

## Proposed New Special Event in Balboa Park

### Name and Date of Event:

Black and Veatch Dinner surrounding the Lily Pond

Tuesday, June 16<sup>th</sup>, 2009

7:30 PM to 9:30 PM

### Set Up Time Line:

- ❖ 4:00 PM – Load in to the Lily Pond will begin
- ❖ 4:00 PM – Lighting requirements are installed
- ❖ 5:00 PM – Tables and chairs are set around Lily Pond area
- ❖ 5:30 PM – Picket fence arrives for set up. Load in is behind the Prado in the commercial load in area.
- ❖ 6:30 PM – Guests arrive via Motorcoach at the Prado for Cocktail Reception
- ❖ 7:00 PM – Band arrives load in behind the Prado in the commercial load in area
- ❖ 7:30 PM – Guests walk from The Prado to Lily Pond and are seated for dinner
- ❖ 9:30 PM – Guests depart Lily Pond and return to The Prado for Dessert Reception and Entertainment
- ❖ 9:30 PM – 11:30 PM – break down of event

### Location:

The area surrounding the Lily Pond.

### Estimate Attendance:

#### **600 conventioners**

The Black and Veatch event is a private event for approximately 600 convention attendees. These attendees are part of the American Water Works Association Convention.

The American Water Works Association is the city-wide convention of companies and organizations in all aspects of the water industry relating to water conservation, quality and new water treatment technology and regulatory activities.

### Amplified Music:

A string quartet will play amplified music from 7:30 PM to 9:30 PM. The speakers will be turned Southeast away from Old Globe to avoid any conflict. A sound check will take place at 6:30 PM.

### Alcohol:

Alcoholic beverages will be served during the dinner at the Lily Pond. We will be secure the proper permits through the Prado for the event. Drinks will be served from 7:30 PM to 9:30 PM.

**Partnering with a park entity**

All Catering is being secured through The Prado.

**Public Benefit Non-Profit**

The event is for Black & Veatch, a company committed to finding clean, green power alternatives in appropriate environments.

**Have completed noticing Park Institutions**

We have met with the Cultural Partnership and notified the Old Globe (please see attached support letters).

**Are there performances at the**

Old Globe – Tuesday, June 16<sup>th</sup>, 2009 – 7 PM

Starlight Theatre – Schedule not available

Organ Pavilion – Twilight Concerts in the Park – concludes by 7:15 PM

San Diego Floral Association Casa del Prado 4:00 PM to 7:00 PM

**Other special events of more than 500 people occurring concurrently**

No not that we are aware of at this time.

**Donation:**

Black and Veatch will be donating \$500 towards the purchase of Poinsettias for the 2009 Holiday Season or other horticultural need within Balboa Park.

**Temporary Enclosure:**

The Lily Pond surrounding area will be temporary enclosed with white picket fence beginning at 5:30 PM. We will be leaving all walkways and arcades accessible at all times for the park guests as well as the Lily Pond area.

**Parking Impacts:**

At 6:30 PM guests will arrive via motor coach and will be dropped at the Prado Valet. The motor coaches will come three at a time and will stage at Inspiration Point. We will not stage the motor coaches or close any roads or parking lots within the Park.

**Prior Experience**

McFarlane Promotions coordinated December Nights in 2004 and 2005 which allowed them to work with numerous park agencies and leases of the Park. The Prado Restaurant has catered and coordinated numerous events throughout the park.