



Camp Hollywoodland

Day Rental Application

Camp Hollywoodland is located in Griffith Park nestled in a canyon between the Hollywood sign and the Griffith Park Observatory. Camp was designed to provide youth in the Los Angeles area with recreational summer camp program, close to the city, in a mountain-like atmosphere. Camp Hollywoodland is available for group camping and conference rental during the off-season and available weekends.

Facilities in Camp

- The lodge has a large dining room (160 dining capacity) with meeting room and 2 stone fireplaces.
- A sand volleyball court, mini basketball court.
- Adventure challenge ropes course and climbing wall.
- Staffed kitchen for all meal preparation.

Name of Rental Group _____
Requested Date of Rental _____
Anticipated Number of Persons _____
Name of Rental Group Leader _____

Office Use Only:

Security Deposit Paid: \$250.00	Date _____	Receipt # _____	Staff Initials: _____
Deposit Paid: \$ _____	Receipt # _____	Confirm. Sent _____	Staff Initials: _____
Balance Paid: \$ _____	Receipt # _____	Check # _____	Staff Initials: _____
Security Deposit Return: Amt. Ref. \$ _____	Date Processed: _____	PV#: _____	Staff Initials: _____

City of Los Angeles Department of Recreation and Parks Camping Section

Application for the Use of Camp

This is not a permit

Please Print

Name of Organization _____ Phone Number _____

Address _____ City _____ Zip _____

Contact Person _____ Phone Number _____

Address _____ City _____ Zip _____

Work Phone _____ Fax Number _____ Other Phone _____

Will above person be on the site for entire outing? Yes No

If not, who will be on site contact person?

Name _____ Phone Number _____

Address _____ City _____ Zip _____

Work Phone _____ Fax Number _____ Other Phone _____

Purpose of Rental _____

Date, Day and Time of Arrival _____ / _____ / _____

Date, Day and Time of Departure _____ / _____ / _____

Total number of participants: _____ Adults (over 18 years of age) _____ Youth (under 18 years of age)

Day Rentals: I understand that a \$450 rental deposit and a minimum \$250 refundable security deposit is required for a reservation. Refundable less 20% = 1 month or more prior notice.

I understand that minimum meal (50 person minimum) charges and menu are due two weeks prior to rental.

I understand that camp gates are locked at 6:00 pm and a gate monitor must be arranged 1 month prior.

I understand that the balance of all fees and charges are **due in full before check-in.**

I understand that my group (includes all persons attending with group) must follow all the rules and regulations of the camp. Damages and Fees will be accessed from security deposit and additional charges may apply.

I understand that there is no driving or parking in the camp and that all vehicles must be parked in designated parking spaces only.

Initials: _____

In consideration to the City granting permission requested herein, Permittee agrees to indemnify and hold City and its officers, agents and employees harmless from any and all claims, demands, lawsuits actions of any kind, damages, judgments, amounts paid in settlement, cost and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the 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 by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, gas mains, pipe, electrical apparatus or cable furnished for the event or for any loss resulting from events such as but not limited to: fire, water, tornado, civil unrest, riot, landslide, windstorm, earthquake or other acts of nature.

Signature of Organization's Contact Person _____ Date _____

Signature of Organization's On Site Contact Person (if different) _____ Date _____

Camp Rental Worksheet and Preliminary Invoice

Day rental fees (9:00a.m until 5:00p.m)

Camp Hollywoodland is available for rentals by organized groups, up to 160 persons during the off season and most weekends. Early check in; before 9:00 am will charge \$200 per hour, late check out; after 5:00 p.m. will charge \$200 per hour.

Monday- Thursday	\$300 for 1 st 2 hours	\$100 each additional hour
Friday, Saturday, Sunday	\$800 for 1 st 8 hours	\$100 each additional hour

Monday- Thursday	First 2 hrs:	\$300 +	Additional hours _____	X \$100 =	_____
Friday, Saturday, Sunday	First 8 hrs:	\$800 +	Additional hours _____	X \$100 =	_____

MEALS

Meals (50 minimum)	Rate	Add salad bar \$4.00 per person	# of Meals	Total
Breakfast	\$6.50 each	N/A		
* <i>Breakfast (special meal)</i>	\$10 - \$20 each	N/A		
Lunch	\$7.50 each			
* <i>Lunch(special meal)</i>	\$10 - \$20 each			
Dinner	\$8.50 each			
* <i>Dinner(special meal)</i>	\$10 - \$20 each			
Snacks (see snack menu)	\$2.50 - \$4.00 per person	N/A		

