

DOCKWEILER YOUTH CENTER PRICE LIST

Security deposit applies to all reservations

<u>Multi-Purpose Room Price and Hours</u>		
Number of people	Pricing	Security Deposit
1-100 Guests	\$75 per hour min of 4 hours + 15% of Gross Receipts (Commercial Activity) \$85.00/hr for additional hours	\$200.00
101-185 Guests	\$85 per hour min of 4 hours+ 15% of Gross Receipts (Commercial Activity) \$95.00/hr for additional hours	\$250.00
Member Organizations Non-profit Organizations (no weekends) Schools	One meeting \$60.00 Recurring weekly meetings \$25.00	Security Deposits Above Apply
Multi-Purpose Room Kitchen Use Fee	\$75.00 Flat Rate	
AUDIO VISUAL EQUIPMENT RENTALS		\$100
TV w/VCR/DVD	\$30.00/Day	
Overhead Projector/Screen	\$45.00/Day	

Dockweiler Youth Center Office Hours:

Monday – Sunday, 8:00 am – 8:00 pm

Rental Hours:

Monday – Thursday - 9:00 am – 8:00 pm

Friday – Sunday – 9:00am – 8:00pm

Commercial Activities – 15% of the total gross receipts for all the services provided to the licensee in conjunction with the licensed occupancy. This includes but is not limited to the catering budget, rental equipment, delivery and any other related entity of budgeted and/or collected monetary value.

All fees, proof of insurance and completed forms are due 15 days before the event.

(BACK)

Wedding Package - Ceremony is \$1000 + 15% of gross receipts of catered budget. The package includes the one time set-up of 50 chairs, 2 tables, and general cleanup. Chairs may be set up on the youth center terrace or a designated area on the beach. If using the multi-purpose room, there is a six hour limit on use of the facility which

includes set-up and break-down time. Additional hours are charged at an hourly rate based on the time of day, day of the week and the number of attendees. Kitchen use and all other items will be charged at the designated fees. Fees will be deducted from security deposit for excessive cleanup and/or damages to the property.

Alcohol License - \$185.00 + 15% of sales. Event must be catered by a bona fide catering company and have host liquor liability insurance coverage of \$1 million in addition to the general liability insurance requirement. County of Los Angeles must be named as additional insured. One security guard for every fifty persons of drinking age is required and proof of an ABC (Alcoholic Beverage Control) off-site liquor license must be provided.

Security Deposit - Required for all reservations at least 15 days prior to the event date. The security deposit is refundable, provided the facility is left clean and vacant by the time agreed upon and all other license conditions are met. Clean up means leaving the room in the same or better condition as before the event, and includes but is not limited to taking out all trash, sweeping and spot mopping; if kitchen is used all counters and sinks must be wiped and floors mopped with water only.

Insurance Certificate All reservations require an insurance certificate in the amount of \$1 million general liability coverage and \$2 million general aggregate coverage. An Additional Insured Endorsement naming the County of Los Angeles as an Additional Insured is also required. You may obtain an insurance certificate from an insurance company of your choice. If you wish to go through the County's approved insurance provider, you may do so by contacting 949-349-9825 or applying online at <https://riskmanagement.lacounty.gov> and use Venue Code 4929-000 at least 15 days before the event.

Room Cancellation Fee: If not cancelled 21 days prior to the event or activity, \$100 will be charged. Cancellation fee \$15. All cancellation requests must submitted in writing and signed by the licensee.

All fees, proof of insurance and completed forms are due 15 days before the event.

**FOR AN APPLICATION AND QUESTIONS CONTACT FACILITY STAFF AT
(310) 726-4128**



DOCKWEILER YOUTH CENTER APPLICATION



BEACH and HARBOR USE LICENSES ARE REQUIRED UNDER THE FOLLOWING CONDITIONS:

- A) Events with commercial activity, e.g., catering, clown, rental, delivery, DJ, etc.
- B) Groups serving alcohol, see **ADDENDUM C**.
- C) Groups requesting to use canopies larger than 10x10 feet see **ADDENDUM B**.

