

# 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, at [ulvevents@mrca.ca.gov](mailto:ulvevents@mrca.ca.gov).



Follow us!

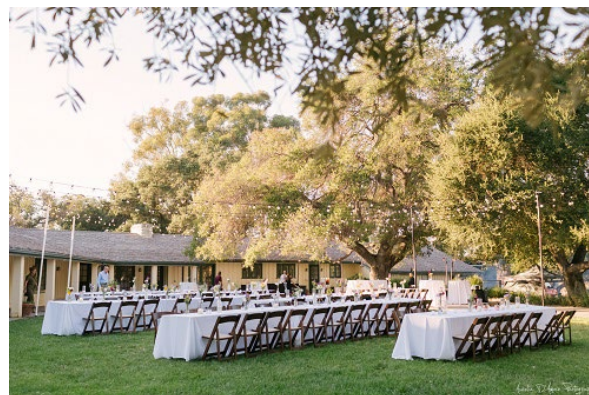


# AVAILABILITY & BOOKINGS



## Application Process & Site Visits

- All bookings are permitted on a first-come, first-serve basis.
- An MRCA Inquiry/Application must be completed for any formal request of a site tour for any type of event.
- If your requested date is available, you may schedule a guided site tour after you have completed and submitted your event inquiry/application form. The form provides us with all the necessary information regarding your event plans before we speak or meet.
- Appointments are scheduled Monday to Fridays, between 10am and 5pm. Weekend site visits can be requested but not necessarily guaranteed due to other events we may have booked, and general staff availability.
- 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). Direct car access to the Ranch is on a private road and can only be accessed by appointment or during event days.
- Currently, payment is accepted in the form of personal checks, cashier's check or wire. If payment is made less than 30 days prior to the event, it must be wired. We do not accept credit cards or e-payments at this time.
- Permits and invoices can only be issued in the name of the 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 with setup or strike. You may contract with outside security if you feel it necessary. Do not leave your property unattended at any time. This includes gift tables.
- Should you cancel your event after it has been booked and deposited, cancelations must be received during normal business hours, Monday thru Friday, 9am-5pm. Cancellation fee schedule will be on your invoice.

## Insurance

- Event Insurance must be secured that indemnifies MRCA and our partner agencies. 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. 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.





