GUIDELINES FOR UPPER LAS VIRGENES RANCH

Thank you for your interest in hosting an event at Upper Las Virgenes Ranch. Sitting on a private plateau, the ranch is part of Upper Las Virgenes Canyon Open Space Preserve – 2,983 acres of open space is nestled on Western edge of the San Fernando Valley.

From the wide open platform of Laskey Mesa, to gentle slopes and rolling hills studded with valley oaks, sycamore-lined canyon bottoms and vistas of unspoiled California landscapes, the ranch brings together all of this epic landscape right to LA's doorstep for you and your guests. The historic Barrett Ranch house, as it was known back then, was built in 1938 by George E. Barrett Jr, where he raised horses, allowed filming and used it as a vacation home for his young family. Fully restored, it is the perfect setting for weddings and private parties.

The Mountains Recreation and Conservation Authority (MRCA) is happy to make this facility available for your function. However, the primary objective of the MRCA is to promote land conservation, ecological restoration and environmental interpretation, 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 permit fees you pay for your booking goes directly into the funding of MRCA parks and program initiatives. We are entirely appreciative of your support of our conservation efforts and are excited to host you here in our beautiful surroundings.

The MRCA, in permitting special events at our properties, must limit any potential expenses to the public that could result from your private use of the grounds. Therefore, all costs associated with a special event are included in the permit process.

Events are held only in certain areas of the grounds and interior facilities of Upper Las Virgenes Ranch (ULV). A special use permit will indicate which areas are available for each special event. Employees, tenants and other visitors of our park may concurrently use other areas of the property.

The following guidelines are an overview of our permit processes, allowed activities and standard event restrictions. For additional information or assistance, please contact Special Events Manager, Leigh Tran at leigh.tran@mrca.ca.gov.

AVAILABILITY & BOOKINGS

Application Process & Site Visits

- All bookings are permitted on a first-come, first-serve basis.
- An MRCA Event Enquiry Form must be completed for any formal request of a cost estimate and booking. A Wedding-specific Form should be completed if you are enquiring about a wedding venue.
- You may then schedule a phone call or guided site tour after you have completed and submitted your event enquiry form. The form provides us with all the necessary information regarding your event plans before we speak or meet.
- We welcome visitors to tour our properties prior to booking. Upper Las Virgenes Canyon Open Space Preserve has two public trailheads, and you are free to walk on the trails, all the way to the Ranch house and gardens (1 mile each way). However, direct car access to the Ranch is on a private road and can only be accessed by appointment or during event days. Access inside the ranch is also by appointment only.
- Currently, payment is accepted only in the form of personal checks, or cashier's check if payment is made less than 30 days prior to the event. No credit card payments.
- Permits and invoices can only be issued in the name of the event organizers or couple only. While we welcome wedding coordinators and planners to assist you in the booking of your event, permits must be in the name of at least one of the couple, and not through third-party wedding/event planners or coordinators.

Venue Times & Availability

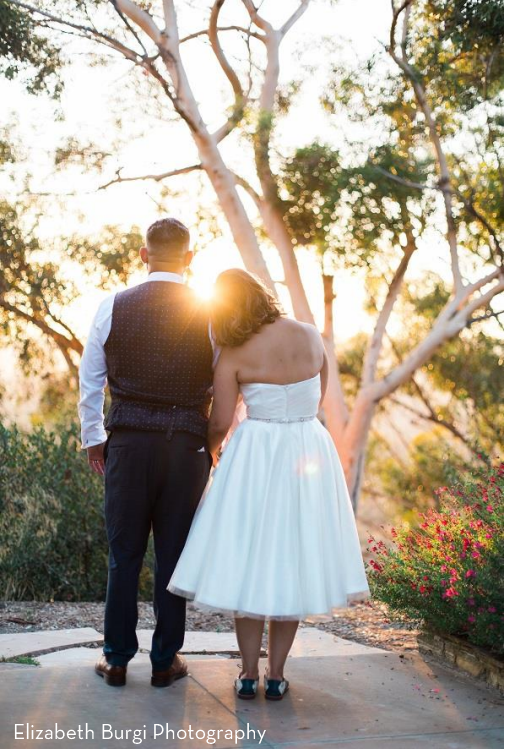
- Park opening hours to the public is 7am to sunset, 7 days a week. Your Special Use Permit allows you to host events past closing time, giving you unique and privileged access to our parks and facilities not otherwise available to the public.
- While we honor the exclusivity of a facility for the purposes of your booking, sometimes employees, tenants and other visitors of our park may concurrently use other areas of the park.

