

**APPROVED**

REPORT OF GENERAL MANAGER

NO. 14-241

DATE October 1, 2014

**OCT 15 2014**  
**BOARD OF RECREATION**  
**& PARK COMMISSIONERS**

C. D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SCHEDULE OF RATES AND FEES – GENERAL INSTRUCTIONS AND POLICIES REGARDING RATES AND FEES AND VARIOUS WEDDING AND EVENT VENUES (AVERILL PARK, BRAND PARK COMMUNITY CENTER, CABRILLO BEACH BATHHOUSE, EXPOSITION PARK ROSE GARDEN, FRIENDSHIP AUDITORIUM, GRACE E. SIMONS LODGE, GRIFFITH PARK VISITOR CENTER AUDITORIUM, KOREAN BELL, ORCUTT RANCH, RAMONA HALL COMMUNITY CENTER, AND WATTLES MANSION AND GARDENS); ESTABLISHMENT OF SPECIAL FUND ACCOUNT TO RECEIVE ADDITIONAL WEDDING AND EVENT VENUE REVENUE

R. Adams	_____	*V. Israel	_____
R. Barajas	_____	K. Regan	_____
H. Fujita	_____	N. Williams	_____

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the changes to the Schedule of Rates and Fees for each of the eleven venues used by the public predominantly for weddings and other social events, specifically Averill Park, Brand Park Community Center, Cabrillo Beach Bathhouse, Exposition Park Rose Garden, Friendship Auditorium, Grace E. Simons Lodge, Griffith Park Visitor Center Auditorium, Korean Bell, Orcutt Ranch, Ramona Hall Community Center, and Wattles Mansion and Gardens, along with consistent modifications to the General Instructions and Policies Regarding Rates And Fees and the Weddings and Social Events – Additional Requirements pages, all as further described below and in the attached revised pages, to be effective December 1, 2014;
2. Authorize staff to amend the Schedule of Rates and Fees to include the additions, deletions, and changes as approved; and,
3. Direct the Department's Chief Accounting Employee to establish a special fund account and subaccounts in Department 89 Fund 302 for deposit of a portion of the facility use fees for weddings and social events as approved for each venue, unless otherwise stated.

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### SUMMARY:

The Department of Recreation and Parks offers a number of attractive park venues, of various sizes and amenities, located in diverse areas of the City, which are often and in some cases almost exclusively used by the public for weddings and social gatherings. Some of these facilities such as Grace E. Simons Lodge or Friendship Auditorium are fairly well known as banquet halls and are regularly used by the public for events. Other venues such as Averill Park in San Pedro or Orcutt Ranch in Chatsworth are considered lovely settings but are less well known and are used only when discovered by brides and event planners. Under the direction of the General Manager, staff has focused attention on a group of event venues to expand public awareness about their availability, fair pricing, and attractiveness, to increase their use. This achieves dual goals: residents have more opportunity to enjoy these public assets, and additional revenue accrues to support the services provided by the Department to the public.

Strategies to expand awareness are based on the concept of packaging all the venues as a portfolio of wedding and event sites. This helps less-known venues when co-advertised at venues with a broader existing client base. It allows the Department to target event planners by offering them a menu of sizes, prices, and locations which they can offer to their clients. Potential clients who contact one venue and are not able to make a reservation because it is already booked, or too expensive, can immediately see other Department options that might be better for their events.

A number of promotional steps are in progress or completed. A video has been produced by the Public Relations Division to promote all the wedding venues, and is already published on various social media channels, including the Department's new YouTube channel. An attractive sales brochure has been designed and printed, and will also be available on the Department's website. The Department will be hosting open houses to acquaint local event planners of the array of well-appointed and right-priced options we offer. A centralized telephone number will be used to initially receive calls for information from the public about wedding and event venues to insure that all inquiries are answered and that prospective clients are referred to venues that best meet their requirements.

In order to successfully promote the Department's wedding and event venues as a portfolio from which to choose, another important step has been to review and analyze the various fees, charges, and use policies applicable to each facility as approved and published in the Schedule of Rates and Fees. Many of the Rates and Fees pages have not been modified since 2007 and a number of inconsistencies were readily apparent. Because these facilities are public property, pricing cannot be arbitrarily based on demand or comparable facilities. The facility use fee pricing of each facility must remain a calculation based on factors that reflect our cost to operate and maintain the facility, such as size and amenities. For example, the Korean Bell with its panoramic views, but which is an unlighted outdoor space that can accommodate only 150 people in the daytime for ceremonies only, will not be the same charge as Brand Park with its garden areas, air-conditioned auditorium, and full kitchen.

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Other aspects of the Schedule of Rates and Fees can be modified so that all the venues are consistent in the way staff charges for weddings and events and applies policies to the conduct of the events. With a goal of consistency, simplicity, and good business practices in mind, the Schedule of Rates and Fees pages for all the venues have been modified as needed to align in the following areas.

Blocks of Hours – Unless circumstances required an exception, all venues were adjusted to offer either a 3-hour block (non-weekends only) or a 6-hour block. Previously, blocks of hours varied widely with 2-hour or 3-hour blocks for non-prime time and 4-hour, 5-hour, or 6-hour blocks for prime time. This complicated the efforts of a bride or event holder who would be interested in an alternative Department venue if their first choice was booked, because the basis of time that could be reserved was almost certainly different. Some locations also factored number of persons for differential pricing. The various changes proposed for each venue aligns the base hours. Some exceptions are made at Averill Park, Korean Bell, Cabrillo Beach Bathhouse, and Wattles Mansion and Gardens, as noted below.

Pre- and Post- Access Fee – Some venues included set-up and clean-up time as part of the block of hours, other venues charged extra but at rates that did not match published hourly rates for additional event hours. Extending weekend event periods to six hours in all cases allows all facilities to include time to set-up and clean-up within their time block; if additional time is needed, the published rate for Additional Hours will be used at all venues.

Flex Rate – In the for-profit hospitality industry, managers have flexibility to drop prices for venue rentals when they foresee dead spots in their booking schedules, in order to keep their facility active. Again with the goal of increased use in mind, staff developed a modified version of this practice with limitations and criteria appropriate for public property policy, to be called the Flex Rate. The amount of discount is set at 20% off the facility use fees, not impacting other fees such as security or parking, if applicable. The management level at which this discount rate may be authorized is the Region Superintendent, not a facility manager. The discount would apply to blocks of 30 days, not to specific events or days, to avoid an appearance of favoring one person booking a venue over another. The decision to activate the 20% must be justified through one or more analyses: an examination of the past performance of a venue which shows a history of utilization under 50%; positive results of previous use of Flex Rate pricing if applicable; paid reservations within the coming sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods. The Golf Division implemented a similar flex strategy along with other changes to Golf's Rate and Fees in November of 2013, with addition of language authorizing the General Manager to approve use of a discount rate for marketing or due to course conditions or temporary circumstances.

