



Application for Use of Indoor City Facilities

(APPLICATION MUST BE SUBMITTED IN PERSON)

Submission of application does not guarantee a reservation until approval by the Community Services Director or his/her designee.

Name of Applicant (s) _____

Phone numbers: Cell _____

Address _____

Unit # _____

City _____

A valid picture I.D. is required at the time of application to verify age and/or residency.

Proof of Signal Hill Residency (if applicable): ☒ Driver's License ☐ Current Utility Bill ☐ Employed in Signal Hill

I certify that I am a resident of Signal Hill and that I will be onsite at the event for the entire duration of the event. I understand that if I am found to be renting the facility for a non-resident, the non-resident fees will be deducted from my deposit.

→ Initials: _____

Refundable damage deposit will be mailed to the address provided 6 to 8 weeks after your event

Description of Event: Gems on the Hill, Gem & Mineral Show

Event time should reflect setup and cleanup. Please allow a minimum of one hour for cleanup.

Event Date: 10/11 & 10/12/25

Event Day: SAT & SUN

Rental Start time: 7am - 5:15pm

Rental End time: 9am - 6pm

Space Requested ☒:

Community Centers

☐ **Discovery Well Park Community Center** (standard room set up 6 round tables and 36 chairs diagram) **Only 36 seating max**

Will food be served? ☐ Yes ☐ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

Will the event include musical entertainment? ☐ Yes ☐ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

☐ **Signal Hill Park Community Center** (attach room set up diagram) **Capacity: 100**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-10:00pm Friday, Saturday, & Sunday

Will food be served? ☐ Yes ☐ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

Will the event include musical entertainment? ☐ Yes ☐ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

***Room & carpet condition has been viewed INITIALS: _____

Library Facilities

☒ **Library Community Room** (attach room set up diagram) **Capacity: 48-70 (depending on room set-up)**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-11:00pm Friday, Saturday, Sunday

Will food be served? ☐ Yes ☒ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☒ No

• Small serving kitchen included

If yes, name of catering company _____

Will the event include musical entertainment? ☐ Yes ☐ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

☒ **Library Zinnia Courtyard** **Capacity: 54**

Only available when the library is closed.

Available Rental Times: 5:00pm-10:00pm Wednesday, Friday, Saturday / 8:00am-10:00pm Sunday

Will food be served? ☐ Yes ☐ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☒ No

If yes, name of catering company _____

Will the event include musical entertainment? ☐ Yes ☒ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

Attachment A

☐ **Library Community Room & Zinnia Courtyard Capacity: 80**

Only available when the library is closed.

Available Rental Times: 5:00pm-10:00pm Wednesday, Friday, Saturday / 8:00am-10:00pm Sunday

Will food be served? ☐ Yes ☐ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

Will the event include musical entertainment? ☐ Yes ☐ No If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

☐ **Library Learning Center** (attach room set up diagram) **Capacity: 35**

Available Rental Times: 12:00pm-8:00pm Monday, Tuesday, & Thursday / 10:00am-5:00pm Wednesday, Friday, & Saturday

Closed on Sundays & Holidays

- Pre-packaged snacks and bottled drinks only

☒ **Signal Point Terrace** (attach terrace set up diagram) **Capacity: 160**

Available Rental Times: 8:00am-8:00pm Monday – Sunday

Will food be served? ☒ Yes ☐ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☒ No

If yes, name of catering company _____

- Small serving kitchen included

Use of sound system? ☐ Yes ☒ No

*** Existing speaker for sound only & microphone use. No live music or DJ permitted on Signal Point Terrace.

Packaged
Snacks Only

EXPECTED ATTENDANCE: Adults 200 Children 100 Total Attendance 300

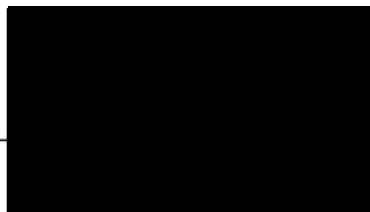
Is the public invited? ☒ Yes ☐ No

Will admission/donations be charged/accepted? ☐ Yes ☒ No

APPLICANT VERIFICATION

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify the City of Signal Hill, according to the attached indemnification form, and to abide and enforce the rules, regulations and policies governing the facility as set forth by the City of Signal Hill.

SIGNATURE OF APPLICANT: _____



DATE: 5/12/25



May 13th 2025

City of Signal Hill Parks and Rec Department
1800 E. Hill Street
Signal Hill, CA

Dear COSHP&R,

It is that time of year again and Long Beach Mineral and Gem Society would like to host our annual Gems on the Hill Gem and Mineral Show 2025 at the Signal Hill Public Library.

Each year that passes, we notice a larger crowd in attendance. 2024's event consisted of families who frequent the Library programs plus a growing number of gem and mineral enthusiasts from the LA area. Our vendors now see repeat customers who returned from the previous shows.

Long Beach Mineral and Gem Society would like to continue the opportunity to host this show on October 11th and 12th 2025 and requests a waiver for the facility rental fees for the Terrace, Community Room and Zinnia Courtyard.

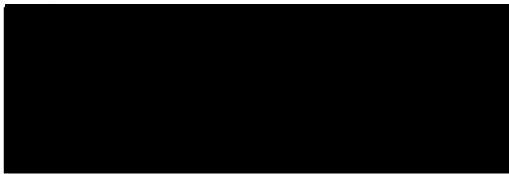
We strongly believe that event promotion is the key to increase attendance. Coordination with the City's social media posts will assist with getting the word out to the community.

