

**DOCKWEILER YOUTH CENTER • AREA RENTAL FEES**

12505 Vista Del Mar • Playa del Rey, CA 90293

(310) 726-4128

**MULTI-PURPOSE ROOM** | *Minimum four (4) hour rental*

<b>No. of Guests</b>	<b>1—100</b>	<b>101—185</b>	<b>RENTAL HOURS</b>
Security Deposit	\$200	\$250	7-Days a Week 9AM—8PM  <i>*Requests for facility use past normal hours of operation are considered on a case by case basis. Overtime charges apply.</i>
First four (4) hours	\$75/hr	\$85/hr	
Additional hours	\$85/hr	\$95/hr	
Member Organizations, Non-profit Organizations, & Government Agencies (Monday—Friday only)	One meeting..... \$60/ea. Recurring weekly meetings.....\$25/meeting		
Kitchen Use Fee	\$75 Flat rate		
Audio Visual Equipment Rentals	TV w/ VCR/DVD..... \$30/day Overhead Projector...\$45/day		
<b>Cancellation Processing Fee: \$15</b>			
<b>Room Cancellation Fee: \$100, if cancelled within 21 days of reservation date.</b>			

**Gross receipts fee** – 15% of the total gross receipts due 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. Gross receipts fee applies to gifted and donated services and 15% of the market value of the donation is due.

**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 (50) persons of drinking age is required and proof of an Alcoholic Beverage Control (ABC) off-site liquor license must be provided.

**Wedding Package** - Ceremony is \$1,000 +15% of gross receipts of catered budget. The package includes the one time set-up of fifty (50) chairs, two (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 (6) hour limit on the 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 the security deposit for excessive cleanup and/or damages to the property.

**LIABILITY INSURANCE AND SECURITY DEPOSIT IS REQUIRED OF ALL RESERVATIONS.**

**ALL FEES, PROOF OF INSURANCE AND COMPLETED FORMS ARE DUE AT LEAST 15 DAYS BEFORE THE EVENT.**

## RENTAL INFORMATION

**RESERVATIONS** – Applications for a reservation must be submitted at least fifteen (15) days in advance, but no more than ninety (90) days prior to event date. 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.

- Applications are accepted on a first-come, first-served basis, from 9:00 AM – 7:00 PM daily. If more than one party is present before 9AM to reserve the same date, a lottery system will take place. Standing in line is not permitted at any time before 8:00 AM. Applications submitted in person have priority over faxed or emailed applications.
- All fees, proof of insurance and completed forms are due at least fifteen (15) days before the event.

**SECURITY DEPOSIT** - Required for all reservations at least fifteen (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 is defined as leaving the room in the same, if not better condition than before the event, and includes but not limited to: removing all personal items, taking out the trash, sweeping, and spot mopping. If the kitchen is used, then 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 calling Arthur J. Gallagher Risk Management Services, Inc. (AJG) at (949) 349-9825 or via the web at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com). From the 'Industry' menu select TULIP Event Insurance and enter Venue Code: 4929 - 000. Proof of insurance must be provided at least fifteen (15) days before the event.

**ROOM CANCELATION FEE** – All Reservation Cancellations are charged a \$15 processing fee. If not canceled twenty one (21) days prior to the event or activity, \$100 will be charged. All cancellation requests must be submitted in writing by the licensee.

**MULTI-PURPOSE ROOM** - Includes (40) 6 x 2-½ foot tables, (15) five-foot diameter round tables, (150) chairs, (1) podium.

**WARNING: DO NOT PLACE ANY HOT DISHES ON PLASTIC TABLES-CONTACT YOUTH CENTER STAFF.**

### **GENERAL REGULATIONS**

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

**FOR AN APPLICATION & QUESTIONS PLEASE VISIT THE YOUTH CENTER OFFICE, OR CALL (310) 726-4128.**



Dockweiler Youth Center • AREA RENTAL  
12505 Vista Del Mar • Playa del Rey, CA 90293

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

- A.) Events with commercial activity, e.g., catering, entertainment, rentals, delivery, etc., audio/visual equipment, etc.
- B.) Groups serving alcohol, see **Addendum C**.
- C.) Groups requesting use of canopies larger than 10x10 feet, see **Addendum B**.

