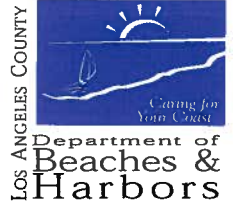




To enrich lives through effective and caring service



Santos H. Kreimann

Director

Kerry Silverstrom

Chief Deputy

Gary Jones

Deputy Director

September 6, 2011

TO: Recreational Camp and Physical Fitness Training Operators

FROM: Santos H. Kreimann, Director

SUBJECT: **APPLICATIONS FOR 2012 SUMMER BEACH
AND MARINA USE LICENSES**

As you may be aware, the Los Angeles County Board of Supervisors approved the Department's revised Beach and Harbor Use License Policy on August 23, 2011. This included a new selection process for **summer** recreational camp and physical fitness training Use Licenses for Los Angeles County beaches and Marina del Rey. After many months of revision work and several public meetings, I am pleased to announce that the application and instructions for the new open competitive Use License selection process are now available for all interested recreational operators to view. I encourage all currently permitted operators and interested recreational operators to apply.

I look forward to maintaining the quality and variety of recreational programming made available to Los Angeles County residents and visitors. Good luck to you all!

SHK:KS:pr

LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS SUBMITTAL INSTRUCTIONS FOR RECREATIONAL CAMP AND PHYSICAL FITNESS TRAINING USE LICENSE APPLICATIONS (Summer Only)

I. BACKGROUND

A. Purpose

Because beaches owned or operated by the Department of Beaches and Harbors (Department) and the public areas of Marina del Rey are locations in high demand for recreational camp and physical fitness training programs, an open and competitive selection process to select the most desirable operators, whether private individuals, entities, or non-profit organizations, to provide these programs in these high profile and high use locations is warranted.

Beach and Harbor Use Licenses (Use Licenses) for recreational camp and physical fitness training programs conducted during the summer season, June through September, will be processed through a competitive selection process due to the high demand for such types of licenses during that time.

Note: Any operators with outstanding amounts due to the Department will not be allowed to participate in the competitive selection process unless payment is received in advance of the application deadline. If amounts are in dispute, the money must still be paid and held by the Department pending resolution of the dispute.

B. Description of Operations

1. Use License Locations – The available Use License locations are listed in Attachment A. Applicants are allowed to bid on multiple sites provided that a separate application and administrative license fee is submitted for each desired license location. Note: There will be a maximum limit of three Use Licenses awarded per applicant during the competitive selection process. However, if any Use License sites are still available after the selection process is complete, even applicants that were successful in securing Use Licenses for three sites during the selection process may be able to obtain additional Use Licenses for these sites, provided they are able to meet **all** Use License requirements at **all** sites. Additionally, any location without an operator during the 2012 summer season will be available on a non-competitive basis to any operator for subsequent years during the initial three-year term and the potential two-year option period of the Use Licenses issued for the 2012 summer season. Relative to any location with an operator selected for the 2012 summer season who is unable to provide services in

2012 or subsequent years, a competitive selection process will be undertaken for the remaining term of the initial Use Licenses, and all existing licensed operators will receive notice of this opportunity. **Issuance of any additional Use Licenses, however, are at the exclusive and complete discretion of the Department Director.**

2. Maximum Days and Hours of Operation – The available hours of operation for water instruction vary depending on the Use License site, but generally will be within lifeguard tower operational hours. See Attachment A. Applicants needing to start their operations outside of the listed available hours may be allowed to do so provided they meet the safety and personnel requirements listed in Attachment B. Operations are only permitted Monday through Friday.

C. Tentative Selection Timeline

Opening Date for Application Submittals	September 6, 2011
Closing Date for Receipt of Applications	October 6, 2011
Selection of Applicants	Nov./Dec. 2011
Use License Term Begins	January 1, 2012

Note: The timeline is tentative and does not include unforeseen factors that could impact the timing of the selection process. The County will keep applicants informed of changes in the timeline as they occur.

II. APPLICATION CONTENTS

A. General Requirements

All application submittals must include, at a minimum, the information specified below. Failure to include this information will seriously detract from an application and may be cause for its rejection. The inclusion of any additional information, which will assist in the evaluation, is encouraged. The adequacy, depth, and clarity of the submitted application will influence to a considerable degree its evaluation. The application submittal must be complete enough for a selection to be made from the material contained in it alone.

