

# **King Gillette Ranch**

## **Special Event Guidelines**

*Effective July 1, 2007*

Thank you for your recent inquiry about holding an event at King Gillette Ranch. King Gillette Ranch is a window into Southern California's colorful past, from the Chumash, through the era of Missions and Spanish land grants, to Hollywood in the 1930s, in the heart of the Santa Monica Mountains. The Mountains Recreation and Conservation Authority (MRCA) is happy to make this facility available for your private function. The primary objective of the MRCA at King Gillette Ranch 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 MRCA, in permitting special events at King Gillette Ranch, must limit any potential expenses to the public for your private use of the grounds. Therefore, all costs associated with a special event are included in the permit process.

### ***Guidelines and Restrictions Applicable to Special Events at King Gillette Ranch***

Events are held only in certain areas of the grounds and interior facilities of King Gillette Ranch. A special use permit will indicate which areas are available for each special event. Employees, tenants and other visitors of King Gillette Ranch may concurrently use other areas of the property.

### ***Fees***

- The rental fee for King Gillette Ranch starts at \$8,000. *Event capacity is still being determined.*
- The fee is based upon a one-day event for a twelve-hour block of time. Additional fees will be assessed for events that exceed the twelve-hour block. Set-up and break-down time is included in the twelve-hour block of time. Events may not extend past 2:00 a.m.
- All applications are approved on a first-come, first-serve basis.
- To confirm your reservation of the property, a minimum, non-refundable payment of \$1,000.00 made payable to **MRCA** must be received. The remainder of all special use fees is due 30 days prior to your event date.

### ***Caterer/Food***

- Catered events must check food service locations with the King Gillette Ranch Site Representative.

- Permittee is responsible for providing tables, chairs, food, drinks, tables, linen, silverware, napkins, trash liners, and anything else that is not listed under fees.
- No beverages, including alcohol, may be sold; a host bar is required. It is the responsibility of the Permittee and its vendors to ensure that no alcohol is served to anyone under the age of 21.
- Permittee must arrange for a lockable trash receptacle to be provided, unless your caterer has made provisions for the trash removal.
- Planted areas, lawns, and drains on the grounds and in buildings must NOT be used to dump any liquids or solids, i.e. beverages, dirty water from dishes, scraps from food preparation, set-up or clean-up.
- Caterers may need additional lighting for their workstation after dark.
- Food and/or dirty dishes shall not be left outside overnight on tables, counters, or in the kitchen.

### ***Party Rentals***

- Any party rental equipment to be used must be delivered on the day of the event, within the twelve-hour block of time you have rented. Rentals may not be set-up until the start time indicated on your Special Use Permit. Rentals must be picked up the same night, unless otherwise scheduled with the King Gillette Ranch Site Representative. Additional fees will be incurred for additional set-up or breakdown time/days required. It is the responsibility of the Permittee to ensure that compliance with all schedules and regulations is agreed to and met by any vendors that may be used.
- King Gillette Ranch assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the facility.

### ***Miscellaneous Rules and Regulations***

- Permittee agrees to pay for any and all damages and repairs, as may be necessary to King Gillette Ranch grounds and facilities or other resources incidental to the special event, including damage caused by vendors.
- Events must end no later than 2:00 a.m., by which time all guests and all vendors, including caterers, must be off the property.
- Fires are strictly prohibited, unless approved by the Site Representative. Fireworks are not allowed.
- The Permittee may only use power outlets as indicated by King Gillette Ranch staff.

- If the Permittee is using a rental or lighting company, Permittee is responsible to have a vendor representative on site.
- King Gillette Ranch is a ***non-smoking*** venue.
- Wedding parties shall not throw rice; silk flower petals may not be released into the air or on the grounds. Wedding bubbles are not allowed in any of the fountains or pools.
- When permitted the use of the King Gillette Ranch pool, a lifeguard is required and is the responsibility of the Permittee.
- The Permittee shall not affix any decoration into, nor onto, the buildings, the structures, trees or other vegetation without prior approval of King Gillette Ranch Site Representative. This includes the use of double-sided tape, staples, nails or tacks.
- A walk-through of the grounds is required with all your vendors to review all rules and regulations concerning your special event.
- **Oak Tree Protection: No set-up or decoration of any kind will be allowed under the drip line of the oak trees. This includes tables, chairs, food service, bar-service, and musicians.**

For additional information, please contact **Marsha Feldman** by telephone at (310) 589-3230 extension 144 or e-mail at [marsha.feldman@mrca.ca.gov](mailto:marsha.feldman@mrca.ca.gov) . **Please visit us at: [www.lamountains.com](http://www.lamountains.com)**