

LOS ANGELES RIVER CENTER & GARDENS



2024 Special Event Guidelines & Application

Special Event Guidelines

Thank you for your interest in hosting an event at a park owned and operated by the Mountains Recreation and Conservation Authority (MRCA). Our staff is happy to make these facilities available for your special function. However, the primary objective of MRCA is to promote land conservation and ecological restoration, and this may be incongruous with your special event. We must ensure the integrity of these valuable resources so that all who visit in years to come will be able to enjoy it.

The MRCA, in permitting special events at our properties, must limit any potential expenses to the public that could result from your use of the grounds. Therefore, all costs associated with a special event are included in the permit process.

These guidelines are an overview of allowed activities and standard event restrictions. A Special Use Permit will be issued for each event that provides further details.

For additional information, please contact Gina Gomez by telephone at (323) 221-9944 ext. 220 or e-mail at riverevents@mrca.ca.gov.

All applications are approved on a first-come, first-served basis.

AVAILABILITY AND TIME

We offer up to a 12-hour block of time for special events which may be reserved between 12 noon to 2:00 AM. Set up, event and breakdown time is included within the designated 12-hour block of time. Events with a guest count of over 100 guests require two hours for breakdown. Events are not scheduled during the month of January. If your event lands on a Holiday, you are subject to increased rates.

All guests and vendors, including their vehicles must completely vacate the property by the set departure time. Violation of the set departure time will incur a penalty fee of \$1,000.00 per hour. Penalty fee will not be prorated. The MRCA Event Monitor may allow overnight vehicles but must be notified before vehicle owners depart the property to prevent towing or citation. Vehicles must be picked up by 10:00 AM the following day.

In addition to your 12-hour event block of time, MRCA will provide a complimentary one-hour rehearsal reservation during operating hours. Rehearsals cannot be scheduled more than two months prior to the event. Drop-ins are not-allowed.

APPLICANT'S INITIALS: _____

COSTS

Refer to the current price sheet to estimate your rental fees on page 9 and 10. Location fees do not include your catering, party rental or any vendor costs. For purposes of determining guest count, children over three years old must be counted. Vendors and their staff are not included in the guest count.

APPLICANT'S INITIALS: _____

CAPACITY

The capacities shown below are close estimates and will vary depending on your layout.

Event Area	Reception (Seated)	Ceremony (Seated)	Standing
Main Courtyard	400	300	800
California Building - Atrium (indoor)	200	250	300
San Fernando Courtyard	250	300	500

APPLICANT'S INITIALS: _____

FACILITIES PROVIDED

The following amenities are included in the location fee:

- Public Restrooms
- Basic Electricity
- Tap Water
- Free Parking (100 spaces)
- Bridal Room (not available for Non-Profit events)
- Prep Room with no cooking facilities

The San Fernando Courtyard lawn is strictly for ceremonies, lawn games and photography. Cocktail hour, reception or other activities are prohibited on the lawn, but are allowed on the adjacent concrete patio. Fresh flower petals are allowed on the San Fernando Courtyard lawn only.

If you would like to use the fireplace, you must provide the wood. Duraflame, pine, almond, or eucalyptus logs are acceptable. Absolutely no food is allowed in the fireplace. This includes marshmallows for s'mores. It is your responsibility to light the fire. No more than two (2) logs may be stacked at one time. No fireplace tools are provided.

There are three (3) designated smoking areas. All cigarette butts must be thrown in the ash tray.

APPLICANT'S INITIALS: _____

APPROVED VENDORS

Please see pages 12-15 for the list of approved caterers and rental companies.

Outside caterers are not allowed.

APPLICANT'S INITIALS: _____

ADDITIONAL ITEMS

A day of coordinator and a cleanup crew is required for all special events regardless of guest count. If trash is not removed from designated trash bins and thrown into the dumpster, a penalty charge will be deducted from your security deposit. The penalty charge will be assessed based on required staff time.

Dance floors may not be set up on the tiled floors or lawns. Stepping in, wading in, or adding decorations inside the fountains are not allowed. The large wooden doors in the Main Courtyard may not be closed at any time.

