

King Gillette Ranch

Special Event Guidelines

April 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.

Event Times & Availability

- Quoted fees for events are based upon a one-day event for a 4, 8 or 12-hour block of time. Additional fees will be assessed for events that exceed the permitted block. Set-up and break-down is included in the permitted block of time. Events may not extend past 12:00 a.m. All guests and vendors must be out by that time.
- All applications are approved on a first-come, first-serve basis.
- To confirm your reservation of the property, 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 uses 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.

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, applicable to small-scale events only. The MRCA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the facility.

Staffing

- MRCA staff are required to monitor all special events, including set-up and breakdown. The number of staff monitors required is determined by the scope and scale of the event, park footprint and other factors. These costs are not included in the location fee, and will otherwise be listed in the estimate.

- 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 Services/Alcohol

- 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. These items must be put in the trash or removed from the premises.
- 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

- You are responsible for maintaining 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 refund. 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.
- 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, unless approved by the Site Representative. Fireworks, including sparklers, are not permitted.
- The Permittee may only use power outlets as indicated by King Gillette Ranch staff. Electrical power outlets may only be used as indicated by MRCA staff. Please confirm your amperage requirements and set-up plans with the MRCA Event Coordinator, as a generator may be required. Use of generators over 7,500 watts requires a Fire Marshal and a 2,000-4,000-gallon water truck on site. Use of putt-putt generators (under 7,500 watts) requires three (3) fire extinguishers per putt-putt, and must be monitored at all times by your vendor. Location of generators must be approved by the MRCA Event Manager
- If the Permittee is using a rental or lighting company, Permittee is responsible to have a vendor representative on site.
- King Gillette Ranch has one area designated for smoking. It is otherwise a non-smoking park. If smoking occurs anywhere else on the grounds or in the buildings, or butts are found anywhere on the property, a penalty will be assessed. This policy also applies to electronic vapor devices. Smoking may be entirely prohibited during Red Flag conditions. The Permittee is responsible for their own butt-cans.
- Parties shall not throw rice; silk flower petals may not be released into the air or on the grounds. 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.
- Driveways and corridors shall remain clear always for emergency access. You, or your guests as applicable, will be held responsible for all tickets and fines incurred during events.
- A walk-through of the grounds is required with all your vendors to review all rules and regulations concerning your special event. This appointment should be made with your MRCA Event Coordinator during business hours. One vendor meeting is available at no charge. Any additional meetings will be subject to additional fees.
- MRCA can provide on a request, a list of previous 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.

- 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 (minimum \$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.

Public-facing Events

- Permittees must provide ample trash cans and portable restrooms for the expected number of attendees or guests. The venue does not have sufficient facilities for large events.
- Ample and clearly identifiable security personnel must be provided in the permitted areas of the park. MRCA staff monitors do not provide security services for your events and equipment.
- Permittee must provide their own event signage to direct traffic and attendees, and all signage and marketing materials must be removed at the end of the event.
- Permittee must be otherwise self-contained and self-sufficient including but not limited to, restrooms, water and electricity.
- All residents less than 200 feet away must be notified about the event.
- Lost Hills Sherriff department and the local fire authority must be notified about this event. It is the responsibility of the Permittee. MRCA must receive written confirmation, that this was done.
- The City of Calabasas should be notified. MRCA must receive written confirmation that this was done.
- Traffic control on Mulholland is the responsibility of the Permittee.
- Permittees must use a hooded projector to limit light output. All lights must be aimed downward; not toward residential areas.

For additional information or to arrange a site visit, please contact event manager **Leigh Tran** by email at leigh.tran@mrca.ca.gov.