

GUIDELINES AND INFORMATION

You should have received a general guidelines document on initial inquiry, but for your reference, all documents are available on this page: <https://mrca.ca.gov/wp-content/uploads/2019/03/Guidelines-for-King-Gillette-Ranch-Public-Events-2025.pdf>

EARLY STAGES OF PLANNING

1. An [application](#) must be submitted before a quote can be generated. It should be sent in before your first on-site meeting. If your dates are available, a site visit with the Event and Park managers is required before pricing can be determined. The scout will review your proposed areas of use, logistics, structures you plan to install, equipment you will be bringing etc. Additional info about prep and strike should be outlined in a clear format, [such as this example](#).
2. After a quote has been reviewed and approved by you, an invoice will be formally sent via Adobe Sign. You will need to sign the invoice and send in payment, per the terms of the invoice.
3. Following your scout, a plot map can be generated based on what was discussed. Please submit to KGR Event Manager for internal review. Revisions may be required if there is feedback. The plot map does not have to be overly designed – a simple Google Earth screenshot with a marked-up overlay is sufficient for this purpose.

EXTERNAL AGENCY NOTIFICATIONS

After the plot map is given the OK by MRCA, you will use this map as part of the info to provide to external agencies for either written acknowledgement or additional permits. Please note, MRCA has no influence over additional permits required, including the number of officers deemed necessary or the associated fees. Try and do this as early as you can, but ideally no less than 45 days out. It can take up to 6 months to get all permits needed.

a. SHERIFF'S DEPARTMENT

Send an email to Deputy Brian Knott (bmknott@lasd.org) and copy KGR event manager. Provide info in the following format and include your plot map:

Dear Deputy Knott, I am submitting for your acknowledgement, the following details of our event XXX. No approval from you is necessary, just your acknowledgement that you are aware of this upcoming event.

Event name:

Event date and times:

Expected number of people: (specify if it's strictly an 18/21+ event)

Brief description of event:

Name of Security company and basic details (how many guards etc)

MRCA staff: Refer to the invoice for the number of monitors assigned to your event. MRCA will advise if you require MRCA Rangers (peace officers) or just MRCA staff.

Other details: includes specifics on alcohol service/sales, medic stations, water stations, emergency evacuation routes, vehicle and pedestrian ingress and egress, flow of traffic, parking areas, etc.

Plot map: If your existing map does not specify fixed security postings, please make sure to include it for the copy you send to both Sheriff and CHP.

MRCA will require a clean email reply from Deputy Knott regarding your event. Even if you get feedback from him and/or there are multiple replies, please be sure to close the loop by asking for one final email acknowledgement that he is aware of the event and has no concerns, or that we have addressed all concerns.

b. CALIFORNIA HIGHWAY PATROL

Send an email to Officer Evan Kay (evan.kay@chp.ca.gov) and copy KGR event manager. Same format as above, but include any traffic mitigation you'll be doing such as having a parking company assist with the parking lot etc. Include names of parking company if already contracted.

CHP will advise whether officers will be required for traffic control. Due to the location of our parks and single-lane mountain roads, we are often faced with necessary CHP control. You will need to be mindful of the additional fees required.

You will receive a *Reimbursable Letter of Agreement* from CHP which you must forward to KGR event manager. Make sure it has the signature in the left section, last page from the CHP officer.

c. FIRE DEPARTMENT

Refer to the [generator guidelines](#). If you are using a generator over 7500W, please contact Fire Inspector Craig Terry (craig.terry@fire.lacounty.gov). His office hours are limited, 7am – 9.30am Monday to Thursday so keep that in mind for anything that is urgent.

You'll be asked to submit a [Fire Safety Officer agreement form](#), leaving the start and stop times on the FSO form blank.

Once you have received the *Fire Permit certificate*, please forward to KGR event manager. Make sure both signatures are on the form – you'll receive it blank where you or the permit applicant needs to sign before sending to me.

Please note: MRCA may still recommend that you engage the LA County fire prevention services even if your generator is under the limit, if we feel conditions warrant it, such as possibility of Red Flag conditions, general summer heat and possible fire hazards, or the need of a water truck to wet down surfaces.

