



Los Angeles River Center and Gardens

Special Event Guidelines

2017 Events

Thank you for your recent inquiry about holding an event at the Los Angeles River Center and Gardens owned and operated by the Mountains Recreation and Conservation Authority (MRCA). The River Center staff is happy to make this facility available for your private function. However, the primary objective of the 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), five-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.***
- To confirm your reservation of the property, a minimum, non-refundable deposit of \$2,000 must be received by the MRCA within seven calendar days after approval of the application for the permit by the MRCA. The MRCA reserves the right to disapprove any application at its sole discretion. The balance of the special use fee must be received by the MRCA no less than thirty (30) days prior to the event date. The MRCA reserves the right to cancel any permit if the remainder of the fees is not received thirty (30) days prior to the event date. All payments must be made by check or cash. Credit cards are not accepted. Checks will not be accepted less than 30 days prior to the event. In addition, any last minute guest increase and rental of heaters must be paid by cash, cashier's check, or money order.
- Location fees do not include catering or additional party rentals.
- 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. Bars must be closed one hour before guests depart. All guests must depart at one to two hours prior to the end of the rental period depending on the size of the party.

- Following the initial payment of \$2,000, a second payment of \$1,000 will be required six months after booking with a seven day grace period. If the booking occurs less than six months prior to the event date, \$3,000 will be due as the initial payment. The balance of the fees, which will include a separate \$2,000 security deposit, is due 30 days prior to your event date, along with 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 \$2,000 security deposit within 3-4 weeks after your event.
- If Permittee needs to postpone the event to a later date in the same year, the fees and regulations may be the same. If the new date is for the following year, Permittee must abide by any new rates and regulations. Transferring dates may incur an additional fee.
- For purposes of determining guest count, children over three years old must be counted. All children must be supervised during the event. If there are five (5) or more children between the ages of three and twelve, a sitter is required to chaperone them. A plan for the supervision of the children must be submitted to the River Center Manager at least two weeks prior to the event.

Event - Reception Capacity

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

Caterer / Food

- Please ask River Center Manager for the approved list of caterers. All other types of vendors (such as rental purveyor, photographer, DJ) must be cleared by the River Center Manager before you book their services.
- Permittee is responsible for providing food, drinks, ice, tables, chairs, linen, silverware, napkins, sound system, extension cords, carts, trash liners, breaking down all set ups that occurred for the event and anything else that is not explicitly 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 alcohol must be served from the bars or by the servers. No bottles may be set on the dinner tables. 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. All trash must be taken to the dumpster. Counters and sink must be wiped clean. Floors must be swept of major debris.

Party Rentals

- During set-up and break down, rental furniture may never be leaned on or stacked against buildings or landscaping, but rather must be laid flat on hard surfaces.
- 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 Manager. 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.
- Dance floors are not permitted 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 \$75.00 each. Request and payment for the use of the heaters must be made at least three business days prior to the event.

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, for any heavy cleaning of food and cooking debris, and for any cleaning made necessary by dripping candle wax and other sticky items 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.
- Stepping in, wading in, or adding decorations to the fountains, are not allowed.
- If Permittee would like to use the fireplace, Permittee must provide the wood as approved by the River Center Manager. Pine, almond, duraflame, and/or eucalyptus logs are acceptable. There is absolutely no food allowed in the fireplace, including marshmallows for s'mores. It is the responsibility of Permittee to light the fire. No more than two (2) logs may be stacked at one time.
- Fireworks, including sparklers, are not permitted. Candles are allowed **only** on tables

and on the bar, and must be in glass or metal holders. Candle holders must be tall enough for flame to be fully contained and not flare above the rim.

- The Permittee may only use power outlets as indicated by River Center staff. Please confirm your amperage requirements with River Center staff, as a generator may be required.
- 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. **Policy applies to vaporizers.**
- The MRCA respectfully requests that all vendors and vendor staff follow any instructions given by the MRCA Park Staff, Park Ranger, and/or River Center Manager.
- Wedding parties shall not throw rice; birdseed and silk flower petals are a suggested alternative. Under no circumstances will helium filled balloons be used inside or outside of the facility. Confetti and fresh flower petals may not be released into the air or on the grounds. Feathers may not be used in any decorations or centerpieces. Fresh flower petals are only allowed on the San Fernando Courtyard lawn. Wedding bubbles are not allowed in any of the fountains.
- If, for your convenience, you would like to drop off items early and leave them in the Prep Room, you may coordinate this with the River Center Manager depending on availability and for an additional fee of \$200.
- In addition to your 12 hour event block of time, we will provide a complimentary hour for your rehearsal. Rehearsals cannot be scheduled more than two months prior to the event.
- The Permittee shall not affix any decoration into, nor onto, the buildings, the structures, trees or other vegetation. 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.
- No clay products should be used in any decorations. Neither may any children's activities use clay or modeling wax.
- 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.
- MRCA Park staff and/or Rangers are on site during the event to make sure the rules and regulations are followed and the facility is treated appropriately. They are not on hand to provide security for your event. You may contract with an outside security vendor for this service.
- The San Fernando Courtyard lawn is strictly for ceremonies and photography. Cocktail hour(s) and/or other activities is prohibited.
- Pets are allowed to be part of the ceremony only under the condition that the pet(s) is kept in a kennel/cage until right before the ceremony. Someone must care for the pet(s) at all times, and make sure to clean 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 for the duration of the event. Service dogs must be under the control of their owners at all times.

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 and special use permit, you are hereby accepting the above provisions for use of the grounds.

For additional information, please contact **Zenia Bray** by telephone at (323) 221-9939 ext. 220 or e-mail at riverevents@mrca.ca.gov. To listen to a list of available event dates and hours of self guided tours, please call ext. 301.