The exhibit area in the California building may not be moved or covered at any time.

APPLICANT'S INITIALS: _____

USE OF THE PROPERTY

Events are held only in certain areas of park grounds and buildings. Your Special Use Permit will indicate which areas are available for your event. Other areas of the property may be concurrently used by employees, tenants and other Permittees during your event. Likewise, the public will have normal access to other areas of the park during regular park hours.

The MRCA goes to great lengths to clean the grounds before an event. However, there are some things which cannot be controlled for special events that take place outdoors. If leaves and spider webs are something that will cause you to feel that your dream event has been tarnished, we would encourage you to consider one of our indoor locations. We take a great deal of pride and joy in preparing our grounds, but we are unable to control wind, falling leaves, spiders, etc. which may occur during or just prior to your event. The staff will make every attempt to have the grounds ready and cleaned for your event, but the grounds must be accepted in the condition provided.

Planted areas, lawns, landscape drains on the grounds, and floor drains in buildings must NOT be used to dump any liquids or solids, e.g., beverages, dirty water from dishes, scraps from food preparation during setup or cleanup. These items must be put in the trash or removed from the premises. Food and/or dirty dishes must not be left outside overnight on tables, counters, or inside. Counters and sinks must be wiped clean. Floors must be swept of major debris. All trash must be taken to the dumpster.

You are responsible to maintain the permitted areas during your event and must leave the areas used in the condition in which they were found. Any and all MRCA equipment or other property used in conjunction with your event is also your responsibility. The replacement cost of any lost, damaged, or stolen property will be deducted from your security deposit. This includes any and all damages and repairs that may be necessary to our grounds, facilities, and other resources incidental to the special event, including damage caused by your vendors. MRCA will be the sole judge of the extent of damage and replacement cost.

Smoking is allowed in three (3) designated areas.

If smoking occurs anywhere outside of the designated smoking areas, a penalty of \$1,000 per violation will be deducted from your security deposit. Smoking may be entirely prohibited during Red Flag conditions. Fireworks, including sparklers, are not permitted.

Driveways and corridors shall remain clear at all times for emergency access. You, or your guests as applicable, will be held responsible for all tickets and fines incurred during events.

APPLICANT'S INITIALS: _____

TIME

The fee for special events is based upon a one-day event for a twelve-hour block of time. The fee for non-profit events is based upon a one-day event for a six-hour block of time. Setup and breakdown time is included

in that block of time. Additional fees will be assessed for events that exceed the specified block. There is no price reduction for events using a shorter block of time.

Specific time restrictions are noted in the section above and in the permit. You will be required to submit information about your event schedule and activities 30 days prior to the event.

Changes to the event schedule within 30 days of the event will be assessed a \$360 administration fee per occurrence.

All party rentals and supplies must be delivered on the day of the event within the permitted block of time. Items may not be set-up until the start time on your permit. Rentals must be picked up the same night, unless otherwise scheduled with the MRCA Special Use Facilitator for an additional fee. All vendors must depart the property by the set departure time.

The price to purchase additional setup time is \$500 per hour, and the earliest you can setup would be at 12 noon.

APPLICANT'S INITIALS: _____

CATERING, PARTY RENTALS AND VENDORS

You are responsible for providing food, drinks, ice, tables, chairs, linen, silverware, dishes, napkins, sound system, extension cords, carts, removing all set ups that occurred for the event, and anything else that is not explicitly listed as included in your permit.

All vendors and vendor staff shall follow any instructions given by MRCA staff. However, you are ultimately responsible for your vendors and their adherence to the terms of your permit. A Vendor Acknowledgement form that describes the facility's restrictions and procedures is required to be signed by each outside vendor for your event.

Equipment must be unloaded/loaded at the designated loading area (see map on page 16). During setup and breakdown, rental furniture may not ever be leaned on or stacked against buildings or landscaping, but rather must be laid flat on hard surfaces.

