

# LOS ANGELES RIVER CENTER & GARDENS



@ visualsbyarpit

2021

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 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](mailto:riverevents@mrca.ca.gov).

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

## AVAILABILITY AND TIME

The 12-hour block of time for private events can be carried between 2:00 PM to 2:00 AM. The 12 -hour block of time includes setup, the event and breakdown. Events with a guest count of over 100 guests requires two hours for cleanup. Events are not scheduled during the month of January.

All guests and vendors must completely depart from the property by 2:00 AM, including their vehicles. A penalty fee of \$1,000.00 per hour will be incurred 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, rehearsals must be scheduled.

**APPLICANT'S INITIALS:** \_\_\_\_\_

## COSTS

Refer to the current price sheet to estimate your rental fees on page 10 and 11. Location fees do not include your catering or 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.

**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	600	300	800
California Building - Atrium (indoor)	200	250	300
San Fernando Courtyard	250	300	500

APPLICANT'S INITIALS: \_\_\_\_\_

## 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, 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 two (2) designated smoking areas. All cigarette butts must be thrown in the ash tray.

APPLICANT'S INITIALS: \_\_\_\_\_

## APPROVED VENDORS

Please see page 13 & 14 for the list of approved caterers. **Outside caterers are not allowed.**

APPLICANT'S INITIALS: \_\_\_\_\_

## ADDITIONAL ITEMS

A day of coordinator is required for all private events.

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 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, 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 areas.**

If smoking occurs anywhere else on the grounds or in the buildings or butts are found anywhere on the property, a penalty of \$1,000 per each site will be deducted from your security deposit. 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.

**APPLICANT'S INITIALS:** \_\_\_\_\_

## 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 Special Use Facilitator for an additional fee. All guests and vendors must depart the property by the end of the event period.

The price to purchase additional setup time is \$200 per hour, and the earliest you can setup would be at 12pm.

**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 15). 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.

**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 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 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 strike time/guest departure.

**APPLICANT'S INITIALS:** \_\_\_\_\_

## 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.

**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. 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.

**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 happens more than eight (8) months prior to your event. The remaining funds will be refunded within four to six weeks. If a cancellation happens with less than eight (8) months' notice, no refund shall be issued.

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 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/Excessive amount of cigarette buds left of the floor (\$1,000.00)*
- *Going over the allotted time (\$1,000.00 per hour). After 2 hours entire deposit is forfeited.*
- *Failure to close bar at set time as listed on the invoice: \$500 for every 30 minutes.*
- *Bribing park staff: \$1,000 per every attempt.*
- *Any dangerous/risky behavior: If this occurs, the entire security deposit is forfeited, and event may be terminated immediately.*
- *No illegal drug use is allowed. If this occurs, the entire security deposit is forfeited, and event may be terminated immediately.*
- *No fireworks or sparklers allowed. If this occurs, the entire security deposit is forfeited, and event may be terminated immediately.*
- *Checks returned for insufficient funds or cancelled 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 (\$80.00 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.

**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 must be swept up before you leave the property. Silk flower petals are allowed on the concrete patio and 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 Special Use Facilitator, 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 Special Use Facilitator.

If no event is taking place, facility lighting is showcased every first Tuesday of the month from 6 p.m. to 8 p.m. All indoor and outdoor lighting will be on customary to our special events. The main gate will open at 6 p.m.

**APPLICANT'S INITIALS:** \_\_\_\_\_

## 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. Service dogs are allowed on the property for the entire event.

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 depends on guest count and the necessary MRCA staff coverage. The standard rental includes: Four (4) 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 vehicles, liability insurance, indoor and outdoor uses. Prices listed do not include additional fees for extended hours, 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 2021 events. Consult MRCA Special Use Facilitator for 2020 pricing.**

**PRIVATE EVENTS:**

**SATURDAYS (APRIL–OCTOBER)**

Guest Count	Location Fee	Refundable Security Deposit	TOTAL DUE
Up to 150	\$9,750.00	\$2,500.00	\$12,250.00
151-250	\$11,050.00	\$2,500.00	\$13,550.00
251-350	\$13,650.00	\$3,000.00	\$16,650.00
351-500	\$14,850.00	\$3,000.00	\$17,850.00