Special Use and Department Use – The Department has a long tradition of making our facilities, particularly our recreation centers, available for free to the community and other government

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agencies to the extent the Department's programmed use allows. This tradition is formalized in the Schedule of Rates and Fees with fee exemption language. Accommodating this type of use at venues which are primarily rented by the public for weddings and events could create conflicts between a group wanting to have an event at full price and a group looking for a free meeting space. It is further complicated because most of the venues rely heavily on a portion of the revenue generated to pay for staff, maintenance, and improvements. To manage these uses, most wedding and event venues include a Special Use section which provides lengthy and complex rules and prices for use of the venue by outside agencies or other specific groups. In practice, the Special Use policies have not been successful at ensuring that venues receive even reduced fees to offset expenses. Also, schedule conflicts have arisen between persons wanting to book a venue at regular rates and departments or organizations requesting Special Use, resulting in pressure on staff to avert the paying clients. In this revision, staff recommends deleting all Special Use policy and pricing sections, and replacing those sections along with any existing language about Department use with a new comprehensive policy statement. As recommended, Department Use will simply require approval of the General Manager or appointed designee, be precluded on Saturdays, Sundays, and Holidays, and require reimbursement of direct costs such as a minimum coverage by staff. The new policy affords the General Manager discretion to accommodate partnering agencies and organizations, yet ensures minimal reimbursement and prevents use at peak times.

Cancellation and Deposit Policies – These were revised for all venues to be simple and consistent, returning 50% of fees or deposits, depending on the time to the event, establishing one deposit price and requiring that deposit to hold a reservation, and within a 60 day period, requiring full payment.

In addition to the modifications above which are applied globally to the Schedule of Rates and Fees pages, additional venue-specific changes were made in some cases, notably:

- **Averill Park:** The base block of time for events was set at two hours instead of three because events should be limited to mitigate impact on public access. A non-refundable reservation fee, which did not exist for any other venue, was deleted.
- **Cabrillo Beach Bathhouse:** This ocean-view location is rarely used for weddings or social events, in part because it is well-programmed, which reduces availability, and possibly because it has been priced at the level of better-known venues. To develop clientele, especially for meetings of short duration and for weekend evenings where little programming conflict exists, staff recommends establishing rates by the hour only with a sliding price scale to maximize use opportunities.
- **Exposition Park Rose Garden:** This location operates within the overall administration of the EXPO Center and has an extremely high demand for wedding ceremonies and photography. Adjustments to align the hours of use and other policies to match the other

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wedding venues were made. Some additional language was left to allow equipment such as portable toilets or trash dumpsters to be required for certain types of events.

- Friendship Auditorium, Grace E. Simons Lodge, and Ramona Hall Community Center: Because the block of hours was changed from four to six, prices for prime-time events were increased proportionately.
- Griffith Park Visitor Center Auditorium: A complex matrix of charges for various blocks of hours, and which charged separately for outdoor spaces adjacent to the auditorium, was not conducive to public use. It is deleted entirely and replaced with a simple schedule of site-inclusive 3-hour and 6-hour blocks.
- Korean Bell: The base block of time for events was set at two hours instead of three because events should be limited to mitigate impact on public access.
- Orcutt Ranch: Because the block of hours was changed from four to six, prices for prime-time events were increased proportionately. Also, additional changes were made to pricing with addition of a 3-hour time block at half the price of six hours, to increase weekday meeting use, and a slight increase was made in prime-time fees because demand is exceeding availability much of the year. A gardening group which had been grandfathered for free use of the facility is no longer in existence and therefore their exemption has been deleted.
- Wattles Mansion and Gardens: The venue offers a 3-hour block only for meetings, not other types of events, because the logistics of setting up the venue for wedding and social events cannot be accommodated in the shorter window of time. A policy was added that events having more than 100 guests must obtain additional off-site parking, because at most 60 cars can be parked on the property, and to limit major weekend events to no more than 26 events each calendar year, out of respect for the impact on neighbors. Finally, the fees were lowered for weddings and events. The original fee of \$3,500 for a 6-hour event was based on comparisons with similar venues and taking into account the substantial capital investment made to the facility. However, there have been no bookings at that price. A lower price may build clientele and be re-visited when the 26-event annual threshold is neared.

Minor modifications to two general information pages are required to ensure consistency with the changes to the venue pages.

- General Instructions: The hourly rate for part-time labor is increased from \$20.00 to \$22.00. There has not been a change in this rate since 2007, although cost of living increases have been implemented since that time. This is a needed and significant change which will impact the entire Schedule of Rates and Fees relative to sufficiently reimbursing the Department for part-time labor. Changes that impact only the wedding

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and event venues are the addition of language to highlights the elimination of the Special Use policies and rates, to note that the Department's contracted bar and beverage services must be used if alcohol is to be served at the venues, and to specify that contract security may be required.

- **Weddings and Social Events – Additional Requirements:** Regarding alcohol at events, language was inserted to confirm the required use of the Department's contracted bar and beverage services if alcohol is to be served at the venues. Details on obtaining contract security officers, if required, has been added. Revenue producing events, subletting, or assignments are prohibited. The inclusion of set-up and clean-up time in the basic block of time is reinforced.

The proposed changes to the Schedule of Rates and Fees are designed to increase activity at the venues and generally do not include any increases. However, due to the various changes coupled with the promotional campaign, staff projects additional revenue because of additional use. Revenue collected will be deposited into the Department of Recreation and Parks General Fund and into the newly established special fund, except for those venues where it is specifically stated otherwise. Unless specifically stated, 10% of all funds collected will be deposited into a sub-account in the special fund for use in promotion of facilities, facility improvement, community events, and other purposes consistent with use of the various venues.

The Region Superintendents overseeing the venues along with the Public Relations staff handling the wedding and event venue promotions collaborated on this report and support the recommendations.

### FISCAL IMPACT STATEMENT:

Approval of these changes to the Schedule of Rates and Fees may result in additional revenue to the General Fund, a portion of which will be placed in the new Special Revenue Fund account.

This report was prepared by Joe Salaices, Griffith Region Superintendent, and Rose Watson, Public Information Director

## GENERAL INSTRUCTIONS AND POLICIES REGARDING RATES AND FEES

(Revised 07/07 12/14)

## 1.0 DEVIATIONS FROM ESTABLISHED FEES

The following rates and fees have been approved by the Recreation and Parks Board of Commissioners, under the legal authority of the City of Los Angeles City Charter. No deviation, reduction, or waiver of rates and fees charges shall be allowed without approval of the Board.

Further, it is the policy of the Board that no deviation, reduction, or waiver of rates and fees charges or other priority use or privileges will be afforded to any group or organization that discriminates or is found to discriminate on the basis of race, religion, national origin, ancestry, sex, sexual orientation, age, physical handicap, marital status or medical condition.

1.1 NO-FEE WAIVER POLICY

It is the policy of the Board of Recreation and Parks to deny all requests for waiver of fees. The Department may underwrite facility use fees if the sponsorship criteria stated in the No-Fee Waiver policy (Board Report No. 043-207, dated 6/18/03) is met.

Appropriate staff, and the General Manager, must approve the request. Salaries and expenses associated with the event will not be underwritten. Also, City Council declaration of a “special event” does not waive Recreation and Parks Department fees. Full description of the No-Fee Waiver Policy follows the General Information pages.

1.2 DISCOUNTED FEES FOR URBAN IMPACT CENTERS

Facilities designated as Urban Impact, on the list which follows, qualify for discounted rates only as specified within the Rates and Fees pages.

1.3 CITY / GOVERNMENT USE

City agencies and government entities, for conduct of training, work meetings, and other government business activities authorized by the General Manager or an appointed designee, are exempt from facility use fees, subject to availability. Staff fees apply outside of normal facility hours. This exemption does not apply to facilities where a specific fee for Department, City, or other government use has been addressed **or for facilities for which the primary use is public rental for weddings and social events.**

1.4 GROUPS EXEMPTED FROM PAYMENT OF FEES

This policy, found in the *Community Recreation Center* page, shall apply to all recreation centers, community centers, sports centers, and senior citizen centers, unless a specific list of exempted groups has been approved for the respective facility.