Fees & What's Included

- Refer to the current fee schedule to estimate your rental fees. Bookings are venue/location-only. We don't offer catering or rental services, but outside vendors are welcome. See the Vendor page for more info.
- Additional fees will also apply for the following variances: public holidays, overnight events or holds, prep days for early set-up; strike days for late breakdown; hold days for in-between days, additional tech scouts or excessive guided site visits
- MRCA staff is required to monitor all special events. The number of monitors is determined at the discretion of the MRCA Event Manager. An MRCA staff 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. Your permit will specify the required limits of liability, additional insured entities and other terms. A valid certificate of insurance is required when your permit is submitted for approval. In lieu of this, you may purchase a special event certificate from MRCA's insurance policy, applicable to small-scale or private events only. The MRCA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the facility. The full requirements can be emailed on request.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UPPER LAS VIRGENES RANCH – WEDDINGS

Fee Schedule and Terms

- Fees for weddings at Upper Las Virgenes Ranch may vary depending on the specifics of your party. The quotes on the right are examples of the most common packages. An accurate quote for your event specifics can be provided once you have sent in a completed inquiry form .
- The permit fee is typically broken into 2 or 3 payments to give you time to pay the entire invoice. Of course, you are always welcome to pay the entirety or a greater portion at any time before the due date.
    - The refundable security deposit is required to hold the date, sent within 2-4 weeks of the invoice being issued. This is fully refundable if the grounds and buildings are left in good condition, as clean as it was provided, no other overages were incurred, and all permit regulations were followed.
    - 50% of remaining fee typically due 6 months prior to the wedding.
    - The remaining balance is due 6-8 weeks prior to your wedding. If the event is booked or paid for less than 4 weeks prior to the event, a cashier's check may be required. No credit cards are accepted at this time.

What's Included

- Location Fee for the specified number of guests and times, free parking
- 1 (or more) uniformed MRCA staff monitor for the duration of your event
- 1-hour rehearsal on a day of your choice the week prior to your event. Rehearsals must be done by 5pm.
- Up to 3 free vendor or planning visits

Optional Extras

- Early arrival, load-in or set-up ($175 per hour before noon, $300 per hour on the day before 4pm)
- Late breakdown or pick up ($175 per hour shifted past midnight if total booking time is under 12 hours, $325 per hour past midnight if booking time exceeds 12 hours total, $450 per hour next weekend day, $325 per hour Monday next weekday)
- Insurance through MRCA ($300 for weddings up to 150 people)

Premium Ranch Package 2021 & 2022: Full access to ranch house and surrounding gardens (excluding rooms marked private or for MRCA use), and parking for all guests. 12-hour booking, all events must end by 12am. Includes pre-arranged luxury portable restrooms.

Guest count	Location Fee	Refundable Deposit	Total Due
1 – 100	$5,400	$2,000	$7,000
101 – 150	$6,250	$2,000	$8,000
151 – 200	$7,250	$3,000	$10,250
201 – 250	$8,250	$3,000	$11,250
251 – 300	$9,750	$3,000	$12,750
301 – 350	$11,000	$3,500	$14,500

Basic Ranch Package: Full access to ranch house and surrounding gardens (excluding rooms marked private or for MRCA use), and parking for all guests. 12-hour booking, no drop-offs prior to the permitted time, all events must end by 12am. Permittees must provide own portable restrooms.

