

# King Gillette Ranch

## Special Event Guidelines - Wedding *May, 2018*

Thank you for your recent inquiry about holding an event at King Gillette Ranch. King Gillette Ranch is a window into Southern California's colorful past, from the Chumash, through the era of Missions and Spanish land grants, to Hollywood in the 1930s, in the heart of the Santa Monica Mountains.

The Mountains Recreation and Conservation Authority (MRCA) is happy to make this facility available for your private function. The primary objective of the MRCA at King Gillette Ranch is to promote land conservation, ecological restoration and environmental interpretation, which 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.

The MRCA, in permitting special events at King Gillette Ranch, must limit any potential expenses to the public for your private use of the grounds. Therefore, all costs associated with a special event are included in the permit process.

Events are held only in certain areas of the grounds and interior facilities of King Gillette Ranch. A special use permit will indicate which areas are available for each special event. Employees, tenants and other visitors of King Gillette Ranch may concurrently use other areas of the property.

### **Fees & Availability**

- The rental fee for weddings in the KGR Mansion start at \$8,000 for up to 100 guests. The maximum capacity of the mansion's main courtyard is 150 guests. The capacity for seated guests in the front motor courtyard is 200 guests. Rental fee includes use of the historic mansion interiors.
- For lawn-only ceremony-and-reception packages, prices start at \$3,750 for up to 50 guests, and \$5,000 for up to 100 guests. Reduced rates are available for groups smaller than 50, and for ceremony-only bookings. The maximum capacity for lawn-only events is up to 800 guests.
- Quoted fees for events are based upon a one-day event for a 12-hour block of time. Additional fees will be assessed for events that exceed the 12-hour block. Set-up and break-down is included in the 12-hour block of time. Events may not extend past 12:00 a.m.
- All applications are approved on a first-come, first-serve basis. To hold a date, a minimum, non-refundable payment of \$1,000.00 must be received by the MRCA within seven calendar days after approval of the application for the permit by MRCA. The MRCA reserves the right to disapprove any application at its sole discretion. The balance of the special use fees 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 fees is not received no later than thirty (30) days prior to the event date.
- A security deposit of at least \$3,000.00 is required. This is refundable only if the grounds and buildings are left in good condition, and all permit regulations are followed.
- The rental fee is broken down into three **non-refundable** payments. \$1,000.00 to hold the date. 50% of the site fee is due 6 months prior to the event. The final balance, security deposit and insurance are due 4 weeks prior to the event. If the event is booked less than 4 weeks prior to the event, a cashier's check will be required. No credit cards accepted.
- While we welcome wedding coordinators and planners to help you for your special day, permits can only be issued and invoiced to the bridal party, and not through third-party wedding/event planners or coordinators.

- Additional fees apply for Holiday Events.

### **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. In lieu of this, you may purchase a special event certificate from MRCA's insurance policy. The MRCA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the facility.

### **Staffing**

- MRCA staff is required to monitor all special events. One staff person is provided for events under 150 people; two for events of 150 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.

### **Caterer/Food**

- Catered events must check food service locations with the King Gillette Ranch Site Representative. The kitchen in the mansion is available for food preparation and service only.
- Permittee is responsible for providing tables, chairs, food, drinks, tables, linen, silverware, napkins, trash liners, and anything else that is not listed under fees.
- No beverages, including alcohol, may be sold; a host bar is required. It is the responsibility of the Permittee and its vendors to ensure that no alcohol is served to anyone under the age of 21.
- 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 Event Coordinator 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.
- Permittee must arrange for a lockable trash receptacle to be provided, unless your caterer has made provisions for the trash removal.
- Planted areas, lawns, and drains on the grounds and in buildings must NOT be used to dump any liquids or solids, i.e. beverages, dirty water from dishes, scraps from food preparation, set-up or clean-up.
- Caterers may need additional lighting for their workstation after dark. Caterers are responsible for protective ground cover under cooking stations.
- Food and/or dirty dishes shall not be left outside overnight on tables, counters, or in the kitchen.

### **Party Rentals**

- Any party rental equipment to be used must be delivered on the day of the event, within the twelve-hour block of time you have rented. Rentals may not be set-up until the start time indicated on your Special Use Permit. Rentals must be picked up the same night, unless otherwise scheduled with the King Gillette Ranch Site Representative. Additional fees will be incurred for additional set-up or breakdown time/days required. It is the responsibility of the Permittee to ensure that compliance with all schedules and regulations is agreed to

and met by any vendors that may be used.

- King Gillette Ranch assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the facility.

### **Miscellaneous Rules and Regulations**

- Permittee agrees to pay for any, and all damages and repairs, as may be necessary to King Gillette Ranch grounds and facilities or other resources incidental to the special event, including damage caused by vendors.
- Events must end no later than 12:00 a.m., by which time all guests and all vendors, including caterers, must be off the property.
- Fires are strictly prohibited. Fireworks, candles and any other open-flames are not permitted.
- The Permittee may only use power outlets as indicated by King Gillette Ranch staff.
- King Gillette Ranch has one area designated for smoking. The rest of the property is a non-smoking venue. If smoking occurs anywhere else on the grounds, and/or butts are found anywhere on the grounds, a \$1,000.00 fine will be assessed. Permittees are responsible for providing their own butt-cans, and disposing of waste.
- Wedding parties shall not throw rice; silk flower petals may not be released into the air or on the grounds. Wedding bubbles are not allowed in any of the fountains or pools. Party balloons, anything with feathers, confetti, silly string, paper streamers may not be released into the air, or on the grounds
- When permitted the use of the King Gillette Ranch pool, a lifeguard is required and is the responsibility of the Permittee.
- The Permittee shall not affix any decoration into, nor onto, the buildings, the structures, trees or other vegetation without prior approval of King Gillette Ranch Site Representative. This includes the use of double-sided tape, staples, nails or tacks.
- MRCA can provide on a request, a list of preferred vendors who are familiar with the property and its unique attributes and restrictions. All other vendors must be cleared by your MRCA event coordinator before you book their services.
- A walk-through of the grounds is required with all your vendors to review all rules and regulations concerning your special event.
- 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 in non-designated areas (\$1,000.00)*
  - *Going over the allotted time (minimum \$500.00 per hour)*
  - *Checks returned for insufficient funds or canceled and re-issued (\$50.00)*
  - *Extra work to remove excessive trash left behind, heavy cleaning of food and cooking debris, and any cleaning made necessary by dripping candle wax and other sticky items (min \$500.00 per 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.

For additional information or to arrange a site visit, please contact **Leigh Tran** by email at [leigh.tran@mrca.ca.gov](mailto:leigh.tran@mrca.ca.gov).