

BOATHOUSE APPROVED VENDOR LIST

Please see Boathouse office at this time for current list of approved vendors.

CATERING AND PARTY EQUIPMENT RENTAL OPERATING RULES AND RESTRICTIONS

Catering Restrictions

The regulatory conditions and operating plan include, but are not limited to the following:

- Cooking food onsite is not allowed, however transit boxes and other heating and warming ovens are permitted in the service kitchen in order to complete final preparation of meals. **No kitchen is located in the Boathouse.**
- Food staging area including counters, refrigerator, ice machine, oven, and sink is provided in the Café kitchen at Burton Chace Park.
- The approved caterer is responsible for cleaning the service kitchen and monetarily responsible for items broken.

Equipment Rental Restrictions

The regulatory conditions and operating plan include, but are not limited to the following:

- Décor and signage must be approved by Department staff and removed properly after the event;
- Décor is not allowed to be adhered to furniture or permanent surfaces, including tables, chairs, walls, or railings;
- Only battery-operated candles and lanterns are permitted;
- The use of unsecured balloons, rice, confetti, glitter, sequins, silly string, flower petals, sparklers or birdseed is not permitted;
- All exterior lighting must face down. No up-lighting of trees, buildings or structures is allowed;
- Balloons and batter-operated lanterns may be used as decorations, as long as they are properly secured;
- Reservation hours must include break-down time;
- Daytime events receive one (1) hour of set-up time and evening events receive two (2) hours. All events receive one (1) hour of load-out.

Vendor Deliveries

Deliveries and pick-ups must take place on the event day, during the specified rental period, as onsite storage and security is not available.

BOATHOUSE LICENSE AGREEMENT

Licensee: _____ Event Date: _____

Address: _____ Event Hours: _____

Phone Number: _____ Email: _____

Contractor (s): Catering

Party Equipment Rentals

Contractor: _____

Contractor: _____

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Description of Services:

Estimated Total: _____

Tax: _____

15% Gross Receipts: _____

Contractor Signature: _____ Date: _____

Licensee Signature: _____ Date: _____

Please contact:

Contract Administrator: Stephanie A. Yinger, Recreation Services Manager
County of Los Angeles, Department of Beaches and Harbors
13640 Mindanao Way
Marina del Rey, California 90292
Telephone: (424) 526-7901 or (424) 526-7912
Email: syinger@bh.lacounty.gov

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 21 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%)

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** _____

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**

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 (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