INFORMATION

With the Multipurpose Room reservation, the following is available at no additional fees:
(40) 6 x 2-½ foot tables, (15) 60 inch diameter round tables, (150) chairs and (1) podium.

WARNING: PLEASE DO NOT PLACE ANY HOT DISHES ON PLASTIC TABLES, CONTACT STAFF.

- ALL DECORATIVE MATERIALS, INCLUDING PAPER PRODUCTS, MUST BE FLAMEPROOF. GROUP MUST REMOVE ALL DECORATIONS, INCLUDING TAPE (**NO TACKS**) WITHIN TIME OF OCCUPANCY.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED ON PREMISES (unless with proper license, see **ADDENDUM C**).
- NO AMPLIFIED MUSIC ALLOWED (subject to approval with proper license).
- OTHER RULES AND REGULATIONS NOT COVERED HERE MAY ALSO APPLY TO THE EVENT.

CAPACITY / HOURS

Multipurpose room: 185 persons auditorium style and 125 to 150 persons banquet style, i.e. table and chair set up. The room is available for rental Monday – Friday from 9:00 am to 8:00 pm and Saturday – Sunday 9:00 am – 8:00pm.

PARKING

Parking fees are not included in the license. Each vehicle must pay the posted fee per entrance via parking attendants or the automated pay machine. If you are interested in pre-purchasing parking passes for your guests there is still no guarantee that they will have parking. Parking is **ALWAYS** on a first-come first-serve basis. If you are interested in pre-purchasing parking passes for your guest, you may do so by contacting Modern Parking at (310) 821-1081. You will be asked for a copy of your application/license in order to continue with the pre-purchase process, which you can fax to (310) 821-9855. Parking fees are as listed below. Summer rates are effective the Saturday before Memorial Day through the last Sunday of September. **Please note; there are no discounted rates for parking.**

Parking Lot	Winter				Summer			
	Hours	Monday Through Friday	Hours	Weekends	Hours	Monday Through Friday	Hours	Weekends
Bluff	6am-9am	\$3.00	6am-9am	\$3.00	6am-9am	\$3.00	6am-6pm	\$3.00
	9am-4pm	\$7.00	9am-4pm	\$9.00	9am-6pm	\$7.00	6pm-close	\$9.00
	4pm-close	\$3.00	4pm-close	\$3.00	6pm-close	\$3.00		

I, _____, CERTIFY THAT I HAVE READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH ON THIS LICENSE.

SIGNATURE _____ DATE _____

Discussed with Customer

Date _____

Initials	
Licensee	Staff

REGULATIONS

SPONSORSHIP

NO AUTOMOBILE SPONSORS. Please list all sponsors and sponsorship fees on **ADDENDUM A**.

COMMERCIAL ACTIVITIES

There will be no commercial activities or sales on the premises in connection with this event without prior written permission of the County.

SIGNS/BANNERS/TENTS

Any signs intended to be placed in the area must be approved by the Department of Beaches and Harbors before being posted. All signs must be removed at the expiration of the permit (**ADDENDUM B**).

FIREWORKS

Fireworks are prohibited.

RIGHT TO AUDIT

All accounting records shall be open for inspection at any reasonable time during the term of this license and five (5) years thereafter. County may audit the records of the licensee to verify the accuracy thereof.

WORKERS COMPENSATION

Licensee shall cover its employees with Worker’s Compensation insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California and which specifically covers the persons and risks involved in this license.

INDEMNIFICATION

Licensee agrees to indemnify, defend and hold harmless the County of Los Angeles and any other agencies designated as licensor, their agents, officers, employees, and contractors from and against any and all liability, expense, including those arising from the conditions of the County-owned, occupied, or operated facilities or property; such claims may include, but shall not be limited to those alleging bodily injury, death, personal injury, or property damage arising from the operation, acts or omissions of licensee, its contractors, licensees, agents, servants, or employees hereunder.

