during its review of Special Events and assessment of potential 10B Event Officer staffing requirements. Event Producers shall submit any required paperwork to the SFPD in a timely manner as dictated by SFPD, and shall pay any and all required SFPD fees and staffing costs no later than 5 days prior to initial occupancy of the Venue. Failure to appropriately coordinate with SFPD, or to secure any and all required SFPD staffing, shall be grounds for revocation of a Special Event Use Permit by TIDA.

San Francisco Police Department Southern Station – Events Officer
(415) 553-9191
850 Bryant Street, First Floor
<http://www.sfgov.org/police>

SFPD APPLICATIONS FOR TREASURE ISLAND EVENTS SHALL NOT BE ACCEPTED OR PROCESSED BY SFFD PRIOR TO WRITTEN TIDA EVENT RESERVATION CONFIRMATION.

SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT EVENT MEDICAL PLAN REQUIREMENTS

All Special Events and Event Producers are expected to provide appropriate basic Special Event medical and first-aid resources for attendees and staff regardless of the Special Event size or attendance. All Special Events with an planned attendance of 2,000 people or more, and events with less than 2,000 people involving exercise, sports and athletic-related elements, are required to possess an Event Medical Plan approved by the San Francisco Department of Emergency Management (SFDEM). The Authority shall advise Event Producers of any Event Medical Plan requirements upon approval of the Special Event Application.

Upon approval of a Special Event Application, the Event Producer is responsible for contacting SFDEM and assuring appropriate review and approval of an Event Medical Plan. This Event Medical Plan shall adhere to the standard set forth by SFDEM and be reflective of the true nature and size of the Special Event. The Event Producer shall be responsible for submitting a draft Special Event Medical Plan document to SFDEM for initial review and comment no later than two (2) months prior to the Special Event date.

Required elements of a Special Events Medical Plans shall include, but not be limited to:

- Event description, including nature of event and projected attendance
- Description of measures taken by Event Producer to ensure participant and spectator safety
- Description of Event Producer's on-site communication capacity, including event point of contact
- Description of Event Producer's on-site medical resources necessary based on scope of event, including: CPR certified staff, access to 911, access to automatic external defibrillators, first-aid stations, accredited and licensed ambulance and paramedic staffing and mobile medical team staffing.

Dependent on the size and nature of the Special Event, the Authority and SFDEM reserve the right to require on-site private ambulance service at the Special Event. Failure of Event Producer to possess a SFDEM-approved Special Event Medical Plan, when required, shall be grounds for revocation of a Special Event Use Permit by TIDA.

San Francisco Department of Emergency Management
Joe Hickey – EMT-P
(415) 487-5032
Joe.Hickey@sfgov.org

DRAFT SPECIAL EVENT MEDICAL PLANS FOR TREASURE ISLAND EVENTS SHALL NOT BE ACCEPTED OR REVIEWED BY SFDEM PRIOR TO WRITTEN TIDA EVENT RESERVATION CONFIRMATION.

SAN FRANCISCO ENTERTAINMENT COMMISSION SPECIAL EVENT PERMITS

Dependent on their nature, certain Special Events may be required to obtain additional Permits from the San Francisco Entertainment Commission (SFEC). The Authority shall advise Event Producers of any SFEC Permit requirements upon approval of the Special Event Application. Dependent on the nature of the Special Event, Event Producers may be responsible for obtaining one or more of the following SFEC Permits:

- Loudspeaker Permit (use of amplified sound)
- Mechanical Contrivance Permit (use of carnival rides)
- One-Night Event Permit
- Itinerant-Show Permit,

Event producers should contact the San Francisco Entertainment Commission at least one month prior to the Event date to determine what elements of the Event may require additional SFEC permitting or coordination. Failure of Event Producer to secure required SFEC Permits shall be grounds for revocation of a Special Event Use Permit by TIDA.

San Francisco Entertainment Commission
(415) 554-6678 <http://www.sfgov.org/entertainment>

DO NOT SUBMIT AN SFEC PERMIT APPLICATION UNTIL YOU HAVE RECEIVED CONFIRMATION OF A VENUE RESERVATION FOR YOUR EVENT FROM TIDA. SFEC PERMIT APPLICATIONS FOR TREASURE ISLAND EVENTS SHALL NOT BE ACCEPTED OR PROCESSED BY SFFD PRIOR TO WRITTEN TIDA EVENT RESERVATION CONFIRMATION.

