

EARLY STAGES OF PLANNING

1. An [application](#) must be submitted before a quote can be generated. It can be sent in before your first on-site meeting or after you have toured the grounds with me or another site rep.
2. After a quote has been reviewed and approved by you, an invoice will be formally sent. You will need to sign the invoice and send in payment, per the terms of the invoice.
3. At the same time, a tech scout must be arranged with the Event Manager. The tech scout is with the park's manager to discuss your proposed layout, logistics, structures you plan to install, equipment you will be bringing etc.
4. Following your tech scout, a plot map can be generated based on what was discussed. Please submit to me 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.

a. SHERIFF'S DEPARTMENT

Send an email to Deputy Brian Knott (BMKnott@lasd.org) and copy me. 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) OR # of cars if a drive-thru event

Brief description of event:

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

MRCA monitors: Refer to the invoice for the number of monitors assigned to your event date. I will advise you as to how many will be rangers (peace officers) vs staff

Other details: includes specifics on alcohol mitigation, water stations 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.

You can also follow up directly with him in person or by phone but make sure you get a written reply to send to MRCA:

Malibu/Lost Hills Station
27050 Agoura Road
Agoura, Ca 91301
Phone 818 878 5559

b. CALIFORNIA HIGHWAY PATROL

Send an email to Officer Weston Haver (Weston.Haver@chp.ca.gov) and copy me. Same format as with the Sheriff, 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.

If you are required to contract a CHP officer, you will receive a *Reimbursable Letter of Agreement* from CHP which you must forward to me. 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 or otherwise directed by MRCA, please contact Captain Aaron Marks (FIRE-FPCalabasas@fire.lacounty.gov). Please copy station.067@fire.lacounty.gov; and me on the email.

Please attach a complete a [Public Assemblages and Events Requirements](#) form (MRCA can email a blank copy to you). Once you have received the *Fire Permit certificate*, please forward to me. 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.

d. ALCOHOL & BEVERAGE CONTROL

MRCA will sign on the ABC permit application in both the venue and law enforcement sections. Once approved, please forward the *ABC license* to me.

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 the 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

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. 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.