

Upper Las Virgenes Canyon Open Space Preserve Special Event Guidelines

March, 2018

Thank you for your recent inquiry about holding an event at Upper Las Virgenes Canyon Open Space Preserve, formerly known as Ahmanson Ranch. The staff is happy to make this facility available for your private function. However, the primary objective of the Mountains Recreation & Conservation Authority (MRCA) is to promote land conservation and ecological restoration and provide public education, 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 on this property, 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 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.

Event – Reception Capacity

	<u>Seated</u>	<u>Standing</u>
Main House	50	75
Gardens	400	500

- Indoor restrooms are only permitted for groups of up to 20 people. Events for groups exceeding 20 people will need to provide portable restrooms.
- Additional fees apply for Holiday Events.

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.

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.

Caterer/Food

- Catered events must check food service locations with the MRCA Event Manager.
- Permittee is responsible for providing tables, chairs, food, drinks, tables, linen, silverware, napkins, trash liners, and anything else that is not listed under fees.
- **Permittee is responsible for removing all trash related to the event.** Permittee may rent a lockable dumpster for this purpose to be located at the discretion of park staff. Food and/or dirty dishes shall not be left outside overnight on tables, counters, or in the kitchen. The security deposit will be withheld if this occurs.
- Caterers must use plastic and Astroturf covering on the ground, and floors in the cooking and scullery areas, to prevent staining of the historic flooring.
- 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 are required to rinse dishes in plastic totes and transport all liquids off the property.
- The kitchen in the mansion is available for food preparation and service only. Caterers must bring in their own stoves, grills and ovens for on-site cooking. Caterers will need additional lighting for their workstation (if outside), after dark.
- Water is from a well, and is therefore NOT potable. Caterer needs to bring own water supply.
- 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 21. Service must end by 10:30 p.m.
- 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.

Party Rentals

- Any party rental equipment and other supplies to be used may be delivered on the day before the event if there are no other event conflict, but no lawn set ups until day of event. Additional fees will be incurred for any additional setup or breakdown days requested. 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.
- MRCA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored or left behind 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.

- 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.
- No illegal drug use. If this occurs, the security deposit will not be refunded.
- No off-road vehicles permitted.
- Additional security may be required at the discretion of the MRCA representative.
- Bar Service must end by 10:30 p.m., and music by 11:00 p.m. The music level will be at the discretion of the MRCA monitor.
- All vendors, including caterers, must be off the property by 1:00 a.m.
- At no time may speakers be directed out into open space.
- Fires are strictly prohibited. Candles are not allowed outdoors. Fireworks, including sparklers are not allowed.
- Permittee may only use power outlets as indicated by MRCA 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.
- Smoking is allowed only in one designated area. It is otherwise a non-smoking property. 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. This policy also applies to electronic vapor devices. Smoking may be entirely prohibited during Red Flag conditions.
- Parties shall not throw rice; birdseed is a suggested alternative. Party balloons, anything with feathers, confetti, silly string, paper streamers may not be released into the air or on the grounds.
- Permittee shall not affix any decoration into, nor onto, the structures, trees or other vegetation without prior approval of MRCA staff. This includes the use of double-sided tape, staples, nails or tacks.
- Failure to comply with any of these provisions may result in the termination of your permit during your event. Please inform your guests and vendors of the rules, regulations and sensitivities of the property.
- 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. 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 (\$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.

If you have any questions or need additional information, please contact event manager **Leigh Tran** by e-mail at leigh.tran@mrca.ca.gov