

LOS ANGELES RIVER CENTER & GARDENS



@GaryCoelho Photography

2019

Special Event Guidelines

Guidelines effective December 1st, 2018 through all of 2019

LOS ANGELES RIVER CENTER & GARDENS

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 private 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 private 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 Jessica Montanez by telephone at (323) 221-9944 ext. 220 or e-mail at riverevents@mrca.ca.gov. To listen to a list of available event dates and hours of self-guided tours, please call ext. 301.

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

AVAILABILITY AND TIME

The 12-hour block of time for private events is from 2:00 PM to 2:00 AM. Events are not scheduled during the month of January.

Bars must be closed one hour before guests depart. All guests and vendors must completely depart from the property by 2:00 AM, including their vehicles. **A penalty fee of \$500.00 per hour will be occurred for any time still on the property after the set departure time.** Vehicles may be left overnight, but must be picked up by 10:00 AM the following day. The MRCA Event Monitor must be notified before vehicle owners depart the property to prevent towing or citation.

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

COSTS

Refer to the current price sheet for to estimate your rental fees. **Location fees do not include your catering or optional party rental 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.

CAPACITY

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

Event Area	Reception (Seated)	Ceremony (Seated)	Standing
Main Courtyard	600	300	800
California Building - Atrium (indoor)	200	250	300
San Fernando Courtyard	250	300	500
Meeting Space*	Seated	Standing	
Sierra Madre – Upstairs	100	150	
Los Feliz Conference Room	30	N/A	

*Capacities are based on set up

FACILITIES PROVIDED

The following are provided for and included in the location fee:

- Public Restrooms
- Basic Electricity
- Tap Water
- Free Parking
- Five, 8-foot long tables
- Bridal Room (not available for Non-Profit events)
- Prep Room with refrigerator, freezer, sink, and counter space

The San Fernando Courtyard lawn is strictly for ceremonies and photography. Cocktail hours or other activities are prohibited on the lawn, but are allowed on the adjacent concrete patio.

If you would like to use the fireplace, you must provide the wood as approved by the MRCA Event Coordinator. 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 is two (2) designated smoking area.

APPROVED VENDORS

Please ask the [MRCA Event Coordinator](#) for the list of approved caterers. All other vendors (such as rental purveyor, photographer, DJ) must be cleared by the MRCA Event Coordinator before you book their services.

ADDITIONAL ITEMS

Day of coordinators are highly recommended for all wedding events that have a guest count of over 150.

A cleanup crew is required for all special events no matter the guest count size. 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, is 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.

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, set-up or clean-up. 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 sink 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 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.

Smoking is allowed in two (2) designated area.

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. 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.

TIME

The fee for private 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. Set-up and break-down 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.

Any 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 Event Coordinator for an additional fee. All guests and vendors must depart the property by the end of the event period.

CATERING, PARTY RENTALS AND VENDORS

You are responsible for providing food, drinks, ice, tables, chairs, linen, silverware, dishes, napkins, sound system, extension cords, carts, trash liners, 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 12). During set-up and break-down, 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.

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 or 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.

Private 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 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.

STAFFING

MRCA staff are 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.

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.

FEES

In the case of canceling your event, there is a cancellation fee equal to 50% of the security deposit if cancellation happens more than eight (8) months prior to your event. The remaining balance will be refunded within three to four weeks. If a cancellation happens with less than eight (8) months' notice, no refund of the security deposit shall be issued.

The security deposit 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 more 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 location fee.

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 (\$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 (\$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.

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 must be swept up before you leave the property. Silk flower petals are allowed on the concrete patio petals, nut must be swept up before you leave the property.

Candles are allowed only on tables and on the bar, and must be in glass or metal holders. 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.

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 Coordinator.

MISCELLANEOUS

No illegal drug use is allowed. 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 only under the condition that the pet(s) is kept in a kennel/cage/carrier until right before the ceremony, and kept on a leash during the ceremony. If the pet(s) will 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 must be under the control of their owners at all times.

Not all MRCA facilities are accessible. The MRCA Event Coordinator 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.

Lighting Night

Every first Tuesday of the month from 5pm to 8pm, if no event is taking place, all indoor and outdoor lighting will be on customary to our special events.

PRICING

The rental fee for the River Center depends on guest count and the necessary MRCA staff coverage. The standard rental includes: three (3) sets of fully stocked restrooms, a bridal room, a prep room for caterer use, five (5) 8-foot tables, fireplace, one (1) large bar, dance area, free parking for vehicles, liability insurance, indoor and outdoor uses. Prices listed do not include additional fees for extended hours, heater rentals, or other optional items, or vendor duties such as set-up and take-down of tables and chairs. Cost of the MRCA Event Monitor and liability insurance coverage 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 three to four 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 2019 events. Consult MRCA Event Coordinator for 2018 pricing.

