



Los Angeles River Center and Gardens

Special Event Guidelines

2009 Events

Thank you for your recent inquiry about holding an event at the Los Angeles River Center and Gardens. The River Center staff is happy to make this facility available for your private function. However, the primary objective of the Mountains Recreation & Conservation Authority (MRCA) at the River Center is to promote land conservation and ecological restoration, 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 the River Center, 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 on the River Center Grounds

- Events are held only in certain areas of the grounds and interior facilities of the River Center. A special use permit will indicate which areas are available for each special event. Other areas of the property may be concurrently used by employees, tenants and other permittees of the River Center.

Fees

- The rental fee for the River Center depends on guest count and the necessary MRCA staff coverage. Rental includes: 3 sets of fully stocked restrooms, a bridal room, a prep-room (for caterers), 150 white samsonite chairs, 5-8ft long tables, fireplace, 1 large bar, dance area, free parking, liability insurance, indoor and outdoor use. All applications are approved on a first-come, first-serve basis.
- 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 begin before 11:00 a.m. nor extend past 2:00 a.m.
- To confirm your reservation of the property, a minimum, non-refundable payment of \$1,000.00 by money order, cashiers check, or cash made payable to **MRCA** must be received. A second payment of \$1,000 is required six months after booking. The balance, which will include a \$1,500 security deposit, is due 30 days prior to your event date, as well as your signed vendor acknowledgment forms, wedding worksheet and notifications of any changes to your event. If the grounds and buildings are left in good condition and all permit regulations are followed, you will receive a refund of the \$1,500 security deposit within 3-4 weeks after your event.

- Location fees do not include catering or additional party rentals.

<i>Event - Reception Capacity</i>	<i>Reception</i>		<i>Ceremony</i>
	<u>Seated</u>	<u>Standing</u>	<u>Seated</u>
Main Courtyard	400	500	350
California Building (indoor)	200	300	250
San Fernando Courtyard	250	300	300

Caterer / Food

- Please ask River Center Event Coordinator for the approved list of caterers.
- Permittee is responsible for providing food, drinks, tables, linen, silverware, napkins, trash liners, breaking down all set ups that occurred for the event, 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. All the alcohol that is planned on being consumed must arrive before guests. Alcohol may not be brought into premises after guests arrive.
- 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.
- Food and/or dirty dishes shall not be left outside overnight on tables, counters, or in the prep-room. Additionally, the sink in the prep room may not be used to wash dishes. The security deposit will be withheld if this occurs.

Party Rentals

- Equipment must be unloaded/loaded at the loading area. 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 River Center Event Coordinator. 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. No rentals may be left set up overnight for morning pick-up.
- During set-up and break down, rental furniture may never be leaned or stacked against buildings or landscaping, but must be laid flat on hard surfaces.
- Dance floors are not allowed on the tiled floors.

- The River Center assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the facility.
- The River Center provides outdoor heater rentals for a fee of \$65.00 each. River Center staff will set-up and/or breakdown rentals for an additional fee with advance notice.

Miscellaneous Rules and Regulations

Permittee agrees to pay for any and all damages and repairs, as may be necessary to River Center grounds and facilities or other resources incidental to the special event, including damage caused by vendors. Additionally, costs for removing excessive trash left behind and for any heavy cleaning of food and cooking debris will be taken out of the security deposit.

- The exhibit area in the California building should not be moved or covered at any time.
- 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.
- If Permittee would like to use the fireplace, Permittee must provide the wood as approved by the Event Coordinator. Pine, almond, duraflame, and/or eucalyptus logs are acceptable. It is the responsibility of Permittee to light the fire. No more than two (2) logs may be stacked at one time.
- Fireworks are not allowed, including sparklers. Candles are only allowed on tables and on the bar, and must be in a glass or metal holder.
- The Permittee may only use power outlets as indicated by River Center staff.
- Smoking is allowed only in designated areas. If smoking occurs anywhere else on the grounds or in the buildings, and/or butts are found anywhere on the property, a \$500.00 fine will be assessed.
- Wedding parties shall not throw rice; birdseed and silk flower petals are a suggested alternative. Party balloons, confetti, and fresh flower petals may not be released into the air or on the grounds. Fresh flower petals are only allowed in the San Fernando Courtyard – lawn. Wedding bubbles are not allowed in any of the fountains.
- The Permittee shall not affix any decoration into, nor onto, the buildings, the structures, trees or other vegetation without prior written approval of River Center staff. This includes the use of double-sided tape, staples, nails or tacks. The large wooden doors in the Main Courtyard may not be closed at any time.
- It is mandatory for the Permittee to give all vendors a walk-through of the grounds and review all rules and regulations concerning the special event.

- The MRCA respectfully requests that all vendors and vendor staff follow any instructions given by the MRCA Park Staff, Park Ranger, and/or Event Coordinator.
- Pets are allowed to be part of the ceremony only with the condition of keeping the pet(s) in a kennel/cage until right before the ceremony. Someone must care for the pet(s) at all times, and make sure to pick up after it. Pets are not allowed to roam free without a leash during the reception. If the pet(s) will remain on the grounds during the reception, it must be in a kennel/cage.

The Los Angeles River Center & Gardens goes to great lengths to clean the grounds before an event. However, due to the fact that most of the receptions take place outdoors, there are some things which cannot be controlled. If leaves and spider webs are something that will cause you to feel that your dream wedding has been tarnished, we would encourage you to consider our indoor location. 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 River Center will make every attempt to have the grounds cleaned for your event, but the Permittee will accept the grounds in the condition provided.

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 the property. By signing the reservation form, you are hereby accepting the above provisions for use of the grounds.

For additional information, please contact **Zenia McJimpson** by telephone at (323) 221-9939 ext. 220 or e-mail at riverevents@mrca.ca.gov. For general information and to hear date availability please call ext. 301.

Please visit us at: www.lamountains.com or www.herecomestheguide.com