1.5 LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD) RECIPROCAL USE

Subject to availability, LAUSD is permitted reciprocal use of outdoor and indoor facilities for youth sports activities, practices, and games of school-related sports activities (California Interscholastic Federation (CIF) programs, not physical education classes). The use must match the school calendar when the particular school is in session (traditional vs. year-round). All other activities are subject to appropriate fees. This privilege is extended to schools chartered through the LAUSD system; all others must pay established fees.

## GENERAL INFORMATION – (continued)

## 2.0 INSURANCE REQUIREMENTS

Insurance may be required for certain types of events or programs. Please refer to the Insurance Requirements section of this manual. Insurance is required for all activities except meetings, classes, educational exhibits, and other low risk activities as outlined in the Department's Insurance Requirements Policy. Permitted activities may not begin until Proof of Insurance is accepted by the City Risk Manager. Allow 30 days for this approval. The standard General Liability requirement is \$1,000,000 but may be higher depending on the risk level of the activities undertaken. Directors must provide the Department's Insurance Coordinators with copies of the permit application and Proof of Insurance. There are two acceptable forms of Proof of Insurance: 1) a Certificate of Insurance issued through the Municipal Insurance Service, Inc. (1-800-420-0555); or 2) City Endorsement forms completed by the permittee's insurance company, naming the City of Los Angeles as an additional insured.

## 3.0 ALCOHOL POLICY

The selling, serving, and consumption of alcoholic beverages on Department property must comply with the Department's Alcoholic Beverage policy. Please refer to the Alcoholic Beverage Policy section in this manual. **At facilities for which the primary use is public rental for weddings and social events, the Department's contracted bar services must provide and serve all beverages when alcohol is served.**

## 4.0 ALLOCATION OF FEE DEPOSITS

Unless otherwise stated, all monies collected are to be deposited into the General Fund #2790. Instructions for depositing monies into an account other than the General Fund are written in italics.

4.1 DEPOSITS TO ACCOUNT 1750

Monies deposited into account 1750 are only to be used for sports facility repairs/refurbishment and gym floors/equipment. Expenditures must be approved by the District Recreation Supervisor and the Principal Recreation Supervisor.

4.2 UTILITY USE FEE

Unless otherwise specified, the standard utility use fee is \$25 per day. *The fee is to be deposited to General Services Department utility account 100-62.*

## 5.0 DEFINITIONS

5.1 ADULTS, YOUTH, SENIOR CITIZENS AGE GROUPS

When separate fees are charged for Adults, Youth, and Senior Citizens, and the age range for each are not specified, the following criteria shall be used:

Adults -- Ages 18-64

Youth -- 17 years and younger

Senior Citizens -- 65 years and older

5.2 HOLIDAYS

Holidays are: New Year's Day, Martin Luther King Jr. Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day. When any of these holidays fall on a Sunday, the holiday will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday. Holiday rates will be in effect on the days the holidays are observed.

## GENERAL INFORMATION – (continued)

5.3 FEES

Fees stated in terms of “First X number of hours” are to be applied for consecutive use in the same day. Fees are not to be prorated. The fee stated shall apply to any portion of use within that time period.

## 6.0 STAFF FEES

6.1 PART-TIME FEES

Unless otherwise stated, part-time staff coverage fees are ~~\$20.00~~ **\$22.00** per hour and are to be deposited into the facility MRP Account.

6.2 FULL-TIME FEES

Full-time staff coverage fees will be charged at the current overtime rate and are to be deposited into the General Fund.

6.3 PARK RANGER FEES

Refer to the Park Rangers page for staff rates for security, traffic control, or related duties in support of permitted uses.

6.4 ADDITIONAL STAFFING NEEDS

At the discretion of the Region Superintendent, or equivalent level manager, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. **This may include requirements for hiring through the Department one or more Security Officers for time before, during, and after an event.**

AVERILL PARK – WEDDINGS

(Revised 07/10 12/14)

FACILITY USE FEES (2-hour maximum reservation)*50% 55% to be deposited in MRP Fund Account Special Fund Account**50% 45% to be deposited into the Department of Recreation and Parks General Fund Account***Maximum number of persons is 150**

1-50 persons	\$250.00
51-150 persons maximum (2-hour maximum)	\$350.00
First two hours	\$350.00
Each additional Hour	\$125.00

FLEX RATE

For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.

ADDITIONAL CHARGES

**Refundable Deposit ~~10% of Rental Fee or \$50 whichever is greater~~ \$100.00**

Still photography and video permit (only) \$25.00 \$50.00 per request  
(1 hour maximum in park)

Folding Chair (when available) \$1.00 per chair

*100% of fees deposited in MRP Fund Account Special Fund Account for chair replacement*

ADDITIONAL STAFF FEES

At the discretion of the Region Superintendent or equivalent level manager, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. **This may include requirements for hiring one or more Security Officers for time before, during, and after an event.**

CANCELLATION FEES

All reservations include a \$15.00 non-refundable processing fee.

91 days or more prior to event	10% of fees
61-90 days prior to event	20% of fees
31-60 days prior to event	30% of fees
30 days or less prior to event	40% of fees

**Cancellation prior to 60 days of Event**  
**Cancellation within 60 days of Event**  
**Postponement prior to 60 days of Event**

**50% of Refundable Deposit**  
**50% of all Fees**  
**50% of Refundable Deposit**

**BRAND PARK COMMUNITY FACILITY CENTER****(Adopted 08/10 Revised 12/14)**

Brand Park Community Facility Center may be utilized for special event rental based on availability, under the following guidelines and fee structure.

**FACILITY FACILITY USE FEES****55% to be deposited into Special Fund Account****45% to be deposited into the Department of Recreation and Parks General Fund Account**~~50% of fees to be deposited in to the respective facilities Municipal Recreation Program (MRP)~~~~Special Fund Account; 50% of fees are to be deposited into the Department of Recreation and Parks' General Fund Account. Facility Use fees include event staffing.~~

	<u>1st 3 Hours</u>	<u>1<sup>st</sup> – 4 6 hours</u>	<u>Additional Hour Each Hour over 6</u>
Non Prime Time (Monday-Thursday)	\$250.00	\$500.00	\$50.00
Prime Time (Friday, Saturday, Sunday, and Holidays)	<del>\$500.00</del>	<del>\$1000.00</del> <b>\$800.00</b>	\$75.00

**FLEX RATE**

For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.

**ADDITIONAL CHARGES**

Refundable Deposit \$300.00

~~Pre/Post Event Charges: — \$20.00 per hour~~~~A fee will be charged for any use of facility before or after the event for activities, including food handling, decorating, set up, deliveries, extra cleanup, pick up, etc.~~

Minimum payment to guarantee reservation. Payable within ten (10) days of initial reservation.

**\$150.00**

<del>Non Prime Time (Monday-Thursday)</del>	<del>\$200.00</del>
<del>Prime Time (Friday-Sunday)</del>	<del>\$400.00</del>

**Non-Commercial photography/Video (includes Rose Garden) per hour \$50.00**

## BRAND PARK COMMUNITY FACILITY CENTER – (continued)

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~~Security Services:— Security service required on all events ending after 7pm and/or serving alcohol. Fees quoted on request, based on actual cost. Two security guards required, and services include 30 minutes before and 30 minutes after the event.~~

Rehearsal Fee            \$100.00

Rehearsals may be scheduled within 60 days of event, Mon-Thurs, 4:00 PM – 8:00 PM

**ADDITIONAL STAFFING NEEDS**

At the discretion of the Region Superintendent or equivalent level manager, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staffing, due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.