Other Charges	Fees	Total
Use of T.V & DVD	\$50	
PA System	\$50	
Coffee after meal time	\$50 per 100 cup pot	
FAX sent or received	\$2.00 per page	
Copies	\$.25 per copy	
Staff	\$22.50 minimum per hour per staff	
Ropes Course	\$500 for use + staff (please call for availability)	
Campfire ring	\$7.50 plus staff	

Total Fees	Minus Deposit \$450 Day Rental Fees	
	TOTAL BALANCE DUE	

Security Deposit

A minimum \$250 refundable security deposit is due at the time reservation. Security deposit can not be used towards rental fees. Return of the security deposit can be expected (provided all is well) approximately 6-8 weeks after rental.

Reservations

- Telephone reservations will hold a desired date for 10 calendar days from the date of the call. If no deposit is received by the 10th day, the reservation will be removed and the date will be opened to other groups.
- Reservations for day rentals can be made up to six (2) months in advance (based on availability).

Deposits, Fees and Refund Policies

1. Deposits to reserve a rental date are due in full within 10 days from initial contact. If no deposit is received by the close of the 10th day the rental date will be canceled.
2. Meal Deposits (minimum meal service fees) are required 14 days in advance of rental date. Less than 14 days may result in higher food costs per person and /or changes to food service.
3. Camp/ Park Gates Close at Sunset- Confirmation for need of a gate monitor required 30 days after application is accepted. An additional fee of \$50 per hour (minimum 4 hour charge) will be applied to rental fees.
4. Balance due of all fees is required prior to start of rental. Failure to pay all fees prior to rental time will result in cancelation of rental and loss of all deposits.
5. Cancellations made at least one month in advance of your rental date will be refunded less 20%
6. Cancellations made less than one month in advance of your rental date will be refunded less 50%
7. Cancellations made 14 days or less in advance of your rental date will result in a loss of all rental and meal deposits.
8. No Shows will result in loss of all deposits and all money paid.
9. Refunds will be processed after the groups last date of rental and will take approximately 6-8 weeks to arrive, in check form from the City of Los Angeles, Department of Recreations and Parks, less any appropriate fees.

*By my initials, I certify that I have read and understand the above Deposits, Fee and Refund Polices. I agree that my group will abide by the Deposits, fees and Refund Policies at all times while renting the camp. **Initials**_____*

Medical Requirements

1. Rental group is responsible for its own first aid and emergency needs; including but not limited to first aid/ medical suppliers and all emergency transportation.
2. Rental group must have one person on site at all times who is certified and has current first aid and CPR verification.
3. It is required that each youth (person under 18 years of age by first date of rental) to have a completed Health Card with a parents signature and Activity Release form on site with the rental group. It is recommended that each adult participant also have a Health Card and Activity Release form on site with the Rental Group.
4. Rental Group is responsible for keeping a first aid/ medical log on site to record all group first aid/ medical incidents. A copy of the log book must be given to camp staff prior to departure, it will be added to the rental groups record files.
5. Rental group must provide their own accident/ liability insurance. Proof of rental group insurance must be provided 30 days prior to rental date and approved by City Risk Management. The City of Los Angeles, Department of Recreation and Parks, Camp Hollywoodland carries No insurance.
6. Rental group must have and provide emergency transportation for participants.

*By my initials, I certify that I have read and understand that I have read and understand the above Medical Requirements. I agree that my group will abide by Medical Requirement polices at all times while renting the camp. **Initials:**_____*

Parking and Loading/ Unloading Vehicles

1. Rental group is permitted to park in the designated parking spaces in camps "upper" parking lot only.
2. Rental group must park in tandem in designated parking spaces in camps "upper" parking lot.
3. Rental group must keep all vehicles out of driving areas and away from non designated areas (i.e trash cans)
4. Rental group may be allowed to drive one vehicle onto camp grounds for the expressed purpose of dropping off or loading of supplies. Driver must abide by posted speed limit of 5 mph through out camp, and move vehicle when directed by staff persons.
5. No vehicle is permitted to be parked near cabins or overnight on camp grounds.
6. There is no parking on camp roads-camp roads must remain clear for emergencies and patron safety.

By my initials, I certify that I have read and understand the above Parking and Loading/ unloading of vehicles. I agree that my group will abide by the Parking and Loading/ Unloading vehicles polices at all times while renting the camp.

