



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

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**NOTICE, CALL, AND AGENDA  
OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, October 9, 2013  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING AT 6:00 P.M.**

**A. ROLL CALL**

1. Call business meeting to order 6:00 p.m.
2. Roll Call

**B. PUBLIC COMMENT**

The public may comment on any item on the Agenda that is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. NEW BUSINESS AND ACTION ITEMS**

1. Consideration of Lion's Club Request to Host the 2013 Rocktoberfest Event at the Town of Discovery Bay Community Center dated Saturday, October 12, 2013

**D. ADJOURNMENT**

1. Adjourn to the Regular Meeting on October 16, 2013 at 7:00 p.m. on 1800 Willow Lake Rd – Located behind Delta Community Presbyterian Church

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

**Meeting Date**

October 9, 2013

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager

**Agenda Title**

Consideration of Hosting 2013 Discovery Bay Lion's Club "Rocktoberfest" Event at the Discovery Bay Community Center on Saturday October 12, 2013

**Recommended Action**

As Necessary

**Executive Summary**

The Discovery Bay Lion's Club planned their 2013 fall "Rocktoberfest" event for Saturday, October 12, 2013 at the Discovery Bay Shopping Center, located at 1520 Discovery Bay Boulevard from 2:00 p.m. until 6:30 p.m. This event is jointly sponsored by the Discovery Bay Lions Club and the Discovery Bay Chamber of Commerce, with the intent of bringing Discovery Bay a free community event. The event will feature live music, food and beer garden, a Kids Alley, a mechanical bull competition, dozens of local vendors, a car and bike show, a Super Raffle with prizes from local businesses, and a Cupcake War bake-off. A copy of the event flyer is attached to this report.

In order for the event to proceed, the Discovery Bay Lion's Club was to obtain two county permits, one from Environmental Health for the food handling component of the event, and a Temporary Event Permit for the event itself. The Special Event Permit requires a 45 day lead period. The Lion's Club failed to apply for that permit. As a consequence, the event will not be allowed to proceed at the planned location. Additionally, the organizers of the event believe that the Community Center provides better access and crown control.

Staff received a phone call on Tuesday afternoon from the President of the Discovery Bay Lion's Club seeking permission to relocate the event to the Discovery Bay Community Center, directly across the street from the initial site of the event.

If the Community Center is utilized, the Town of Discovery Bay has jurisdictional authority over its use, and has the ability to approve the event taking place at that location. The Board of Directors also have the ability to approve the sale of beer and wine, so long as ABC permits have been issued for the event

Staff has identified a list of conditions that must be complied with prior to issuance of the use permit. That list of conditions is attached.

Staff recommends that the Board consider the request from the Discovery Bay Lion's Club and the Discovery Bay Chamber of Commerce to relocate their event to the Discovery Bay Community Center on Saturday, October 12, 2013, and pursuant to the attached List of Conditions.

**Fiscal Impact:**

**Amount Requested \$100.00 Facility Use Fee Revenue**

**Previous Relevant Board Actions for This Item**

N/A

**Attachments**

1) List of Conditions; 2) Event Flyer

**AGENDA ITEM: C-1**



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## List of Conditions 2013 Discovery Bay Lions Club “Rocktoberfest” Discovery Bay Community Center

1. The 2013 Discovery Bay Lions Club and Discovery Bay Chamber of Commerce co-sponsored “Rocktoberfest” will take place beginning at 2:00 p.m. on Saturday, October 12, 2013 and end at 6:30 p.m. on Saturday October 12, 2013. The Discovery Bay Lions Club will be allowed to set up for the event beginning at 9:00 a.m. on the day of the event. Clean-up will take place immediately following the event. However, some equipment (generators, stage, etc) may remain until removed, but no later than 72 hours after the conclusion of the event.
2. Event Coordinators will be required to submit a \$250.00 refundable deposit to the District offices at least within twenty four (24) hours prior to the event. The deposit will be held to ensure proper clean up and disposal. Park clean-up will be evaluated at the conclusion of the event.
3. A copy of any agreements between the Discovery Bay Lions Club and Discovery Bay Chamber of Commerce shall be provided to the Town at least 48 hours prior to the event.
4. Event Coordinators shall be required to complete a Park Reservation & Use Permit Application for each event.
5. A facility use fee in the amount of \$100.00 shall be paid by the event sponsor(s) at the time the Park Reservation & Use Permit Application is submitted.
6. Onsite BBQ's may not to be utilized during this event.
7. First Aid kits are required to be on site and provided by Event Coordinators for the duration of the event.
8. Event coordinators shall be available to assist attendees during the course of the event and to provide exit support at the conclusion of the event.
9. Event Coordinators shall ensure that all Park Rules are enforced during the event.
10. Trash can receptacles shall be provided and all trash shall be removed by the refuse company within 48 hours of the conclusion of the event.
11. At least four portable toilets shall be made available for use. All portable toilets shall be removed within 48 hours of the conclusion of the event.
12. Beer and wine sales are permitted and shall be confined to the Discovery Bay Community Center. No outside containers which hold alcoholic beverages shall be allowed to be brought into the Community Center. No alcoholic beverages shall be allowed to leave the Community Center gates. Lion's Club volunteer staff will ensure that this condition is strictly enforced.

13. A copy of the ABC permit authorizing the Lion's Club to sell beer and wine must be provided to the Town of Discovery Bay by the close of the day on Thursday, October 10, 2013.
14. The Discovery Bay Lion's Club shall provide proof of liability insurance, naming as an additional insured, the Town of Discovery Bay Community Services District.

Accepted by: \_\_\_\_\_  
Jim Mattison, President, Discovery Bay Lion's Club

Approved by: \_\_\_\_\_  
Richard J. Howard, General Manager, Town of Discovery Bay

NOT APPROVED

Discovery Bay Chamber of Commerce & Lions Club

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12

2015

# Rocktoberfest

DISCOVERY BAY

2:00 P.M.  
to  
6:30 P.M.

Discovery  
Bay  
Shopping  
Center



Featuring  
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Lions Club**

Chamber of  
Commerce

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