**ALCOHOL PERMITS POLICY**    \$200.00

~~City contracted bar services must provide and serve all beverages when alcohol is served. Permittees planning on having alcohol at their event must use the Department contracted vendor for bar service that allows the user to serve liquor, beer, wine and champagne. The bar service carries their own insurance.~~

**CANCELLATION FEES**

Cancellation prior to 60 days of event	<del>\$150.00</del> 50% of Refundable Deposit
Cancellation within 60 days of event	50% of all fees
Postponement prior to 60 days of Event	<del>\$100.00</del> 50% of Refundable Deposit

**PAYMENT OF FEES**

The total amount of all rental fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use. Otherwise the reservation may be canceled.

**SPECIAL USE**

~~Special use of Brand Park Community Room is available for other City agencies and Department sponsored groups Monday – Friday between 8:00 AM – 4:00 PM. Non City government agencies may qualify for the Special Use Fee subject to availability and the purpose of the event. The nature of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or designee.~~

~~The following conditions apply to all Special Usage:~~

~~Authorization for Special Use~~

~~Request for use of these facilities must be submitted in writing and approved by the General Manager or designee.~~

~~Scheduling of Special Use Events~~

~~Use of the facility is subject to its availability determined by the following guidelines:~~

- ~~• Special Use Events may be scheduled only 60 days in advance of the event date. (RAP-City of LA is exempt from this guideline)~~
- ~~• Any one group may not exceed two separate days per week.~~

BRAND PARK COMMUNITY FACILITY CENTER – (continued)

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- ~~None of the above guidelines preclude a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.~~
- ~~A community meeting scheduled by and facilitated by the Mayor’s Office or local Council Office is specifically exempt from the fee. There may be staff charges if the use is during non-business hours.~~
- ~~Staff fees may be applied to all Special Use events.~~

SPECIAL USE FEES

		Government
Special Use Fee	50% of fees	No Charge
Kitchen Fee	N/A	No Charge
Cancellation Fee	\$50.00*	No Charge
Cancellation within 48 hour	\$100.00*	No Charge
Staff, 4 hour minimum	See Rates established in General Information section of Schedule of Rates and Fees.	

~~Insurance may be required. See insurance requirements.~~

Prohibited Special Use Events

~~Revenue producing events, fundraisers, subletting or assignment of Special Uses is not permitted.~~

DEPARTMENT USE

Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is not allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.

**CABRILLO BEACH BATHHOUSE**  
 (Revised 07/10 12/14)

**FACILITY USE FEES**

*100% of retained fees are to be deposited in the Facility MRP Fund Account*

1<sup>st</sup> Floor/Outdoor Patio Arcade Area

	<b>Hourly</b>	<b>Basic</b>		<b>Fee-Generating*</b>	
		<u>1<sup>st</sup>-3 hrs</u>	<u>Each add'l hr</u>	<u>1<sup>st</sup>-3 hrs</u>	<u>Each add'l hr</u>
Monday – Thursday	<b>\$30</b>	\$100	\$30	\$300	\$90
Fridays, Sundays	<b>\$50</b>	\$200	\$30	\$600	\$90
Saturdays, Holidays & Day prior to Holiday	<b>\$50</b>	\$280	\$30	\$840	\$90
<u>Upstairs/Ballroom</u>					
Monday – Thursday	<b>\$60</b>	\$180	\$60	\$540	\$180
Fridays, Sundays	<b>\$75</b>	\$450	\$80	\$1,350	\$240
Saturdays, Holidays & Day prior to Holiday (After 1:00 p.m. 3 hour minimum use)	<b>\$75</b>	\$600	\$80	\$1,800	\$240

**FLEX RATE**

**For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.**

~~\*Any use (class, meeting, activity, etc.) where fees/admission are being charged or donations are collected, either on or off site by any entity (for profit, non-profit, or individual) must pay this fee.~~

**ADDITIONAL CHARGES**

**Security/Breakage Refundable Building Deposit** \$300

Minimum payment to guarantee reservation. Payable within ten (10) days of the initial reservation. \$300

Outdoor Activity Fee \$150

Whenever an event has a portion of its activities occurring both indoors and outdoors, this fee applies.

## CABRILLO BEACH BATHHOUSE – (continued)

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Pre-event and post-event charges \_\_\_\_\_ \$40/hour

A fee will be charged for any use of the facility before or after the event for activities including food handling, decorating, set up, deliveries, extra clean up, pick up, etc.

Rehearsal Fee \_\_\_\_\_ \$100

Rehearsals may be scheduled within 60 days of your event. Two (2) hour block of time.

Security Guard Services \_\_\_\_\_ Quoted on request, based on actual cost \_\_\_\_\_ (including 30 minutes prior to event and 30 minutes after)

Equipment Rental (Based on Availability)

Table Rental (8 ft. banquet)	\$5/ table
Chair Rental	\$1/ chair

**ADDITIONAL STAFF NEEDS**

At the discretion of the Regional Superintendent or equivalent level manager, some events or activities May require additional maintenance, security, traffic control, and/or event monitor staffing due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.

**ALCOHOL POLICY**

City contracted bar services must provide and serve all beverages when alcohol is served.

**CANCELLATION FEES**

Cancellation or Postponement within 60 days of the event	40% of all fees or \$125.00 (whichever is greater)
Cancellation prior to 60 days	\$100
Postponement prior to 60 days	\$50
Cancellation prior to 60 days of event	50% of refundable deposit
Cancellation within 60 days of event	50% of all fees
Postponement prior to 60 days of event	50% of refundable deposit

**PAYMENT OF FEES**

The total amount of all rental fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use. Otherwise the reservation may be canceled.

**SPECIAL USE**

Special use of Cabrillo Beach Bathhouse is available only for other City agencies and Department sponsored groups. Non city government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meeting, and other government business activities authorized by the General Manager or an appointed designee.

THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USAGES:

## CABRILLO BEACH BATHHOUSE – (continued)

Page 3

Authorization for special use

~~Requests for use of these facilities must be submitted in writing and approved by the General Manager or his/her designee.~~

Scheduling of Special Use Events

~~Use of the facility is subject to its availability determined by the following guidelines:~~

- ~~a) Special Use events may be scheduled only 60 days in advance of the event date. Recreation and Parks Department, City of Los Angeles, is exempted from this guideline.~~
- ~~b) Any one group may not exceed two separate days per week.~~
- ~~e) None of the above guidelines precludes a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.~~

SPECIAL USE FEES

Use Fee	50% of fee
Cancellation Fee	\$50
Cancellation within 48 hours	\$75

PROHIBITED SPECIAL USE EVENTS

~~Revenue producing events, subletting or assignments of Special Uses are not permitted.~~

DEPARTMENT USE

~~Requests for use of these facilities must be submitted in writing and signed by an Assistant General Manager and approved by the General Manager or an appointed designee.~~

**Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is not allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.**

PARKING

~~100% of parking fees to be deposited to Cabrillo Parking Lot MRP 606 Fund Account.~~

~~Parking Pass Fee for Bathhouse Class Participants \$1 per class session  
(Parking privileges will be limited to the date and time of the class, not to exceed 1.5 hours)~~

~~Participant Parking for Bathhouse Programs \$1 per hour  
(For participants attending community programs conducted by Bathhouse staff)~~

## CABRILLO BEACH BATHHOUSE – (continued)

Page 4

The parking lot is a separate operation and each vehicle entering the parking lot will be charged a parking fee, when applicable. (See Pay Parking Lot Section for Cabrillo Beach Parking Lot rates and season/daily fee information.) The reservation fee does not exempt permittee, guests, or service providers from paying applicable parking fees.