Areas where amplified music is allowed will be specified in the permit. The music volume will be at the discretion of the MRCA Event Monitor. At no time may speakers be directed out into open space. Supplemental lighting must be directed toward the event area and may not shine onto neighboring properties.

APPLICANT'S INITIALS: _____

ALCOHOL

It is the responsibility of the Permittee and its vendors to ensure that no alcohol is served to anyone under the age of 21. All alcohol must be served from the bar by professional servers. All the alcohol that is planned on being consumed must arrive before guests. Alcohol may not be brought into premises after guests arrive.

Special events are required to have a host bar. No beverages, including alcohol, may be sold.

Events that are open to the public may sell beverages only if the event host has been granted an Alcohol Beverage Control (ABC) permit and has paid the additional MRCA insurance fees or adds MRCA to their insurance. A copy of the ABC permit must be submitted no later than fourteen (14) days prior to the event, and at that time the MRCA Special Use Facilitator will provide a letter of permission for your submittal to the ABC office. All restrictions imposed by the insurance company, such as a ticketing process, must be followed. Without a permit and insurance, only a hosted bar is allowed.

Bar must close one hour before guest departure.

APPLICANT'S INITIALS: _____

STAFFING

MRCA staff are required to monitor all special events. One staff person is provided for events under 100 people; two for events of 100 or more. These costs are included in the location fee. The MRCA Event Monitor is on site during the event to ensure the rules and regulations are followed and the facility is treated appropriately. Monitors do not provide security for your event or assist your vendors. You may contract with outside security for this service. Do not leave your property unattended at any time. This includes gift tables.

APPLICANT'S INITIALS: _____

INSURANCE

An insurance policy that indemnifies MRCA and covers general liability is required. The permit will specify the required limits of liability, additional insureds and other terms. A valid certificate of insurance is required when your permit is submitted for approval for non-profit events.

The MRCA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the facility.

APPLICANT'S INITIALS: _____

FEES

In the case of canceling your event, there is a cancellation fee equal to 50% of the security deposit if cancellation occurs more than eight (8) months prior to your event. The remaining funds will be refunded within six weeks. If a cancellation occurs with less than eight (8) months' notice, all funds received including security deposit will be forfeited.

All funds submitted will be forfeited if the event is canceled less than eight (8) months prior to the event date.

There is a fee of fifteen hundred dollars (\$1,500.00) for changing the event date less than eight (8) months prior to the event date. The date can only be changed twice. If you need to postpone the event to a later date in the same year, the fees and regulations may be the same. If the new date is for the following year, you must abide by any new rates and regulations.

All payments must be made by check or cash, with checks made payable to “(MRCA) Mountains Recreation and Conservation Authority”. Credit cards are not accepted at this time. Personal checks will not be accepted less than 30 days prior to the event. All last-minute changes to the permit, such as guest count or additional rentals, must be paid by cash, cashier’s check, or money order. These additional fees are due at the time the permit is revised. Late payments are subject to an additional fee equal to 10% of the payment.

Violations of terms of the permit, including these guidelines are subject to penalty fees for each occurrence. Examples include but are not limited to:

- *Smoking and/or cigarette butts found in non-designated smoking areas (\$1,000.00)*
- *Exceeding allotted time (\$1,000.00 per hour). Time will not be pro-rated.*
- *Failure to close bar one hour before guest departure time. (\$500.00 for every 30 minutes)*
- *Bribing park staff (\$1,000.00 per attempt).*
- *Use of illegal drugs, dangerous/and/or risky behavior may result in forfeiture of entire security deposit, and event being terminated immediately.*
- *Use of fireworks and sparklers is strictly prohibited and may result in forfeiture of entire security deposit, and event being terminated immediately.*
- *Checks returned for insufficient funds or cancelled and re-issued (\$100.00 per check transaction)*
- *Additional labor to remove excessive trash, heavy cleaning and/or repairs required as a result of damage (\$135.00 per each hour of work).*

These penalties will be deducted from your security deposit. If such penalties and costs exceed your security deposit, you will be invoiced.

