

Mountains Recreation & Conservation Authority
Franklin Canyon Park
Special Event Guidelines
Exhibit C

Thank you for your recent inquiry about hosting an event at Franklin Canyon Park. Our staff is happy to make this facility available for your private function. However, the primary objective of this property is to highlight and promote ecological sustainability that 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.

It is also the goal of Franklin Canyon Park, in permitting special events, to limit any expense to the public for your personal use of the grounds. Therefore all costs associated with your event will be included in the permit process.

Availability

1. Special events of up to 400 guests are permitted throughout the year.
2. Events may be held seven days a week depending on the availability of facilities. However, no event or set-up shall start prior to 7:00 a.m.
3. There are several beautiful exterior areas on the grounds of the property and one indoor facility. Events may be held in a variety of indoor and outdoor areas. All events utilizing amplified sound must adhere to quiet hours, 12 midnight- 7a.m.

Fees

4. The permit fee for events held at Franklin Canyon Park range depending on the area and event requirements. Please contact the site representative for a detailed breakdown. All applications are approved on a first-come, first-serve basis.
 - a. The fee is based upon a one-day event for a 12-hour block of time. Pre or post-event day deliveries or pick-ups must be scheduled with the Site Representative.
 - b. The Mountains Recreation & Conservation Authority (MRCA) reserves the right to disapprove any application at its sole discretion. The balance of the special use 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 any permit if the remainder of the fees is not received thirty (30) days prior to the event date.
 - c. To confirm your reservation, a minimum, NON-REFUNDABLE payment of \$1,000 must be received by the MRCA within seven calendar days after approval of the application for the permit by the MRCA.
 - d. The balance which will include a \$1,000 refundable security deposit is due 30 days prior to your event date along with any changes to the guest count. The security deposit will be returned 3-4 weeks after your event, if the grounds and buildings are left in the same condition as prior to the event and all permit regulations are followed.

- e. If permittee cancels for any reason less than 90 days (3 months) prior to the event date, the non-refundable deposit will be forfeited.
- f. The MRCA reserves the right to cancel all events due to dangerous conditions including, but not limited to red flag conditions, fire and flood. The MRCA will refund the entire security deposit. The permittee acknowledges and agrees that the MRCA is not liable for any losses sustained by the permittee if the event has to be cancelled as a result of a dangerous condition.
- g. If permittee needs 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, Permittee must abide by new rates and regulations. Transferring dates may incur an additional fee.

Security

- 5. MRCA rangers and or staff are required to monitor all special events. One ranger or staff person is required for events up to 150 people; two rangers or park staff for events over 150.

Caterer/Food

- 6. Catered events must check food service locations with the Site Representative.
- 7. Permittee is responsible for removing all trash related to the event. Permittee may rent a 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.
- 8. Planted areas, lawns, and drains on the grounds and in buildings ARE NOT available for caterer to dump any liquids or solids, i.e. beverages, dirty water from dishes, scraps from food preparation or clean-up.
- 9. Food and/or dishes shall not be left outside overnight on tables, counters. The security deposit will be withheld if this occurs.
- 10. Caterers will need additional clip on lighting for their work station after dark.

Parking/Vehicles on Property

- 11. All vehicles must adhere to regulations regarding speed and courtesy on the road.
- 12. There is limited parking available at Franklin Canyon Park, therefore we encourage you and your guests to carpool whenever possible. If your party is larger then two hundred guests it is the permit holders responsibility to make arrangements to have cars parked off-site and shuttle guests into the park. The park does not have the parking capacity to contain the cars needed for such an event. We require the shuttle vans to be no bigger than a 45 passenger vehicle.
- 13. If special arrangements are made and your event requires it then all vehicles associated with your event, (i.e. vendors, guests, security, or rental companies)

must display a parking pass issued by Franklin Canyon Park during the entire duration of Permittee's event. It is the responsibility of the Permittee to disseminate these parking passes to each and every vehicle associated with your event.

14. Driveways and corridor areas shall remain clear at all times for emergency access. Permittee or their guests will be held responsible for all tickets and fines incurred during events.

Lighting

15. The property has minimal access lighting only. For an evening event, any additional lighting is the responsibility of the Permittee.

Restrooms

16. Restrooms are available in certain areas of the park. For events held in outdoor areas, Permittee and their guests must use the public restroom located on the grounds.
17. Extra restrooms will be required for any party over 200 guests. (To be arranged and paid for by the permit holder). For every 100 people 2 unisex portable restrooms will be required.

Insurance

18. Insurance fees are included in the total cost of the permit. MRCA will provide the Permittee with a special event certificate. This certificate has an insurance policy of \$1 million in general liability.
19. Permittee agrees to pay for any and all damages and repairs as may be necessary to Franklin Canyon Park grounds and facilities or other resources incidental to the special event, including damage caused by vendors.