Also, we continue our request to place our event banner on Cherry Ave for at least 3 weeks prior to the event, and additional promotion in Cityviews magazine in the months leading up to the show.

To continue our collaboration with City of Signal Hill's programming, our Society is happy to host seasonal mini events throughout 2026. We successfully hosted "My First Rock Collection" this past month and attendees were able to go home with a boxed collection of labeled rock specimens from around the world.

On behalf of all of the members at LBMGS we thank you for this continued opportunity!

Sincerely,



Long Beach Mineral and Gem Society

GEMS ON THE HILL 2025
Proposal from the Long Beach Mineral and Gem Society
May 12th 2025

Long Beach Mineral and Gem Society plans to continue our largest annual event "Gems on the Hill" this October at the Signal Hill Library. This year will mark our third consecutive year hosting this Gem and Mineral Show.

2024 was an enormous success! We were beyond pleased with how popular the GEMS ON THE HILL Show was. We drew in roughly 500 to 1,000 people, which included local families, children, college students, seniors, gem and mineral collectors, shoppers and people who just stopped in.

We arranged for 30 plus vendors to attend, and a few other local rock clubs that hosted educational and interactive displays. Our LBMGS Club hosted a Welcome Booth with our rock specimens laid out to introduce the patrons to some geologic specimens and distributed a show program. We held an impressive Raffle fundraiser that helps us generate funds to put on our Society programs throughout the year. We displayed live demonstrations on meteorites, geode cutting and lapidary. Our volunteers and vendors wore ID badges and custom printed T Shirts so that we were easy to find by our visitors.

OUR PROPOSED SHOW IN 2025

Honestly – we would love to duplicate what we did in 2024. Our hopes would be to add more vendors that specialize in different rock/ gem materials.

As before, we would host a 2-day weekend show on Saturday October 11th and Sunday October 12th 2025. Hours 10am to 5pm on Saturday and 10am to 4pm on Sunday with at least 3 hours for set up and 2 hours for tear down after the event.

Our activities for kids would include the following:

Geode cutting – geodes are round rocks that kids would pick out their own and we would slice them open with a special saw to expose the crystal structures inside. We must charge \$3.00 for each that covers our costs for the material. Each piece is unique.

Kids Arts and Crafts – Make and take home a painted rock. FREE

Gemstone Dig – We fill bins with sand and kids hunt around to find treasure (polished rocks, crystals) in the mix with a sieve. We provide a bag for them to take what they find home. FREE

Spin the Wheel – Rock related wheel of fortune with rock related prizes. FREE

Adopt a Rock – Pet rock that comes with care instructions. FREE

We may have additional ideas along with these themes for kids as well.

Vendors:

Vendors would sign up for the show using an application form that we provide outlining an agreement between LBMGS and their entity to sell their goods. Vendors pay for a table space at a flat rate in advance and will provide their own displays, lighting props. We also ask each vendor to donate an item suitable for our fundraiser raffle. Vendors agree to provide proof of Sellers Permit and Liability insurance. We have about 90% of last year's vendors wishing to join us again this year. LBMGS will handle all correspondence with the show vendors.

Insurance:

Through our parent organization CFMS we qualify for special liability coverage through McDaniel Insurance Services, LLC. We can provide our annual declaration page for your review, and once a Show date is set, we can apply for a certificate of insurance for the specific dates. This coverage is tailored to Mineral and Gem Shows. We can provide more details on request.

Advertising:

We will print and distribute a color postcard advertising our event as soon as possible. Distribution will be City wide at local events, our location at the Long Beach Senior Center, LA based rock clubs, schools and local businesses.

We will post the event on our Facebook page, Instagram page and local newspapers immediately. Coordination with the Library's social media postings would be beneficial to all in order to reach the intended audience.

We anticipate that the City of Signal Hill Parks and Rec would allow us to hang a banner on the Cherry Ave sign to advertise to passing traffic for at least 3 weeks leading up to the event. We found that this is a crucial step in advertising.

On the event day we would like to display "A" signs on the sidewalks surrounding the buildings directing guests to the upstairs terrace and Community Room.

Guest Speaker Program:

As part of our event, we would like to include one or more guest speakers who would give a lecture and present a slide show on a geological topic at a chosen time for anyone to attend. Perhaps 1 hour lecture length.

Here are samples of topics that could be presented:

- Geology of California's National Parks
- Meteorites
- Volcanoes
- Mining California Gemstones
- Mining Opal in Koroit, Queensland Australia

LBMGS Raffle:

We will conduct a new raffle each day of the show with over 50 individual prizes. This RAFFLE is key for our Society to generate funds for our programs. Items are donated from Club members and Vendors.

Snacks:

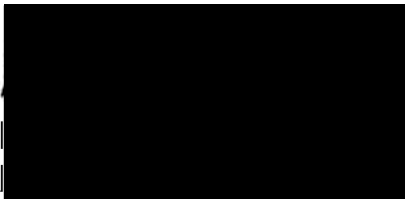
We would like to use the facilities to offer packaged drinks and snacks throughout the Show.

Library Display

We would like the opportunity to continue a Gem and Mineral display inside the Library leading up to the show.

Attached are some visuals from last year's GEMS ON THE HILL show to share how wonderful this event was for LBMGS.

If you have any questions about this proposal, please reach out to us and we would be happy to answer.



Long Beach Mineral and Gem Society



Gems on the Hill 2024