Licensee further agrees to indemnify, defend, and hold harmless, Los Angeles County and any other named licensors from any and all Worker’s Compensation suits, liability, or expense arising from or connected with any services for or on behalf of licensee by any persons pursuant to this license.

RELEASE

In addition to the indemnification described above, licensee agrees to require each participant in any athletic event undertaken in connection with this license, to execute a written “Release of Liability” form. Licensee further agrees to retain each release form for a period of not less than one year after the event.

AUTHORITY TO STOP/CANCEL

In the event that an authorized representative of the County of Los Angeles finds that the activities being conducted by the licensee unnecessarily endanger the health or safety of any person or that said activities are, or will cause damage to real or personal property, said representative, at his sole discretion, may suspend or cancel this license. The County of Los Angeles reserves the right to cancel this license at any time without incurring any liability to the licensee whatsoever.

I, _____, CERTIFY THAT I HAVE READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH ON THIS LICENSE.

SIGNATURE _____ **DATE** _____

Discussed with Customer

Date _____

Initials	
Licensee	Staff

REGULATIONS

LAWS AND REGULATIONS

Licensee is required to ensure that participants and spectators of the event abide by the rules and regulations contained in the Los Angeles County Beach Code and all other applicable local, state, and federal laws. Licensee shall obtain any additional necessary licenses to stage the event.

NON-DISCRIMINATION

Licensee certifies and agrees that during the term of this license they will not exclude any qualified person from being an employee, a sub-contractor, a vendor, a participant, a spectator, or a guest, or otherwise subject anyone to discrimination because of the person's race, color, religion, national origin, sex, gender, sexual orientation, age or handicap.

WATER EVENTS

Licensee agrees that permission to commence with any in-the-water event is contingent upon approval of this license by the Los Angeles County Fire Department/Lifeguard Division or Sheriff's Department/Harbor Master within Marina del Rey. Licensee may incur additional personnel costs due to their water activities.

PREMISE CONDITION

The Los Angeles County does not assume any expressed or implied obligations on behalf of The Los Angeles County with respect to a duty to provide extraordinary maintenance and repairs to the area by reason of the occupancy. Therefore, the licensee must accept the area in its present condition, assume any and all legal duties arising out of this occupancy, and waive any and all legal rights to have such duties performed by the Los Angeles County.

OCCUPANCY

Permission is intended to create only a personal unassigned right of occupancy without conveyance of an estate or interest in the real property, and is granted to the licensee in licensee's capacity as an independent contractor occupying the real property for personal use of licensee in engaging in an activity in which the County of Los Angeles has no interest or participation other than as the owner and/or property manager of the area to be occupied. Occupancy is restricted to the area designated in area to be occupied. Licensee assumes complete responsibility for securing, preparing and policing said area as needed to protect the safety of the public and/or participants in said events.

MAINTENANCE

Licensee is to maintain a clear event area. Licensee is required to move event-generated trash and place in the trash receptacles.

AUTHORITY

Permission is granted pursuant to the authority conferred by the Board of Supervisors under the Provisions of Section 2.116.20 of Los Angeles County.

ROOM CANCELLATION FEE

A \$100 cancellation fee will apply if cancelled less than 21 days prior to the event or activity. All cancellation requests must submitted in writing and signed by the licensee. Cancellation processing fee is \$15.

I, _____, CERTIFY THAT I HAVE READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH ON THIS LICENSE.