Miscellaneous Rules and Regulations

20. Dogs are allowed to be off-leash as part of the ceremony only. Dogs must be on leash, under owner's immediate control and be picked up after at all other times. Dogs are not allowed to roam free without a leash during the reception.
21. The Permittee shall not affix any decoration into, nor onto, the structures, trees or other vegetation without prior approval of the Site Representative. Any and all decorations or directional signs must be removed at the end of the event.
22. Smoking is allowed only in one designated area. If guests are found smoking inside the structures or outside of designated areas, Permittee will be fined an additional \$1,000.00.
23. Fires are strictly prohibited. Fireworks, including sparklers are not permitted. Candles are only allowed on tables and on the bar, and must be in glass or metal holders.
24. Events shall not throw rice; bubbles are a suggested alternative. Party balloons,

doves and confetti may not be released into the air or on the grounds.

25. No fishing, swimming, or wading is permitted. No feeding of ducks, squirrels, or other wild animals is permitted.
26. No vending of food, beverages and alcohol is permitted without a license. No alcohol may be served without an MRCA special use permit and a monitoring Ranger. Arrangements must be made in advance with the Site Representative.
27. The MRCA special use permit for the event must be made available upon request.
28. Failure to comply with any of these provisions may result in the termination of your permit during your event. Please inform your guests and any caterers/rental companies of the rules, regulations and sensitivities of the property.
29. A walk-through of the grounds is required with your vendors (ex: caterer, musicians, party rental company and shuttling company) to review all rules and regulations concerning your special event. Permittee is responsible for all contracted services and their performance.

By signing the MRCA Special Use Permit, you are hereby accepting the above provisions for use of the grounds. Franklin Canyon Park staff will make every attempt to have the grounds cleaned for your event, but the Permittee will accept the grounds in the condition provided.

If you have any questions or need additional information, please feel free to contact Maribelle Franco, Franklin Canyon Park Manager at 310-858-7272 extension 180, or e-mail at franklinevents@mrca.ca.gov.

Mountains Recreation and Conservation Authority

Franklin Canyon Park

Event Capacities and Area Descriptions



Photo credit: Chris Schmitt Photography

Imagine your wedding in this beautiful indoor-outdoor setting!

This beautiful auditorium is newly renovated with wood laminate flooring, air conditioning and heating and dimmer controlled lighting with glass doors giving access to our courtyard.

This room has a maximum capacity of 150 guests.

Eugene and Michael Rosenfeld Auditorium

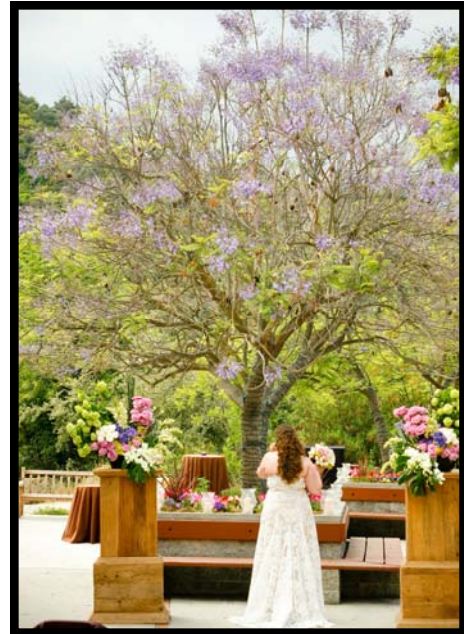


Photo credit: Chris Schmitt Photography

Sam Goldman Amphitheater



Photo credit: Diana Hartmann

The Sam Goldman Amphitheater is a short walk through the breezeway from the Auditorium and courtyard.

This site would make a beautiful area for your ceremony before retiring to the auditorium for your reception.

With bleacher-style seating on unpaved ground and an unpaved performance area measuring 25' x 30'.

This area has a seating capacity of 200 people.



Photo credits Independent Locations

This area has a maximum capacity of 400 people.

The bench style seating in the amphitheater has a capacity of 175 people.

The adjacent paved parking lot has a capacity of 31 vehicles, but during large events there are other parking options available.

Doheny Ranch

The Doheny Ranch and Amphitheater is a quiet, secluded picnic site among oak and sycamore trees in Lower Franklin Canyon. There is a very large open grass area with a bench style amphitheater under a beautiful Sycamore Tree.

This site is perfect for large company picnics, fantasy weddings, family reunions or any other large group who wants to enjoy the outdoors during their event.



Photo credits Independent Locations

There is one picnic bench located here for peaceful viewing of the local animals and calm waters.

There is a maximum capacity at this site for up to 50 people.

Lake Picnic Area

This picnic area is located on the east side of the lake directly next to the water and is reached mainly by trail.

