

BOATHOUSE at Burton Chace Park • AREA RENTAL FEES

13640 Mindanao Way • Marina del Rey, CA 90292

CONFERENCE ROOMS | *Minimum four (4) hour rental*

Conference Rooms	Room 1A	Room 2B	RENTAL HOURS
Capacity	46 persons	38 persons	Monday — Thursday 9 AM — 5 PM Friday – Sunday* 9 AM — 8 PM
Security Deposit	\$200		
First four (4) hours	\$85/hr.		
Additional hours	\$95/hr.		
Non-profit Organizations, & Government Agencies (Monday—Friday only)	one meeting, \$60 recurring weekly meetings, \$25 per meeting		*hours between 5 – 8 PM depend on staff availability
Room Cancellation Fee: \$100, if not cancelled at least 21 days prior to reservation date.			

UPPER DECK | *Minimum four (4) hour rental*

Capacity	Up to 125 persons	RENTAL HOURS
Security Deposit	\$300	Monday — Thursday 9 AM — 5 PM Friday – Sunday* 9 AM — 8 PM *hours between 5 – 8 PM depend on staff availability
First four (4) hours	\$130/ hr.	
Additional hours	\$140/ hr.	
Room Cancellation Fee: \$100, if not cancelled at least 21 days prior to reservation date.		

MISC.	
Staging Kitchen Use	\$55 Flat rate
Cancellation Processing	\$15 applies to all cancellations
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. Other conditions apply
Gross receipts / Commercial Activity	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 (including donations).

Requests for facility use past normal hours of operation are considered on a case by case basis, depending on staff availability. Staff charges may apply.

Food and beverage: groups with up to 15 guests may serve delivered or brought in light breakfast and lunch meals only.

Catering (groups with more than 15 guests) and Event Services: The Department of Beaches and Harbors has pre-approved a diverse group of caterers and event service vendors, at your service for a memorable event. Only approved vendors may provide event services such as catering, equipment rentals and amplified sound.

LIABILITY INSURANCE AND SECURITY DEPOSIT IS REQUIRED OF ALL RESERVATIONS.

ALL FEES, PROOF OF INSURANCE AND COMPLETED FORMS ARE DUE AT LEAST 21 DAYS BEFORE THE EVENT.

RENTAL INFORMATION

RESERVATIONS – Applications for a reservation must be submitted at least 21 days in advance, but no more than 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 (424) 526-7911.

- Applications are accepted daily on a first-come, first-served basis from 9:00 AM – 4:00 PM at the Boathouse office, and from 4:00 PM – 7:00 PM at the Burton Chace Park office. 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 21 days before the event.

SECURITY DEPOSIT - Required for all reservations. 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.

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. From the 'Industry' menu select TULIP Event Insurance and enter Venue Code: 4929 - 000. Proof of insurance must be provided at least 21 days before the event.

CONFERENCE ROOM 1A - Includes (14) 5.2 x 1.9 foot tables, (46) chairs.

CONFERENCE ROOM 2B – Includes (10) 5.2 x 1.9 foot tables, (38) chairs.

UPPER DECK – There is no equipment included with rental of upper deck. Permittee must utilize an approved vendor for rental of tables and chairs. At this time upper deck is only available for rental during daylight hours.

STAGING KITCHEN – There is no kitchen located in the Boathouse. Cooking food on site is not allowed, however transit boxes and other heating and warming ovens are permitted in the staging kitchen located at Burton Chace Park, approximately 50 yards away. Food staging area includes counters, refrigerator, ice machine, stove, oven and sink.

GENERAL REGULATIONS

- ALL DECORATIVE MATERIALS, INCLUDING PAPER PRODUCTS, MUST BE FLAMEPROOF.
- GROUPS MUST REMOVE ALL DECORATIONS, TACKS AND TAPE WITHIN TIME OF OCCUPANCY.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED ON PREMISES (only w/proper license, please request ADDENDUM C form).
- NO AMPLIFIED MUSIC ALLOWED (subject to approval w/proper license).
- EVENT SERVICES MUST BE PROVIDED BY APPROVED VENDORS. SEE APPROVED VENDOR LIST.
- OTHER RULES AND REGULATIONS NOT COVERED HERE MAY ALSO APPLY TO THE EVENT.