SAN FRANCISCO DEPARTMENT OF BUILDING INSPECTION PLAN CHECK FOR TEMPORARY STRUCTURES

Any Special Event erecting temporary tenting or structure of or beyond certain dimensions may be required to submit to a San Francisco Department of Building Inspection (SFDBI) Plan Check for the tenting or structure. The purpose of this process is to assure the safety and structural integrity of the structure of temporary structures erected for the Special Event. The Authority shall advise Event Producers of any SFDPH Permit requirements upon approval of the Special Event Application.

Upon approval of a Special Event Application, the Event Producer is responsible for contacting SFDBI and assuring appropriate coordination of the Plan Check for the proposed tenting or structure with SFDBI. Event Producers shall submit the following information and documentation to SFDBI no later than 30 working days prior to initial occupancy of the Venue:

- A Cover Sheet containing Location, Scope of Work, and Sheet Index.
- One full set of drawings and calculation sheets for the tenting or structure in question, stamped and signed by a California-licensed structural engineer. a special inspection sheet shall also be submitted if and as required per San Francisco Building Code/California Building Code Chapter 17

- These drawings must be at a minimum sheet size 11.5" by 17" (calculations may be at 8.5 " by 11")
- All type must be legible and readable
- Drawings must be 1/8" scale minimum
- All exits up to a public right of way must be indicated on drawings
- Occupant load must be indicated on drawings
- Temporary toilet facilities must be indicated on drawings, including indication of at least one facility for each sex
- Accessible features such as ramps and lifts must be indicated on drawings
- Maximum wind-speed stability of tenting or structure must be indicated on drawings.

Failure to submit such structures to the Plan Check process required by the Authority shall be grounds for revocation of a Special Event Use Permit by TIDA.

DO NOT SUBMIT INFORMATION TO SFDBI FOR PLAN CHECK UNTIL YOU HAVE RECEIVED CONFIRMATION OF A VENUE RESERVATION FOR YOUR EVENT FROM TIDA.

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH TEMPORARY SPECIAL EVENT PERMIT FOR FOOD PREPARATION AND SERVICE

Any Special Event (including its subcontractors and vendors) intending to sell, give away, or sample food to the public in conjunction with the Special Event must obtain a San Francisco Department of Public Health (SFDPH) Temporary Special Event Permit. The Authority shall advise Event Producers of any SFDPH Permit requirements upon approval of the Special Event Application.

Upon approval of a Special Event Application, the Event Producer is responsible for contacting SFDPH and assuring appropriate review of the Special Event and issuance of a SFDPH Temporary Event Permit. Event Producers shall submit the appropriate paperwork and SFDPH Permit Fee payment to SFDPH no later than 14 working days prior to initial occupancy of the Venue. Failure to secure all required SFDPH Permits or the serving of food to the public at a Special Event without an SFDPH Permit shall be grounds for revocation of a Special Event Use Permit by TIDA.

San Francisco Department of Public Health – Temporary Events Program
 (415) 252-3811 - Phone
<http://www.sfdph.org/>

DO NOT SUBMIT AN SFDPH PERMIT APPLICATION UNTIL YOU HAVE RECEIVED CONFIRMATION OF A VENUE RESERVATION FOR YOUR EVENT FROM TIDA. SFDPH PERMIT APPLICATIONS FOR TREASURE ISLAND EVENTS SHALL NOT BE ACCEPTED OR PROCESSED BY SFDPH PRIOR TO WRITTEN TIDA EVENT RESERVATION CONFIRMATION.

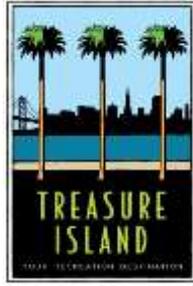


EXHIBIT B

REQUIREMENTS FOR STAKING AND GROUNDBREAKING ASSOCIATED WITH EVENT PRODUCTION ON TREASURE ISLAND

Due to the presence of underground infrastructure and US Navy environmental remediation sites on Treasure Island, any groundbreaking, staking or trenching associated with Special Events must be reviewed and approved prior to any such work commencing. The Authority shall advise Event Producers of any required Dig Permit application coordination upon approval of the Special Event Application. If an Event Producer plans such groundbreaking, pole-driving, staking or tenting, they must fulfill two separate requirements to obtain approval.

