



# EXPO CENTER

*The City of Los Angeles, Department of Recreation and Parks in partnership with the  
Friends of the EXPO Center, a non-profit Corporation*

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*Roy A. Anderson Recreation Center • Exposition Park Rose Garden • LA84 / John C. Argue Swim Stadium  
Ahmanson Senior Citizen Center • Child Care Center • Outdoor Amphitheater  
3980 S. Menlo Avenue, Los Angeles, CA 90037 • Phone 213.763.0114 ext. 214 • Fax 213.763.3117  
Email: [RAP-EXPOSpecialEvents@lacity.org](mailto:RAP-EXPOSpecialEvents@lacity.org)*

Welcome to EXPO Center, the largest recreational facility in the City and County of Los Angeles. EXPO Center is a membership facility with over 20,000 members. We want to thank you for choosing EXPO Center as the site for your event. Our team of experienced event staff looks forward to working with you for your next event.

The success of your event depends on your cooperation in following our facility use procedures. Please note that the Facility Use Application is not a permit. The following procedures must be adhered to by procedure:

- 1) **Completely fill out the enclosed Facility Use Application and**
- 2) **Return your application with payment 6 weeks in advance of event**

We need to maintain that due to high demands, all events must be scheduled a minimum of 6 weeks in advance. Facility use application and permit fee must be returned in a timely manner to continue all event arrangements.

EXPO Center often receives a request to waive fees; however the No-Fee Waiver Policy does not allow the waiver. The No-Fee Waiver Policy is mandated by the Board of Recreation and Park Commissioners. The Board of Recreation and Park Commissioners established in June 2003 states that no waivers be considered or approved of any fees, costs, or expenses, as established in the Manual of Rates and Fees, for use of Department facilities and property.

Again, we appreciate you choosing EXPO Center to host your event. If you have any questions, please call our event coordinator at (213) 763-0114 x 214

Sincerely,

Belinda Jackson  
Executive Director

Encl.

**SPECIAL EVENTS**  
**Facility Use and Fee General Information**  
(Revised 07/07)

**Hold Harmless Clause**

In consideration of the City of Los Angeles Recreation and Parks Department granting permission requested herein, permittee agrees to indemnify and hold the 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, costs 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 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, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquakes or other acts of God.

**Facility Use Permit Procedures**

- Tours for permit groups are scheduled by appointment only. Please call 213-763-0114 ext. 214.
- Permit forms can be obtained from the Special Events Office. We can be contacted in person, email, fax or by phone.

EXPO Center, Special Events Office

3980 S. Menlo Avenue

Los Angeles, CA 90037-1212

213-763-0114 ext. 214

213-763-3117 fax

Email: [epiccspecialevents@lacity.org](mailto:epiccspecialevents@lacity.org)

*\*Please note phone hours are from 10:00 am – 4:00 pm Monday through Friday*

- Facility Use Application must be submitted a minimum of 6 weeks prior to the event date. **No Exception!**
- There is a minimum of two (2) mandatory monitoring staff that are required to work **all** events, **No Exception!** The number of staff may increase according to event.
- There is a minimum of one (1) mandatory cleaning staff for detailed cleaning after each event, **No Exception!** The number of staff may increase according to event.
- Written notice of cancellation must be submitted to the **EXPO Center** office at least 4 weeks prior to the event.
- Final payments must be made no later than 4 weeks prior to the event.
- The use of the facility can be scheduled 7 days a week from 7:00 am to 9:00 pm

**Fees**

- Checks or money orders must be made out to the City of Los Angeles. **NO CASH.**
- Please specify on the check or money order the Event Name, Permit Number and Event Date.
- A minimum clean-up deposit of \$100.00. The deposit fee is subject to change based on the nature of the event.
- At the end of the event, a walk-through of the facility will be conducted to assure that there is no damage to the facility.
- Any event requiring cooking will require an additional deposit fee of \$250.00. A \$35.00 fee is required for the picture permit.
- Any changes and/or alterations within 4 days of the event are subject to additional fees. The Board of Commissioners for Recreation and Parks has established a NO-FEE Waiver Policy.
- There are no fee waivers for special programs, groups, non-profits, etc. Cost for event staff time is \$20.00 per hour. (An increase may occur due to salary increases from the City.)
- If event terminates prior to the scheduled time due to security or other issues not caused by the City, the City shall retain all fees and deposits.



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- If any equipment, furniture, supplies, or other items are left on premises after 24 hours of event, deposit will be retained by **EXPO Center** for storage fees.

## AHMANSON SENIOR CITIZEN CENTER

Area	1st 4 Hours	Per Additional Hour
Building	\$200.00	\$50.00
Lounge	\$175.00	\$40.00
Kitchen	\$75.00	N/A

## COMMUNITY HALL AND MULTI – PURPOSE ROOMS 1, 2, 3

Attendees	Basic Meeting	Social Meeting w/ drinks	Fee Generating Activities	Per Additional Hour	Special Event Fees
50 max. 1st 3 hours	\$50.00	\$100.00	\$225.00	\$30.00	\$1,500.00 per day
100 max. 1st 3 hours	\$75.00	\$200.00	\$400.00	\$50.00	\$1,500.00 per day
100+ 1st 3 hours	\$150.00	\$300.00	\$600.00	\$40.00	\$1,500.00 per day