APPLICANT’S INITIALS: _____

DECORATIONS

Our park locations provide a unique venue for your special event, in part due to their natural beauty. For most events table décor is enough to personalize the space. No decorations may be affixed into, nor onto, the buildings, the structures, trees or other vegetation. This includes the use of double-sided tape, staples, nails or tacks. A penalty charge will be deducted from your security deposit for violation if any damages occur.

Wedding parties may not throw rice; birdseed or bubbles are a suggested alternative. Balloons, butterflies, doves, confetti, pom poms, silly string, or paper streamers may not be released into the air or on the grounds. Fresh flower petals are allowed on the San Fernando Courtyard lawn only. Bubbles are not allowed in any of the fountains. Under no circumstances will balloons be used inside or outside of the facility. Silk flower petals are allowed on the concrete patio and must be swept up before you leave the property.

Candles are allowed in glass or metal holders on tables and on the bar countertop. Candle holders must be tall enough for the flame to be fully contained and not flare above the rim. Use of candles may be prohibited during Red Flag conditions. Battery operated candles are preferred, but not required.

Electrical power outlets may only be used as indicated by MRCA staff. Please confirm your amperage requirements and set-up plans with the MRCA Special Use Facilitator, as a generator may be required. Use of generators over 7,500 watts may require a Fire Marshal and/or a 2,000-4,000-gallon water truck on site. Use of putt-putt generators (under 7,500 watts) requires a 10lb. ABC fire extinguisher per putt-putt and must be monitored at all times by your vendor. Location of generators must be approved by the MRCA Special Use Facilitator.

APPLICANT'S INITIALS: _____

MISCELLANEOUS

Use of illegal drugs is prohibited. If this occurs, the entire security deposit is forfeited, and event may be terminated immediately.

All children must be supervised during the event.

Pets are allowed to be part of the ceremony but must be kept on a leash. Pet must be kept in a kennel/cage/carrier when it is not participating in the ceremony. If the pet(s) remain on the grounds during the reception, it must be in a kennel/cage/carrier for the duration of the event. Someone must care for the pet(s) at all times, and make sure to clean up after it. Service animals should remain on leash at all times, unless the service performed by the animal requires the animal to be off leash.

Not all MRCA facilities are accessible. The MRCA Special Use Facilitator will discuss with you which specific facilities require additional measures for accessibility compliance. All events that are open to the public shall be non-discriminatory. No person may be excluded from participation in, admission or access to, denied the benefit of, or otherwise subjected to discrimination under any public events, meetings and programs on the basis of a qualifying disability.

APPLICANT'S INITIALS: _____

PRICING

The rental fee for the River Center is based on guest count and necessary MRCA staff coverage. The standard rental includes: Three (3) sets of fully stocked restrooms, a bridal room, a prep room for caterer use, fireplace, one (1) large bar, (1) small cocktail bar, free parking for 100 vehicles, indoor and outdoor uses. Prices listed do not include additional fees for extended hours, optional items or vendor duties such as set-up and take-down of tables and chairs. Cost of the MRCA Event Monitor is included.

A security deposit is required in addition to the location fee. If the grounds and buildings are left in acceptable conditions, and all permit regulations are followed, you will receive a refund of the security deposit within six weeks after your event. Assessment of acceptable conditions is at the discretion of MRCA staff. Penalties for damage or extra work will be deducted from the deposit.

Prices below apply to 2024 events. Consult MRCA Special Use Facilitator for 2023 pricing.