SIGNATURE _____ DATE _____

Discussed with Customer
Date _____

Initials	
Licensee	Staff

APPLICATION INSTRUCTIONS AND REQUIREMENTS

RESERVATIONS

The application must be submitted along with the prevailing fee before a date will be reserved for any event or activity on Department property or in Department facilities. Any remaining fees, including 15% of gross receipts, if applicable, must be submitted at least 15 days before the event. Applications for reservation must be submitted at least 15 days in advance, but no more than 90 days prior to event date. Applications will be denied and will be forfeited if all paperwork and fees have not been received 15 days prior to the scheduled event or activity. Additional applications may be obtained either from The Dockweiler Youth Center, The Burton W. Chace Park office, or from our website at <http://beaches.lacounty.gov>

Please check for availability before submitting an application for reservation. You may check for availability and get a price quote by calling (310)726-4128. Staff is available to assist you from 8:00 am to 8:00 pm, seven (7) days a week.

License applications must include entire time of occupancy, preparation/set up, rehearsal and/or clean up time. Additional time may be purchased at the applicable rate if more time is needed to set up or break down. CHECKING IN TO THE FACILITY PRIOR TO THE HOURS OF USE IS NOT ALLOWED.

SECURITY DEPOSIT

A refundable security deposit is required. The security deposit amount is in addition to use license fees and is partly based on the length of the event, number of people, and areas reserved. The security deposit will be refunded within 45 days after the event, provided the premises are left clean and vacant by the time agreed upon, there is no outstanding balance due, rules are followed as set in the license, and all other requirements have been met. Clean up means leaving the room in the same or better condition as before the event, and includes but is not limited to taking out all trash, sweeping and spot mopping; if kitchen is used all counters and sinks must be wiped and floors mopped with water only.

FEES

See RENTAL PRICE LIST. Fees are partly based on the length of the event, number of people and areas reserved. Gross receipts amount is the total amount paid for services provided for the event such as catering, rental and delivery, DJ, clown or any other type of paid service (**ADDENDUM A**). A copy of all receipts or invoices indicating amounts paid for such services AND the gross receipts part of the application must be provided for approval at least 15 days before the event. Telephone credit or debit card (with a VISA or MC logo) payment is available for your convenience.

INSURANCE

All reservations require an insurance certificate with the following limits: one million general liability and two million aggregate. All certificates must be accompanied by Additional Insured Endorsement (commonly referred to as an AI) – naming the County of Los Angeles as an additional insured. The County of Los Angeles will not accept a rating lower than B+ Insurance certificates not meeting these requirements will not be accepted. You may obtain an insurance certificate from an insurance company of your choice. If you wish to go through the County’s approved insurance provider, you may do so by calling Merriwether & Williams at (800) 420-0555 or via the web at www.2sparta.com. Proof of insurance must be provided at least 15 days before the event.

CHANGE OF RESERVATION DATE OR TIME REQUEST

Licensee is responsible for submitting any reservation changes in writing at least 21 days prior to the date of their event. All requests must provide the name, date, original rental date, the new requested rental date, and reason for the change. This request must be signed by the licensee and faxed or e-mailed to the staff member that is assisting the licensee with their change of date at Dockweiler Youth Center Fax # (310) 726-4132, or ask staff for their e-mail address. Requests will not be accepted later than 4 pm of the twenty-first day (21) prior to the original event date. Supervisor approval is required before new dates or times are accepted.

I, _____, **CERTIFY THAT I HAVE READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH ON THIS LICENSE.**
SIGNATURE _____ DATE _____

Discussed with Customer

Initials	
Licensee	Staff

Date _____

DBH USE LICENSE \$	RCPT #	MULTI. RM. \$	RCPT #
GROSS RCPTS 15% \$	RCPT #	MULTI RM ADD HOURS \$	RCPT #
ALCOHOL LICENSE \$	RCPT #	PA SYSTEM \$	RCPT#
SECURITY DEPOSIT \$	RCPT #	TV W/VCR/DVD \$	RCPT#
WEDDING PACKAGE \$		OVERHEAD PROJECTOR \$	RCPT#
ROOM CANCELLATION FEE \$		MULTIMEDIA PROJECTOR/SCREEN \$	RCPT#
OTHER \$	RCPT #	EQUIPMENT RENTAL DEPOSIT \$	RCPT#
TOTAL \$		INSURANCE #	
APPROVED BY		DATE	