Exemptions:

1. Cabrillo Bathhouse Volunteers
2. Organization or group whose primary interest is the support of the Cabrillo Beach Bathhouse.
3. Polar Bears ~~A~~ or Cabrillo Beach Boosters Club
4. **Programs operated by Recreation and Parks Staff.**

OTHER INFORMATION

This Historic Building has many restrictions relating to alterations, decorations, and other improvements. Insurance may be required. See insurance requirement.



**EXPO CENTER (Exposition Park Rose Garden) – (continued)****Other Fees**

At the discretion of the EXPO Center Executive Director, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items due to size, location, scope of activities or other factors. Part time staff fees are established in the FEES section. Full time staff fees will be charged at the “current overtime rate.” All applicable fees will be quoted on request and based on actual costs.

**ADDITIONAL STAFFING NEEDS**

At the discretion of the EXPO Center Executive Director or equivalent manager, some events or activities may require additional maintenance, security, traffic control, and/or monitor staffing, or equipment or materials such as trash dumpsters or portable toilets, due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.

**CANCELLATION FEES**

<b>Cancellation prior to 60 days</b>	<b>50% of refundable deposit</b>
<b>Cancellation within 60 days of event</b>	<b>50% of all fees</b>
<b>Postponement prior to 60 days of Event</b>	<b>50% of Refundable Deposit</b>
<del>9-20 days prior to event</del>	<del>25% of all fees paid</del>
<del>8 days or less prior to event</del>	<del>50% of all fees paid</del>

**COMMERCIAL PHOTOGRAPHY** \$200.00

**GUIDELINES TO PHOTOGRAPHY SALES PERMIT**

- Vendor must complete an application for Photography Sales permit. Permits will be issued to one photographer per day per facility as arranged by the Executive Director.
- Permittee must adhere to all conditions of the permit.
- Permittee is solely responsible for adherence to all Federal, State and Local tax.
- Recreation and Parks makes no guarantee of any minimum business volume.

**PAYMENT OF FEES**

The total amount of all rental fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use. Otherwise the reservation may be cancelled.

**DEPARTMENT USE**

Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is not allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.

FRIENDSHIP AUDITORIUM  
(Revised 07/07 12/14)

FACILITY USE FEES

**55% to be deposited in Special Fund Account**

**45% to be deposited into the Department of Recreation and Parks General Fund**

*50% of retained fees are to be deposited in the respective Facility MRP account.*

	<u>1<sup>st</sup> 3 hours</u>	<u>1<sup>st</sup> –4 6 hours</u>	<u>Each additional hour</u>
Monday – Thursday	\$260		\$75
Friday, Sunday		<del>\$600</del> <b>\$850</b>	\$125
Saturday, Holidays and the day prior to a Holiday		<del>\$900</del> <b>\$1250</b>	\$175

FLEX RATE

For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.

ADDITIONAL CHARGES

Refundable building deposit \$500

Minimum payment to guarantee reservation. Payable within ten (10) days of the initial reservation. **\$250**

~~Monday – Sunday~~ \_\_\_\_\_ ~~\$600~~

~~Security Guard Services: Quoted on request, based on actual cost (includes 30 minutes prior to event and 30 minutes after event)~~

~~Parking Only Fee – Parking Lot is not rented separately from the facility. Patron must supply own security, additional insurance may be required.~~

~~The parking only fee is for use of the lot as parking for ten or more vehicles for any off site activity. If the parking lot is used for any activity beyond parking, the Facility Use Fee will apply.~~

~~15 cars or less~~ \_\_\_\_\_ ~~\$10/car~~

~~More than 15 cars, or any number of vehicles if catering trucks, semi-pulled trailers, or oversized vehicles are included~~ \_\_\_\_\_ ~~\$50/hour~~

FRIENDSHIP AUDITORIUM – (continued)  
Page 2

**ADDITIONAL STAFFING NEEDS**

**At the discretion of the Region Superintendent or equivalent manager, some events or activities may require additional maintenance, security, traffic control, and/or monitor staffing, due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.**

**ALCOHOL POLICY**

**City contracted bar services must provide and serve all beverages when alcohol is served.**

**CANCELLATION FEES**

Cancellation prior to 60 days	50% of refundable deposit
Cancellation within 60 days of event	50% of all fees
Postponement prior to 60 days of Event	\$125, two times maximum; cancellation fee thereafter. <b>50% of Refundable Deposit</b>

~~**INSURANCE**~~

~~Insurance may be required. See Insurance Requirements. Patrons will be subject to yearly rate increase, unless payment is made in full by the close of the fiscal year~~

**PAYMENT OF FEES**

The total amount of all rental fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use. Otherwise the reservation may be canceled.

**SPECIAL USE**

~~Special use of Friendship Auditorium is available on weekdays, Monday through Friday, between 8:00 AM – 4:00 PM only for other City agencies and Department sponsored groups. Non-city government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or an appointed designee.~~

~~**THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USAGES:**~~

~~Authorization for special use~~

~~Requests for use of these facilities must be submitted in writing and approved by the General Manager or an appointed designee.~~

## FRIENDSHIP AUDITORIUM – (continued)

Page 3

Scheduling of special use event

~~Use of the facility is subject to its availability determined by the following guidelines:~~

- ~~a) — Special Use events may be scheduled only 60 days in advance of the event date. Recreation and Parks Department, City of Los Angeles, is exempted from this guideline.~~
- ~~b) — Any one group may not exceed two separate days per week.~~
- ~~c) — None of the above guidelines precludes a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.~~

SPECIAL USE FEES

Use Fee	50% of fee
Kitchen Fee	N/A
Cancellation Fee	\$50
Cancellation Fee if within 48 hours of event	\$75

PROHIBITED SPECIAL USE EVENTS

~~Revenue producing events, subletting or assignments of Special Uses are not permitted.~~

DEPARTMENT USE

~~Requests for use of these facilities must be submitted in writing and signed by an Assistant General Manager and approved by the General Manager or an appointed designee.~~

**Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is not allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.**

GRACE E. SIMONS LODGE

(Revised 07/07 12/14)

FACILITY USE FEES**55% to be deposited in Special Fund Account****45% to be deposited into the Department of Recreation and Parks General Fund Account****50% of retained fees are to be deposited in the respective Facility MRP account**

	<u>1<sup>st</sup> 3 hours</u>	<u>1<sup>st</sup> – 6 hours</u>	<u>Each additional hour</u>
Monday - Thursday	\$240		\$80
Friday, Sunday		\$550-\$750	\$100
Saturday, Holidays, Day prior to Holiday		\$800 \$1100	\$150

FLEX RATE

For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.

ADDITIONAL CHARGES

~~Barbeque/Outdoor Activity Fee~~ ————— \$150

~~Whenever an event has a portion of its activities occurring both indoors and outdoors, this fee applies.~~

Rehearsal Fee \$150

Outdoor wedding rehearsals may be scheduled within 60 days of event, Monday through Thursday, 4:00 PM – 8:00 PM.