SPECIAL EVENTS:

SATURDAYS (APRIL–OCTOBER)

Guest Count	Location Fee	Security Deposit	TOTAL DUE
Up to 100	\$11,700.00	\$3,000.00	\$14,700.00
101-200	\$13,200.00	\$3,000.00	\$16,200.00
201-300	\$15,200.00	\$3,500.00	\$18,700.00
301-400	\$17,700.00	\$3,500.00	\$21,200.00
401-500	\$20,700.00	\$3,500.00	\$24,200.00

SUNDAYS (APRIL–OCTOBER)

Guest Count	Location Fee	Security Deposit	TOTAL DUE
Up to 100	\$10,200.00	\$2,500.00	\$12,700.00
101-200	\$11,700.00	\$2,500.00	\$14,200.00
201-300	\$13,700.00	\$3,000.00	\$16,700.00
301-400	\$16,200.00	\$3,000.00	\$19,200.00
401-500	\$19,200.00	\$3,000.00	\$22,200.00

MONDAY THROUGH FRIDAY (ALL YEAR)

SATURDAY & SUNDAY (FEBRUARY-MARCH & NOVEMBER-DECEMBER)

Guest Count	Location Fee	Security Deposit	TOTAL DUE
Up to 100	\$9,400.00	\$2,500.00	\$11,900.00
101-200	\$10,900.00	\$2,500.00	\$13,400.00
201-300	\$12,900.00	\$3,000.00	\$15,900.00
301-400	\$15,400.00	\$3,000.00	\$18,400.00
401-500	\$18,400.00	\$3000.00	\$21,400.00

NON-PROFIT EVENTS:

A discounted rate is available for special events hosted by non-profit organizations, such as community fundraisers and banquets. Fridays, Saturdays, and Sundays during the months of April through October are not available at the discounted rate but can be reserved for full price. Events may be held from 12 noon to midnight, within a six-hour block of time. Additional pre-setup time may be allowed, for \$300.00 per hour (2 hours max.). The discounted rate varies depending on whether the organization is a 501(c)(3) and the number of guests. All terms of the Special Event Guidelines, including penalties, apply, and a Special Event Permit is required.

Meetings that are open to the public are not special events. Please refer to MRCA’s *Guidelines for Public Meetings* for more information.

501(c)(3) ORGANIZATIONS:

FRIDAYS, SATURDAYS, SUNDAYS (NOVEMBER-MARCH)

Guest Count	Location Fee	Security Deposit	TOTAL DUE
Up to 150	\$2,750.00	\$1,000.00	\$3,750.00

Additional \$300.00 for every additional group of 50 people

MONDAYS-THURSDAYS (ALL YEAR)

Guest Count	Location Fee	Security Deposit	TOTAL DUE
Up to 150	\$2,750.00	\$1,000.00	\$3,750.00

Additional \$300.00 for every additional group of 50 people

OTHER NON-PROFIT ORGANIZATIONS:

FRIDAYS, SATURDAYS, SUNDAYS (NOVEMBER-MARCH)

Guest Count	Location Fee	Security Deposit	TOTAL DUE
Up to 150	\$3,300.00	\$1,000.00	\$4,300.00

Additional \$300.00 for every additional group of 50 people

APPLICATION PROCESS

All applications are approved on a first-come, first-serve basis. The MRCA reserves the right to disapprove any application at its sole discretion. Applications may be submitted, and permits may be issued up to eighteen months in advance, subject to facility schedules.

If event date is available, a guided tour may be scheduled after application has been received.

To confirm your reservation of the property, the security deposit must be received in person within seven business days after the MRCA Special Use Facilitator has issued the permit and invoice for the event. The permit and invoice must be signed and returned at the time of payment. If payment and signed permit are not received within seven days, the date will no longer be reserved for your event.

The balance of your fee is due as follows:

- A minimum payment of 25% is due three months after booking. Subsequent payments of 25% are due every three months thereafter. Final payment must be submitted 30 days prior to event. If the reservation occurs less than six months prior to the event date, the payment shall be \$50% of the location fee.
- Thirty days prior to event, the following items must be submitted: signed vendor acknowledgment forms, final event schedule and all other required paperwork. The MRCA Special Use Facilitator must also be notified of any changes to your event including guest count. Failure to submit will result in the delay of the executed permit.
- There is a per occurrence fee of three hundred thirty-six dollars (\$336.00) for changing the final event schedule less than thirty (30) days prior to the event date.

The MRCA reserves the right to cancel any permit if the entire fee has not been received thirty (30) days prior to the event date. In this case, all funds paid will be forfeited.

