

Upper Las Virgenes Canyon Open Space Preserve

(The former Ahmanson Ranch)

Special Event Guidelines - Wedding April, 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.

Location Fees - Base rates for Wedding Ceremonies and Receptions

Up to 100 Guests	\$7,500.00
100-150	\$8,000.00
151-200	\$8,500.00
201-250	\$9,000.00
251-300	\$9,500.00
301-350	\$10,000.00
351-400	\$10,500.00
401-450	\$11,000.00
451-500	\$11,500.00

- The location base fee for weddings starts at \$7,500 for guests up to 100 people. The fee is based upon 12-hour block of time day of the event. Additional fees will be assessed for events that exceed the 12-hour block.
- A reduced fee can be negotiated if you only require the venue for a ceremony only.

Guidelines and Restrictions Applicable to Special Events

- Events are held only in certain areas of the grounds and interior facilities.
- All applications are approved on a first-come, first-serve basis.
- The rental fee includes separate dressing rooms for the bride and groom, interior restrooms for the bridal party and the elderly only.
- The rental fee does not include restrooms for guests; or rentals including tables, chairs, linens, and outside heaters and lighting.
- To confirm your reservation of the property, a minimum, **non-refundable** deposit of \$1,000.00 made payable to **MRCA** must be received by the MRCA within seven calendar days after approval of the application for the permit by the 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 (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 (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.
- 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.

Event - Reception Capacity

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

Staffing

- MRCA staff is required to monitor all special events. One staff person is provided for events under 150 people; two for events of 150-350 people, three for events of over 350. 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.

Caterer, Food & Bar Services

- Catered weddings must check food service locations with the MRCA Event Coordinator.
- 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. Any trash found on the grounds is cause for not refunding the security deposit.
- Caterers must use plastic and Astroturf covering on the ground, and floors in the cooking and scullery areas, to prevent staining.
- 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.
- Caterers will need additional lighting for their workstation (if outside), after dark.
- 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.
- Water is from a well, and is therefore NOT potable. Caterer needs to bring own water supply.

- For private events, 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.

Party Rentals

- Any party rental equipment and other supplies to be used may be delivered on the day before the event, 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

- No illegal drug use permitted. 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.
- Due to the residential environment surrounding the venue, there are certain noise restrictions to adhere to. At no time may speakers be directed out into open space.
- 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.
- Permittee agrees to pay for any, and all damages and repairs, as may be necessary to grounds and facilities or other resources incidental to the special event, including damage caused by vendors.
- Fires are strictly prohibited. Candles are not allowed outdoors. Fireworks are not allowed.
- Permittee may only use power outlets as indicated by MRCA staff.
- Smoking is allowed only in one designated area. 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.
- Wedding 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.
- A walk through of the grounds is required with your caterer, musicians, and party rental company to review all rules and regulations concerning your special event. This appointment should be

made with your MRCA Event Coordinator during business hours. One meeting will be set up for this walk through, at no additional charge. Any additional meetings will be subject to additional fees.

- 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.
- 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.

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