

CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS GRIFFITH PARK CRYSTAL SPRINGS PICNIC AREA - RENTAL INFORMATION

The Crystal Springs main picnic area located in Griffith Park is an ideal location to hold family or company picnics. The Crystal Springs picnic area is the only area that can be reserved in Griffith Park. It is conveniently located near the 5 and 134 freeways.

RESERVED AREA INCLUDES: The Crystal Springs main picnic area consists of the grass area posted as "Picnic area by reservation only". The picnic area has a maximum capacity to hold 800 people. There are approximately 250 parking spaces available and parking is not reserved. The picnic area includes picnic tables and barbecues all concentrated on one concrete slab. Restrooms are located next to the picnic area. One volleyball court is available; however, applicant must provide all necessary equipment. ***The children's play area and the baseball diamond may not be reserved.*** Electricity is available upon request at an additional fee of \$25.

APPLICATION PROCEDURES

1. Reservation of the Crystal Springs main picnic area is on a first come, first serve basis subject to established fees, scheduling policies, and event activity requirements.
2. A Crystal Springs Picnic Area application form must be submitted to the Griffith Park Ranger Station to tentatively hold the requested date. (Do not submit fees with application)
3. Application will be reviewed by event coordinator. The event coordinator will then give final approval or disapproval. The applicant will be notified by phone to confirm date and request fees or advise of non-acceptance.
4. If application is approved, applicant is responsible to obtain insurance if alcohol is served or sold, events with an estimated attendance in excess of 500 people, serving or catering food for over 500 people, weddings/receptions, moonbounce (*If you use a moonbounce approved through the City, insurance is not required) pony rides, and auto shows. You can call the special events insurance program representative, May Fong, at 213-485-5520, Monday through Friday, 9:00 a.m. to 11:30 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 at the Park Ranger Headquarters.
5. Reservation fees are due within (10) days of confirmation payable to "The City of Los Angeles, Department of Recreation and Parks", by cashiers check or money order. Failure to submit fees on time will result in cancellation.
6. Upon receipt of fees and insurance approval, applicants will be mailed a permit and receipt. All event activities will be listed on the permit (i.e., amplified sound, generator, electricity,* moonbounce, stage, DJ, etc...). Park Rangers will terminate any activities not listed on the permit. Applicant must have permit in their possession on date of event to use as a confirmation.
7. Events with set-up including equipment such as a stage (no higher than 2 feet), canopies, booths, moonbounces, etc... may be required to hire a Park Ranger monitor or Maintenance monitor during set-up. All picnics with over 300 people in attendance are required to hire a Park Ranger monitor or Maintenance monitor at the present and current rate per hour at 1 ½ times to monitor set-up. Larger picnic groups may be required to hire maintenance personnel at the present and current going rate per hour at 1 ½ times.

PERMITTEE WILL MAINTAIN THE PERMITTED AREA IN A CLEAN AND SANITARY MANNER, AND WILL RESTORE THE AREA TO THE CONDITION IN THAT IT WAS RECEIVED OR BE BILLED ACCORDINGLY. PARK RANGERS WILL MAKE PERIODIC SITE VISITS TO DETERMINE ATTENDANCE.

CANCELLATION - REFUNDS

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|----|---------------------------|-------------------------|
| 1. | 91+ days prior to event | 10% of basic rental fee |
| 2. | 61-90 days prior to event | 25% of basic rental fee |
| 3. | 60 or less prior to event | 30% of basic rental fee |

All refunds will be processed as soon as possible. It will take approximately 4 to 6 weeks to receive the portion of your fees that is to be refunded.

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RENTAL FEES PER BOOTH/VENDOR: (All Fees are per day)

Events erecting 10 x 10 foot booths are required to obtain the proper permits from the Los Angeles Fire Department, Los Angeles Police Department, Building & Safety, Community Safety, and the L.A. County Department of Health.

Public Agency / Education Booths (no sales of any kind)	No Fee
Non-Profit Organizations (may have sales)	\$50.00
For Profit Organizations (may have sales)	\$100.00
Commercial Entities (purpose is display of company logo/ Product/name and/ or commercial sales are conducted)	\$200.00

RULES AND REGULATIONS

1. Applicant is responsible to know all city park rules and regulations. Park Rangers will terminate the event for violation of any rules and regulations.
2. The Department of Recreation and Parks will not assume any responsibility for the damage or loss of any merchandise or other effects left in the area before or following the event. The applicant must be present at all times during pre-event time, event time, and throughout closing of event.
3. Applicant staging the event will be liable for any damage to the Crystal Springs main picnic area and will be billed accordingly.
4. Applicant is prohibited to have carnival rides (i.e., Ferris wheel, merry-go-round,); hot air balloons and helium balloons are not permitted. Auctions and any soliciting or exchange of money on park property is **NOT PERMITTED**.
5. Food and beverages will **NOT** be sold on park property. Park Rangers will cite vendors selling food or beverages. Group is permitted to have event catered provided that caterer has a business license from the City of Los Angeles, and a permit from the County Health Department.
6. Amplified sound using such devices as a public address system, generator, etc. are prohibited unless prior approval has been received from Park Rangers.
7. It is the responsibility of the applicant to see that the premises are clean before leaving the area.

ALCOHOLIC BEVERAGE POLICY

1. Approval to serve alcoholic beverages (beer and wine) shall be requested at the time, reservation is made. The Department reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law, City Ordinance, and Department of Recreation and Parks policy.
2. No alcoholic beverages shall be served to any persons under 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 or as a result of alcohol being available on the City's premises shall be the sole responsibility of the organization, its sponsor, and the adult representative. A Park Ranger will remove guests who become overly intoxicated and/or cause a disturbance from the event.
3. Security is mandatory for all events requesting to serve alcoholic beverages. A minimum of two Park Ranger Monitors is required for security at all events serving alcoholic beverages. Park Rangers rate of pay varies according to rank and pay differential. The services of Park Rangers will be paid up front with all of the other fees as well. Contact Event Coordinator for specifics. A designated beer garden will be provided by applicant with proper signage.

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4. Alcoholic beverages are to be served in plastic cups, cans or unbreakable containers. Glass is not permitted to ensure public safety.
5. Alcoholic beverages will not be consumed in parking lots, restrooms or any other areas other than the Crystal Springs main picnic area. Violators will be cited.

If you need further information, you can contact the event coordinator Andy Ho at (323) 913-4688 ext. 1617 or any Park Ranger Clerical Staff may assist you at (323) 913-4632 or (323) 913-7497.