- **Issuance of Treasure Island Dig Permit:**

It is the responsibility of the Event Producer to obtain environmental review and clearance from the U.S. Navy and TIDA prior to staking and groundbreaking activity. This clearance is provided via issuance of a Treasure Island Dig Permit (Dig Permit) to the Event Producer. Event Producer shall submit a Dig Permit Application (form available from TIDA), and accompanying site plan, no sooner than 15 working days prior to the commencement of planned groundbreaking, pole-driving, staking or trenching. Upon review, Authority shall advise Event Producer of issuance of Dig Permit or of required site-specific changes to proposed groundbreaking, staking or trenching plan.

No such work may take place prior to issuance of a Treasure Island Dig Permit. Failure to secure a Dig Permit when required by TIDA shall be grounds for revocation of a Special Event Use Permit by TIDA. There is no cost to the Event Producer for application for or issuance of a Dig Permit.

- **Below-Ground Utility Infrastructure Marking:**

It is the responsibility of the Event Producers to assure that utility lines are properly pre-marked and subsequently avoided during staking and groundbreaking activities on-site. To assure marking, the Event Producer shall be responsible for contacting USA Dig at the phone number below no later than 5 working days prior to the commencement of planned groundbreaking, pole-driving, staking or trenching. A detailed site map identifying specific staking or groundbreaking locations shall also be provided to USA Dig if requested.

**USA Dig
1-800-227-2600**

DO NOT SUBMIT A DIG PERMIT APPLICATION OR CONTACT USA DIG UNTIL YOU HAVE RECEIVED CONFIRMATION OF A VENUE RESERVATION FOR YOUR EVENT FROM TIDA. DIG PERMIT APPLICATIONS FOR TREASURE ISLAND EVENTS SHALL NOT BE ACCEPTED OR PROCESSED PRIOR TO WRITTEN TIDA EVENT RESERVATION CONFIRMATION.

Due to the presence of irrigation lines in certain areas of the Island, any staking, trenching or groundbreaking planned on the Great Lawn, grassy medians and other landscaped portions of the Islands also is subject to additional review by TIDA and Rubicon Landscaping Services prior to commencement of work at the site.

Event Producers shall be responsible for repairing and filling any on-Island asphalt or concrete area where staking, groundbreaking or trenching has occurred. Repairs shall be made to the satisfaction of TIDA prior to the end of the term of the Use Permit or be subject to security deposit deductions for necessary repairs.

FAILURE OF AN EVENT TO OBTAIN A TREASURE ISLAND DIG PERMIT AND/OR NOTIFY USA DIG MAY RESULT IN REVOCATION OF THE EVENT'S USE PERMIT. EVENT PRODUCERS SHALL BE HELD LIABLE FOR EXPENSES ASSOCIATED WITH REPAIRS TO UTILITY INFRASTRUCTURE DAMAGE CAUSED BY IMPROPER OR UNAPPROVED GROUNDBREAKING.

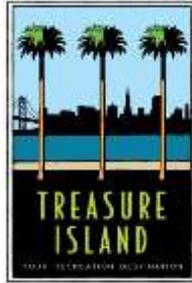


EXHIBIT C

TREASURE ISLAND SPECIAL EVENT TRANSPORTATION, PARKING AND TRAFFIC GUIDELINES AND REQUIREMENTS

Appropriate management of all Special Event parking areas and the safe and efficient flow of Special Event traffic along Island streets and through intersections is the sole responsibility of the Event Producer. The Authority encourages the use of alternate transportation, public transportation and ride-sharing by all Special Events held on-Island, regardless of size. In addition, all public Special Events are required to include information in promotional materials on the availability of MUNI 108 bus service to the Islands.

PARKING AND ALTERNATE TRANSPORTATION

Treasure Island Special Event Venues each have one dedicated parking area within the overall venue footprint. Additional on-Island parking lots may be rented by Event Producers for attendee parking, staff parking and equipment staging at a daily rate. Any Special Event wishing to utilize more than 500 parking spaces for attendee parking shall be required to also provide a viable method of alternate transportation to the Island for its attendees. Special Events planning the use of shuttle busses or other alternate means of transporting its attendees must indicate this plan in the initial Special Events Application.