**SUNDAYS (APRIL–OCTOBER)**

Guest Count	Location Fee	Refundable Security Deposit	TOTAL DUE
Up to 150	\$8,450.00	\$2,000.00	\$10,450.00
151-250	\$9,750.00	\$2,000.00	\$11,750.00
251-350	\$12,350.00	\$2,500.00	\$14,850.00
351-500	\$14,300.00	\$2,500.00	\$16,800.00

**MONDAYS - FRIDAYS (ALL YEAR) SATURDAYS & SUNDAYS (FEBRUARY-MARCH & NOVEMBER-DECEMBER)**

Guest Count	Location Fee	Refundable Security Deposit	TOTAL DUE
Up to 150	\$7,800.00	\$2,000.00	\$9,800.00
151-250	\$9,100.00	\$2,000.00	\$11,100.00
251-350	\$11,700.00	\$2,500.00	\$14,200.00
351-500	\$13,650.00	\$2,500.00	\$16,150.00

**APPLICANT'S INITIALS: \_\_\_\_\_**

**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	\$2,500.00	\$1,000.00	\$3,500.00

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	\$2,500.00	\$1,000.00	\$3,500.00

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	\$3,000.00	\$1,000.00	\$4,000.00

Additional \$300.00 for every additional group of 50 people

**APPLICANT'S INITIALS:** \_\_\_\_\_

## **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.

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 within seven calendar 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 \$2,000 minimum 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 Special Use Facilitator 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 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  
(213) 947-3032  
veronica@summitevents.com  
www.summitevents.com

### **Spotted Hen Catering**

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

### **Robert's Catering**

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

### **Colette's Catering & Events**

Angie Raygoza  
(714) 447-9190  
angie@colettesevents.com  
www.colettesevents.com

### **24 Carrots**

Amanda Bartel  
(714) 942-6042  
Amanda@24carrots.com  
www.24carrots.com

### **Al'Pastor Taqueria Vista Hermosa**

Raul Morales  
(213) 741-1251  
rmorales@taqueriavistahermosa.com  
taqueriavistahermosa.com

### **Homegirl Café**

Jayro Sandoval  
(714) 299-9330  
jsandoval@homeboyindustries.org

### **Melrose Catering**

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

### **Thank Goodness it's Sofia**

Mark Rivera  
(562) 492-9555  
mriviera@tgiscatering.com  
www.tgiscatering.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  
(626) 795-4200  
justin@hcmenu.com  
www.hcmenu.com

### **LA Spice**

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

### **Lemonade**

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

## SPECIALTY CUISINE

### ASIAN:

**Furiwa Chinese Seafood**

Stacie/Ken/Cindy  
(714) 534-3996  
cindy@furiwa.com

**Palace Catering**

Mr. Kim  
(213) 383-8282 or (213) 235-8870  
palacecatering@sbcglobal.net  
palacecatering.com

**Panda Catering**

Katrina Guevara/Annie Delgadillo  
(626) 799-9898x8593  
www.pandacatering.com

**Nak Won Catering**

(323) 466-3737  
nakwoncatering@yahoo.com

### KOSHER:

**Catering by Brenda**

Vivian Lurie  
(310) 203-8365  
bw@cateringbybrenda.com

**La Gondola Restaurant & Catering**

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

**L'Chaim Kosher Catering & Events**

(562) 492-9555  
mriviera@tgiscatering.com  
www.tgiscatering.com

### INDIAN:

**All India Café**

Santokh Singh  
(626) 440-0309  
santokhusa@yahoo.com

### VEGETARIAN/VEGAN:

**Todo Verde**

Elena Lopez  
(213) 293-5296  
info@todoverde.org

### MIDDLE EASTERN:

**Masrour Catering (Kosher)**

David  
(818) 776-8833  
info@partyorganization.com  
<http://masrourcatering.com/>