If you are not otherwise required to bring in an FSO or water truck, as approved by the MRCA, a notification call or email to Fire Station 67 is sufficient. Phone 818-222-1099 or email station.067@fire.lacounty.gov.

d. ALCOHOL & BEVERAGE CONTROL

MRCA will sign the ABC permit application in both the venue/property owner and law enforcement sections. Once approved, please forward the *ABC license* to KGR event manager.

e. HEALTH DEPARTMENT

Your event may or may not need a separate LA County health department permit depending on the food catering scenario you have set up. If food is being cooked on-site, in the open air, it may be necessary. Please forward any of the permits or exemption certificates you apply for. If you have multiple food trucks/stations/bars, you will need a Public Health Permit.

You may receive feedback from the above authorities regarding your layout or plans. Please work with them to incorporate their notes into your plans. Once I have received all the applicable info above, I will then use them to apply for the LA County Department of Regional Planning's Temporary Use Permit exemption. Upon approval of that exemption, I will forward that back to you.

ADDITIONAL DOCUMENTS AND INFO DURING LATER STAGES OF PLANNING

The following is not required for the LACO TUP but will be necessary for MRCA's records.

f. CERTIFICATE OF LIABILITY INSURANCE

MRCA insurance requirements are [outlined here](#). Please send through your COI with all named entities to me when complete.

g. EMT / MEDICAL SERVICES

If you have a contract agreement, for the engagement of an EMT or medical services, please forward to me. Festivals, concerts and other large-scale events should have a plan for medical, particularly if alcohol is served.

h. EMERGENCY PLAN

A comprehensive Incident Action Plan is recommended and should be provided to me by no later than a week out from the event.

You can go online and download ICS forms such as ICS 202 – Incident Objective, ICS 203 Organizational Assignment List, ICS 206 Medical Plan and ICS 208 Safety Message. Examples of what to include:

- In your safety message, you can identify escape routes and safety zones in the event something drastic occurs, like fire or a natural disaster
- Confirm radio frequencies and develop back up procedures for them.
- Talk about snakes and maybe display a picture or two of a king snake versus a rattle snake. If you have a snake wrangler, place his/her contact info in the safety message.
- You can also talk about traffic control and driving with caution on narrow or single lane roads. You can talk about when cars are parked have them parked backed in so they can roll out more efficiently in the event something happens.
- You can add an incident weather forecast to your IAP.
- In the event you need air support to a hospital, you should designate a helipad.
- Plan for heat-related illnesses and what to look for and how to mitigate it.

Once the IAP has been created there should be some type of a briefing with all affiliates including MRCA monitors on the IAP.

i. PRODUCTION SCHEDULE & VENDOR LIST

A run-of-show timeline and vendor contact list should be sent to me as soon as you are drafting it. You may continue to send me as it gets updated, as the more information we know ahead of time, the better we can assign MRCA resources to your event.

Vendor list should include all main points of contact for all key vendors (not just exhibitors), including production crew.

j. DRONES AND PHOTOGRAPHIC NOTICES

UAVs are permitted under the terms of your permit, however additional documentation is required. [Please see guidelines for drone usage here](#). As a rule of thumb, the drones should minimize its impact when flying near public-access trails or open space, flying directly perpendicular to cross a trail when absolutely necessary and not directly above or along it – if you need to track a path, it should remain off to the side.

Photos and videos captured during your event are not required to have an additional permit if it is only intended to document the event and/or to use to promote similar future events. However, commercial filming rates may apply if footage filmed for this event is sold or distributed for commercial value, in situations including, but not limited to, branded or advertising campaign not related to the event, tv broadcast, film release, streaming services, OTT or VOD etc. If in doubt, please just ask me.

When photographing members of event, be sure to post public notices in key locations. I can provide an example of what it should say if you don't already have a template.

k. SIGNAGE, SOCIAL MEDIA, MARKETING

If you are describing MRCA venues, or policies in your marketing materials, or using photos of our parks, please share them for review before publishing or printing. For directional signage placed outside the park, or by the entrance gates should be cleared with us first. This includes any sponsor signs or material. This is only to help you prevent confusion with regular park goers, as we have experienced that first-hand.

We are also happy to work with you to share info about your event on MRCA's social platforms, chiefly Facebook and Instagram.