Refundable Building Deposit \$500

Minimum payment to guarantee reservation. Payable within ten (10) days of the initial reservation.

**\$250**

~~Monday – Sunday~~ ————— \$600

~~Security Guard Services~~ ————— Quoted on request, based on actual cost

~~(Includes 30 minutes prior to event and 30 minutes after event)~~

GRACE E. SIMONS LODGE – (continued)

Page 2

~~Parking Only Fee— Parking Lot is not rented separately from the facility. —Patron must supply own security, additional insurance may be required.~~

~~The parking only fee is for use of the lot as parking for ten or more vehicles for any off-site activity. If the parking lot is used for any activity beyond parking, the Facility Use Fee will apply.~~

~~15 cars or less ————— \$10/car~~

~~More than 15 cars, or any number of vehicles if catering trucks, semi-pulled trailers, or oversized vehicles are included ————— \$50/hour~~

**ADDITIONAL STAFFING NEEDS**

**At the discretion of the Region Superintendent or equivalent level manager, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staffing, due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.**

**ALCOHOL POLICY**

**City contracted bar services must provide and serve all beverages when alcohol is served.**

**CANCELLATION FEES**

Cancellation prior to 60 days	50% of refundable deposit
Cancellation within 60 days of event	50% of all fees
Postponement prior to 60 days of Event	\$125, two times maximum; cancellation fee thereafter.
	<b>50% of Refundable Deposit</b>

**PAYMENT OF FEES**

The total amount of all rental fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use, otherwise the reservation may be canceled.

**SPECIAL USE**

~~Special use of Grace Simons Lodge is available on weekdays, Monday through Friday, between 8:00 AM — 4:00 PM only for other City agencies and Department sponsored groups. Non-city government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or an appointed designee.~~

**THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USAGES:**

~~Authorization for special use~~

~~Requests for use of these facilities must be submitted in writing and approved by the General Manager or an appointed designee.~~

## GRACE E. SIMONS LODGE – (continued)

Page 3

Scheduling of special use events

Use of the facility is subject to its availability determined by the following guidelines:

- ~~a) Special Use events may be scheduled only 60 days in advance of the event date. Recreation and Parks Department, City of Los Angeles, is exempted from this guideline.~~
- ~~b) Any one group may not exceed two separate days per week.~~
- ~~e) None of the above guidelines precludes a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.~~

SPECIAL USE FEES

Use Fee	50% of fee
Kitchen Fee	N/A
Cancellation Fee	\$50
Cancellation within 48 hours	\$75

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignments of Special Uses are not permitted.

DEPARTMENT USE

Requests for use of these facilities must be submitted in writing and signed by an Assistant General Manager and approved by the General Manager or an appointed designee.

**Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is not allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.**

**GRIFFITH PARK VISITOR CENTER AUDITORIUM**  
**(Adopted 01/09 Revised 12/14)**

**FACILITY USE FEES**

**55% to be deposited into the Special Fund Account**

**45% to be deposited into the Department of Recreation and Parks General Fund**

*50% of retained fees less labor cost to the Department of Recreation and Parks General Fund Account*

*50% of retained fees plus labor cost to Griffith Park Events MRP Fund Account*

*\$12,000.00 annual transfer to Park Ranger Development MRP Fund Account from Griffith Park Events MRP Fund Account*

**Weddings and Receptions/Social Gatherings—Auditorium**

	<u>1st 5 hours</u>	<u>Each additional hour</u>
Monday through Thursday—	\$300.00	\$60.00/hour
Friday, Saturday, Sunday and Holidays	\$450.00	\$90.00/hour

**Weddings and Receptions/Social Gatherings—Auditorium and Courtyard**

	<u>1st 5 hours</u>	<u>Each additional hour</u>
Monday, Tuesday Thursday	\$450.00	\$90.00/hour
Friday, Saturday, Sunday and Holidays	\$550.00	\$110.00/hour

**Meetings, Classes and Seminars—Auditorium**

	<u>1st 3 hours</u>	<u>Each additional hour</u>
Maximum capacity 100 persons	\$100.00	\$25.00/hour
Courtyard and picnic area with set-up	\$100.00	\$25.00/hour

**Auditorium (including picnic and courtyard area)**

	<u>1<sup>st</sup> 3 hours</u>	<u>1<sup>st</sup> 6 hours</u>	<u>Each additional hour</u>
Monday - Thursday	\$200		\$50
Friday, Sunday		\$450	\$75
Saturday, Holidays, Day prior to Holiday		\$550	\$90

**FLEX RATE**

For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.

## GRIFFITH PARK VISITOR CENTER AUDITORIUM – (continued)

Page 2

**ADDITIONAL FEES**

Refundable Damage/Cleanup Deposit           \$300.00  
     Minimum flat-rate Refundable deposit

**Minimum payment to guarantee reservation. Payable within ten (10) days of the initial reservation. \$150**

Rehearsal Fee   \$50.00

Rehearsals may be scheduled a maximum of 2 hours within 60 days of event Monday through Thursday.

~~Security Service fee required for all social events quoted on request, based on actual cost  
 Must begin 30 minutes prior to event and remain 30 minutes after event.~~

**Staffing**

~~Weddings, receptions/social gatherings will require a Park Event Monitor(s), and Security staff.  
 Meetings, trainings, and seminars will require facility and may require a Park Event Monitor depending on the scope of the activity. See Griffith Park Service Fees.~~

**ADDITIONAL STAFFING NEEDS**

**At the discretion of the Region Superintendent or equivalent manager, some events or activities may require additional maintenance, security, traffic control, and/or monitor staffing, due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.**

**ALCOHOL POLICY**

**City contracted bar services must provide and serve all beverages when alcohol is served.**

**CANCELLATION FEE**

Cancellation prior to 60 days of event	50% of refundable deposit
Cancellation within 60 days of event	50% of all fees
Postponement <b>prior to 60 days of the Event</b> (One time within the same calendar year)	<b>50% of all fees refundable deposit</b>

**PAYMENT OF FEES**

The total amount of all rental fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use; otherwise the reservation may be cancelled.

GRIFFITH PARK VISITOR CENTER AUDITORIUM – (continued)

Page 3

DEPARTMENT USE

~~Requests for use of these facilities must be submitted in writing and signed by an Assistant General Manager and approved by the General Manager or an appointed designee.~~

**Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is not allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.**

KOREAN BELL – WEDDINGS

(Revised 07/10 12/14)

FACILITY USE FEES (~~2-hour maximum reservation~~)50% ~~55%~~ to be deposited ~~MRP Fund Account~~ *Special Fund Account*50% ~~45%~~ to be deposited in Department of Recreation and Parks General Fund

1-50 persons \_\_\_\_\_ \$150.00

51-150 persons maximum \_\_\_\_\_ \$300.00

**First two hours** \$350.00**Each additional Hour** \$125.00**Maximum number of persons is 150**FLEX RATE

For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.

ADDITIONAL CHARGES**Refundable Deposit** \$100.00**Still photography and video permit** \$50.00 per request (1 hour maximum in park)**Folding Chair (when available)** \$1.00 per chair*100% of fees deposited in ~~MRP Fund Account~~ Facility Special Fund Account for chair replacement*ADDITIONAL STAFFING NEEDS

At the discretion of the Region Superintendent or equivalent level manager, some events or activities may require additional maintenance, security, traffic control and/or event monitor staffing, due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.

