

Griffith Park Ranger Station  
4730 Crystal Springs Drive  
Los Angeles, CA 90027  
Voicemail: (323) 913-4688 ext. 1617  
Fax: (213) 485-8775

(Revised 02/18/2004)

## GRIFFITH PARK SPECIAL EVENT APPLICATION

Day, Date and Time Requested for Event: *(Indicate entire times location is affected, this includes set-up and take down).*

Contact Person's Name: \_\_\_\_\_

Contact Person's Address/Phone: \_\_\_\_\_

Company/Sponsor's Name: \_\_\_\_\_

Type of Special Event: \_\_\_\_\_

Location/Areas of Impact: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_

Related Events/Activities: \_\_\_\_\_

***Please Check All That Apply: (Be sure to include the number of each item where applicable)***

Stage   
# \_\_\_\_\_

Staked Canopies   
# \_\_\_\_\_

Moonbounce   
# \_\_\_\_\_

Pony Ride   
# \_\_\_\_\_

Dunk Tank   
# \_\_\_\_\_

Number of Booths/Vendors: \_\_\_\_\_

First Aid Station Information: \_\_\_\_\_

Additional Information/Requests: \_\_\_\_\_

### ***See Information Sheets for Rates, Fees, Rules and Regulations.***

#### **HOLD HARMLESS CLAUSE**

In consideration of the City granting the permission requested herein, Permittee agrees to indemnify and hold the CITY and its officers, agents and employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgment amounts paid in settlement, costs and expenses including attorney fees which may be incurred or arise out of Permittee's exercise of the permission granted or from any Permittee's activities related thereto.

Permittee acknowledges that it will use City facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake or other acts of God.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Park Ranger

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Senior Park Maintenance Supervisor

\_\_\_\_\_  
Date

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
GRIFFITH PARK SPECIAL EVENT- RENTAL INFORMATION**

Griffith Park offers the Park Center section for staging of Special Events. Organizations wishing to stage an event must acquire a permit through the Griffith Park Ranger Headquarters. The application will contain certain stipulations and guidelines that a sponsoring party must meet and adhere to in order for the event to take place.

In order to obtain a permit, a sponsoring party must submit an application to the Park Rangers Headquarters where the application will be reviewed by the special event coordinator. The application must be submitted at least three months prior to date requested. A preliminary plot plan and agenda must be submitted with the application.

Applicant will be contacted once the special event coordinator has reviewed the application and preliminary plot plan. Applicant will be contacted if application is accepted, and the Park Ranger in charge of the event will contact the applicant to set up a meeting and walk through of the event staging area. At this time specifics, logistics and fees are to be discussed. The applicant will be instructed to pay the \$60 reservation permit fee. It is important that a sponsoring party be prepared to meet the guidelines and time frame while processing applications.

Park Rangers reserve the right to inspect all phases of the event set-up, deny permission to any part or phase of an event that is not safe or if it excessively obstructs general park use.

**FACILITY USE FEES:**

<b>Anticipated Attendance</b>	<b>Use Fee – Free Admission</b>	<b>Use Fee – Admission Charged</b>
1 – 250	\$75.00	\$325.00
251 - 500	\$200.00	\$700.00
501 – 1,000	\$400.00	\$1,400.00
1,001 – over	\$750.00 min*	Negotiable by Region Superintendent**
* The minimum negotiated fee for each additional 1,000 attendees is \$100.00		
** The minimum negotiated fee for each additional 1,000 attendees is \$250.00		

**RENTAL FEES PER BOOTH/VENDOR:** (All Fees are Per Day, Per Booth / 10X10 equivalent activity area).

Public Agency/Education Booths (No Sales)	No Fee
Non-Profit Organizations (may have sales)	\$50.00 per Booth
For-Profit Organizations (may have sales)	\$100.00 per Booth
Commercial Entities	\$200.00 per Booth

The Permittee must use pre-numbered, consecutive tickets and/or receipts if admission fees are charged. At the conclusion of the event, the Permittee must give an accounting to the Director-In-Charge of the number of tickets or receipts sold and total amount collected.

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**REFUNDABLE DAMAGE/CLEAN-UP DEPOSIT:**

**There is a minimum flat rate refundable deposit of \$500. AGM may charge more depending on size of event.**

It is the responsibility of the Permittee to keep the event area clean and free of litter during the entire event. Sufficient trash receptacles (quantity and size to be approved by the Maintenance District Supervisor) must be provided. If the Department does not have the required number of receptacles available, the Permittee must provide a sufficient quantity to the satisfaction of the Maintenance District Supervisor. If, in the opinion of the Maintenance District Supervisor, a dumpster is required to accommodate the anticipated trash, the Permittee is responsible for providing a dumpster and insuring that trash receptacles are regularly emptied into the dumpster. Park Rangers and Park Maintenance Supervisor will determine the amount of the refundable clean up fee at the conclusion of the event. A city maintenance employee may be required at the applicant's expense.

