

Mountains Recreation & Conservation Authority  
Franklin Canyon Park  
Special Event Guidelines  
Exhibit C

Thank you for your recent inquiry about hosting an event at Franklin Canyon Park. Our staff is happy to make this facility available for your private function. However, the primary objective of this property is to highlight and promote ecological sustainability that may be incongruous with your special event. We must ensure the integrity of this valuable resource so that all who visit in years to come will be able to enjoy it.

It is also the goal of Franklin Canyon Park, in permitting special events, to limit any expense to the public for your personal use of the grounds. Therefore all costs associated with your event will be included in the permit process.

***Availability***

1. Special events of up to 400 guests are permitted throughout the year.
2. Events may be held seven days a week depending on the availability of facilities. However, no event or set-up shall start prior to 7:00 a.m.
3. There are several beautiful exterior areas on the grounds of the property and one indoor facility. Events may be held in a variety of indoor and outdoor areas. All events utilizing amplified sound must adhere to quiet hours, 12 midnight- 7a.m.

***Fees***

4. The permit fee for events held at Franklin Canyon Park range depending on the area and event requirements. Please contact the site representative for a detailed breakdown. All applications are approved on a first-come, first-serve basis.
  - a. The fee is based upon a one-day event for a 12-hour block of time. Pre or post-event day deliveries or pick-ups must be scheduled with the Site Representative.
  - b. The Mountains Recreation & Conservation Authority (MRCA) reserves the right to disapprove any application at its sole discretion. The balance of the special use 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 any permit if the remainder of the fees is not received thirty (30) days prior to the event date.
  - c. To confirm your reservation, a minimum, NON-REFUNDABLE payment of \$1,000 must be received by the MRCA within seven calendar days after approval of the application for the permit by the MRCA.
  - d. The balance which will include a \$1,000 refundable security deposit is due 30 days prior to your event date along with any changes to the guest count. The security deposit will be returned 3-4 weeks after your event, if the grounds and buildings are left in the same condition as prior to the event and all permit regulations are followed.

- e. If permittee cancels for any reason less than 90 days ( 3 months) prior to the event date, the non-refundable deposit will be forfeited.
- f. The MRCA reserves the right to cancel all events due to dangerous conditions including, but not limited to red flag conditions, fire and flood. The MRCA will refund the entire security deposit. The permittee acknowledges and agrees that the MRCA is not liable for any losses sustained by the permittee if the event has to be cancelled as a result of a dangerous condition.
- g. If permittee needs 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, Permittee must abide by new rates and regulations. Transferring dates may incur an additional fee.

### ***Security***

- 5. MRCA rangers and or staff are required to monitor all special events. One ranger or staff person is required for events up to 150 people; two rangers or park staff for events over 150.

### ***Caterer/Food***

- 6. Catered events must check food service locations with the Site Representative.
- 7. Permittee is responsible for removing all trash related to the event. Permittee may rent a dumpster for this purpose to be located at the discretion of park staff. Any trash found on the grounds is cause for not refunding the security deposit.
- 8. Planted areas, lawns, and drains on the grounds and in buildings ARE NOT available for caterer to dump any liquids or solids, i.e. beverages, dirty water from dishes, scraps from food preparation or clean-up.
- 9. Food and/or dishes shall not be left outside overnight on tables, counters. The security deposit will be withheld if this occurs.
- 10. Caterers will need additional clip on lighting for their work station after dark.

### ***Parking/Vehicles on Property***

- 11. All vehicles must adhere to regulations regarding speed and courtesy on the road.
- 12. There is limited parking available at Franklin Canyon Park, therefore we encourage you and your guests to carpool whenever possible. If your party is larger then two hundred guests it is the permit holders responsibility to make arrangements to have cars parked off-site and shuttle guests into the park. The park does not have the parking capacity to contain the cars needed for such an event. We require the shuttle vans to be no bigger than a 45 passenger vehicle.
- 13. If special arrangements are made and your event requires it then all vehicles associated with your event, (i.e. vendors, guests, security, or rental companies )

must display a parking pass issued by Franklin Canyon Park during the entire duration of Permittee's event. It is the responsibility of the Permittee to disseminate these parking passes to each and every vehicle associated with your event.

14. Driveways and corridor areas shall remain clear at all times for emergency access. Permittee or their guests will be held responsible for all tickets and fines incurred during events.

### ***Lighting***

15. The property has minimal access lighting only. For an evening event, any additional lighting is the responsibility of the Permittee.

### ***Restrooms***

16. Restrooms are available in certain areas of the park. For events held in outdoor areas, Permittee and their guests must use the public restroom located on the grounds.
17. Extra restrooms will be required for any party over 200 guests. (To be arranged and paid for by the permit holder). For every 100 people 2 unisex portable restrooms will be required.

### ***Insurance***

18. Insurance fees are included in the total cost of the permit. MRCA will provide the Permittee with a special event certificate. This certificate has an insurance policy of \$1 million in general liability.
19. Permittee agrees to pay for any and all damages and repairs as may be necessary to Franklin Canyon Park grounds and facilities or other resources incidental to the special event, including damage caused by vendors.

### ***Miscellaneous Rules and Regulations***

20. Dogs are allowed to be off-leash as part of the ceremony only. Dogs must be on leash, under owner's immediate control and be picked up after at all other times. Dogs are not allowed to roam free without a leash during the reception.
21. The Permittee shall not affix any decoration into, nor onto, the structures, trees or other vegetation without prior approval of the Site Representative. Any and all decorations or directional signs must be removed at the end of the event.
22. Smoking is allowed only in one designated area. If guests are found smoking inside the structures or outside of designated areas, Permittee will be fined an additional \$1,000.00.
23. Fires are strictly prohibited. Fireworks, including sparklers are not permitted. Candles are only allowed on tables and on the bar, and must be in glass or metal holders.
24. Events shall not throw rice; bubbles are a suggested alternative. Party balloons,

doves and confetti may not be released into the air or on the grounds.

25. No fishing, swimming, or wading is permitted. No feeding of ducks, squirrels, or other wild animals is permitted.
26. No vending of food, beverages and alcohol is permitted without a license. No alcohol may be served without an MRCA special use permit and a monitoring Ranger. Arrangements must be made in advance with the Site Representative.
27. The MRCA special use permit for the event must be made available upon request.
28. Failure to comply with any of these provisions may result in the termination of your permit during your event. Please inform your guests and any caterers/rental companies of the rules, regulations and sensitivities of the property.
29. A walk-through of the grounds is required with your vendors ( ex: caterer, musicians, party rental company and shuttling company) to review all rules and regulations concerning your special event. Permittee is responsible for all contracted services and their performance.

By signing the MRCA Special Use Permit, you are hereby accepting the above provisions for use of the grounds. Franklin Canyon Park staff will make every attempt to have the grounds cleaned for your event, but the Permittee will accept the grounds in the condition provided.

If you have any questions or need additional information, please feel free to contact Fernando Castrejon, Franklin Canyon Park Manager at 310-858-7272 extension 180, or e-mail at [franklinevents@mrca.ca.gov](mailto:franklinevents@mrca.ca.gov).