CANCELLATION FEES**Cancellation prior to 60 days of Event** 50% of Refundable Deposit**Cancellation within 60 days of Event** 50% of all Fees**Postponement prior to 60 days of Event** 50% of Refundable Deposit

ORCUTT RANCH  
(Revised ~~07/07~~ 12/14)

FACILITY USE FEES

*50% 55% to be deposited in MRP Fund Account Special Fund Account*

**45% to be deposited into the Department of Recreation and Parks General Fund.**

	<u>1<sup>st</sup> 3 hours</u>	<u>1<sup>st</sup> – 4 6 hours</u>	<u>Each additional hour</u>
Non-Prime Time (Monday-Thursday)	<b>\$280</b>	\$560	\$80
Prime Time (Friday-Sunday, Holidays, and the day prior to a Holiday)		<del>\$1200</del> <b>\$1320</b>	\$150

~~“Holidays” shall include all City Holidays and the day prior to a holiday.~~

FLEX RATE

**For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.**

ADDITIONAL CHARGES

Refundable Deposit \$500

**Minimum payment to guarantee reservation. Payable within ten (10) days of the initial reservation. \$250**

~~Security Service fee required for all social events — Quoted on request, based on actual cost  
Must begin 30 minutes prior to event and remain 30 minutes after event.~~

Rehearsal Fee \$150

Outdoor wedding rehearsals may be scheduled within 60 days of event, Monday through Thursday, 4:00 PM – 8:00 PM.

	<u>1<sup>st</sup> hour</u>	<u>Each additional hour</u>
Wedding Photos (or others) with no event bookings	\$50.00	\$30.00

ADDITIONAL STAFFING NEEDS

**At the discretion of the Region Superintendent or equivalent manager, some events or activities may require additional maintenance, security, traffic control, and/or monitor staffing, due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.**

ORCUTT RANCH – (continued)

Page 2

**ALCOHOL POLICY****City contracted bar services must provide and serve all beverages when alcohol is served.****CANCELLATION FEES**

Cancellation prior to 60 days	50% of refundable deposit
Cancellation within 60 days of event	50% of all fees
Postponement prior to 60 days of event	\$125, two times maximum; cancellation fee thereafter. <b>50% of Refundable Deposit</b>

**PAYMENT OF FEES**

The total amount of all rental fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use. Otherwise the reservation may be canceled.

**SPECIAL USE**

~~Special use of Orcutt Ranch is available on weekdays, Monday through Friday, between 8:00 AM — 4:00 PM only for other City agencies and Department sponsored groups. Non-city government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or an appointed designee.~~

**THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USAGES:****Authorization for special use**

~~Requests for use of these facilities must be submitted in writing and approved by the General Manager or an appointed designee.~~

**Scheduling of special use events**

~~Use of the facility is subject to its availability determined by the following guidelines:~~

- ~~a) Special Use events may be scheduled only 60 days in advance of the event date. Recreation and Parks Department, City of Los Angeles, is exempted from this guideline.~~
- ~~b) Any one group may not exceed two separate days per week.~~
- ~~e) None of the above guidelines precludes a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.~~

**SPECIAL USE FEES**

Use Fee	50% of fee
Kitchen Fee	N/A
Cancellation Fee	\$50
Cancellation within 48 hours	\$75

**PROHIBITED SPECIAL USE EVENTS**

~~Revenue producing events, subletting or assignments of Special Uses are not permitted.~~

ORCUTT RANCH – (continued)

Page 3

DEPARTMENT USE

~~Requests for use of these facilities must be submitted in writing and signed by an Assistant General Manager and approved by the General Manager or an appointed designee.~~

**Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is not allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.**

GROUPS EXEMPTED FROM FEES

- West Valley Garden Group – 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday of each month except July and August
- ~~Woodland Hills Floral Arrangers – 4<sup>th</sup> Tuesday of each month except July, August and September~~

RAMONA HALL COMMUNITY CENTER – Banquet Hall

(Revised 07/10-12/14)

Ramona Hall Community Center Banquet Hall may be utilized for special events, based on availability, under the following guidelines and fee structure.

FACILITY USE FEES

~~55%~~ ~~50% of retained fees are to be deposited in the respective facility MRP Fund Account~~

~~45%~~ ~~50% of retained fees are to be deposited in the Department of Recreation and Parks General Fund.~~

	<u>1<sup>st</sup> 3 hours</u>	<u>1<sup>st</sup> –4 6 hours</u>	<u>Each additional hour</u>
Monday – Thursday	\$200		\$65
Friday or Sunday		\$500-\$650	\$75
Saturday, Holiday, day prior to a Holiday		\$700 \$850	\$75

FLEX RATE

For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.

ADDITIONAL CHARGES

~~Pre event and post event charges: \_\_\_\_\_ \$75/hour~~

~~A fee will be charged for any use of the facility before or after the event for activities including a food handling, decorating, set up, deliveries, extra cleanup, pick up, etc.~~

Refundable Building Deposit \$500.00

Rehearsal Fees 50% of Facility Use Fee

Rehearsals may be scheduled within 60 days of your event.

Exclusive Parking Lot Use Fee

Available only when programming permits and at the discretion of the Director in Charge. Does not include staff monitoring fee.

<u>1<sup>st</sup> 6 Hours</u>	<u>Each Add'l Hour</u>
\$150.00	\$40.00

RAMONA HALL COMMUNITY CENTER – BANQUET HALL – (continued)

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Minimum payment to guarantee reservation. Payable within ten (10) day of the initial reservation.

Monday—Thursday	\$250.00
Friday—Sunday, Holiday	\$450.00
Parking Lot	\$100.00

SECURITY GUARD SERVICES

~~Fee is based on the Department's direct cost of service plus 15%. Security is usually required, depending on the event. Two security guards required as a minimum. (Services should include 30 minutes prior to event and 30 minutes after).~~

ADDITIONAL STAFF NEEDS

**At the discretion of the Regional Superintendent or equivalent level manager, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.**

ALCOHOL USAGE POLICY

**City contracted bar services must provide and serve all beverages when alcohol is served. The Department has contracted with a bar service that allows the user to serve hard alcohol, beer, wine and champagne. The bar service carries their own insurance. (See facility manager for current bar service contractors).**

CANCELLATION FEES

Cancellation prior to 60 days	\$100-50% of refundable deposit
Cancellation or Postponement within 60 days	40% of all fees or \$125.00 (whichever is greater) 50% of all fees
Postponement prior to 60 days	\$50 50% of refundable deposit

PAYMENT OF FEES

The total amount of all rental fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use. Otherwise the reservation may be canceled.

