

**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 application will be reviewed by 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, an 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 are to be discussed. 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>Non-Profit Group</b>	<b>For Profit Group</b>
1 -100	\$40.00	\$50.00
101 -250	\$70.00	\$100.00
251 -500	\$130.00	\$250.00
501 -1000	\$250.00	\$500.00
1001 -over	\$500.00*	\$1000.00*

\* Minimum fees -higher fees are negotiable based on group size and must be approved by the AGM

**RENTAL FEES PER BOOTH/VENDOR:** (All Fees are Per Day).

Public Agency/Education Booths	No Fee
Non-Profit Organizations	\$50.00 per Booth
For-Profit Organizations	\$100.00 per Booth
Commercial Entities	20% of gross receipts (\$200.00 daily minimum)

In addition to the flat fee per booth, a percentage of gross receipts will be charged according to the following:

Non-Profit Organizations must pay 5% of gross receipts for all entrance fees, sales, donations, etc.

All other Organizations and commercial enterprises must pay 20% of gross receipts for all entrance fees, sales, donations, etc.

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 DIC 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.

**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, 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.

**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:** \$35.00 Per hour or current 1 ½ RATE

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 5th Step Rate  
\$35.00 (1 ½ times 5th Step Rate)