Guest count	Location Fee	Refundable Deposit	Total Due
1 – 50	$3,500	$1,000	$4,000
51 – 100	$4,000	$2,000	$5,750
101 – 150	$4,750	$2,000	$6,750
151 – 200	$6,000	$3,000	$8,750
201 – 250	$7,000	$3,000	$10,000
251 – 300	$8,000	$3,000	$11,000
301 – 350	$9,000	$3,500	$12,500
351 – 400	$10,000	$3,500	$13,500

UPPER LAS VIRGENES RANCH – DAY USE

Upper Las Virgenes Ranch is an idyllic location for small day events such as company meetings, corporate workshops and training seminars, yoga retreats, or small private events bridal and baby showers, and memorials and other ceremonies.

Ranch Day Use: Full access to ranch house and surrounding garden (excluding rooms marked private or for MRCA use), and parking for all guests. Day use only, 8 hours, all bookings must end by 6pm. No alcohol, amplified music, entertainment or limited outdoor set-up permitted (on approval).

Guest count	Location Fee	Refundable Deposit	Total Due
1 – 10	$500	$250	$750
11 – 20	$750	$250	$1,000
21 – 30	$1,000	$500	$1,500
31 – 40	$1,250	$500	$1,750
41 – 50	$1,500	$750	$2,250

* Groups over 20 are required to provide portable restrooms.