Initials: _____

Additional Rules for Youth Groups

1. Rental groups are required prior to rental taking affect to provide an activity/program schedule to camp staff which outlines times and places for youth to be in supervised activities.
2. Appropriate leadership, supervision and discipline needs to be provided by rental group staff at all times.
3. Rental groups are required to maintain appropriate ratios of adult to youth during their stay at camp. It is recommended that rental groups provide (1) adult for every (8) youth; defines as any person under the age of 18yrs.
4. Rental groups are required to provide adult supervision of youth in each cabin, activity area, during meal times and while on camp grounds at all times.
5. An adult leader must be identified and assigned to supervise youth in each cabin (overnight stays)
6. Rental groups and associated youth must check in and out of camp whenever they leave camp; unless they are on a hike nature walk activity and staying on clearly marked trails; adult supervision in required of all youth when group is engaged in a hike/nature walk activity.

By my initials, I certify that I have read and understand the above rules for youth groups. I agree that my group will abide the rules for youth groups at all times while renting the camp.

Initials: _____

Specials Activities- Camp fires/Outdoor cooking/ Ropes course/ Staff led activities

1. **Camp Fires-** Are by special prior arrangement only and are subject to approval by the Park Rangers.
2. **Camp Fires-** A staff monitor is required at an additional fee, for all camp fire activities.
3. **Outdoor cooking of snacks-** Is by special prior arrangement only and subject to approval (of fire) by Park Rangers. A staff monitor is required at an additional fee, for all outdoor cooking activities.
4. **Ropes course activities-** High and Low group activities are by special prior arrangement only.
5. **Ropes course activities-** Require additional staff and separate fees apply in addition to regular facility rental.
6. **Ropes course equipment (including the climbing wall)** are useable by authorized staff only. Persons found climbing/ hanging and or playing on will required to leave immediately, without a refund.
7. **Staff led activities-** Staff led activities required special advanced arrangements and are subjects to staff availability and an additional fee.
8. **Staff led activities included:** Night Hikes, Outdoor Cooking, Arts and Craft Activities, Games on the Back Lawn and related activities.

By my initials, I certify that I have read and understand the above Special Activities Requirements. I agree that group will abide by the Special Activities polices at all times while renting the camp.

Initials: _____

As the designated Rental Group Leader, I _____ have read and understand the rules, policies and regulations associated with renting Camp Hollywoodland and assure that I and my group will abide by them. I further agree to enforce my staff I will enforce all of the camp rules, policies and regulations during our stay at camp. I understand that failure to follow these rules, policies and regulations may result in an immediate cancellation of my groups rental and a forfeiture of any deposits, in addition to any other fines deemed appropriate by the Camp Director or designee.