Elizabeth Burgi Photography



CPC Photography / Flyte44 Events



Elizabeth Burgi Photography



Elizabeth Burgi



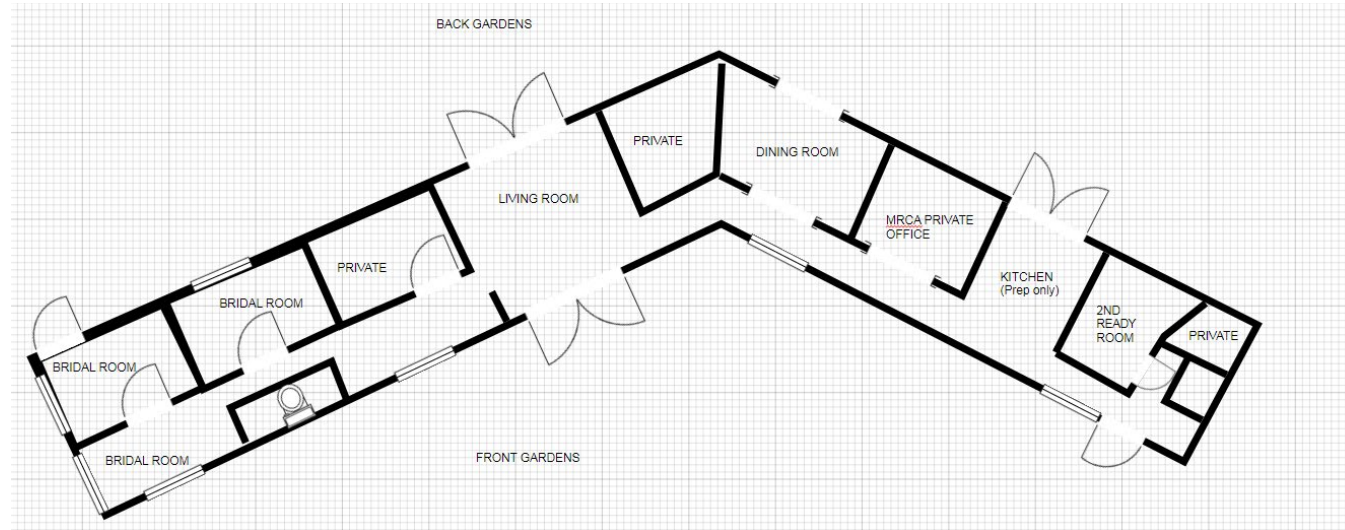
Elizabeth Burgi Photography



# VENUE-SPECIFIC INFO

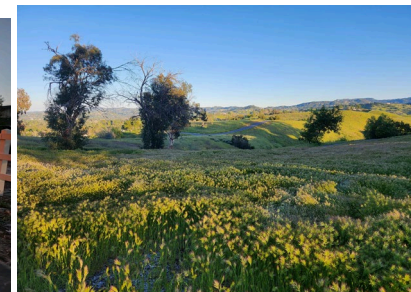
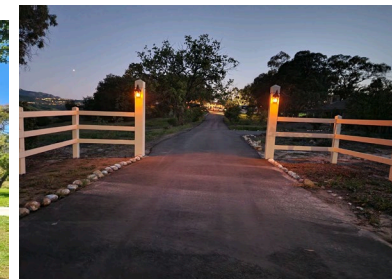
## Upper Las Virgenes Ranch

- With its mountain setting, Upper Las Virgenes Ranch should be considered an off-the-grid venue.
- The ranch is on septic, so weddings or private events over 20 guests must rent portable bathrooms with wash stations. The interior ranch house 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. Restrooms must be delivered during permitted hours, but may be picked up the following day.
- Kitchen oven, microwave, stove and sink disposal are non-functioning, No food must be put down the drain. 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 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 groomsmen or second bridal party. If it is too small to accommodate the other party, the dining/conference room can also be used.
- You are entirely free to assign the rooms to suit your needs, with the exception of 2 locked rooms that are for MRCA use only.



# 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 trash generated by your event is your responsibility. You must provide pop up trash cans and liners and be responsible for emptying periodically during your event when full. The easiest way to remove trash is to rent a dumpster. We require a 3 cubic yard dumpster on wheels with lids, and the lids must close flush to the bin, no overstuffing. Dumpsters must be delivered during your rental period, usually the first 2 hours of your permit, and may be picked up the following day. If you are not renting a dumpster, you must remove all trash by the end of your permitted time and take with you off property. If trash is not removed or your dumpster is overstuffed in any way (lids don't close flat to bin) a penalty charge will be deducted from your security deposit. The penalty charge will be assessed based on required staff time to clean up.
- 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. You may be required to bring your own power source, such as a small generator for lights and entertainment. 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.

## 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.
- Pets are not allowed during events. If you would like a flower dog during your ceremony, they are only at the park for ceremony only, a few photos, and then removed from property. They must be on leash at all times and are not allowed in the house.
- Fires are strictly prohibited. Fireworks, sparklers, candles and any other open-flames are not permitted. Battery-operated LED candles are ok. Real candles on tables are not allowed.
- We do permit smoking in one (1) designated area if there are no Red Flag warnings. 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 vape devices. We will supply one butt-can with a sign and this is the only area smoking will be allowed. Smoking may be entirely prohibited during Red Flag conditions.
- We are in a residential neighborhood, and we ask you to exercise good neighbor practices for amplified entertainment. Noise levels that exceed standard private event levels will be asked to be turned down. 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.
- 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. The only tape to be used on walls is painter's tape (no electrical tape, duct tape, masking or Scotch tape) no staples, nails or tacks. Free-standing or self-supporting signs and décor is best.
- For weddings and other ceremonies, real flower petals, dried leaves, or bubbles are allowed (petals must be cleaned up). We do not allow rice or birdseed 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.
- 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





Chicamblance



Wheat & Honey Events



Alorie Darling Photography



RDR 9563



# VENDORS

## Outside Vendors

- We absolutely welcome outside vendors for your event. One of the drawbacks 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. Wedding Coordinators, if not on our vendor list, must be approved by the event manager before you sign with them.
- MRCA is happy to assist you in your planning, and a list of some of the vendors who have worked here previously and are familiar with our venues' unique characteristics and restrictions is linked on the home page. 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. Wedding coordinators/planners must be approved by MRCA.
- A free technical walk through with your main vendors is required to go over your day and flow of event. Your coordinator, caterer, DJ/Music Rep and rental company rep must attend with you. This is the time to ask all the technical questions and review park rules and regulations concerning your event. Additional 1hr visits or tech scouts that require a staff member to be present can be scheduled and are billed at \$175 per hour per visit.
- We do not provide rentals, 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 Rates PDF online. 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 the 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 kitchen, where caterers can set up their own cooking equipment. The residential kitchen is 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 lidded dumpster on wheels 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. Trash cans and liners are to be provided and monitored by you. MRCA staff will provide interior bathroom supplies and monitor waste.
- 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. 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.
- No ember creating cooking is allowed (no wood chips/logs, charcoal, etc). Propane is allowed.
- Caterers may need additional lighting for their workstation after dark. Caterers are responsible for protective ground cover under cooking stations.
- 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.





CPC Photography



Wheat & Honey Events



Wheat & Honey Events



Wheat & Honey Events