This is a perfect area to be on the water, just shuttle your guests to the site and then up the auditorium for your reception.

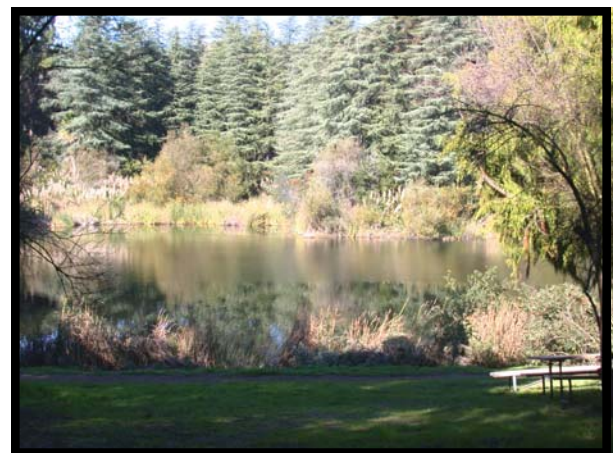


Photo credits Independent Locations



Photo credits Independent Locations

This is a quiet area with three picnic tables and a single unisex restroom located at the entrance.

The maximum capacity for this area is 150 people.

A small parking area with four parking spaces is located at the front of this area with additional parking across the road.

Heavenly Pond

Heavenly Pond is a small duck pond located to the west of the Franklin Canyon Reservoir. It is a quiet area perfect for small birthday parties or ceremonies.



Photo credits Independent Locations

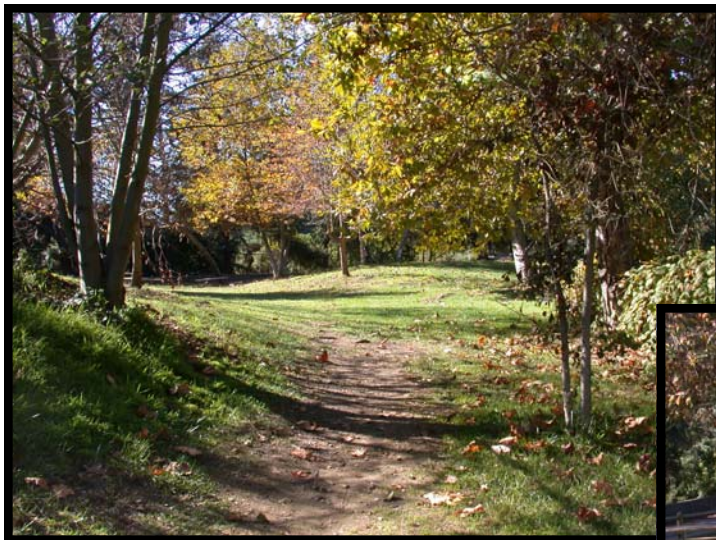


Photo credits Independent Locations

This area has a stone and bronze sculpture located at one end, with three picnic tables.

The maximum capacity of this area is 100 people. There are restrooms located just a small hike up the trail to the offices.

Upper Picnic Area

This area is located by the main gravel parking lot at the north end of the park, below the offices and Nature Center.



Photo credits Independent Locations

Franklin Canyon Park
PRICE SHEET for SPECIAL EVENTS

Basic Fee Information

Guest Count	Event Hours	Site Fee	Refundable Deposit	Total
up to 50	12 hrs	\$2,640.00 Auditorium or Doheny Ranch	\$1,000.00	\$3,640.00
51-100	12 hrs	\$3,640.00 Auditorium or Doheny Ranch	\$1,000.00	\$4,640.00
101-150	12 hrs	\$4,640.00 Auditorium or Doheny Ranch	\$1,000.00	\$5,640.00
151-200	12 hrs	\$5,980.00 Doheny Ranch Only	\$1,000.00	\$6,980.00
201-250	12 hrs	\$6,980.00 Doheny Ranch Only	\$1,000.00	\$7,980.00
251-300	12 hrs	\$7,980.00 Doheny Ranch Only	\$1,000.00	\$8,980.00
301-350	12 hrs	\$8,980.00 Doheny Ranch Only	\$1,000.00	\$9,980.00

Site Fee Includes: special-use permit for reserved area, special event insurance, park staff monitor, allows alcohol consumption, amplified music with restrictions, parking

Additional Information

Event Hours:

12 hour blocks of time start no earlier than 7:00 a.m. and can go no later than 2:00 a.m.
Hours include set-up and breakdown.

Insurance (Included):

Liability insurance is required for all events and is included in total fee.

Park Monitor (Included):

Park staff is required on site from the start of set-up until the last person leaves the site.

Special Requests:

Special requests outside of the average event may incur additional fees. Additional days for set-up or breakdown will incur additional fees.