PRIVATE EVENTS:

SATURDAYS (APRIL -OCTOBER)

Guest Count	Location Fee	Security Deposit	TOTAL DUE
Up to 150	\$6,250.00	\$2,500.00	\$8,750.00
151-250	\$7,250.00	\$2,500.00	\$9,750.00
251-350	\$9,250.00	\$3,000.00	\$12,250.00
351-450	\$10,750.00	\$3,000.00	\$13,750.00

SUNDAYS (APRIL-OCTOBER)

Guest Count	Location Fee	Security Deposit	TOTAL DUE
Up to 150	\$5,500.00	\$2,000.00	\$7,500.00
151-250	\$6,500.00	\$2,000.00	\$8,500.00
251-350	\$8,500.00	\$2,500.00	\$11,000.00
351-450	\$10,000.00	\$2,500.00	\$12,500.00

FRIDAYS (ALL YEAR);

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

Guest Count	Location Fee	Security Deposit	TOTAL DUE
Up to 150	\$5,000.00	\$2,000.00	\$7,000.00
151-250	\$6,000.00	\$2,000.00	\$8,000.00
251-350	\$8,000.00	\$2,500.00	\$10,500.00
351-450	\$9,500.00	\$2,500.00	\$12,000.00

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 11:00 AM to midnight, within a six-hour block of time. Additional pre-setup time may be allowed, for \$250.00 per hour. 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	\$1,250.00	\$1,000.00	\$2,250.00

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	\$1,200.00	\$1,000.00	\$2,200.00

Additional \$250.00 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	\$1,300.00	\$1,000.00	\$2,300.00

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 made and permits issued up to eighteen months in advance, subject to facility schedules.

To confirm your reservation of the property, a minimum initial payment of security deposit must be received within seven calendar days after the MRCA Event Coordinator approves your application. The permit 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 \$2,000 payment is due six months after booking, with a seven-day grace period. If the reservation occurs less than six months prior to the event date, the payment shall be \$4,000.
- The remainder of the full fee is due 30 days prior to event. At this time, you must also submit the signed vendor acknowledgment forms, schedule specifics, all other required paperwork, and notify the MRCA Event Coordinator of any changes to your event including guest count.

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 Event Coordinator 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.

IN CASE OF CONFLICT OR QUESTION NOT ADDRESS IN THESE GUIDELINES, THE FINAL DECISION WILL BE AT THE DISCRETION OF THE MRCA EVENT COORDINATOR.

APPROVED LIST OF CATERERS

Melrose Catering

Justina Salas
(714) 990-3315
contact@melrosecatering.com
www.melrosecatering.com

Truly Yours Catering

Chris / Tracy
(818) 753-9100
events@trulyyourscatering.com
www.trulyyourscatering.com

Contemporary Catering

Nathaniel / Jenny
(310) 558-8190
nathaniel@contemporarycatering.com
www.contemporarycatering.com

**Spotted Hen Catering by
Auntie Em's Kitchen**

Cindy Larimore
323-255-0800
cindy@spottedhencatering.com
www.spottedhencatering.com

Robert's Catering

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

Colette's Catering & Events

Sara Parrell
sara@colettesevents.com
(949) 537-1211
www.colettesevents.com

Thank Goodness it's Sofia

Mark Rivera
(562) 492-9555
mrivera@tgiscatering.com
www.tgiscatering.com

Summit Event Catering

Veronica Medrano
(213) 947-3032
veronica@summitevents.com
www.summitevents.com

Kitchen for Exploring Foods

Vanessa Phelps
(626) 793-7218
catering@thekitchen.net
www.thekitchen.net

Chichen Itza Restaurant

Hector Araujo
(213) 471-1075
catering@chichenitzarestaurant.com
www.chichenitzarestaurant.com

Huntington Catering

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

LA Spice

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

Upon request, the River Center has an additional approved list of caterers offering specialty cuisine.