If alternate transportation is proposed the Event Producer shall provide the Authority no later than 90 days prior to the Special Event date:

- Name of transportation company and method of alternate transportation,
- Number of vehicles used and frequency of routes
- Attendee drop-off/pick-up locations both on and off-Island
- Proposed on-Island traffic route for alternate transportation

STREET CLOSURES, "NO STOPPING" POSTINGS AND TRAFFIC MANAGEMENT

Special Events on Treasure Island necessitating on-Island street closures, "No Stopping" postings, and traffic detours shall indicate this need in its initial Special Event application and shall be responsible for all costs associated with additional permits, staffing, fees, equipment and coordination that may be required by the Authority and the San Francisco Police Department to enact these postings, closures and re-routes in a safe and efficient manner.

Additional daily fees may be charged by the Authority for on-Island street closures. Event Producers shall not be allowed to close any streets or re-route any regular on-Island traffic unless granted this specific permission in the Special Event Use Permit issued by TIDA for the Special Event.

If street closures, "No Stopping" postings or traffic rerouting is proposed, the Event Producer shall indicate as such in the Special Event Application, and shall provide the following information to the Authority no later than 90 days prior to the Special Event date:

- Map showing location of all proposed street closures, "No Stopping" postings and proposed traffic re-routing.
- Dates and times of proposed closures and re-routing.
- Method of effecting proposed closures and re-routing, including anticipated equipment and staffing.

The Event Producer shall be responsible for coordinating "No Stopping" postings directly with the San Francisco Police Department, and shall be responsible for timely completion of all paperwork and payment of all costs associated with "No Stopping" postings on-Island.

San Francisco Police Department Southern Station – Events Officer
(415) 553-9191
850 Bryant Street, First Floor
<http://www.sfgov.org/police>

DO NOT SUBMIT A "NO STOPPING" POSTING APPLICATION TO SFPD UNTIL YOU HAVE RECEIVED CONFIRMATION OF A VENUE RESERVATION FOR YOUR EVENT FROM TIDA.

BAY BRIDGE LANE CLOSURE/ENCROACHMENT PERMITS

In order to help alleviate on-Island traffic and congestion, large scale Special Events may apply to CalTrans for closure of the oncoming traffic lanes behind the on-ramps from the Island onto the Bay Bridge in order to expedite the flow of post-Special Event vehicle traffic off the Island and onto the Bay Bridge. To apply for such closures, an Encroachment Permit Application, containing a traffic management plan, shall be submitted to Caltrans no later than 45 days prior to the Special Event date. The Event shall be responsible for providing all necessary information to the CalTrans Traffic Division and the CalTrans Permit Division, and shall be responsible for the timely payment of any and all permit and staffing fees required by CalTrans and the California Highway Patrol.

DO NOT SUBMIT A CALTRANS ENCROACHMENT APPLICATION OR CONTACT CALTRANS UNTIL YOU HAVE RECEIVED CONFIRMATION OF A VENUE RESERVATION FOR YOUR EVENT FROM TIDA AND HAVE BEEN INSTRUCTED TO CONTACT CALTRANS. CALTRANS WILL NOT PROCESS ENCROACHMENT PERMIT APPLICATIONS WITHOUT CONFIRMATION FROM TIDA OF SPECIAL EVENT APPLICATION APPROVAL.

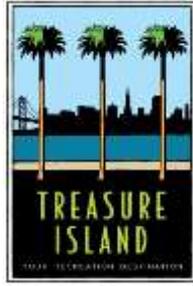


EXHIBIT D

TIHDI JOB BROKER REQUIREMENTS FOR SPECIAL EVENT PRODUCTION HIRING

The Treasure Island Homeless Development Initiative (TIHDI) Job Broker program provides access to a resource pool of individuals with varied skill levels and work experience backgrounds. As part of the Treasure Island Development Authority's commitment to supporting TIHDI and the supportive services organizations with operations and residents on the Island, TIDA requires that Event Producers engage the TIHDI Job Broker Program during their production activities and make all best efforts to fill any appropriate available positions through the Job Broker Program.

The Job Broker can assist in coordinating work crews for special events. This can include duties such as set-up and breakdown, event security, traffic control, sanitation and recycling. Through the Job Broker program, Event Producers are provided free and immediate access to San Francisco's extensive non-profit employment & training programs and access to a labor resource pool of individuals with varied skill levels and work experience backgrounds.

How it works:

- Event Producer contacts the Job Broker at least 15 business days prior to the Special Event with a list of the number of workers needed; job duties; hours to be worked; rate of pay; and date(s) when workers will be paid.
- Broker recruits workers (or work crews) based on the Event Producer's requirements and refers them to the Event Producer.
- Employer supplies workers with all necessary equipment such as work gloves, safety vests, job-specific tools and equipment, etc.
- There is a 4 hour minimum work schedule for workers employed through the Broker.
- Event Producer pays the workers directly.