Alcohol Time Restrictions:

Number of guests	Bar closes	Guest depart	Gates close
<i>Up to 150 guest</i>			
11am - 11pm	9:00 PM	10:00 PM	11:00 PM
Noon - Midnight	10:00 PM	11:00 PM	Midnight
1:00pm - 1am	11:00 PM	Midnight	1:00 AM
2:00pm - 2:00am	Midnight	1:00 AM	2:00 AM
<i>151 - 200 guests</i>			
11am - 11pm	8:30 PM	9:30 PM	11:00 PM
Noon - Midnight	9:30 PM	10:30 PM	Midnight
1:00pm - 1am	10:30 PM	11:30 PM	1:00 AM
2:00pm - 2:00am	11:30 PM	12:30 AM	2:00 AM
<i>201-350 guests</i>			
11am - 11pm	8:00 PM	9:00 PM	11:00 PM
Noon - Midnight	9:00 PM	10:00 PM	Midnight
1:00pm - 1am	10:00 PM	11:00 PM	1:00 AM
2:00pm - 2:00am	11:00 PM	Midnight	2:00 AM

PRICE SHEET for LAWN EVENTS

Basic Fee Information

Guest Count	Event Hours	Site Fee	Refundable Deposit	Insurance	Staff Fee	Total Fee
up to 20	4 hrs	\$300.00	\$250.00	Hold Harmless Form	May be required	\$550.00
21-40	4 hrs	\$350.00	\$250.00	Hold Harmless Form	May be required	\$600.00
41-50	8 hrs	\$600.00	\$500.00	Policy Required	1 monitor (\$640.00)	\$1,740.00
51-100	8 hrs	\$1,600.00	\$1,000.00	Policy Required	1 monitor (\$640.00)	\$3,240.00
101-150	8 hrs	\$2,500.00	\$1,000.00	Policy Required	1 monitor (\$640.00)	\$4,140.00
151-200	8 hrs	\$3,000.00	\$1,000.00	Policy Required	2 monitors (\$1280.00)	\$5,280.00
201-250	8 hrs	\$3,500.00	\$1,000.00	Policy Required	2 monitors (\$1280.00)	\$5,780.00
251-300	8 hrs	\$4,000.00	\$1,000.00	Policy Required	2 monitors (\$1,280.00)	\$6,280.00
301-350	8 hrs	\$5,000.00	\$1,000.00	Policy Required	2 monitors (\$1,280.00)	\$7,280.00
351-400	8 hrs	\$5,500.00	\$1,000.00	Policy Required	2 monitors (\$1,280.00)	\$7,780.00

Total Fee Includes: special-use permit for reserved area, special event insurance, park staff monitor, allows alcohol consumption and amplified music with restrictions.

Additional Information

Event Hours:

Start time for these events is no earlier than 7:00 a.m. and can go no later than sunset. Hours include set-up and breakdown.

Insurance (Included):

Liability insurance is required for all events and is included in total fee.

Park Monitor (Included):

Park staff is required on site from the start of set-up until the last person leaves the site. This is included in total fee.

Depending on event activities, an MRCA Event Monitor may be required for events with less than 40 people at a rate of \$80.00 per hour with a four hour minimum.

Special Requests:

Special requests outside of the average event may incur additional fees. Additional days for set-up or breakdown will incur additional fees.

Parking

Franklin Canyon Park

SPECIAL USE PERMIT APPLICATION- NON COMMERCIAL

Information

Event Name: _____

Contact person name & address: _____

(Landline) _____ (Cell) _____ (Fax) _____ (E-mail) _____

Dates Requested: _____ Arrival Time: _____ Departure Time: _____

Total Number in Group: _____ # of Youth: _____ Adults: _____

Area Requested

Auditorium _____ Courtyard _____ Upper Amphitheater _____ Ranch Picnic Site _____

Ranch Amphitheater _____ Lake Picnic Area _____ Heavenly Pond _____

Upper Picnic Area _____ Other Areas _____

Type of Event

Wedding _____ Party _____ Meeting _____ Picnic _____ Reunion _____

Performance _____ Other _____ Please Describe _____

Additional Information

Entertainment: Y N

Amplified Sound: Y N

Outdoor Dance Floor: Y N

Animals: Y N

Moonbounce: Y N

Alcohol: Y N

Food: Y N

Tents: Y N

Tables: Y N

Chairs: Y N

Valet: Y N

Shuttles: Y N

Portable Restrooms: Y N

Vendors: Y N

Exhibitors: Y N

Concessions: Y N

Game Booths: Y N

Stage: Y N

Carnival Rides: Y N

ACKNOWLEDGMENT

*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), fees and compliance with the conditions stated in the Special Event Guidelines (exhibit C).

**I hereby state that the activities I am applying for are non-commercial.
I hereby agree that I have read and understood all policies of this park and will abide by them.**

Printed Name: _____ Signature: _____ Date: _____