Initials: _____

Day Use Camp Rules

1. A printed program and activity schedule is required one week prior to group check-in and is subject to the Camp Director or designee approval.
2. The group leader is responsible in gathering the names, address, emergency contacts on all participants
3. Group is responsible for their own first aid, emergency needs and transportation. Group **must** have one person on-site at all times who is currently certified in first aid and CPR. Please forward the name and proof of current certification of your designated medical/first aid person to the camp office two weeks prior to your outing.
4. Group must provide its own accident insurance. Proof is required within one month of application submission. The City of Los Angeles, Camp Hollywoodland carries NO insurance for groups.
5. **NO SMOKING** is permitted in or around any buildings, cabins and/or restrooms. Smoking is permitted **only** in specific areas designated by the Fire Department (check with camp staff on-duty).
6. **NO** alcohol, illegal drugs, fireworks, weapons, firearms and pets. Possession of these items will result in **immediate cancellation of rental and a loss of all rental fees.**
7. **NO** open or partial nudity. Actions of this type will result in immediate cancelation of rental and a loss of all rental fees.
8. City of Los Angeles, Camp Hollywoodland is not responsible for any lost or stolen items.
9. **Park in designated areas only.** Parking is limited to (30 spaces maximum). No parking in camp and/or on fire roads, any vehicles on such roads are subject to citations and/ or towing of vehicle.
10. Fire alarm and extinguishers are to be used **only** in case of emergency. **Any** false alarms or unnecessary use of extinguishers **will result in the loss of security deposit, immediate cancellation of rental** and may be subject to additional fines by the camp and/or the Los Angeles Fire Department.
11. Groups are to provide a site orientation at the start of activities to inform all persons of camp rules, procedures and safety information according to camp standards.
12. Dining room set-up is to be arranged by group, and must be put back in order before departure.
13. All emergency Exits and door way must remain clear and unobstructed for entering and exiting.
14. Program areas must be swept/ cleaned and debris (trash) picked up from the grounds **before** departure.
15. Signs and notices may be posted in designated areas only **and** must be removed before departure (including signs posted outside of the camp grounds). Posting and posting tools must be approved by Camp Director or designee.
16. The pay telephone may be used for all business and personal calls by the group. The phones in the office are **strictly** for camp business.
17. All forms of amplified sound (music, DJ equipment, lecture speakers, etc.) require prior approval.
18. Kitchen, craft room, dance studio, climbing wall, ropes course, staff quarters, pool, office and director's house are **OFF LIMITS**. Trespassing in these areas will result in **immediate cancellation of rental and loss of all rental fees.**
19. Office hours for Day Rentals are as follows: 9:00am till 5:00 pm. In case of an emergency, please contact camp staff.
20. Any and all personal belongings are the sole responsibility of their owner. Personal sporting equipment should be used with all protective gear and under strict supervision.
21. No food or drinks (except water) are allowed outside of the Main Lodge.
22. Round tables are for dining hall use only and are not permitted outside of lodge.
23. For your safety please do not stand on chairs and stand or sit on tables.
24. Please plan ahead and bring any; presentation materials, paper, pens, string, scissors, table cloths and/ or any related items before you arrive. Camp does not provide these items for rental group use.
25. Please keep in mind that we are guest in the natural environment at camp. Wild animals and insects live in and near camp, and will be seen from time to time. **Do not under any circumstances** approach, poke, chase or attempt to pick up any wild animal or insect- Severe injury may result.
26. Do not put hands, feet or face in or near holes in the ground: We have snakes and rodents on premises who make their homes in holes.
27. To prevent erosion, avoid tripping hazards and wild animals/ insects please remain on designated walking path/ roads and areas only.

By my initials, I certify that I have read and understand the above camp rules. I agree that my group will abide by these rules at all times while renting the camp.

Initials: _____

Rental Checklist ✓

Application	To be filled out by the responsible party/ group leader
Security deposit	\$250 Minimum deposit is due with rental deposits
Rental deposit	Per night rental deposit \$450 due with application
Gate monitor/ Early arrival confirmation	Due within 30 days of application submission.
Proof of Insurance	Due within 30 days of application submission.
Special Activity Confirmation	Due 2 weeks prior to rental date
Meal Selections	Due 2 weeks prior to rental date
Meal Deposits	Due 2 weeks prior to rental date
Roster of Attendees	Due at time of check in -prior to rental start
First Aid/ CPR Staff	Due at time of check in -prior to rental start
Itinerary/ Schedule of Activities	Due 1 week prior to rental date

Make all checks payable to: CITY OF LOS ANGELES
Send all paperwork and fees to: CAMP HOLLYWOODLAND
3200 Canyon Drive
Los Angeles CA 90068

*****Balance due on all fees and charges is required at time of check-in*****

MEALS

Menu plan and meal payments are due two (2) weeks prior to your rental date:

- Please see menu section for a complete listing of meal option.
- Choice of beverage and coffee/tea set up are included with meals.
- Special meals are available at an additional cost (see “special meals” menu)
- **Catering companies are not permitted to operate on camp grounds.**
- Use of Camp Hollywoodland’s kitchen by non camp staff is not permitted.

MISCELLANEOUS

Use of T.V & DVD	\$50
PA System	\$50
Coffee after meal time	\$50 per 100 cup pot
FAX sent or received	\$2.00 per page
Copies	\$.25 per copy/ per page
Park Rangers	\$50 per hour (4 hour minimum = \$200)
Staff Led Activities	\$22.50 minimum per hour per staff (please call for availability)
Ropes Course	\$500 for use + staff (please call for availability)
Campfire ring	\$7.50 plus staffing fee (by special permission only)

CAMP – POSTABLES

Camp Hollywoodland is dedicated to composting our food waste products. In the dining hall there are three trash cans:

- GREEN for all food waste, all paper plates, cups and bowl, as well as all ‘plastic’ tableware.
- GREY is for all packaging materials, wrappings and non-bio degradable items.
- BLUE is for all plastic bottles or aluminum cans (as labeled)

Please help us in reaching our goal of 100% recycling placing all trash items in the correct containers.