**APPLICATION FOR RESERVATION
DOCKWEILER YOUTH CENTER
TEL. (310) 726-4128 FAX (310) 726-4132
INTERNET: <http://beaches.lacounty.gov>**

<u>Youth Center</u>	<u>Mailing Address</u>	<u>Boathouse Address</u>	<u>Burton Chace Park</u>
12505 Vista del Mar	13837 Fiji Way	13640 Mindanao Way	13650 Mindanao Way
Los Angeles, CA. 90245	Marina del Rey, CA 90292	Marina del Rey, CA 90292	Marina del Rey, CA 90292

NAME OF APPLICANT _____

NAME OF ORGANIZATION _____

ARE YOU A NON-PROFIT ORGANIZATION OR A PUBLIC AGENCY _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (1) _____ TELEPHONE (2) _____

E-MAIL ADDRESS _____ FAX _____

DATE OF USE _____ HOURS OF USE _____

NUMBER OF PERSONS _____ TYPE OF EVENT (such as wedding, company picnic, training, etc.) _____

LOCATION (Circle all that applies): OTHER _____ KITCHEN (Circle) YES NO

MULTIPURPOSE ROOM

- EVENT WILL HAVE (please check and circle all that apply):
- _____ DONATIONS, FUNDRAISING, SPONSORSHIP (subject to approval)
 - _____ VIDEOTAPING
 - _____ DJ
 - _____ CATERING (either cooked on site by a caterer or delivered)
 - _____ ALCOHOL
 - _____ CLOWN, DANCERS OR ANY OTHER PAID ENTERTAINMENT
 - _____ WEDDING PLANNER OR COORDINATOR ON SITE
 - _____ RENTAL OR DELIVERY (either setting up equipment/tables, chairs or delivering them)
 - _____ TENTS, CANOPIES, STAGES OR PLATFORMS (note: requires a site plan showing locations/**ADDENDUM D**)
 - _____ ANY OTHER PAID OR UNPAID SERVICES (explain: _____)

I, _____, CERTIFY THAT I HAVE READ AND UNDERSTAND ALL THE CONDITIONS SET FORTH ON THIS LICENSE. I ALSO CERTIFY THAT ALL THE INFORMATION PROVIDED ON THIS APPLICATION REFLECTS THE ACTUAL SCOPE OF MY EVENT AND UNDERSTAND THAT USE AND LICENSE FEES ARE SOLELY BASED ON THE INFORMATION PROVIDED. THEREFORE, IF THERE ARE ANY CHANGES, I MUST UPDATE MY APPLICATION IN ORDER TO SECURE LICENSE(S) FOR THE EVENT.

ADDENDUM B

TEMPORARY SIGNAGE / BANNER / TENT PERMIT REQUEST

Submit this form to:

Planning Division, Department of Beaches and Harbors
13483 Fiji Way Trailer #3, Marina del Rey, CA 90292
Telephone: 310-305-9533 FAX: 310-821-7856

Applicant Name: Phone:
FAX:

Applicant Address:

Lessee Name: Phone:

Signature of Main Lessee: Parcel:

Address of Site:

Provide a map showing the location of the requested item within the parcel.

Start Date: *Removal Date:

For: Sign Banner (3x6 feet max) Tent** Other:

It is advised that you contact the Planning Division before you have the banner/sign made.

Requested Item(s) Description (Size, quantity, color, materials, text, mounting, etc.):

For tent requests, please also submit site plan with tent drawing and dimensions. For all sign requests, all plans must identify the location, size, type of sign, materials, lettering fonts, lettering sizes, lettering colors, artwork, method of attachment, and any other embellishments. Attach additional sheet(s) if necessary.

Four horizontal lines for providing the requested item description.

\$50.00 Fee Paid Received by: Date:

Note: Please make payment at the Financial Services Section located at 13575 Mindanao Way after Planning has approved the application.