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Rachel Gulotta Photography

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Valorie Darling Photography

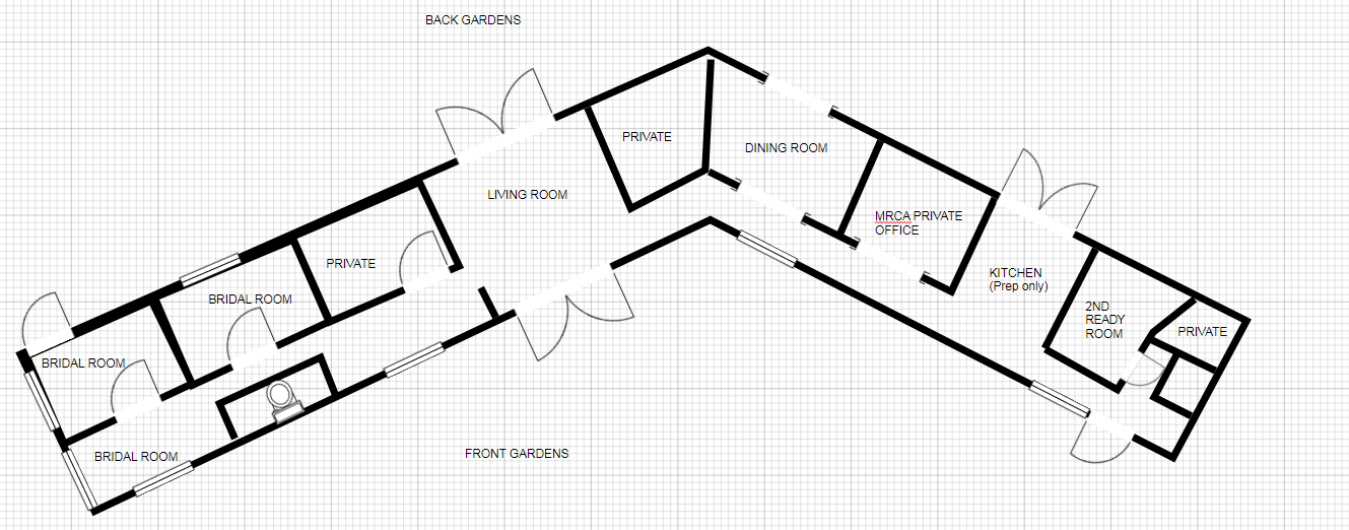
Jessica Grazia Mangia Photography

Jessica Grazia Mangia Photography

VENUE-SPECIFIC INFO

Upper Las Virgenes Ranch

- With its mountain setting, Upper Las Virgenes Ranch should be considered an off-the-grid venue. The house is on a well and septic system, meaning there is no potable water in the house or outside in the garden.
- For weddings or private events over 20 guests, interior restrooms are available only to the permittee, bridal party, elderly guests and guests with mobility issues. Even then, guests must still take care to avoid using the restrooms excessively.
- Kitchen appliances and the sink are non-functioning and there is no potable water on the property. All water for drinking and cleaning up should be brought in to the property and transported off at the end of the event. Caterers are required to rinse dishes in plastic totes and remove all liquids off the property.
- 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 must use plastic and Astroturf covering on the ground, and floors in the cooking and scullery areas, to prevent staining.
- 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.
- No off-road vehicles are permitted.



Floorplan

- The above floorplan is an approximate map and not to exact scale. This is just to give you an idea of the layout of the house.
- The left wing is typically used for the bridal party to get ready, as it also has a direct doorway to the gardens.
- The right wing has a small room that can be used for groom or second bridal party. If it is too small to accommodate the other party, the dining/conference room can also be used.
- Otherwise, you are entirely free to assign the rooms to suit your needs, with the exception of rooms marked “private” or “MRCA staff use only”.

VENDORS

Outside Vendors

- We absolutely welcome outside vendors for your event. One of the drawcards of hosting events at Upper Las Virgenes Ranch is the flexibility in using vendors that are just right for your needs, aesthetic and budget. You can get creative in designing the most personalized event for yourself.
- MRCA is happy to assist you in your planning, and can provide on request a list of vendors who have worked here previously and are familiar with our venues' unique characteristics and restrictions. It is not required that you use any of them but a good place to start if you're new to the event planning process.
- A walkthrough of the grounds is required with all first-time vendors to our venue to review all rules and regulations concerning your event. Once your reservation is confirmed, vendors are allowed one (1) free site visit or tech scout. Additional 1-hr visits or tech scouts that require a staff member to be present is billed at $150 per hour per visit.
- We do not offer packages for weddings or parties. You are responsible for providing tables, chairs, food, drinks, tables, linen, silverware, napkins, trash liners, and anything else that is not listed under fees.

Party Rentals & Lighting

- Any party rental equipment must be delivered on the day of the event, within the allocated time on your permit. Rentals may not be brought in and set-up until the start time indicated on your Special Use Permit. Rentals must be picked up the same night within the same permitted time.
- Additional fees apply for extra time for early delivery/set-up or late breakdown or pick-up. Refer to the fees on the next page. It is better and more affordable to advise us of extra time needed prior to your event, rather than incur overage charges, so that we may schedule staff and resources accordingly.
- For one-day events and bookings, we do not allow set up of tables, chairs, other furniture or structures on the lawns at either venue prior to the day of the event.
- MRCA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored or left behind at the facility.

Catering & Alcohol

- Catered events must check food service locations with MRCA staff. We have convenient locations close to the residential kitchens in both the KGR mansion and ULV ranch house, where caterers can set up their own cooking equipment.
- The residential kitchens are only available for food preparation, plating and service. Use of the stove, oven, microwave, grill and any other indoor cooking is not allowed. Both have fridges you can use.
- You are 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.
- 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 may need additional lighting for their workstation after dark. Caterers are responsible for protective ground cover under cooking stations.
- Food and/or dirty dishes shall not be left outside overnight on tables, counters, or in the kitchen.
- Alcohol is permitted with the following provisions:
    - For private events such as weddings, parties and company picnics: no beverages, including alcohol, may be sold; a host bar is required. You and your vendors are responsible in ensuring that no alcohol is served to anyone under the age of 21.
    - Events that are open to the public may sell beverages only if the event host has been granted an Alcohol Beverage Control (ABC) permit and has paid the additional MRCA insurance fees, or adds MRCA to their insurance. A copy of the ABC permit must be submitted no later than fourteen (14) days prior to the event, and at that time the MRCA Event Manager will provide a letter of permission for your submittal to the ABC office. All restrictions imposed by the insurance company, such as a ticketing process, must be followed. Without a permit and insurance, only a hosted bar is allowed.
    - If you are hosting a public event without the sale or provision of alcohol, you are required to notify your attendees that they are not permitted to bring their own alcohol to the park.
    - All alcohol service, hosted or sold, must stop by 10.30pm.