For changes in schedule, the employer shall contact the Broker at least 24 hours in advance. Event Producer will let the Job Broker know if they wish to meet the workers prior to the work day/event for an interview. Should the Event Producer not be satisfied with a referral, the Event Producer should contact the Job Broker as soon as possible in order to possibly find a replacement worker. The goal of the program is for both the worker and the employer to have a satisfactory experience. All of its client referrals are required to meet universal standards of job readiness. For further information on the TIHDI Job Broker System, please contact:

TIHDI Job Broker
(415) 274-0311

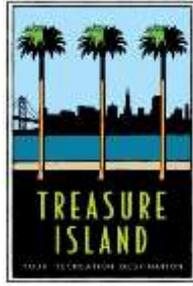


EXHIBIT E

SPECIAL EVENT WASTE MANAGEMENT AND WASTE REDUCTION REQUIREMENTS

All Special Events held on Treasure Island are expected to manage their Waste Stream (defined as the collective total of all recyclable materials, compostable materials and trash generated by the Special Event and Special Event attendees) in a manner consistent with the City and County of San Francisco's principles of ZeroWaste. As a result, all Special Events are expected to have a "Diversion Rate" of at least 75%; meaning at least 75% of the total Waste Stream generated by the Special Event is being diverted from deposit into landfills due to both the recyclable and compostable nature of the materials themselves, and the appropriate collection, sorting and disposal of these items by the Event Producer. Furthermore, the sale and use of single use plastic water bottle, single use plastic bags, and plastic packaging are strongly discouraged. Fish and Game Code Section 5652 makes it unlawful to deposit, pass into, or place where it can pass into the waters of the state, or to abandon, dispose of, or throw away, within 150 feet of the high water mark of the waters of the state, any cans, bottles, garbage, motor vehicle or parts thereof, rubbish, litter, refuse, waste, debris, or the viscera or carcass of any dead mammal, or the carcass of any dead bird. Permittee shall comply with the provisions of this Section, including but not limited to, prohibiting the release of balloons or any other material that is consistent with this provision.

The City and County of San Francisco's Department of the Environment (SFDOE) and the Treasure Island Development Authority are happy to provide Event Producers with further information, contacts and best practices to assure Event Producers responsible management and disposal of their Special Event Waste Stream.

Trash and Compostable Materials Disposal

All Event Producers are required to individually contract with the Authority's permitted refuse hauler, Recology, for temporary on-site trash and compostable material collection service for the entire scope of the Special Event, including the actual Special Event itself and all set-up and break-down days. In addition, the Special Event Producer shall be responsible for the provision of appropriate receptacles (both front-of-house and back-of-house); signage for receptacles (both

front-of-house and back-of-house); and an appropriate plan for back-of-house sorting and staff education on appropriate sorting and disposal of materials produced by the Special Event to ensure that improper mingling of materials does not occur (i.e. trash into the compostable receptacle; plastic bottles into the trash receptacle, etc) when materials are moved from the public receptacles to the larger Dumpsters for collection..

All Special Events on Treasure Island are required to adhere to the City and County of San Francisco's Food Service Waste Reduction Ordinance which prohibits the use of polystyrene foam disposable food service ware and requires the use of compostable or recyclable food service ware by anyone serving food in San Francisco. Compostable materials collection service shall be required for any Special Event producing or serving food products of any sort at any time during the Special Event itself, set-up days or break-down days, including staff meals.

Recology
(415) 626-4000
www.Recology.com

Event Producer shall be responsible for the containment of trash and compostable materials, and for the locking and securing of all receptacles, including Dumpsters, at all times during the Special Event. Proof of contracting for this temporary collection service shall be provided to the Authority upon request.

Recyclable Materials Disposal

All Event Producers must contract with either the Authority's permitted refuse hauler, Recology, or a third-party recyclable materials hauler approved by SFDOE, for the collection of all recyclable materials produced at the Special Event. Should the Special Event have public receptacles allowing for attendees to directly dispose of their own materials at the Special Event, the Event Producer shall be responsible for the provision of appropriate educational signage and/or staffing to assist attendees dispose of their waste into the proper receptacles. Event Producer shall also be responsible for enacting an appropriate back-of-house sorting method for the public receptacles to ensure that improper mingling of materials does not occur (i.e. glass bottles in the trash receptacle; compostables in the recyclables receptacle, etc) when materials are moved from the public receptacles to the larger Dumpsters for collection..