FOR AN APPLICATION AND QUESTIONS PLEASE VISIT PARK OFFICE, OR CALL (424) 526-7911.



BOATHOUSE at Burton Chace Park • AREA RENTAL
13640 Mindanao Way • Marina del Rey, CA 90292

APPLICATION INSTRUCTIONS AND REQUIREMENTS

☐ **RESERVATIONS**

Applications for a reservation must be submitted at least 21 days in advance, but no more than 90 days prior to event date. Please check for availability before submitting an application for a reservation. You may check for availability and get a price quote by calling (424) 526-7911.

Applications are accepted daily on a first-come, first-served basis from 9:00 AM – 4:00 PM at the Boathouse office, and from 4:00 PM – 7:00 PM at the Burton Chace Park office. 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 21 days before the scheduled event or activity. **Failure to submit all documentation and fees at least 21 days before the reserved date will result in a cancelled reservation - 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**

Requests for cancellations or changes to the date, time or area of use must be received in writing at least 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 or mailed. Mailing address and fax number can be found on page 6 of this application.

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. 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 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.

☐ **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 21 days before the event (**ADDENDUM A**). Telephone credit or debit card (with a VISA or MC logo) payment is available for your convenience.

APPLICATION INSTRUCTIONS AND REQUIREMENTS (Cont.)

☐ **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 Arthur J. Gallagher Risk Management Services, Inc. (AJG) at (949) 349-9825 or via the web at 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 21 days before the event.

ACKNOWLEDGEMENT

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

SIGNATURE _____ DATE _____

COUNTY OF LOS ANGELES DEPARTMENT OF BEACHES AND HARBORS

BOATHOUSE at Burton Chace Park • AREA RENTAL
13640 Mindanao Way • Marina del Rey, CA 90292

RENTAL REGULATIONS

Please initial each box after reading

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CAPACITY / HOURS

Conference Room 1A: 46 persons classroom style.

Conference Room 2B: 38 persons classroom style.

Upper Deck: 125 banquet style; tables and chairs.

Rental hours are: Monday—Thursday: 9 AM—5 PM; Friday—Sunday: 9 AM—8 PM*

*Hours between 5 PM – 8 PM depend on staff availability.

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PARKING

Parking fees are **not included** in the license. Parking lot signs apply to all park visitors, including those who have a reservation at the Boathouse. There are a limited number of metered parking spaces available on a first come, first served basis in the Burton W. Chace Park parking lot. There is a 90-minute parking limit in the Burton Chace Park metered parking lot, enforced 7 days a week. **Additional parking is available in public parking**

- **Lot #77 - located directly adjacent to the Chace Park parking lot and**
- **Lot #4 - located at 13500 Mindanao Way, Marina del Rey, CA 90292.**

The parking fee during the **Winter** is \$6.00 Monday-Friday and \$8.00 Saturday/Sunday per vehicle per entrance.

The parking fee during the **Summer** is \$8.00 Monday-Friday and \$10.00 Saturday/Sunday per vehicle, per entrance.

All parking fees are paid via an automated Pay & Display machine or paid to an attendant if one is present. Pay & Display machines only accept Visa, MasterCard, \$1 and \$5 bills. Machines do not give out change. For pre-purchased passes or for more information, please contact Modern Parking, Inc. at (310) 821-1081. All parking is first-come, first-served.

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CATERING AND EVENT SERVICES

Food and beverage: groups with up to 15 guests may serve delivered or brought in light breakfast and lunch meals only.

Catering (groups with more than 15 guests) and Event Services: The Department of Beaches and Harbors has pre-approved a diverse group of caterers and event service vendors, at your service for a memorable event. Only approved vendors may provide event services such as catering, equipment rentals and amplified sound.

