

BURTON W. CHACE PARK RENTAL PRICE LIST

Security deposit applies to all reservations

<u>Community Room Price and Hours</u>		
Number of people	Pricing	Security Deposit
1 to 100 Persons	\$55.00/hr Minimum 4 hours + 15% of Gross Receipts (Commercial Activity) \$60.00/hr for additional hours	\$150.00
101 to 175 Persons	\$65.00/hr Minimum 4 hours + 15% of Gross Receipts (Commercial Activity) \$70.00/hr for additional hours	\$200.00
Member Organizations Non-profit Organizations Government Agencies Schools	One meeting \$45.00 One meeting per week, \$65.00/month. More than one meeting per week, \$25.00 per meeting.	Security Deposits Above Apply
Community Room Kitchen Use Fee	\$55.00 Flat Rate	
AUDIO VISUAL EQUIPMENT RENTALS TV w/VCR/DVD Overhead Projector/Screen	\$30.00/Day \$45.00/Day	\$100

Request for facility use past the end times set below are considered on a case by case basis.

Monday-Thursday	9:00 am – 5:00 pm
Friday	9:00 am – 7:00 pm
Saturday	9:00 am – 6:00 pm
Sunday	9:00 am – 7:00 pm

Picnic Shelter “A”/Bridge/Pergola

- 4 hours: \$85 + (15% gross receipts for commercial activity).
- ADDITIONAL TIME: \$85 for 4 hours.

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

Reservations: Applications are accepted on a first-come, first-served basis, from 9AM – 7PM 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 8AM. Applications submitted in person have priority over faxed or emailed applications. Applications for a reservation must be submitted at least 15 days in advance, but no more than 90 days prior to event date.

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.

Wedding Package - Ceremony is \$750 + 15% of gross receipts of catered budget. The package includes the one time set-up of 50 chairs, 2 tables, and general clean-up. Chairs may be set up on the Community Room patio and/or stage). 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 number of attendees. Kitchen use and all other items will be charged at the designated fees. The \$750 fee applies to one location only; additional locations will be charged at the facility rate. Fees will be deducted from security deposit for excessive clean-up 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.

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 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.

Renting Chairs & Tables - If renting an outdoor facility, the following items may be rented from the park: up to 50 chairs at \$1.50 each and a maximum of 2 tables at \$5.00 each.

Room Cancellation Fee - If not cancelled at least 14 days prior to the event or activity \$100 will be charged.

**FOR AN APPLICATION AND QUESTIONS CONTACT PARK STAFF AT
(424) 526-7910**



BURTON W. CHACE PARK

RESERVATION APPLICATION



INFORMATION

PICNIC SHELTERS There are three (3) covered shelters: A, B, & C. Picnic shelter “A” is available for rental. Picnic shelters “B” & “C” are on a first come, first served basis with no table saving allowed.

PARK GROUNDS Various portions of the park: South Pergola, North Pergola and the Bridge may be rented for wedding ceremonies, company picnics and special events. With this type of reservation you qualify to rent up to (50) fifty chairs and (2) two tables from the park.

COMMUNITY ROOM

Standard Kitchen, including, (1) Microwave (12) 8 x 2-½ foot tables, (2) three-foot diameter round tables, (175) chairs, (1) podium and a microphone

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

- 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, see **ADDENDUM C**).
- NO AMPLIFIED MUSIC ALLOWED (subject to approval w/proper license).
- NO BBQ'S ON THE GRASS.
- OTHER RULES AND REGULATIONS NOT COVERED HERE MAY ALSO APPLY TO THE EVENT.

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

INFORMATION

CAPACITY / HOURS

Community room: 175 persons auditorium style and 125 to 150 persons banquet style, i.e., table and chair set up. The room is available for rental Monday through Thursday from 9 am to 5 pm, Friday 9 am to 7 pm, Saturday from 9 am to 6 pm and Sunday from 9 am to 7 pm. Picnic Shelter "A" seats approximately 48 persons, the South Pergola, North Pergola and Bridge accommodate approximately 50 persons (The four areas are available seven (7) days a week 9 am to 7 pm).

PARKING

Parking fees are not included in the license. There are a limited number of metered parking spaces available in the Burton W. Chace Park parking lot on a first come, first served basis. **There is a 2-hour parking limit in the Burton Chace Park metered parking lot, the lot is enforced 7 days a week.** Parking lot signs apply to all park visitors, including those who have a reservation at Burton W. Chace Park.

Additional parking is available in public parking lot #4, which is 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 and is paid via an automated pay machine. The parking fee during the **Summer** is \$8.00 Monday-Friday and \$10.00 Saturday/Sunday per vehicle, per entrance, and is paid via an automated pay machine.

For more information regarding Public Parking Lot #4, please contact Modern Parking, Inc. at (310) 821-1081.

REGULATIONS

SPONSORSHIP

NO AUTOMOBILE, BOTTLED WATER OR CARBONATED BEVERAGE 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, and 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.

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

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.

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.

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

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.

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 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, 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 if all paperwork and fees have not been received 14 days prior to the scheduled event or activity. Additional applications may be obtained either from Burton W. Chace Park office or from our website at <http://marinadelrey.lacounty.gov>

Please check for availability before submitting an application for reservation. You may check for availability and get a price quote by calling (424) 526-7910. 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 INTO THE FACILITY PRIOR TO THE HOURS OF USE IS NOT ALLOWED.**

CHANGE OF RESERVATION DATE OR TIME REQUEST

Licensee is responsible for submitting any reservation changes in writing at least 15 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 to Burton Chace Park Fax # (310) 821-3609. Requests will not be accepted later than 4 pm of the fifteenth day (15) prior to the original event date. Supervisor approval is required before new dates or times are accepted.

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 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.

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

SIGNATURE _____ DATE _____

Discussed with Customer

Date _____

Initials	
Licensee	Staff

SEC. DEPOSIT	\$	RECPT #	BH USE PERMIT	\$	RECPT #
COMM. RM\$	\$	RECPT #	GROSS RCPTS	\$	RECPT #
PARK GROUNDS	\$	RECPT #	ALCOHOL LICENSE	\$	RECPT #
MISC	\$	RECPT #			
TOTAL \$			INSURANCE #		
APPROVED BY			DATE		

APPLICATION FOR RESERVATION
BURTON W. CHACE PARK
 TEL. (424) 526-7910 FAX (310) 821-3609
 INTERNET: <http://beaches.lacounty.gov>

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

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

COMMUNITY ROOM PICNIC SHELTER A NORTH PERGOLA SOUTH PERGOLA BRIDGE

OUTDOOR CHAIRS RENTAL _____ OUTDOOR TABLES RENTAL _____

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.

SIGNATURE OF APPLICANT _____ DATE _____

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: _____

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
BEACH USE LICENSE
ALCOHOL ADVISEMENT

ALL ALCOHOL LICENSES REQUIRE WORTH OF INSURANCE:	\$2,000,000
---	--------------------

- | | |
|---|---|
| <ul style="list-style-type: none">• GENERAL LIABILITY• HOST LIQUOR LIABILITY | <ul style="list-style-type: none">\$1,000,000\$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 Parking Concepts, Inc. 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

LICENSE AND EVENT IDENTIFICATION

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 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.

ACCEPTANCE

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

Licensee / Organization Representative (Signature) _____ Date _____

Director or Authorized Representative _____ Date _____