### APPLICATION INSTRUCTIONS AND REQUIREMENTS

#### **RESERVATIONS**

Applications for a reservation must be submitted at least fifteen (15) days in advance, but no more than ninety (90) days prior to event date. 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.

Applications are accepted on a first-come, first-served basis, from 9:00 AM – 7:00 PM daily. If more than one party is present before 9AM to reserve the same date, a lottery system will take place. Standing in line is not permitted at any time before 8:00 AM. Applications submitted in person have priority over faxed or emailed applications.

An application must be submitted along with the prevailing fees 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, completed forms and proof of insurance must be submitted at least fifteen (15) days before the scheduled event or activity. **Failure to submit all documentation and fees at least fifteen (15) days before the reserved date will result in the application denied and forfeited, a cancelled reservation, and a cancellation fee will apply.**

**License applications must include entire time of occupancy, preparation/set up, rehearsal and/or clean up time.** Additional time will incur applicable charges. **Checking into the facility prior to the hours of use is not permitted.**

#### **CHANGE OF RESERVATION DATE OR TIME REQUEST/CANCELLATIONS**

Licensee is responsible for submitting all requests for cancellations or changes to the date, time or area of use and must be received in writing at least twenty one (21) days prior to the original reservation date.

All written requests must be dated and include: name and signature of applicant, original reservation rental date, rental area, and reason for the change. Cancellation and change requests may be submitted in person during normal office hours, faxed to (310) 726-4132, or mailed to 13837 Fiji Way, Marina Del Rey 90292.

Requests will not be accepted later than 4 pm of the twenty first (21) day prior to the original event date. Supervisor approval is required before new dates or times are accepted; subject to availability.

#### **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 forty five (45) days after the event**, provided the premises are left clean and vacant by the time agreed upon, there is no outstanding balance due, and all other requirements have been met and rules followed as set in the license.

**APPLICATION INSTRUCTIONS AND REQUIREMENTS (Cont.)**

**FEES**

See RENTAL FEE LIST. Fees are partly based on the length of the event, activity, number of people and areas reserved. **Cancellation processing fee of \$15 applies to all cancellations.**

**Gross receipts** is the total amount paid for services provided for the event such as catering, rental and delivery, DJ, clown, event coordinator or any other type of paid service. 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 (**ADDENDUM A**). 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 (1) million general liability and two (2) 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 Arthur J. Gallagher Risk Management Services, Inc. (AJG) at (949) 349-9825 or via the web at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com). From the 'Industry' menu select TULIP Event Insurance and enter Venue Code: 4929 - 000.

Proof of insurance must be provided at least fifteen (15) days before the event.

**ACKNOWLEDGEMENT**

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

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DOCKWEILER YOUTH CENTER • AREA RENTAL  
 12505 Vista Del Mar • Playa del Rey, CA 90293

**RENTAL REGULATIONS**

Please initial each box after reading

**CAPACITY / HOURS**

Multi-purpose Room: 185 people auditorium style and 125 to 150 people banquet style, i.e., table and chair set up. The multi-purpose room is available for rental: Monday—Sunday: 9AM—8PM.

**PARKING**

**Parking fees are not included in the license.** Each vehicle must pay the posted fee per entrance via parking attendants or automated pay machine. Parking is ALWAYS on a first-come first-serve basis. Guests with pre-purchased parking passes are not guaranteed a parking space at the event. If interested in pre-purchasing parking passes for event guests, you may do so by contacting Modern Parking at (310) 821-1081. Please provide 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 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		

**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, and all signs must be removed at the expiration of the permit. See **ADDENDUM B**.

**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.

**FIREWORKS**

Fireworks are prohibited.

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## **RENTAL REGULATIONS (Cont.)**

*Please initial each box after reading*

**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, 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 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 reserves the right to cancel this license at any time without incurring any liability to the licensee whatsoever.