B. Specific Application Contents

1. Applicant's Credentials and Experience – The application must include a detailed summary of the applicant's experience. Emphasis should be placed on those areas and qualifications that evidence the capability to effectively manage an operation of this type. This should include the location, duration,

and description of past camp/training operation experience, credentials, qualifications, and certifications of the applicant. Specific inclusion should be made of permits/licenses secured from other public sector entities or of programs operated on behalf of public sector entities within the last five years and name and contact information of each agency's representative should be included.

2. References – Include names, addresses, and telephone numbers of business, public agencies and/or client references. A minimum of five references must be provided and should include clients and any public or private agencies or businesses the applicant has recently provided similar services to. Having only individual client references will not be accorded as much weight as a multiple variety of references. Providing more than five references is recommended.
3. Safety – Applicant must provide an emergency response plan demonstrating the applicant's preparedness to handle any potential emergencies that might occur in conjunction with implementing the proposed recreational operation. Applicant's staff must also possess the necessary certifications and be responsible for ensuring that it complies with all of the safety requirements included in Attachments B and C.
4. Summary of Employees' Qualifications - Provide information regarding the personnel who will participate in carrying out the terms and conditions of the Use License. Credentials, experience, training, and age of all instructors/staff participating in the program must be provided. The minimum age for Lead Instructors and all Instructors in the water is 18 years of age. Note: Any employee working with youth program participants will be required to pass background checks conducted at the expense of the applicant.
5. Description of Proposed Program – Applicants must submit a detailed operating plan for each desired Use License site, which will be evaluated based on the overall reasonableness of the plan, the scope of the instruction to be provided, and the extent to which the plan complies with the requirements of the Use License. Your Operating Plan should include a schedule of classes/camps, number of campers/participants per class/camp, days and hours of operation from time of drop-off to time of pick-up, fee per participant, participant to instructor ratio, and the total scope of activities to be provided.

6. Preferred Use License Sites – Rank each Use License site included in your application proposal beginning with your first, then second and third choices thereafter. The Department cannot guarantee that an applicant, even if selected, will be awarded their first choice or, indeed, any of their selected Use License sites, as the Department may instead offer the applicant other alternate sites. If the applicant does not wish to consider any other Use License site as a possible alternate beyond the first choice, this should be noted in the application.
7. Community Service – Describe and provide documentation for any scholarships and/or reduced fees given to inner-city and/or low-income Los Angeles County youth. Applicants will be evaluated based on the amount of fees reduced or scholarships given.
8. Financial – Financial consists of financial remuneration and financial capability. Financial remuneration will consist of 15% - in 2012 - of gross receipts and the amount bid by the applicant for their desired Use License site. The minimum bid amount for each Use License location will be \$100. **The location bid fee is an annual fee, which the licensee will pay each year for the term of the Use License.** See Attachment A for list of available locations. Also include a statement of estimated gross receipts for the first three years of the Use License term. Applicants are cautioned against offering more than they can realistically afford to pay as the Department will hold the selected applicants to their Use License site offers.

Financial capability will consist of providing the necessary documentation to exhibit the applicant's financial responsibility and strength to successfully carry out the proposed recreational operations for the Use License term. Documentation should include current financial statements listing all assets and liabilities of the applicant, initial available operating capital and its source, and the amount of any borrowed capital proposed for the operation and its source and terms of repayment.

9. Use License Term – The maximum available term is three years, with a two-year option period.

III. APPLICATION SUBMISSION

A. Submittal of Applications

Applications must be received at the address listed below no later than 5:00 p.m., October 6, 2011. Applications received after that time will not be considered unless other applicants have not submitted for the same particular locations.

Note: Questions regarding the selection process and application requirements may be submitted in writing, before the application deadline, to the delivery address below or by e-mail to PMiller@bh.lacounty.gov or DKordich@bh.lacounty.gov.

