

RUSTIC CANYON RECREATION CENTER

PERMITTING INFORMATION:

- Permits must be submitted at least **three weeks** prior to desired event date.
- **(For party related permits only)** You will have a half hour before your permit time to set up and a half hour after to clean up before another permit takes place.
- If you do not reply after two weeks of receiving a permit confirmation email, we will terminate your reservation.
- Permits are only payable via credit card on WebTrac.
- You must pay at least two weeks before your permit date.
- If you are using an outside vendor, you will be required to provide proof of insurance on kwikcomply.org. You're application will not get approved until this step is completed.
- There is no smoking, alcohol consumption, or cooking with open flames on the premises. *(Charcoal only on the barbeque pits).*
- We do not allow bounce houses on the lower grounds as there is no accessible outlet to the public, and we don't allow generators as they are a fire hazard.
- If there are dogs in attendance, they must be on a leash.
- If you'd like your refundable deposit back, please make sure to send us an email to remind us that your permit is done. We will then submit the necessary paperwork. Refunds will take several weeks to be completed. **You will not receive your refundable permit deposit if you damage the area you're reserving, leave it a mess, or use vendors that were not previously discussed or approved.**
- **Cancellation policy states that if you submit for a refund more than two weeks prior to your event date that you will receive a 50% refund of fees, and if requested less than two weeks prior to the event, no refund will be issued.**
- If you have any questions, email us at rusticcanyon.rc@lacity.org.