**LAWS AND REGULATIONS**

The 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**

The 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, age or handicap.

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## **RENTAL REGULATIONS (Cont.)**

*Please initial each box after reading*

**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 County does not assume any expressed or implied obligations on behalf of the 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 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 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 clean 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 CANCELATION FEE**

All cancellations are charged a \$15 processing fee. A \$100 cancellation fee will apply if cancelled less than twenty one (21) days prior to the event or activity. All cancellation requests must be submitted in writing & signed by the licensee.

**GENERAL**

- ALL DECORATIVE MATERIALS, INCLUDING PAPER PRODUCTS, MUST BE FLAMEPROOF.
- GROUPS MUST REMOVE ALL DECORATIONS AND TAPE (**NO TACKS**) WITHIN TIME OF OCCUPANCY.
- NO AMPLIFIED MUSIC ALLOWED (subject to approval w/proper license).
- NO BBQ'S ON THE BEACH.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED ON PREMISES (only w/proper license, see **ADDENDUM C**).

COUNTY OF LOS ANGELES DEPARTMENT OF BEACHES AND HARBORS

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Total Fees: \$ \_\_\_\_\_  PAID /  INS. Rcvd: \_\_\_\_\_ By: \_\_\_\_\_



Park Address  
12505 Vista Del Mar  
Playa del Rey, CA 90293

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

Mailing Address  
13837 Fiji Way  
Marina del Rey, CA 90292  
Attn: DYC



NAME OF APPLICANT: \_\_\_\_\_ Non-Profit or Public Agency? \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_  YES  NO

ADDRESS: \_\_\_\_\_ APT/UNIT: \_\_\_\_\_ 501-C Required

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO. home \_\_\_\_\_ PHONE NO. cell \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_ (Include setup & breakdown) HOURS OF USE FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NO. OF GUESTS: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_  
(Wedding, baby shower, company picnic, etc.)

KIDS  YOUTH  ADULTS \*Fundraisers and admission events are subject to 15% gross receipts fee\*

**LOCATION:**

**RENTALS:**

Multi-Purpose Room → Will use kitchen?  Yes  No

- TV w. VCR/DVD
- Overhead Projector
- Multimedia Projector/Screen
- P.A. System

**\*EVENT WILL HAVE: (check all that apply)**

- Signage (request **Addendum B**)
- Alcohol (request **Addendum C**)
- Wedding Planner or Event Coordinator
- Equipment Rental/Delivery
- Tents, Canopies, Stages or Platforms (requires a site plan showing locations/**Addendum D**)
- Donations, Fundraising, Sponsorship (subject to approval)
- Paid Entertainment: \_\_\_\_\_ (Clowns, dancers, singers, magicians, etc.)
- Other Services: \_\_\_\_\_ (Flower/cake delivery, decorating, etc.)

- Catering
- Videotaping
- DJ/Amplified Sound

\*All commercial activity, whether paid or unpaid, is subject to a 15% gross receipts fee

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 A LICENSE(S) FOR THE EVENT.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_



**ADDENDUM A**

GROSS RECEIPTS ITEMIZATION

A fee of 15% will be charged prorated on the **Gross Receipts of all monies realized by the licensee in conjunction with the licensed occupancy, including catering budget, rental equipment, deliveries, in-kind donations and any other related entity of budgeted and/or collected monetary value.**

Prepayment of 15% of the Gross Receipts must be made 15 days prior to the event date. Licensee shall provide all license related copies of receipts or invoices to the County.

If actual amounts are unknown before the deadline, an estimate must be paid. **Final Payment** of any outstanding balance of the Gross Receipts Fee is due within 15 days of the event date. Additionally, future permit request(s) and refunds related to the occupancy granted will not be approved until the Gross Receipts Fee is paid in-full.

Licensee shall also make all license related records, including receipts, available to the County for inspection and photocopying within seven (7) calendar days of a written request.

