

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS
GRIFFITH PARK 5K/10K RACING EVENTS- RENTAL INFORMATION**

Griffith Park offers the Park Center section for staging of foot races such as 5K/10K racing 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 event staging area. At this time specifics, logistics and fees will 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.

INSURANCE: Applicant is responsible to obtain insurance through the special events insurance program representative, at 213-485-5520, Monday through Friday, 9:00 a.m. to 11:00 a.m. and 1:30 p.m. to 4:30 p.m. 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.

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, Maintenance District Supervisor, and Senior Park Ranger. After review, each Department representative will determine the minimum staffing needed. 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 th Step Rate) Depends on the rank and pay differential on selected ranger.
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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.

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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 (see below) of the amount permittee is to be charged for each booth/vendor. Permittee must provide vendor agreements to verify amounts charged.

RENTAL FEES PER BOOTH/VENDOR:	<u>Per Day</u>
Public Agency/Education booths (no sales of any kind)	No Fee
Non-Profit Organizations (may have sales)	\$50/booth
For-Profit Organizations (may have sales)	\$100/booth
Commercial Entities (purpose is display of company logo/ Product/name and/or commercial sales are conducted) (Nike, Coca Cola, etc.)	\$200/booth

*Per day per booth 10X10 equivalent activity area for all Organizations.

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.

ALCOHOLIC BEVERAGE POLICY: Beer garden or designated/secured areas with a minimum of two Park Rangers (or 1 Park Ranger per 100 persons) are required for security at all events serving alcoholic beverages. The fees depend on the selected Park Ranger that works the event and their current 1 ½ current hourly wage. 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 less than 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by anyone on 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.

ALCOHOL SALES: 20% of gross alcohol sales are required per Department Policy.

EVENT OFFICIALS: Applicant will provide all official timekeepers, and other persons deemed necessary to conduct the event in a safe and satisfactory manner. One pace vehicle will be permitted.

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.

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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 an 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.

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.

STARTING TIME: All races will start promptly at 8:00 a.m. to avoid conflicts with other park activities. Golf course patrons must pay a penalty for late arrival. Consequently, traffic will not be held more than five minutes at selected intersections.

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 race.

PARK RANGERS: Park Rangers will monitor entire event and will see that public safety is ensured. Park Rangers will provide traffic and crowd control, and general security. Park Rangers will furnish first aid and radio communications for emergency ambulances, as necessary. A Park Ranger will follow behind the last runners in the race for safety purposes.

TRAFFIC SET UP AND CONTROL: Park Rangers will set up cones, barricades and any other equipment necessary for traffic safety. Applicant's officials and/or assigned personnel will not alter any traffic patterns without permission from the Park Rangers. Applicant's personnel will not direct traffic unless authorized by Park Rangers.

WATER STATIONS: Applicant may set up water stations along the course with the approval of the event coordinator. Prior requests and arrangements may be necessary for utilization of faucets or valves.

CLEAN UP: Applicant will provide the crew for complete clean up of area after the event. It is suggested that the group provide and use plastic trash bags for added trash and debris. Larger events will be require the applicant to provide a trash dumpster. A city maintenance employee may be required at applicant's expense. The amount of the refundable clean up fee to be returned will be determined by Park Rangers and maintenance after 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.