Applicant's Signature: Date:

*Please note that any request in excess of 30 days requires a full Design Control Board (DCB) submittal. Please request a copy of the DCB Guidelines and Checklist in this event.

**Tent permit also requires approval from the Fire Department and the Los Angeles County Department of Public Works, Building and Safety Division after such request is approved by this Department.

County of Los Angeles Fire Marshal / Marina del Rey
864 N. San Vicente
North Hollywood, CA 90069-4007
Tel. (310) 358-2380

Los Angeles County Building & Safety
24320 S. Narbonne Ave.
Lomita, CA 90717
Tel. (310) 534-3760

ADDENDUM C

**DOCKWEILIER YOUTH CENTER
APPLICATION FOR ALCOHOL ADVISEMENT**

ALL ALCOHOL LICENSES REQUIRE WORTH OF INSURANCE:	\$2,000,000
• GENERAL LIABILITY	\$1,000,000
• HOST LIQUOR LIABILITY	\$1,000,000

When approval has been obtained to serve alcohol on a public beach (catered events only) the licensee must provide the Department of Beaches and Harbors with the following:

ALCOHOL (Sale and/or Consumption of Alcoholic Beverages)

- Proof of an ABC (Alcoholic Beverage Control) off-site liquor license
- Provide certificate in the amount of \$1,000,000 for Host Liquor Liability (in addition to the required \$1,000,000 General Liability Insurance), which names the County of Los Angeles and Modern Parking as additional insured.

THE FOLLOWING CONDITIONS MUST BE ADHERED TO:

- Area where alcohol is being served must be roped off, and no one can leave that area with alcohol.
- Licensee must provide, at own expense, at least one uniformed security guard for every fifty people of drinking age. Must furnish contact name and number of security company.
- No bottles or cans.
- Alcohol must be served in containers 12 oz. or less.
- No bring your own bottle (BYOB).
- Alcohol must be served in containers that are white or have color (no clear containers).
- Alcohol must be served from a three-sided tent (open side facing water).
- Serving must cease one hour prior to event conclusion.
- No swimming or water activity by participants consuming alcohol.
- Wrist bands required by participants consuming alcohol.

SALE AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES

APPLICATION FORM

LICENSE AND EVENT IDENTIFICATION

EVENT DATE _____ LOCATION _____

NAME AND TITLE OF LICENSEE _____

LICENSEE ADDRESS _____

PHONE _____ LICENSE TYPE _____ LICENSE # _____

CONDITIONS OF APPLICATION

1. The sale and/or consumption of the alcoholic beverages must be limited to the "LOCATION" stated above and must be limited to the participants in the event who may legally consume such beverages.
2. Participants will not engage in water activity such as swimming, boating, or the operation of motorized vehicles or equipment or other similar activities.
3. Licensee agrees to obtain the appropriate license from the California Alcoholic Beverage Control Board (ABC) and comply with all license and operating requirements of ABC, federal, state, and local laws (documentation of such compliance will be provided to the Department by licensee with the written acceptance of the license).
4. The licensee will provide at the licensee's expense the following number and type of peace officers of uniformed security guards determined by the Director and local law enforcement to be necessary for security at the special event: ONE UNIFORMED SECURITY GUARD FOR EVERY FIFTY PEOPLE OF DRINKING AGE.

SECURITY CONTACT NAME _____ PHONE _____

LICENSEE AGREES TO PAY THE COUNTY OF LOS ANGELES 15% OF GROSS RECEIPTS FROM THE SALE OF ALCOHOLIC BEVERAGES. THIS FEE IS IN ADDITION TO THAT SPECIFIED IN ADDENDUM A OF THE USE PERMIT.

I do hereby agree to the conditions of this ADDENDUM C to the Dockweiler Youth Center Application.

Applicant / Organization Representative (Signature)

Date

Director or Authorized Representative

Date