**Please list below all sponsors, caterers, rental companies and other related companies or individuals.**

<u>COMPANY NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>AMOUNT</u>

*SUBTOTAL* \$ \_\_\_\_\_

*NUMBER OF PARTICIPANTS* \_\_\_\_\_ x *ENTRY FEE* \$ \_\_\_\_\_ = \$ \_\_\_\_\_

*ESTIMATED GROSS RECEIPTS TOTAL* \$ \_\_\_\_\_

PAYABLE TO LOS ANGELES COUNTY \$ \_\_\_\_\_  
DEPARTMENT OF BEACHES AND HARBORS (15% of Gross Receipts)

I, \_\_\_\_\_, CERTIFY THAT THE GROSS RECEIPT AMOUNT INDICATED ON ADDENDUM A-GROSS RECEIPTS ITEMIZATION FORM REFLECTS THE ACTUAL EVENT GROSS RECEIPTS AND IF THERE ARE ANY CHANGES THIS FORM MUST BE UPDATED WITH A NEW COPY OF RECEIPTS OR INVOICES PROVIDED TO REFLECT THOSE CHANGES.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**AREA RENTAL PAYMENT LOG**

**DOCKWEILER YOUTH CENTER**

Name of Applicant: \_\_\_\_\_ Event Date: \_\_\_\_\_

Item	Amount	Receipt No.	Date
DBH USE PERMIT	\$	#	
SEC. DEPOSIT	≤100 ppl = \$200 >100 ppl = \$250	\$	#
MULTI-PURPOSE ROOM (4 hrs. min)	≤100 ppl = \$300 >100 ppl = \$340	\$	#
EXTR HRS:	≤100 ppl = \$85 >100 ppl = \$95	\$	#
KITCHEN	\$75 flat fee	\$	#
WEDDING PACKAGE	\$1,000	\$	#
T.V. w. VCR/DVD	\$30	\$	#
OVERHEAD PROJECTOR	\$45	\$	#
MULTIMEDIA PROJECTOR/SCREEN		\$	#
P.A. SYSTEM		\$	#
GROSS RCPTS 15% OF:		\$	#
GROSS RCPTS 15% OF:		\$	#
OTHER/MISC.		\$	#
CANCELLATION PROCESSING FEE	\$15	\$	#
ALCOHOL LICENSE	\$185	\$	#
<input type="checkbox"/> Host Liquor Ins.: <input type="checkbox"/> ABC License: <input type="checkbox"/> Proof of Security:			

**ADDENDUM B**

TEMPORARY SIGNAGE / BANNER / TENT PERMIT REQUEST

Submit this form to:  
Planning Division, Department of Beaches and Harbors  
13837 Fiji Way, Marina del Rey, CA 90292  
Telephone: (424) 526-7746 FAX: 310-821-7856

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$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**

**EVENT LICENSE  
ALCOHOL ADVISEMENT**

<b>ALL ALCOHOL LICENSES REQUIRE WORTH OF INSURANCE:</b>	<b>\$2,000,000</b>
<ul style="list-style-type: none"> <li>• <b>GENERAL LIABILITY</b></li> <li>• <b>HOST LIQUOR LIABILITY</b></li> </ul>	<ul style="list-style-type: none"> <li><b>\$1,000,000</b></li> <li><b>\$1,000,000</b></li> </ul>

When approval has been obtained to serve alcohol (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 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 beer (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.

**ADDENDUM C**

SALE AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES  
APPLICATION FORM AND LICENSE

EVENT DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

NAME AND TITLE OF LICENSEE: \_\_\_\_\_

LICENSEE ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ LICENSE TYPE: \_\_\_\_\_ LICENSE # \_\_\_\_\_

CONDITIONS OF LICENSE

- A) 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.
- B) Participants will not engage in water activity such as swimming, boating, or the operation of motorized vehicles or equipment or other similar activities.
- C) 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).
- D) The licensee will provide at the licensee's expense the following number and type of peace officers or 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 ONE TO 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.

ACCEPTANCE

I do hereby agree to the conditions of this ADDENDUM C to the Beach Use Harbor/Facility License.

\_\_\_\_\_  
Licensee / Organization Representative (Signature) Date

\_\_\_\_\_  
Director or Authorized Representative Date