



✓ Event #1 of 5
24/25 FY
✓ Complete

Bay Front Chamber of Commerce

P.O. Box 5283, Hercules, CA 94547

This was the first of five events that the City of Hercules has contracted the Bay Front Chamber to coordinate and run for the community. The Special Events Contract was approved by the City Council during the budget for FY24-25.

NATIONAL NIGHT OUT

On August 6th, the Chamber hosted National Night Out Hercules! Approximately 2,000 people attended, showing a strong spirit of community.

Present were Chamber directors, Hercules City Manager and Council members, City of Hercules Police officers and RHFD firefighters and a host of non-profit organizations and local businesses.

The crowd was largely families. Children played on playground equipment, rode the train, took advantage of free face painting, books and participated in games and activities provided by the chambers business and non-profit members.

A highlight for many was getting their photos taken on the Hercules PD motorcycle and on the RHFD truck. The train ride was also a favorite, full capacity the entire event.

The event was promoted widely with posters, flyers, outdoor banners, and through many social media platforms.

This event was made possible by sponsorship from the City of Hercules.

EXPENSES

- Health Permit	897
- Rentals (table, chairs, van)	1,194
- Entertainment (train & face painters)	1,000
- Give Aways	174
- Stage	1,813
- Staff	1,162
- Volunteers	225
- Sound set up	175
- Business Licenses	330
- Event Management	2,500

TOTAL EXPENSES **9,470** (Note: City contribution = \$6,500.00)

Total City Contribution 6,500
Amount Due **6,500**



✓ Event 2 of 5
24/25 FY
✓ complete

Bay Front Chamber of Commerce

P.O. Box 5283, Hercules, CA 94547

This was the second of five events that the City of Hercules has contracted the Bay Front Chamber to coordinate and run for the community. The Special Events Contract was approved by the City Council during the budget for FY24-25.

Bay Front Run & Bay Front Festival

On October 6th, Hercules Education Foundation and Bay Front Chamber hosted the annual Bay Front Run and Festival. Chamber directors, HEF directors and community volunteers were on site to coordinate and manage the event.

Beginning at 9am with 5/10K chip timed runs and 1 Mile Walk/Run, along with a Kids Fun Run, the community got a chance to stretch its legs and breath the fresh bay air along the Bay Trail. 415 runners registered for the event. This was increase of 75 runners compared to the 2024 run.

Following the run, the crowd moved down the street to the festival, where Bayfront Blvd and John Muir Parkway were closed for performances by local dance and martial arts studios, food vendors, local artisans and classic cars. A crowd of approximately 3,000 filled the streets, strolling, eating, shopping, and socializing.

The event was promoted widely with posters, flyers, outdoor banners, and through many social media platforms.

We were able to enhance the festival thru funding provided by the City of Hercules sponsorship.

EXPENSES

- Stage & Canopy	2,244	
- Sound System/technician	700	
- Traffic Control	1,650	
- Generator	256	
- Staff	,400	
- Porta Potties	543	
- Rentals (tables/chairs/pop ups)	900	
- Insurance	200	
- Timer / Bibbs	1,766	
- T-shirts	3,754	
- Medals	1,905	
- Marketing	1,968	
TOTAL EXPENSES	17,006	<i>(Note: City contribution = \$5,000.00)</i>

Total city contribution	\$5,000.00
Amount Due	\$5,000.00

Bay Front Chamber of Commerce
Making a Difference for our Community

✓ Event #4 of 5
 FY24/25
 (partial)
INVOICE



INVOICE # 2024-115
 DATE: 11/18/24

P.O. Box 5283
 Hercules, CA 94547

City of Hercules
 111 Civic Drive
 Hercules, CA 94547

	DESCRIPTION	TOTAL
	Lunar New Year Parade – 4 th of five events that the City of Hercules has contracted the Bay Front Chamber to coordinate and run for the community. The special events contract was approved during the budget FY24-25.	
	Lunar New Year Parade – 50% of payment	5,000.00

SUBTOTAL	5,000.00
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE	\$5,000.00

THANK YOU FOR YOUR SUPPORT!

Bay Front Chamber of Commerce
Making a Difference for our Community

✓ Event 5 of 5
 24/25 FY
 (partial)
INVOICE



INVOICE # 2024-12
 DATE: 12/11/24

P.O. Box 5283
 Hercules, CA 94547

City of Hercules
 111 Civic Drive
 Hercules, CA 94547

DESCRIPTION		TOTAL
	Hercules Cultural Festival – Event 5 of 5 (FY2024-25) (50% advance: applied towards equipment, entertainment, and rentals – to ensure availability for event date)	10,750.00
	Event Management *Balance due upon completion of event (June 2025)	

SUBTOTAL	10,750.00
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE	10,750.00

THANK YOU FOR YOUR SUPPORT!