**INSURANCE:**

Some events **require** insurance. Examples include, but are not limited to, events where:

1. The estimated attendance is in excess of 500 persons.
2. Large amounts of cash (\$1000+) or quantities of merchandise will be brought onto park property.
3. Large quantities of food will be prepared on the premises or catered and sold to the general public.

Applicant must obtain insurance through the special events insurance program representative, May Fong, at 213-485-5520, Monday through Friday, 9:00 am to 4:30 pm. It is the responsibility of the applicant to present proof of insurance to the special event coordinator. A permit will be issued once proof of insurance and all fees have been received.

**ALCOHOLIC BEVERAGE POLICY: (Beer and Wine only)**

A beer garden or designated/secured area with a minimum of two Park Rangers (or 1 Park Ranger per 100 persons) is required for security at all events serving alcoholic beverages. The fee is the assigned park ranger's current salary rate per hour/per Ranger or current 1½ rate. The Department reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law, City Ordinance, and the Department of Recreation and Parks policy. Alcoholic beverages shall not be served to any individual under 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by anyone the City's premises, or arising off the City's premises shall be the sole responsibility of the organization, its sponsor, and the adult representative. Alcoholic beverages are to be served in unbreakable cups or cans. Glass is not permitted. In regards to alcohol sales, there will a 20% of gross alcohol sales is required per Department Policy.

**PORTABLE SANITARY FACILITIES:** (Per the Health Department)

One Portable Sanitary Facility per every 200 persons expected to attend.

The number of available facilities on the permitted premises may reduce the total number of portable units required. The Park Ranger/Maintenance Supervisor in charge will determine the number of available facilities that can be used by the Permittee.

**STAFF FEES:**

Upon receiving an application and a preliminary plot plan, the Ranger in charge will arrange and attend a meeting at the facility site with Permittee and Maintenance District Supervisor, and Senior Park Ranger. After review, each Department representative will determine the *minimum* staffing need. The Permittee is not charged for staff that is already scheduled at the facility. The rates below are to be charged only if it is determined that additional staff is required for the protection of Department property, crowd and traffic control, and to provide for exigencies during the event.

Full-time recreation/maintenance staff  
Park Ranger

1 ½ times 5<sup>th</sup> Step Rate  
Current overtime rate of the selected ranger

**SPECIAL EVENTS  
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**TRAFFIC SET UP AND CROWD CONTROL:**

Park Rangers will set up cones, barricades and any other equipment necessary for traffic safety. Applicants and/or assigned personnel will not alter any traffic patterns without permission from the Park Rangers. Applicants and their personnel will not direct traffic unless authorized by the Park Rangers. Park Rangers will monitor entire event and will see that public safety is ensured. Park Rangers will provide traffic control, crowd control, and general security. Park Rangers will furnish first aid and radio communications for emergency ambulances, as necessary.

**DIRECTIONAL SIGNS:**

Applicant will be responsible for providing directional and parking signs to direct participants and signs to advise park patrons of the upcoming event. Applicant is required to remove all signs upon the conclusion of the event.

**EVENT PARKING:**

Parking lots in Park Center, Crystal Springs, and the Old Zoo will be available for event participants. Special requests must be presented as part of the event package, such as VIP parking and shuttles. Large events, 2,000 or more, will be responsible to provide shuttle service and extra parking attendants. No vehicles are permitted to park on the grass.

**SAFETY MEASURES:**

Sponsoring groups will provide a first aid station for the event. Qualified persons such as Search and Rescue groups, medical field persons, etc must staff the station.

**ITEMS SOLD AT EVENT:**

If the applicant requests to sell any items by booth/vendor, the event coordinator must have advance notice. If applicant requests to sell any consumable items, they must be negotiated with Rosemary West or Warren Deasy, of the Merry-Go-Round, (213) 665-3051. The rental fee is a percentage (please see page one under vendor/booths fees) of the amount permittee is to be charged for each booth/vendor. Permittee must provide vendor agreements to verify amounts charged.

**FOOD SAMPLE DISTRIBUTION:**

All vendors/distributors must have County Health Department permits. Applicants insurance must cover food distribution unless the distributor sends in separate endorsement for his products.

**ADDITIONAL ACTIVITIES/SPECIAL EFFECTS:**

If applicant requests to have any other activity in conjunction with or after the event, it must be presented as part of the event package. Hot air balloons or balloon release are not permitted.

**ADVERTISEMENT/BANNERS:**

Banners across the roadway are permitted at the designated areas near Park Center, if the proper street clearance is maintained. Park Rangers are required to inspect and grant authorization for said. Banners will only be put up on the day of the event.

**APPLICATION SIGNATURE:**

The applicant's signature on the application is recognized that the applicant has read and understands the Rental information sheets and all fees, rules and regulations of this contract.