

Ed Davis Park in Towsley Canyon

Special-Use Permit Guidelines

Thank you for your recent inquiry about holding an event at Ed Davis Park in Towsley Canyon. Towsley Canyon offers some of the most richly diverse populations of wildlife and vegetation in the Santa Clarita Woodlands. 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 Ed Davis 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.

These guidelines are set up for any events to be held in the exterior grounds with limited access to the Towsley Lodge. All activities must have prior approval of MRCA staff.

Availability

1. Special events of up to 150 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. Indoor facility may be used a caterer prep room. All events utilizing amplified sound must adhere to quiet hours, 12 midnight- 7a.m.

Fees

4. The rental fee for events held at Ed Davis 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 with same day installation and removal of all party rental equipment and furniture. Pre or post-event day deliveries or pick-ups must be scheduled with the Site Representative. Additional fees may be incurred for any additional set-up or take down days required.
 - b. The 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) calendar 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 calendar (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 6-8 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 reservations 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.

Caterer / Food

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

Parking/Vehicles on Property

- 10. All vehicles must adhere to regulations regarding speed and courtesy on the road.
- 11. All vehicles must park in designated areas. Driveways and corridor areas shall remain clear at all times for emergency access.
- 12. Vehicles blocking the roadways, driveways, fire lanes, or blocking fire gates will be cited and towed.
- 13. Permittee or their guests will be held responsible for all tickets and fines incurred

during events.

Lighting

14. The property has minimal access lighting only. For an evening event, any additional lighting is the responsibility of the Permittee.
15. The Permittee may only use power outlets as directed by MRCA staff, and this must be arranged prior to the event with the Site Representative.

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. The Permittee may only use faucets and designated restrooms as directed by MRCA staff, and this must be arranged prior to the event with the Site Representative.

Party Rentals

19. Any party rental equipment to be used shall be brought in on the day of the event and removed that same day unless otherwise scheduled with the Site Representative. Additional fees may be incurred for any additional set-up or take down days required. The MRCA assumes no liability nor responsibility for any rental equipment or supplies incidental to the event.
20. Any event that requires special equipment, ie; Tents, Heaters, Amplifiers, etc., MUST be approved and scheduled ahead of time by the Site Representative.

Insurance

21. Permittee agrees to pay for any and all damages and repairs as may be necessary to Ed Davis Park grounds and facilities or other resources incidental to the special event, including damage caused by vendors.

Miscellaneous Rules and Regulations

22. 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.
23. The Permittee shall not affix any decoration into, nor onto, the structures, trees or other vegetation without prior approval of the Site Representative. The use of scotch tape, nails and staples is prohibited. Any and all decorations or direction signs must be removed at the end of the event.
24. 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.

25. 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.
26. Wedding parties shall not throw rice or birdseed ; Bubbles are a suggested alternative. Party balloons, doves and confetti may not be released into the air or on the grounds.
27. No vending is permitted without a special event permit. No alcohol sales are permitted without an alcohol permit and a monitoring Ranger. Arrangements must be made in advance with the Site Representative. There are additional fees for the permit and Ranger. Bar must close one hour before guest depart time.
28. The receipt and permit for the event must be made available upon request of a Ranger.
29. Failure to comply with any of these provisions may result in the termination of your permit during your wedding or event. Please inform your guests and any caterers/rental companies of the rules, regulations and sensitivities of the property.
30. It is Permittee's responsibility to do a walk through of the grounds with all vendors retained for services to review all rules and regulations concerning the event. Permittee is responsible for all contracted services and their performance.

By signing the Special Use Permit, Permittee is hereby accepting the above provisions for use of the grounds. MRCA Staff will make every attempt to have the grounds cleaned for the event. Permittee will accept the grounds in the condition provided.

If you have any questions or need additional information, please contact Maribelle Franco, MRCA Site Representative at (310)858-7272 ext 180 or e-mail maribelle.franco@mrca.ca.gov.

Ed Davis Park in Towsley Canyon

Event Capacities and Area Descriptions

Towsley Lodge



This beautiful Spanish-style ranch house sits atop a grassy, green knoll surrounded by cottonwoods. It provides a wonderful staging area for all types of events from corporate meetings to weddings.

A long, tranquil road leads you to a small white bridge you cross to arrive at the Lodge. The park immediately inspires a sense of harmony with nature.



The Grassy Knoll

The grassy knoll is a short walk from the Lodge. Under a canopy of trees and with your guests seated on the lush swath of lawn that slopes upwards toward the Lodge, this site would make a beautiful area for your ceremony and reception.



Fireside Rooms

Three connecting rooms give you the capacity for a formal or informal setting for your meeting, cocktail reception or family gathering. The capacity per room depends on your seating arrangement, however this versatile space can accommodate up to 75 people.





Living Quarters

Newly renovated rooms with wood laminate flooring, air conditioning and heating and comfortable beds provide convenience for overnight guests or a family retreat.

There are three bedrooms with bunk beds and two restrooms are located on the second floor of the Lodge.

A small seating area provides a serene location for reading and quiet time.



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FEES FOR SPECIAL EVENTS

Basic Fee Information

Guest Count	Event Hours	Site Fee	Refundable Deposit	Total
up to 50	12 hrs	\$2,000.00	\$1,000.00	\$3,000.00
51-100	12 hrs	\$2,500.00	\$1,000.00	\$3,500.00
101-150	12 hrs	\$3,000.00	\$1,000.00	\$4,000.00

Site Fee Includes: MRCA Special-Use Permit for reserved area, parking, special event insurance and park staff monitor. Alcohol consumption is permitted. Amplified music until 12 midnight.

Additional Information

Event Hours:

12 hour blocks of time start no earlier than 7:00 a.m. and can go no later than 2:00am

Insurance: (Included)

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

Park Monitor:

Staff is required on site from the start of set-up to when 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:

Bar must close and cease from serving alcohol one hour before guest departure.

Ed Davis Park

IN TOWSLEY CANYON

PRIVATE OR NON-PROFIT RENTAL PERMIT APPLICATION

Exhibit A

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

Towsley Lodge _____ Grassy Knoll (Lawn areas in front of Lodge) _____

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: _____