B. Delivery of Applications

The delivery of the Use License application to the Department prior to the deadline is solely and strictly the responsibility of the applicant. The Department will in no way be responsible for delays caused by the United States Postal Service or for delays caused by any other occurrence. Hand or mail delivery should occur to:

Department of Beaches and Harbors
13483 Fiji Way TR#4
Marina del Rey, CA 90292
Attention: Beach Use License Permitting Office

Note that office hours for hand delivery to this location are Monday through Thursday, 7:00 a.m. to 5:00 p.m.

C. Administrative Use License Fee

All application submittals must include payment in the amount of \$200, which is the prevailing administrative Use License fee. **The administrative Use License fee is only payable during the application/selection process and is not a yearly fee.** If paying by check, it should be made payable to the Department of Beaches and Harbors. Applications not accompanied by the \$200 administrative fee will not be considered.

Unsuccessful applicants will receive a refund of 50% of the \$200 administrative fee upon completion of the Use License selection process.

D. Number of Copies

Applicants must submit one unbound original suitable for reproduction and five bound copies of their application and supporting documentation. All materials submitted by applicants become the property of the Department and may not be returned.

IV. APPLICATION EVALUATION

A. Evaluation Process

Prospective applicants should bear in mind the competitive nature of the selection process and that the Department will evaluate the applications pursuant to the stated selection criteria, as well as which proposed operations have the most neutral impact on the environment, the least adverse effects on the Department's assets or beach operations, and offer the best balance between public space demands and appropriate Use License activities. The Director of the Department will decide which applicants will receive Use Licenses after receiving recommendations from the evaluation committee. The Director's decisions are final and at his complete and exclusive discretion.

B. Criteria for Selection

Application content discussed earlier will be rated as follows:

1. Professional Experience – 25%
2. Safety Standards - 30%
3. Operating Plans - 15%
4. Community Service - 10%
5. Financial Capability - 10%
6. Financial Remuneration - 5%
7. Responsiveness - 5% – The extent to which an application and all supporting documentation clearly addresses the elements of the Use License selection requirements through a thorough, well-written recreational camp or physical fitness training Use License proposal. See Attachment D for application.

C. Qualification of Application for Use Licenses

The selection process does not commit the Department to award any Use Licenses. The Department will not assume any costs incurred in the preparation or submission of an application pursuant to this selection process. The Department reserves the right to accept or reject any or all proposals received as a result of this selection process. The Department also reserves the right to revise the submittal instructions, including, but not limited to, the submittal deadline. If the Department revises the submittal instructions, all selection process holders of record will be notified in writing by the Department.

V. PUBLIC INFORMATION NOTICE

The Department holds the names of the applicants and the contents of their applications in confidence until after the application submission deadline has passed and the Use Licenses have been executed. At such time, all applications and submitted documentation become public records and will be available in the Department's Permits Section for inspection, except for certain excluded materials which are permanently confidential. These excluded materials may consist of personal financial statements and credit information related to the applicant, thus applicants are requested to submit the required financial statements on separate sheets.

VI. SCHEDULE OF ATTACHMENTS TO USE PERMIT APPLICATION INSTRUCTIONS

- A. Use License Tower Locations and Hours of Operation
- B. Recreational Camp Minimum Safety and Operating Requirements
- C. Recreational (Beach/Surf) Camp Rules and Regulations
- D. Use License Application

BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

BEACH TOWER LOCATIONS and OPERATING HOURS				Attachment A
BEACH LOCATION	AREA	TYPE OF CAMP	MAX # OF PARTICIPANTS	AVAILABLE HOURS
Dockweiler	Hyperion Parking Lot	Day Camp	100	10am - 4pm
Dockweiler	T-40	Day Camp	100	10am - 4pm
Dockweiler	T-41	Day Camp or Volleyball Camp/Clinic	100	10am - 4pm / 7am - 8pm
Dockweiler	T-42	Day Camp	100	10am - 4pm
Dockweiler	T-49	Surf Lessons or Day Camp	100/50	7am - noon / 10am - 4pm
Dockweiler	T-52	Day Camp	100	10am - 4pm
Dockweiler	T-54	Day Camp	100	10am - 4pm
Dockweiler	T-58	Day Camp or Volleyball Camp/Clinic	100	10am - 4pm / 7am - 8pm
Dockweiler	T-5850	Day Camp	100	10am - 4pm
Malibu Surfrider	T-1	Surf Lessons	50	7am - noon
Malibu Surfrider	T-2	Day Camp	100	10am - 4pm
Malibu Surfrider	T-3	Surf Camp	50	7am - 3pm
Manhattan Beach	6th St.	Day Camp	100	10am - 4pm
Manhattan Beach	7th Street	Day Camp	100	10am - 4pm
Manhattan Beach	8th Street	Day Camp	100	7am - noon / 10am - 4pm
Manhattan Beach	14th Street	Day Camp	100	10am - 4pm
Manhattan Beach	26th Street	Surf Class	50	7am - noon
Manhattan Beach	40th Street	Surf Class	50	7am - noon
Manhattan Beach	42nd Street	Surf Lessons or Day Camp	50/100	7am - noon / 10am - 4pm
Manhattan Beach	45th Street	Surf Camp/Lessons	50	7am - noon
Manhattan Beach	Marine Street	Surf Lessons or Day Camp	100/50	7am - noon / 10am - 4pm
Manhattan Beach	Pier n/s	Volleyball or Boot Camp or Surf Camp	100/50	7am-8pm / 7am-noon

BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

BEACH TOWER LOCATIONS and OPERATING HOURS				Attachment A
Manhattan Beach	Pier s/s	Volleyball Camp/Clinic	100	7am - 8pm
Manhattan Beach	Rosecrans	Day Camp or Volleyball or Surf Lessons	100/100/50	10am-4pm / 7am-8pm/ 7am-noon
Marina Peninsula	Driftwood s/s	Physical Fitness	100	7am - 8pm
Mother's Beach	Marina Beach	Day Camp or Fitness or Canoe Class	100	7am - 8pm
Point Dume	PDC-2	Day Camp	100	10am - 4pm
Point Dume	PDC-3	Day Camp	100	10am - 4pm
Point Dume	PDC-4	Day Camp	100	10am - 4pm
Redondo Beach	Ainsworth Court	Day Camp	100	10am - 4pm
Redondo Beach	Avenue C n/s	Day Camp or Yoga Class	100	10am - 4pm / 7am - 8pm
Redondo Beach	Avenue C s/s	Volleyball	100	7am - 8pm
Redondo Beach	Ave E s/s	Day Camp	100	10am - 4pm
Redondo Beach	Avenue I	Surf Lessons or Day Camp	50/100	7am - noon / 10am - 4pm
Redondo Beach	Del Mar	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Redondo Beach	Knob Hill s/s	Surfing	50	7am - noon
Redondo Beach	Pier s/s	Day Camp or Fitness	100	7am - 8pm
Redondo Beach	Topaz	Day Camp	100	10am - 4pm
Topanga	Topanga 1	Surf Camp/Lessons	50	7am - noon
Torrance	Hollywood Riviera s/s	Day Camp	100	10am - 4pm
Torrance	Play Area	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Ramp	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Ramp/Torrance	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Rat	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Torrance	Torrance n/s	Surfing	50	7am - noon

BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

BEACH TOWER LOCATIONS and OPERATING HOURS				Attachment A
Torrance	Torrance s/s	Surfing	50	7am - noon
Venice	Driftwood	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Venice	Navy n/s	Surf Lessons	50	7am - noon
Venice	Pier (n/s)	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Venice	Pier (s/s)	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm
Venice	Rose n/s	Surf Lessons	50	7am - noon
Venice	Rose s/s	Day Camp	100	10am - 4pm
Venice	Thornton	Fitness	100	7am - 8pm
Venice	Westminster	Day Camp	100	10am - 4pm
Will Rogers	T-5	Day Camp	100	10am - 4pm
Will Rogers	T-5/6	Day Camp	100	10am - 4pm
Will Rogers	T-6	Day Camp	100	10am - 4pm
Will Rogers	T-7	Day Camp	100	10am - 4pm
Will Rogers	T-8	Day Camp or Fitness	100	10am - 4pm / 7am - 8pm
Will Rogers	T-10	Day Camp	100	10am - 4pm
Will Rogers	T-14	Day Camp	100	10am - 4pm
Will Rogers	T-15	Volleyball or Surf Lessons	100/50	7am- 8pm / 7am - noon
Will Rogers	T-16	Day Camp	100	10am - 4pm
Will Rogers	T-17	Day Camp	100	10am - 4pm
Will Rogers	T-18	Volleyball	100	7am - 8pm
Zuma	Headquarters	Day Camp	100	10am - 4pm
Zuma	T-1	Fitness	100	7am - 8pm
Zuma	T-2	Day Camp or Volleyball Camp/Clinic	100	10am - 4pm / 7am - 8pm