After notification that your application has been approved, the MRCA Special Use Facilitator will send you the permit for your review and schedule a guided tour of the facility. The primary Permittee must personally attend the guided tour. You may do a self-guided tour during regular park hours.

APPLICANT'S INITIALS: _____

APPROVED LIST OF CATERERS

Summit Event Catering

Veronica Medrano
Cell (562)608-5679
Corp (888)498-0773
veronica@summitevents.com
www.summitevents.com

Spotted Hen Catering

Terri Wahl
(323) 255-0800
terriwahl@gmail.com
www.spottedhencatering.com

Robert's Catering

Roubina / Nora Yousefian
(818) 848-8337 or (818) 795-3211
rsc@robertscateringservice.com
www.robertscateringservice.com

Colette's Catering & Events

Rebecca Castillo
(714) 447-9190
rebecca.castillo@colettesevents.com
www.colettesevents.com

Lemonade

Ryaan Cantrell
(310) 895-3492
ryaan.cantrell@lemonadela.com
www.lemonade.com

Taqueria Vista Hermosa

Raul Morales
(213) 741-1251 Cell (323) 440-5862
rmorales@taqueriavistahermosa.com
www.taqueriavistahermosa.com

Global Cuisine by Gary Arabia

Brynsley Sakow Silva-Cano
(323) 388-9840
bryn@globalcuisineevents.com
www.globalcuisineevents.com

Melrose Catering

Stephen Cameron
(714) 990-3315
contact@melrosecatering.com
www.melrosecatering.com

Thank Goodness it's Sofia

Drew Fremont
(562) 955-2932
dfremont@tgiscatering.com
www.tgiscatering.com

Kitchen for Exploring Foods

Gina Carr
(916) 768-9610
catering@thekitchen.net
www.thekitchen.net

Chichen Itza Restaurant

Richard Lima
(213) 741-1075 cell (310) 686-7894
catering@chichenitzarestaurant.com
www.chichenitzarestaurant.com

Huntington Catering

Justin Prietto
(626) 795-4200
justin@hcmenu.com
www.hcmenu.com

LA Spice

Andrea Bessey
(424) 500-2125
andrea@laspicecatering.com
www.laspicecatering.com

24 Carrots Catering

Amanda Bartel
(714) 942-6000
info@24carrots.com
www.24carrots.com

SPECIALTY CUISINE

ASIAN:

Furiwa Chinese Seafood

Victoria Nguyen
(714) 534-3996
victoria@furiwa.com
info@furiwa.com

Panda Catering

Katrina Guevara/Annie Delgadillo
(626) 799-9898x8593 (888)774-4478
pandacatering@pandarg.com
www.pandacatering.com

Nak Won Catering

Michelle Oh
(323) 466-3737
nakwoncatering@yahoo.com

MIDDLE EASTERN:

Masrour Catering (Kosher)

David Masrour
(818) 776-8833
info@partyorganization.com
www.masrourcatering.com

KOSHER:

La Gondola Restaurant & Catering

Nir Weinblut
(310)247-1239
nir@lagondola.com
www.lagondola.com/catering

L'Chaim Kosher Catering & Events

Drew Fremont
(562) 955-2932
dfremont@tgiscatering.com
www.tgiscatering.com

INDIAN:

All India Café

Santokh Singh
(626) 688-1745
santokhusa@yahoo.com

APPROVED RENTAL COMPANIES

Rustic Yard Events

(747) 232-0923
www.rusticyardevents.com

La Pinata Rentals

(310) 306-3348

www.lapinataparty.com

Town & Country Event Rentals

(626) 795-7700

www.tacer.biz

Signature Rentals

(949) 660-9555

www.signatureparty.com

MTB Event rentals

(844) 815-8626

www.mtbeventrentals.com

A1 Party Rental

(866) 217-2789

www.a1partyrental.com

APPROVED COORDINATORS

Now & Forever Event Planning

Heather Lee

(818) 523-5790

nowforeverevent@aol.com

Glamorous Events

Laura Zitouni

(714) 334-5264

byglamevents@gmail.com

www.glamourosevent.com

D'Angelus Events

Carlos Sanchez

(323) 893-2418

carlos.s@dangelusevents.com

www.dangelusevents.com

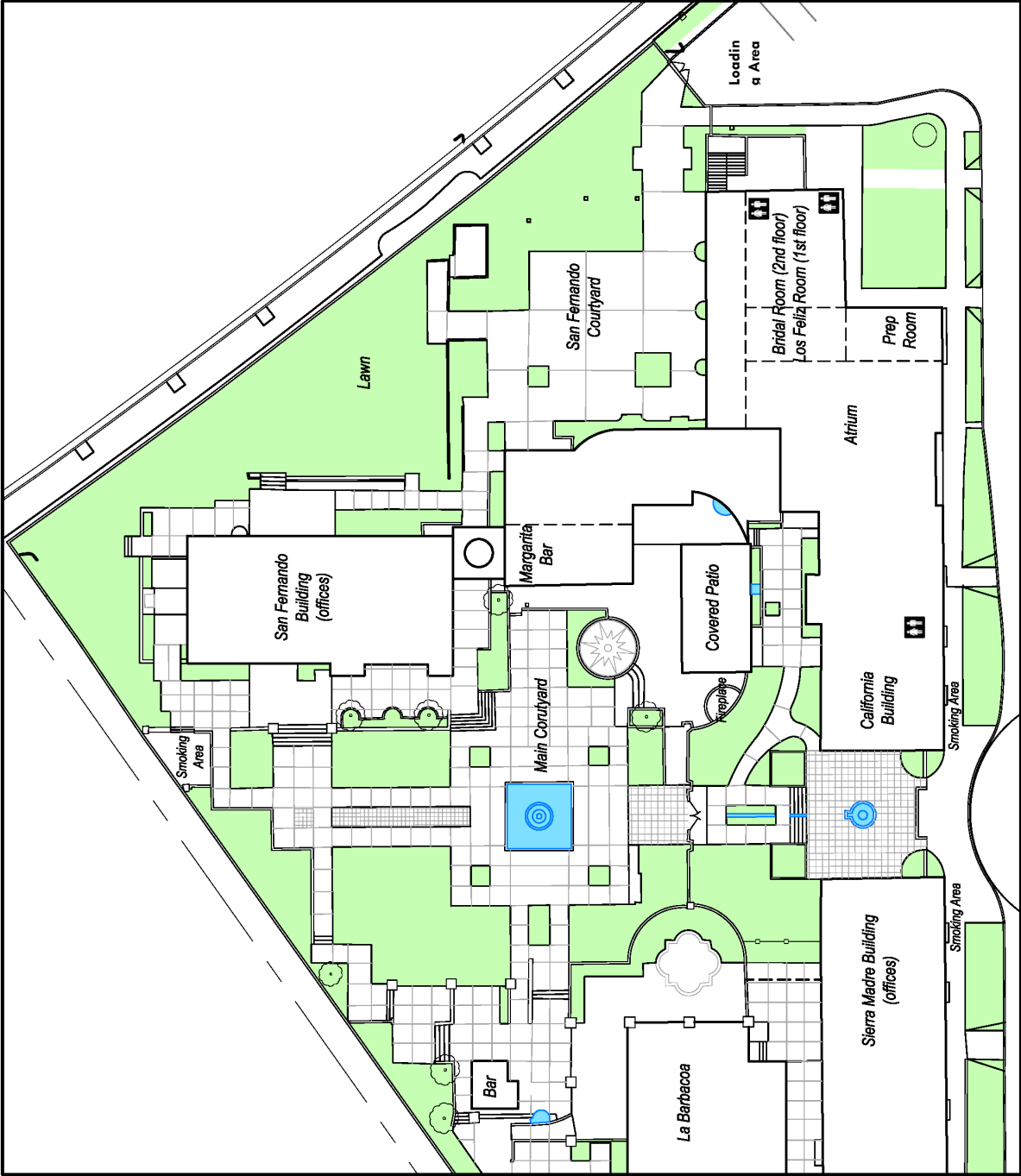
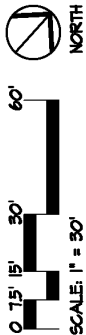
Los Angeles River Center and Gardens