PARK & VENUE REQUIREMENTS

Facilities & Use of the Property

- You are responsible to maintain the permitted areas during your event and must leave the areas used in the condition in which they were found. Any and all MRCA equipment or other property used in conjunction with your event is also your responsibility.
- The replacement cost of any lost, damaged, or stolen property will be deducted from your refund. This includes any and all damages and repairs that may be necessary to our grounds, facilities, and other resources incidental to the special event, including damage caused by your vendors. MRCA will be the sole judge of the extent of damage and replacement cost.
- All other trash generated by your event must be cleaned off the premises before the end of your allotted time. A cleanup crew is required for all special events no matter the guest count size. If trash is not removed from designated trash bins and thrown into the dumpster a penalty charge will be deducted from your security deposit. The penalty charge will be assessed based on required staff time.
- The MRCA goes to great lengths to clean the facilities before an event. However, there are some things which cannot be controlled for special events that take place outdoors. If leaves and spider webs are something that will cause you to feel that your dream event has been tarnished, we would encourage you to consider one of our indoor locations. We take a great deal of pride and joy in preparing our grounds, but we are unable to control wind, falling leaves, spiders, etc. which may occur during or just prior to your event. The staff will make every attempt to have the grounds ready and cleaned for your event, but the grounds must be accepted in the condition provided.
- Electrical power outlets are limited due to the outdoor nature and mountain setting of the venue. You may only use the outlets as indicated by MRCA staff. Upper Las Virgenes Ranch requires you to bring your own power source, such as a small generator for lights and entertainment in the gardens. Please confirm your amperage requirements and set-up plans with the Event Manager, as a generator may be required.
- Use of generators over 7,500 watts requires a Fire Marshal and a 2,000-4,000 gallon water truck on site. Use of putt-putt generators under 7,500 watts requires three (3) fire extinguishers per putt-putt, and must be monitored at all times by your vendor operator. Location of generators must be approved by the MRCA Monitor.
- Driveways and corridors shall remain clear for emergency access at all times. You, or your guests as applicable, will be held responsible for all tickets and fines incurred during events.
- All children must be supervised during your event. For their own safety and to protect our property, children should avoid the side of the gardens to avoid falling over the ledges.

Park & Venue Regulations

- Our mountain locations and park environs with sensitive wildlife habitats dictate common sense rules. As a public park, we must also abide by federal, state, county and local laws and ordinances.
- Fires are strictly prohibited for events at KGR and ULV. Fireworks, sparklers, candles and any other open-flames are not permitted. Battery-operated LED candles are ok. Tealights are not ok.
- We do however permit smoking in one (1) designated area at the discretion of the staff monitor on the day of your event. The rest of the property is a non-smoking venue. If smoking occurs anywhere else on the grounds, and/or butts are found anywhere on the grounds, a $1,000 fine will be assessed. This includes electronic or vapor devices. You are responsible for providing their own butt-cans, and disposing of waste. Smoking may be entirely prohibited during Red Flag conditions.
- Both venues have residential neighbors and we would ask you to exercise good neighbor practices for amplified entertainment and noise levels that exceed standard private event levels. Wedding bands, performers and DJs are ok and typically do not pose noise issues. All music and sound however must stop by 11pm. Acceptable music levels will be at the discretion of the MRCA monitor.
- We permit alcohol for events – see caterer/food section on the next page for additional guidelines. Illegal drug use is not permitted, including cannabis/marijuana in any form, including edibles.
- While we welcome your decorations for a personal touch, and to direct your guests, you cannot affix any decoration into, nor onto, the buildings, the structures, trees or other vegetation without prior approval of the event manager or staff monitor on the day. This includes the use of double-sided tape, staples, nails or tacks. Free-standing or self-supporting signs and décor is best.
- For weddings and other ceremonies, real flower petals, dried leaves, birdseed or bubbles are the preferred alternatives to rice for throwing. Additionally, fake flower petals, fake leaves, anything with feathers, confetti, silly string, glitter or paper streamers may not be released into the air or on the grounds. Bubbles should be avoided at King Gillette Ranch near the fountain, pool and pond.
- Planted areas, lawns, landscape drains on the grounds, and floor drains in buildings must NOT be used to dump any liquids or solids, e.g. beverages, dirty water from dishes, scraps from food preparation, set-up or clean-up. These items must be put in the trash or removed from the premises. Food and/or dirty dishes must not be left outside overnight on tables, counters, or inside. Counters and sink must be wiped clean. Floors must be swept of major debris. All trash must be taken to the dumpster.
- 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 our properties