Agreement No. 24-043
Minutes 2024-06-11

**CITY OF HERCULES
PROFESSIONAL SERVICES AGREEMENT**

This Agreement (“**Agreement**”) for professional services is made on July 1, 2024, between the City of Hercules, a California municipality (“**City**”), and Bayfront Chamber of Commerce, a Corporation (“**Consultant**”) (individually, a “**Party**,” and collectively, the “**Parties**”).

1. Scope of Services. Consultant will provide to City the professional services described in the Scope of Services, attached as **Attachment A** and incorporated in this Agreement (the “**Services**”). Only the City Council or the City Manager may authorize any change or addition to the Scope of Services specified in Attachment A.

2. Term. This Agreement will become effective on July 1, 2024 (“**Effective Date**”), and will terminate upon the full and satisfactory completion of the Services or as otherwise specified in Attachment A, unless terminated sooner in accordance with Section 10 of this Agreement. Time is of the essence with respect to all provisions of this Agreement that specify a time for performance.

3. Compensation. For the full and satisfactory completion of the Services, City will pay Consultant in an amount not to exceed **Forty-Five Thousand Dollars (\$45,000)**, without prior written authorization by City, pursuant to the terms set forth in **Attachment B** on Payment, which is attached to and incorporated in this Agreement. Consultant’s compensation is intended to encompass all costs required for performing the Services, including overhead and indirect costs. Except as expressly provided in Attachment B, Consultant will not be entitled to reimbursement for expenses it incurs to provide the Services.

3.1 Payment. City shall pay Consultant for services satisfactorily provided to the City within thirty (30) days of the event, following a detailed recap of each event – unless other arrangements have been made for a specific event. The recap must include, at a minimum:

- 3.1 A description of the event,
- 3.2 Services provided,
- 3.3 the date(s) upon which the Services were provided,
- 3.4 the amount due for the Services and the basis for calculating the amount due, and
- 3.5 other arrangements may be made for specific events allowing for a portion of the funding to be provided upfront, for example: if the contractor needs to secure an act with an advance deposit.
 - 3.5.1 In this case the City would allow for an advance payment up to a maximum of 50% of the agreed upon value of the event.
 - 3.5.2 A detailed recap of the event would still be required at the conclusion of the event for the full amount.

3.2 Additional Services. If the City requests related services beyond the Scope of Services described in Attachment A, the Consultant will provide City a written estimate for the additional services (“**Additional Services**”). Consultant will not provide Additional Services until Consultant has received written authorization from the City to perform the Additional Services.

✓ Att B from
Agreement #24-043
* status update

Attachment B
PAYMENT

Schedule of Compensation

Bayfront Chamber of Commerce

Professional Services Agreement with Bayfront Chamber of Commerce to provide special events for the City of Hercules in the 2024-25FY.

The following fees shall be used in providing services in the agreement. These amounts will be paid within thirty (30) days after the conclusion of each event.

Events and Compensation:

1.	Tuesday, August 6, 2024:	National Night Out	\$6,500	✓ pd 11/7/24 (6,500)
2.	Sunday, October 6, 2024:	Bayfront Festival and Run	\$5,000	✓ pd 11/7/24 (5,000)
3.	Saturday, January 18, 2025:	Crab Feed	\$2,000	
4.	*Sunday, February ² 9, 2025:	Spring Festival/Lunar NY	\$10,000	50% payment (5,000) 11/21/24
5.	Sunday, June 2, 2025:	Cultural Festival	\$21,500	50% payment (10,750) 12/19/24

*Date subject to change: first time event, in the winter, weather is a question.

Agreement #24-043

50% advance on CF (\$10,750)
(event #5 of 5) 12/2024

Special Events Agreement with Bayfront Chamber - Expenditures 2024-25FY

Agreement #24-043 / Acct #100.5510.611.90.00

Event #	Date of Event	Event Name	Sponsor Amt	Amount Paid	Date of Payment	Remaining Balance
1	8/6/2024	National Night Out	\$6,500.00	\$6,500.00	11/7/2024	\$0.00
2	10/6/2024	Bayfront Festival & Run	\$5,000.00	\$5,000.00	11/7/2024	\$0.00
3	1/18/2025	Crab Feed	\$2,000.00			\$2,000.00
4	2/2/2025	Lunar New Year	\$10,000.00	\$5,000.00	11/21/2024	\$5,000.00
		<i>Balance: LNY</i>				
5	6/2/2025	Cultural Festival	\$21,500.00	\$10,750.00	12/19/2024	\$10,750.00
		<i>Balance: Cultural Fest</i>				
TOTAL			\$45,000.00	\$27,250.00		\$17,750.00