570 West Avenue 26
Los Angeles, CA 90065

323-221-9939

Reservations: Extension 220

- 60" Round Table
- 90" Round Table
- 120" Round Table
- 6' Rectangular Table
- 8' Rectangular Table



MRCA SPECIAL EVENT PERMIT APPLICATION 2024

Application Fee: \$300.00

Date: _____

ORGANIZATION/GROUP/EVENT NAME: _____

FULL MAILING ADDRESS: _____

MAIN CONTACT INFORMATION

Name: _____
Phone: _____
Cell: _____
Email: _____

SECOND CONTACT INFORMATION

Name: _____
Phone: _____
Cell: _____
Email: _____

ORGANIZATION/ COORDINATOR INFORMATION

Name: _____
Phone: _____

Contact: _____
Email: _____

EVENT INFORMATION (Provide detailed information)

Date of Event: _____ No. of Attendees (approx.): _____

Type of Event:

[] Wedding Ceremony [] Wedding Reception [] Fundraiser [] Prom [] Other _____

Description of Event and Planned Activities: (attach additional page to provide details, if necessary)

EVENT SCHEDULE

Table with 4 columns: Event Area, Date(s) of Use, Arrival Time (includes set-up), Departure Time (includes break-down). Rows include Main Courtyard, California Building - Atrium (indoor), San Fernando Courtyard.

FOR NON-PROFIT EVENTS (answer questions if you are a non-profit requesting to hold an event)

Are you a 501(c)(3) organization? [] Yes [] No Is there a fee to attend your event? [] Yes [] No
Are you planning on selling alcohol at your event? [] Yes [] No

The reservations are not binding until a Special Use Permit is executed. The execution of a permit requires the submittal and acceptance of a complete application, payment of all applicable deposit(s) and other fees, and compliance with the conditions herein.

Permit Requirements, Conditions, and Event Rules

Applications may be made, and permits issued up to eighteen months in advance, subject to facility schedules. To obtain a permit for an event please submit:

- a. A completed MRCA SPECIAL EVENT PERMIT APPLICATION with \$300 non-refundable application fee. Please note that the MRCA reserves the right to reject the application for any reason at its sole discretion.
- b. A security deposit is due within seven calendar days after MRCA written approval of the application. A payment of 50% is required six months after booking and final balance due thirty (30) days prior to the event.
- c. The balance of the permit fee must be received by the MRCA no less than thirty (30) days prior to the event date. The MRCA reserves the right to cancel the permit if the remainder of the permit fee is not received on time.

Cancellations:

- a. The MRCA reserves the right to cancel all reservations due to dangerous conditions including but not limited to red flag conditions, fire, and flood. The MRCA will refund the entire security deposit in this instance. The application acknowledges and agrees that the MRCA is not liable for any losses sustained by the Permittee if the event must be cancelled due to dangerous conditions.
- b. There is a cancellation fee equal to 50% of the security deposit if the applicant cancels for any reason more than eight (8) months prior to the event. If a cancellation occurs with less than eight (8) months notice, all funds received including security deposit will be forfeited.

Please note that the permit fee for an event secures indoor and outdoor venue, as well as a designated time to host the event. The designated time may be used to decorate, receive deliveries for the event, host the event, and clean up after the event. Please be sure to have read the Special Event Guidelines for more detailed information.

Make checks payable to: Mountains Recreation & Conservation Authority (MRCA).

I/We hereby agree that I/We have read and understand all requirements, conditions, and Special Event Guidelines listed/attached on this application and will abide by them.

Signature

Date

OFFICIAL USE ONLY

Application Fee received: _____

Estimated permit fee: _____

Application approved by: _____

Date of approval: _____