OVERAGES, PENALTIES & OTHER FEES

Overages

- While it is always best to determine your exact needs before to booking and issuing the permit to you, we understand that sometimes changes occur closer to the event. We allow for extra time or extra guests at the following rates as long as we are notified in reasonable time prior to your event.
- Early arrival, load-in or set-up ($175 per hour before noon, $300 per hour on the day before 4pm)
- Late breakdown or pick up ($175 per hour shifted past midnight if total booking time is under 12 hours, $325 per hour past midnight if booking time exceeds 12 hours total, $450 per hour next weekend day, $325 per hour Monday next weekday)

Administration Fees

- Changes to permit or invoice after last payment ($350 administration fee)
- Additional guided site visits, vendor visits or tech scouts ($150 per hour)
    - Applies to visits where a staff member is required on the premises, such as unlocking buildings or to answer facility questions. Visits to Upper Las Virgenes Ranch requires staff for most visits.
    - All new vendors are allowed one free, guided walkthrough for your event, and generally recommended if they are not otherwise scheduled for a walkthrough with you.
    - Access on the private road leading directly to ULV Ranch is only allowed for event-related activities, or with an appointment. It is otherwise possible to walk in from the public trailhead on Victory Blvd during park hours, 7am to sunset, 7 days a week.

Penalties

- Violations of the terms of your permit, including these guidelines are subject to penalty fees for each occurrence. Examples include but are not limited to the following:
- Smoking in non-designated areas or butts found littered anywhere on the grounds ($1,000)
- Going over your permitted time ($250-$800 per hour)
    - It is more economical for you to realistically assess how much time you'll need prior to your event than to risk going over-time or showing up early. This allows us also to accurately allocate staff and resources for your event and give you necessary access to our facilities.
    - Exact fees are determined on factors such as type of event, size of your party and the spaces you are using. The rate will be indicated on your invoice upon booking.
- Extra work to remove excessive trash left behind, heavy cleaning of food and cooking debris, and any cleaning made necessary by residue or stains ($500-$800 per hour of work)
- Monitor fees overtime after your allocated time ($120 per hour) – applicable for special events where the Monitor Fee is separately charged on your invoice
- Exceeding guest count (varies – refer to your invoice)
- Damage or removal of MRCA property – including fixtures, signs, lawns, plants (TBD upon assessment)
- Personal checks returned for insufficient funds or canceled and re-issued ($50.00)

Insurance

- An insurance policy that indemnifies MRCA and covers general liability is required. Your permit will specify the required limits of liability, additional insured entities and other terms. A valid certificate of insurance is required when your permit is submitted for approval. In lieu of this, you may purchase a special event certificate from MRCA's insurance policy, applicable to small-scale or private events only. The MRCA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the facility.
- You can choose to purchase insurance directly through MRCA at a cost of $275 for up to 150 people

CPC Photography

The Sanadas Photography

Wheat & Honey Events

Wheat & Honey Events

Wheat & Honey Events