BEACHES AND HARBORS
BEACH AND HARBOR USE LICENSE

BEACH TOWER LOCATIONS and OPERATING HOURS				Attachment A
Zuma	T-3	Day Camp	100	10am - 4pm
Zuma	T-4	Day Camp	100	10am - 4pm
Zuma	T-5	Day Camp	100	10am - 4pm
Zuma	T-6 (n/s)	Day Camp	100	10am - 4pm
Zuma	T-6 s/s	Day Camp	100	10am - 4pm
Zuma	T-8 n/s	Day Camp	100	10am - 4pm
Zuma	T-8 S/S	Day Camp	100	10am - 4pm
Zuma	T-9	Day Camp	100	10am - 4pm
Zuma	T-10	Day Camp	100	10am - 4pm
Zuma	T-11	Day Camp	100	10am - 4pm
Zuma	T-12	Day Camp	100	10am - 4pm
Zuma	T-13	Day Camp	100	10am - 4pm
Zuma	T-14	Day Camp	100	10am - 4pm
Zuma	Trancas	Surf Camp or Day Camp	50/100	7am - noon / 10am - 4pm

RECREATIONAL CAMP MINIMUM SAFETY AND OPERATING REQUIREMENTS

* The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant".

GUIDELINES	BEACH CAMPS	SURF CAMPS
Safety Standard (Camper to Instructor ratio)	Ten to one on sand; seven to one in water	Ten to one on sand, seven to one in water
Camp Hours	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.	Within Lifeguard Tower operational hours. Exception: If the camp has an experienced Ocean Lifeguard or EMT on staff who is present at the beach, early hours may be permitted, but water activity will be prohibited until the Lifeguard Tower is opened. If additional Lifeguard hours are paid by the operator, as determined by Lifeguards, earlier water activity will be allowed.
Eligible Lifeguard Towers	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.	All potential towers are listed on Attachment A. Eligible towers are to be determined at the time the permit is sought.
Maximum Number of Campers	100, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards	50, a maximum of 25 campers may be in the water at any one time, which may be reduced at any time for safety reasons as determined by Lifeguards
Training level of <u>Lead</u> Instructor and of <u>All</u> Instructors in the Water	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)	Lead Instructor must take and pass American Red Cross Lifeguard Training & CPR for the Professional Rescuer course with current certification. Minimum age for Lead Instructor and all Instructors in the water is 18 years of age. Minimum 10 years' surfing experience and competent swimming ability (500 meters) to qualify as surfing Instructor. Desirable qualifications in both the Professional Experience and Safety Standards categories are the employment of EMTs and professional certified Ocean Lifeguards (CSLSA certified or equivalent)
Employee Screening	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.	All camp operators must perform background checks, at their own expense, for all employees interacting with youth camp participants.
Communications	On-site registered cell phone with programmed LACO Lifeguard phone number	On-site registered cell phone with programmed LACO Lifeguard phone number
Plan Approvals	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.	Operator must have approved in advance the following plans: operating; safety/emergency response; and parking/drop-off/pick-up.
Waivers and Insurance	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.	Assumption of risk documents holding the County harmless for all participants and medical waivers for all minors. Operators additionally shall provide required insurance in advance to secure license.
Safety/Rescue Equipment and First Aid Supplies	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.	Minimum of one rescue tube, not red, orange or yellow in color. Surf leashes. First aid supplies according to Red Cross standards on-site at all times.
Uniforms (if possible, ALL Surf Instructors from ALL Camps should wear the same colored rash guard)	Brightly colored rash guards preferred for camper when surfing - not red or orange in color. Counselors shall have a different colored rash guard than campers with "INSTRUCTOR" on back side	Brightly colored rash guards for camper when surfing - not red or orange in color. Instructors shall have a different colored rash guard than campers with "INSTRUCTOR" on back side
Check in with Lifeguards	Mandatory before establishing Camp site/water entry	Mandatory before establishing Camp site/water entry
Meeting with Area Captain	Mandatory prior to program	Mandatory prior to program