If the Special Event does not allow for attendees to directly dispose of their waste (i.e. a seated dinner), Event Producer shall be responsible for the provision of appropriate back-of-house receptacles, signage (bi-lingual if necessary) and proactive staff education efforts in order to assure improper comingling of materials does not occur.

Event Producer shall be responsible for the containment of recyclable materials, and for the locking and securing of all receptacles, including Dumpsters, at all times

during the Special Event. Proof of contracting for this temporary collection service, whether through Recology or an approved third-party, shall be provided to the Authority upon request. **A partial list of SFDOE-approved third-party recyclable haulers is included in this Exhibit.**

Disposal of Construction Materials and Hazardous Materials

All Event Producers are required to appropriately reuse, recycle or dispose of all construction materials, wood, cardboard, hazardous materials, chemicals, batteries and other such items generally used during Special Event construction and production activities. Event Producers may contract with the Authority's permitted refuse hauler, Recology, for specialized collection receptacles or Dumpsters for bulk disposal of materials such as wood and scrap metal. Additionally, the City and County of San Francisco Department of the Environment provides up-to-date information on resources and locations available for commercial disposal of most all possible materials, chemicals and other such products.

Improper disposal of such materials, either in improper receptacles or by abandonment of materials elsewhere on-Island, may result in revocation of an executed Use Permit or refusal of the Event Producer's application for a subsequent on-Island Special Event.

Donation of Unused Special Event Food

When appropriate, the Authority encourages all Event Producers to arrange to donate leftover and unused food generated by the Special Event to local charitable organizations that accept such donations. Many such organizations will pick-up these donations from the site of the Special Event, often day-of after the completion of the Special Event. **A partial list of local organizations accepting leftover and unused Special Event food products is included in this Exhibit.**

Special Event Recycling Plan

Event Producers producing their first Special Event on Treasure Island and all Event Producers producing a Special Event with an overall attendance of more than 1,000 people are required to produce and submit to the Authority a "Special Event Recycling Plan" detailing the plans and procedures undertaken by the Event Producer to assure the maximization of proper disposal of recyclable and compostable materials generated at the Special Event. The main elements of this Special Event Recycling Plan should include:

- A site map indicating the location of all "front-of-house" waste, recyclable and compostable receptacles available for use by Special Event attendees.
- General description of all disposable materials produced by the Special Event (i.e. "assorted food products"; "aluminum cans"; "paper brochures"; "compostable plates" etc.)
- A description of the efforts undertaken by the Event Producer to appropriately educate Special Event attendees on proper disposal of

materials, including signage example and/or discussion of staff roles in monitoring the receptacles (if applicable).

- A step-by-step description of the method employed by the Event Producer to ensure public receptacles are sorted prior to disposal into Dumpsters, and/or step by step description of the method employed back-of-house to sort materials prior to disposal into Dumpsters.
- Description of additional or unique steps taken by Event Producer to assure proper sorting of materials, public education, minimization of generated waste, etc.
- Confirmation of Event Producer's prior attendance at a San Francisco Department of the Environment Event Recycling Workshop.

Authority staff welcomes the submittal of Draft Special Event Recycling Plans for initial review and comment, and will happily work with Event Producers to refine these plans in order to maximize the Special Event's diversion of materials and to educate Event Producers on the variety of resources available to assist in maximizing diversion.

For further information about Special Event Recycling Workshops provided by SFDOE, please contact:

SF Department of the Environment
Recycling Program
415-355-3754
www.SFenvironment.org

San Francisco Department of the Environment Approved Third Party Recyclable Haulers (Partial List)

- Community Housing Project / Cameron McHenry:
415-749-2790
www.chp-sf.org/
- Green Mary / Mary Munat:
707-548-7582
mary@green-mary.com
www.green-mary.com
- SF Clean City Coalition / Gia Grant:
415-552-9201
info@sfcleancity.com
www.sfcleancity.com
- SF Conservation Corp / Laura McKaughan:
928-7417 x 315
lmckaughan@sfcc.org

Unused Food Donation Resources (Partial List)

- San Francisco Food Bank (Non-perishables only; pick-up available)
415 - 282 – 1900
- FoodRunners (Perishable and prepared foods; pick-up available)
415 - 885- 8043