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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. Please request **ADDENDUM B**.

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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.

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FIREWORKS

Fireworks are prohibited.

Cont. next page

RENTAL REGULATIONS (Cont.)

Please initial each box after reading

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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.

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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.

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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.

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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.

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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.

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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.

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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.

RENTAL REGULATIONS (Cont.)

Please initial each box after reading

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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.

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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.

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MAINTENANCE

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

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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.

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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.

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GENERAL

- ALL DECORATIVE MATERIALS, INCLUDING PAPER PRODUCTS, MUST BE FLAMEPROOF.
- GROUPS MUST REMOVE ALL DECORATIONS, TACKS AND TAPE WITHIN TIME OF OCCUPANCY.
- NO ALCOHOLIC BEVERAGES ARE ALLOWED ON PREMISES (only w/proper license, please request **ADDENDUM C** form).
- NO AMPLIFIED MUSIC ALLOWED (subject to approval w/proper license).
- EVENT SERVICES MUST BE PROVIDED BY APPROVED VENDORS. SEE APPROVED VENDOR LIST.
- OTHER RULES AND REGULATIONS NOT COVERED HERE MAY ALSO APPLY TO THE EVENT.

COUNTY OF LOS ANGELES DEPARTMENT OF BEACHES AND HARBORS

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



Boathouse Address
13640 Mindanao Way
Marina del Rey, CA 90292

APPLICATION FOR RESERVATION
THE BOATHOUSE at
Burton Chace Park
TEL. (424) 526-7911 FAX (310) 821-3609
INTERNET: <http://beaches.lacounty.gov>

Mailing Address
13837 Fiji Way
Marina del Rey, CA 90292
Attn: Burton Chace Park



NAME OF APPLICANT: _____ Non-Profit or Public Agency? _____

NAME OF ORGANIZATION: _____ ☐ YES ☐ NO

ADDRESS: _____ 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(S)

- ☐ Conference Room 1A ☐ Upper Deck
☐ Conference Room 1B ☐ Staging Kitchen

EVENT WILL HAVE: (check all that apply)

- ☐ Signage (request Addendum B)

Must complete Addendum A and License Agreement Form

- ☐ Alcohol (request Addendum C)
☐ Catering
☐ Equipment Rental/Delivery
☐ DJ/Amplified Sound
☐ Wedding/Event Coordinator
☐ Paid Entertainment: _____

☐ Other Services: _____ (Clowns, dancers, singers, magicians, etc.)
_____ (Flower/cake delivery, decorating, etc.)

Only approved vendors may provide event services. See Approved Vendor List.

A 15% gross receipts fee applies to all commercial services.

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 _____

AREA RENTAL PAYMENT LOG
BOATHOUSE

Name of Applicant: _____ Event Date: _____

Item		Amount		Receipt No.	Date
BH USE PERMIT \$250		\$		#	
SEC. DEPOSIT Conference Rooms	\$200	\$		#	
SEC. DEPOSIT Upper Deck	\$300	\$		#	
CONFERENCE RM 1B (4 hrs. min)	\$340	\$		#	
CONFERENCE RM 2B (4 hrs. min)	\$340	\$		#	
EXTRA HRS: Conference Rooms	\$95	# Hrs.:	\$	#	
UPPER DECK (4 hrs. min)	\$520	\$		#	
EXTRA HRS: Upper Deck	\$140	# Hrs.:	\$	#	
STAGING KITCHEN	\$55 flat fee	\$		#	
GROSS RCPTS:		\$		#	
GROSS RCPTS:		\$		#	
CANCELLATION PROCESSING FEE \$15		\$		#	
MISC:		\$		#	
ALCOHOL LICENSE	\$185	\$		#	
<input type="checkbox"/> Host Liquor Ins.: <input type="checkbox"/> ABC License: <input type="checkbox"/> Proof of Security:					