RECREATIONAL (BEACH/SURF) CAMP RULES AND REGULATIONS

In addition to the requirements on Attachment B, the following additional Rules and Regulations apply for Recreational (Beach/Surf) Camps:

- Each Camp Director must be reachable by phone during camp hours. Each camp's cell phone must be available on the beach at all times during operational hours and monitored on a regular basis for calls and voice mails, with the phone number having been previously registered at the respective Lifeguard Headquarters and with Beaches and Harbors. The Lifeguard Dispatch number will be "programmed" into the beach cell phone.
- All Camp Directors and Lead Instructors must meet with the Lifeguard Area Captains prior to the start of their respective summer operation (emergency vehicle access around/through camp site, bike path crossings, black ball, e.g.). Camp Directors must have previously secured approval of their parking and drop-off/pick-up plans from Beaches and Harbors' Parking Operations Section.
- All Camps offering surfing as part of their curriculum must ensure usage of required surf leashes at all times.
- All Camps must have for all participants under the age of 18 a medical waiver signed by their parents or legal guardians, which can be immediately faxed or scanned in and e-mailed, with emergency information included. There must also be an assumption of risk document holding the County harmless for each participant.
- Camp operators shall notify the Lifeguard Captain on duty, as soon as feasible, of any accident or injury occurring in the operation of their camps, regardless of severity. All rescues and medical aids involving campers, counselors, or other personnel must be documented on company incident slips.
- Lifeguards will have the authority and discretion to relocate a camp location due to hazardous beach or surf conditions.
- The Lifeguard Division will establish a complaint file at respective Lifeguard Headquarters to document repeat violators.

***The words "Instructor" and "Counselor" are interchangeable, as are the words "camper" and "participant".**

County of Los Angeles Department of Beaches and Harbors
**Use License Application for Recreational Camp
and Physical Fitness Training Permits**
13483 TR#4 Fiji Way, Marina del Rey, CA 90292

Use License Applicant Information:

Name: _____

DBA: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Applicant Credentials:

No. of Years in Camp/Training Business: _____

Professional Experience (Location, duration and description of past camp/training business experience, and credentials, qualifications, and certifications of applicant)
Please attach additional pages if more space is needed:

References (Minimum 5):

Name: _____

Company: _____

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Name:

Company:

Phone: _____ Email: _____

Nature of relationship:

Safety:

Safety Standards (Provide an Emergency Response Plan demonstrating the applicant's preparedness to handle any potential emergencies that might occur in conjunction with implementing the proposed recreational operations). Please attach additional pages if more space is needed:

Program Details:

Program Name:

Type of Activity:

Age Level:

Estimated No. of Participants: _____ Fee Per Participant: _____

Participant/Instructor Ratio:

Instructor/Staff Details:

Credentials, Experience, Training, and Age of Instructors/Staff Participating in Program. Please attach additional pages if more space is needed:

Camp Programming:

Operating Plan (The scope of instruction to be provided and the extent to which the plan complies with the requirements of the Use License; plans should include all aspects of the proposed program from drop-off to pick-up). Please attach additional pages if more space is needed:

Location:

Beach Location Requested (1st Choice):

Beach Location Requested (2nd Choice):

Beach Location Requested (3rd Choice):

Date(s) of Use:

Arrival Time: _____ Departure Time: _____

Community Service:

Community Service (Supporting documentation for any scholarships and reduced fees given). Please attach additional pages if more space is needed:

Financial:

Financial Capability (Provide the necessary documentation to exhibit the applicant's financial responsibility and strength to successfully carry out the proposed recreational operations for the Use License term; must show the means to adequately staff the proposed recreational operations and comply with all of the requirements of the Use

License). Please attach additional pages if more space is needed:

Bid Amount for **Yearly** Location Fee (min. \$100): \$ _____

Total Estimated Gross Receipts for Program (15%): \$ _____

Bid Proposal:

One-Time Use License Fee:	\$ 200
Yearly Location Fee Bid:	\$ _____
Estimated 15% Gross Receipts Fee:	\$ _____
TOTAL:	\$ _____