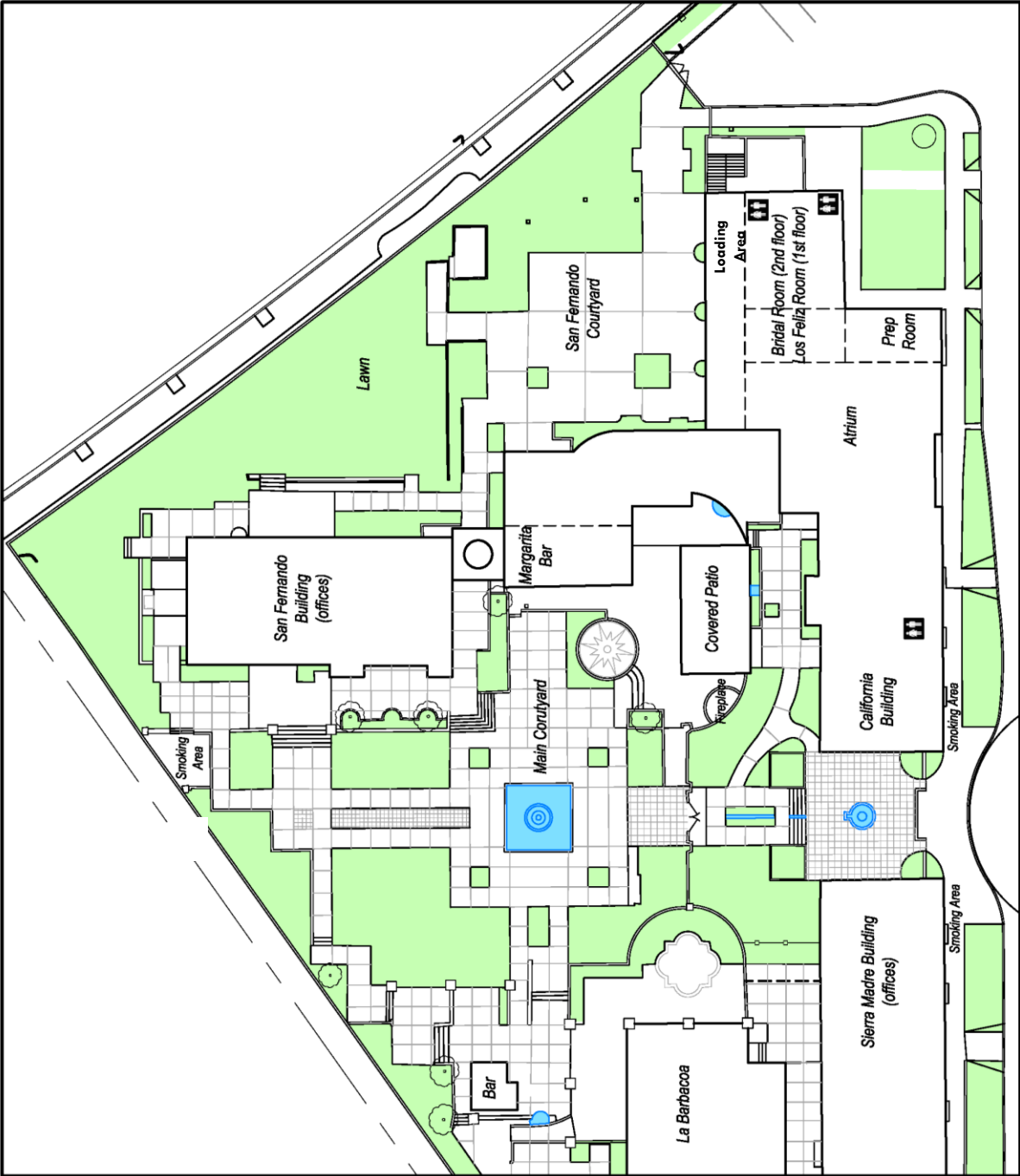
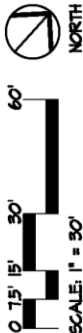
# Los Angeles River Center and Gardens

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 2021-2022

Date: \_\_\_\_\_

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

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), and 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 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 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: \_\_\_\_\_