SPECIAL USE

~~Special use of Ramona Hall Community Center Banquet Hall is available for other City agencies and Department sponsored groups during normal business hours, except Saturdays between (2:00 PM—11:00 PM). Non-city government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or designee.~~

~~THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USAGES:~~

RAMONA HALL COMMUNITY CENTER – BANQUET HALL – (continued)

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Authorization for Special Use

Requests for use of these facilities must be submitted in writing and approved by the General Manager or designee

Scheduling of Special Use Events

Use of the facility is subject to its availability determined by the following guidelines:

- ~~Special Use Events may be scheduled only 60 days in advance of the event date. Recreation and Parks Department, City of Los Angeles, is exempted from this guideline.~~
- ~~Anyone group may not exceed two separate days per week.~~

~~Ramona Hall Community Center – Banquet Hall~~

~~Page 3~~

- ~~None of the above guidelines preclude a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.~~
- ~~A community meeting scheduled by and facilitated by the Mayor's Office or local Council Office is specifically exempt from the fee. There may be staff charges if the use is during non-business hours. Public Hearings and Meetings that are required to follow the State of California Brown Act may be exempt from the fee.~~
- ~~Staff fees may be applied to all special use events.~~

SPECIAL USE FEESGOVERNMENT

Use Fee	50% of fees	No Charge
Kitchen Fee	\$50.00	No Charge
Cancellation Fee	\$ 50.00	No Charge
Cancellation within 48 hours	\$ 75.00	No Charge
Parking Lot	N/C	No Charge
Insurance may be required	See insurance requirements.	

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignments of Special Uses are not permitted.

DEPARTMENT USE

Requests for use of these facilities must be submitted in writing and signed by an Assistant General Manager and approved by the General Manager or an appointed designee. Insurance may be required. See insurance requirements.

Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.

**WATTLES MANSION AND GARDENS**  
**(Adopted 06/12 Revised 12/14)**

**RATES AND FEES FACILITY USE FEES**

*100% of Fees 55% to be deposited into the ~~Wattles Mansion~~ Special Fund Account.*

**45% to be deposited into the Department of Recreation and Parks General Fund Account**

Meeting Room Only (Available Monday – Thursday, Holidays excluded)

First 3 hours	\$ 300.00
Each additional hour	\$ 100.00

House, Garden and Front Lawn

First 5 6 hours	<del>\$3,500.00</del> <b>\$2000.00</b>
Each additional hour	<del>\$ 700.00</del> <b>\$ 300.00</b>

~~HOLIDAYS INCLUDE: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, the day after Thanksgiving, and Christmas~~

**Only twenty-six (26) events per calendar year will be permitted for the House, Garden, and Front Lawn. Events which have more than 100 persons will be required to obtain parking valet services for off-site guest parking.**

**FLEX RATE**

**For purposes of increasing utilization of facility by the public when demand is low, the Region Superintendent may extend a discount of 20% off the approved base and hourly rates for increments of thirty (30) days. The decision to extend the 20% discount shall be based on analysis of past performance in the subject thirty (30) day period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid reservations within sixty (60) days showing less than 50% utilization. The Region Superintendent may authorize application of the Flex Rate for multiple and concurrent thirty (30) day periods.**

**ADDITIONAL CHARGES**

**Deposit:**

Refundable Building Deposit (house, garden and front lawn)	\$1,000.00
Refundable Building Deposit (meeting room)	\$ 200.00

Minimum Payment to Guarantee Reservation. Payable within ten (10) days of the initial reservation.

House, garden and front lawn	<del>\$1,500.00</del> <b>\$500.00</b>
Meeting room	<del>\$500.00</del> <b>\$100.00</b>

**Pre Event and Post Event Charges:**

~~A fee will be charged for any use of the facility before or after the event for activities including food handling, decorating, set up, deliveries, extra clean up, pick up, etc.~~

<del>Monday – Thursday</del>	<del>\$ 80.00 per hour</del>
<del>Friday – Sunday</del>	<del>\$ 100.00 per hour</del>

## WATTLES MANSION AND GARDENS – (continued)

Page 2

**Rehearsal Fees**

Wedding rehearsals may be scheduled within 60 days of event on Wednesdays or Thursdays between 4:00 p.m. and 8:00 p.m. \$ 150.00 flat fee

**Additional Staffing Needs**

**At the discretion of the Region Superintendent or equivalent manager, some events or activities may require additional maintenance, security, traffic control, and/or monitor staffing, due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.**

**ALCOHOL POLICY**

City contracted bar services must provide and serve all beverages **when alcohol is served.**

**CANCELLATION FEES**

Cancellation prior to 60 days of event	50% of refundable deposit
Cancellation within 60 days of event	50% of all use fees
Postponement (one time maximum, cancellation fee thereafter)	\$—125.00
<b>Postponement prior to 60 days of Event</b>	<b>50% of refundable deposit</b>

**FILM RATES**

Use of Wattles Mansion and Gardens for filming or photography is subject to the availability based on other reserved activities. Filming and photography is usually allowed Monday through Friday from 7:00 AM – 10:00 PM. Holiday and weekend filming is generally not permitted.

Filming	\$3,500.00 per day
Prep/Strike	\$1,750.00 per day
Commercial Still Photography (1 – 15 persons)	\$ 350.00 per day
Commercial Still Photography (15+ persons)	\$ 700.00 per day
Non-Commercial Still Photography/Video (without booking an event)	\$ 50.00 (2 hours) \$ 25.00 each additional hour
Utility (each for electricity, gas, or water)	\$ 75.00/day, per utility
Department Film Monitor	\$ 38.00/hour (2-hour minimum)

- Requests for permission for filming or photography should be received no less than 48 business hours in advance. Although we will make every effort to accommodate requests that are received less than 48 business hours prior to filming, we cannot ensure that they will be approved.

## WATTLES MANSION AND GARDENS – (continued)

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- Requesters are required to hold reservations with the Department film office for filming days and locations.
- Permission/approval of filming or photography is exclusive to the Permittee and is not transferable (no subletting).
- Students – Student filmmakers and photographers may be exempt from film fees, but may be subject to film monitor fees depending on the scope of the project.
- Base Camp, catering, parking and camera tests are excluded unless filming or photography is permitted as well.

Minimum Payment to Guarantee **Film** Reservation. Payable within ten (10) days of the initial reservation. \$1,500.00

Film Cancellation Fees:

Cancellation prior to 60 days of event 50% of refundable deposit

Cancellation within 60 days of event 50% of all fees

**Postponement prior to 60 days of event 50% of refundable deposit**

~~Postponement (one time maximum, cancellation fee thereafter) \$ 200.00~~

~~After one postponement, cancellation fees apply as listed above.~~

DEPARTMENT USE

**Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.**

**WEDDINGS AND SOCIAL GATHERINGS EVENTS – ADDITIONAL REQUIREMENTS  
APPLICABLE TO ALL WEDDING AND SOCIAL GATHERING EVENT VENUE  
FACILITIES  
(Revised 09/02-12/14)**

**Alcohol - See Alcoholic Beverage Policy City contracted bar services must provide and serve all beverages when alcohol is served.**

Insurance - May be required. See Insurance Requirements.

Fund Raisers - For fund raising activities, see SPECIAL EVENTS/FUND RAISERS section.  
**For-profit revenue producing events, subletting or assignments are not permitted.**

Maintenance - The permit group shall leave the facility in the same condition as first occupied. Any pre-event decorating **and/or post-event cleanup shall** ~~is to be done by the group during and included in the hours the Center is to be used for which the facility has been rented.~~ **If additional time is needed, the appropriate Additional Hours rate will be charged in increments of a full hour (no pro-rating is allowed).**

**Security Services – If required based on the size, location, scope of activities, or other factors, contract security services for the required number of officers and hours will be quoted at the actual costs, to be paid to the Department.**

Senior Citizen Centers - Depending upon availability, Senior Citizen Centers, other than those specifically designated in this manual by name, may, at the discretion of the Region Superintendent, be rented for weddings and other social gatherings, during non-City program hours. Use rates for Urban Impact Centers found in the COMMUNITY RECREATION CENTERS Section.