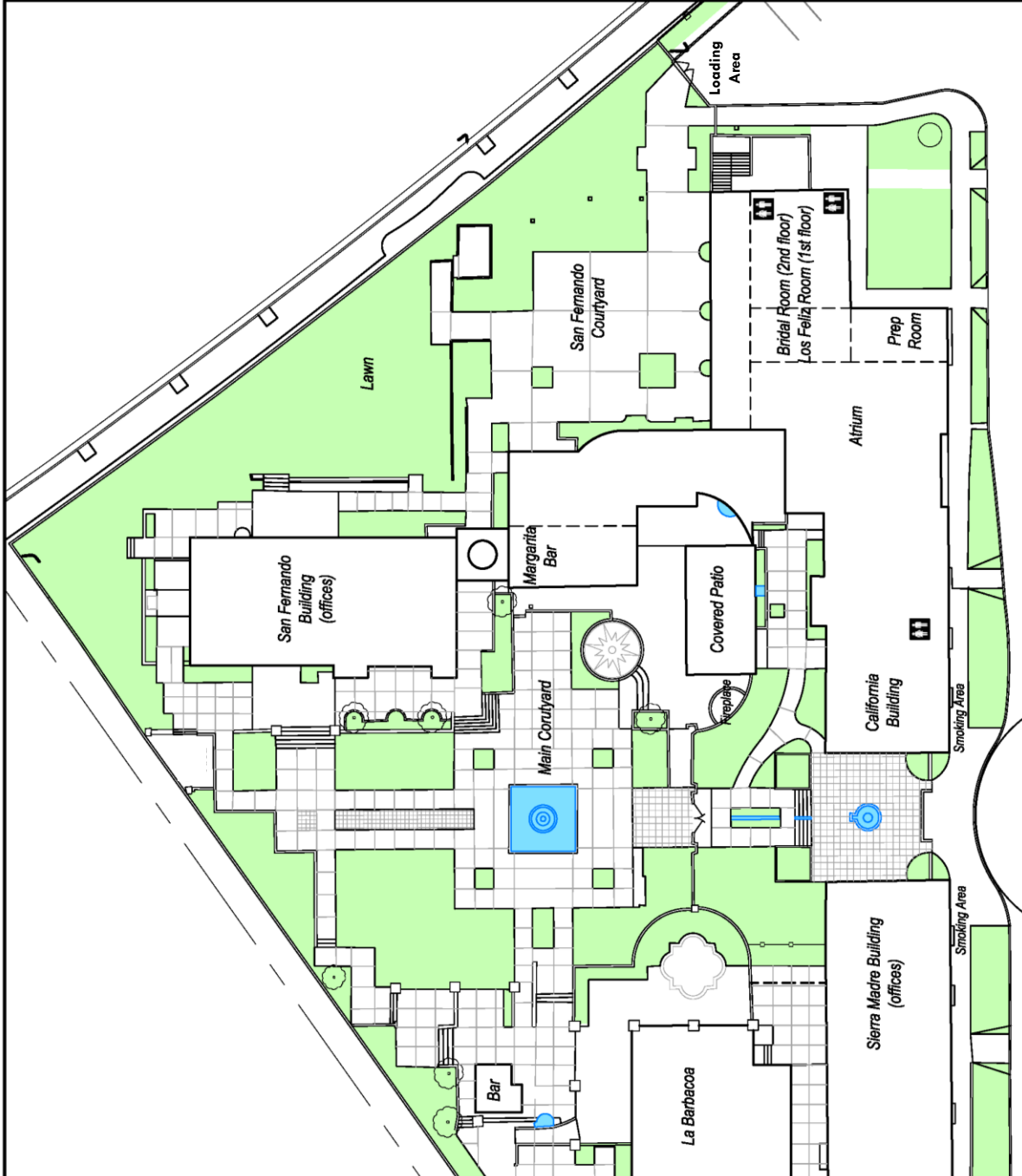
Los Angeles River Center and Gardens

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 2019-2020

ORGANIZATION/GROUP/EVENT NAME: _____

FULL MAILING ADDRESS: _____

MAIN CONTACT INFORMATION

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

SECOND CONTACT INFORMATION

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

ORGANIZATION 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

Event Area	Date(s) of Use	Arrival Time (includes set-up)	Departure Time (includes break-down)
Main Courtyard			
California Building - Atrium (indoor)			
San Fernando Courtyard			
Sierra Madre - Upstairs			
Los Feliz Conference Room			

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 issued. The issuance 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. Please note that the MRCA reserves the right to reject the application for any reason at its sole discretion.
- b. A security deposit of within seven calendar days after MRCA written approval of the application. A second payment 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 application if the event has to be cancelled as a result of a dangerous condition.
- b. If the applicant cancels for any reason there is a cancellation fee equal to 50% of the security deposit if cancellation happens more than eight (8) months prior to your event. If a cancellation happens less with less than eight (8) months' notice, no security deposit shall be issued.

Please note that the permit fee for an event secures indoor and outdoor venue, as well as a designated period of time to host the event. The designated period of time may be used to decorate, receive deliveries for the event, host the event, and clean up after the event. Please see the attached Special Events 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 Events Guidelines listed/attached on this application and will abide by them.

Signature

Date

OFFICIAL USE ONLY

Date application received: _____

Estimated permit fee: _____

Application approved by: _____

Date of approval: _____