## GYMNASIUM

Area	First 3 Hours	Per Additional Hour	Reservation Deposit	Scoreboard & Operator	Special Event Fees
Single Gym	\$200.00	\$40.00	\$100.00	\$10 per hour	\$2,250.00 per day
Double Gym	\$400.00	\$100.00	\$200.00	\$10 per hour	\$2,250.00 per day

## OUTDOOR AMPHITHEATRE

	First 2 Hours	Per Additional Hour	Electrical Hook-Up	Refundable Clean Up Deposit	Special Event Fees
Arena	\$500.00	\$100.00	\$50.00	\$500.00	\$2,250.00 per day

## LA 84 / JOHN C. ARHUE SWIM STADIUM

Attendance	Per hour / 3 hour Minimum	Lifeguards on Duty	Maintenance Fee Per Locker Room	Special Event Fees
1-50 People	\$75.00 / \$225.00	3	\$100.00	\$4,375.00 per day
51-100 People	\$125.00 / \$375.00	4	\$100.00	\$4,375.00 per day
101-200 People	\$175.00 / \$525.00	5	\$100.00	\$4,375.00 per day
201-300 People	\$300.00 / \$900.00	7	\$100.00	\$4,375.00 per day

## EXPO CENTER FRONT LAWN

**BOARDWALK PARKING**

Per Area Per Day	Special Event Fees	Per Area Per Day	Special Event Fees
\$1,000.00	\$1,000 per day	\$1,250.00	\$1,250 per day

**ROSE GARDEN EAST / WEST**

Attendees	1st 2 hours	Per Additional Hour	Folding Chairs	Refundable Deposit	Special Event Fees
50 people	\$250.00	\$50.00	\$1.00 per chair	\$100.00	\$3,125.00
51 - 100 people	\$350.00	\$50.00	\$1.00 per chair	\$100.00	\$3,125.00
Picture Permit Flat Rate	\$35.00				
Commercial Photography Flat Rate	\$200.00				

**SOUTH LAWN WEST**

Per Day	Refundable Clean-Up Deposit	Special Event Fees
\$3,000	\$500.00	\$3,750.00

**RALPH M. PARSONS PRE-SCHOOL**

1st 2 hours	Per Additional Hour	Kitchen Fee
\$100.00	\$25.00	\$25.00

**ADDITIONAL CHARGES**

Staff	\$20.00 Per Hour	Kitchen Fee	\$150.00 per day
<b>Table Rental</b>		Cancellation Fee	50% of Total Fees 3 Weeks Notice
10 or Less	\$50.00	<b>Clean-Up / Breakage</b>	<b>\$100.00 Minimum</b>
10 or More	\$100.00	<b>Refundable Deposit</b>	
<b>Chair Rental</b>		Special Event	\$500.00 Minimum
100 or Less	\$50.00	Refundable Deposit	
100 or More	\$100.00	Reservation Deposit	50% of Total Fees

**Parking Acknowledgment**

- The applicant expressly acknowledges that parking at the **EXPO Center** facilities is arranged by the California Science Center (day to day park operation) and CLASSIC PARKING (special event days) only.
- The **EXPO Center** staff or an authorized representative is NOT permitted to give verbal, written consent or advice regarding parking arrangements. The applicant must arrange and assume all responsibility for entering into the agreement with the understanding that the **EXPO Center** facility or its agents do not provide parking for any events held at the facility.
- You also acknowledge and agree that you have read this document thoroughly and understand that any **special events** in and within EXPO Center area are beyond the control of the **EXPO Center** staff and its agents.
- The City of Los Angeles, Department of Recreation and Parks cannot be held liable for these changes and are not held liable for any inconvenience this may cause to the applicant.
- Please note: All parking arrangements must be made with Classic Parking at (213) 749-5654. The EXPO Center does not provide any parking for events.



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## **Exposition Park Rose Garden Wedding and Picture Permit Fees**

Thank you for your interest in holding your wedding or special event at the Exposition Park Rose Garden. If you are interested in obtaining a wedding/special event permit please complete the facility use application and be prepared to make a 50% deposit.

Please Note: The Rose Garden is closed to the public January 1 to March 15.

Reservation Limitations:	2-hour maximum reservation for Picture Permits Only	
	Earliest starting time:	9:00 am
	Latest starting time:	2:00 pm
Fees:	1 to 50 people:	\$250.00 (2hrs included)
	51 to 200 people:	\$350.00 (2hrs included)
	Additional Hour:	\$50.00
	*Staff per hour:	\$20.00
	* Event Monitor Staffing depending on size of the event.	
	Picture Permit included with package	
Other:	Picture Permit:	\$35.00
	Commercial Photography:	\$200.00 per day
	Refundable clean-up fee:	\$100.00
Available Upon Request:	White Folding Chair:	\$ 1.00

### **Tours by appointment only**

White folding chairs can be rented for \$1.00 per chair; in addition staff fee will be incurred towards the chair set-up and take-down by the Rose Garden staff. It is the responsibility of the wedding party to keep the area clean.

No amplified sound is allowed at the Rose Garden, but a hand-carried, battery-operated system is permitted. There are no utility hook-ups. No stacking is allowed on the ground. Any decoration or equipment must be pre-approved by the Special Event Coordinator. In addition, alcoholic beverages are not permitted. Parking is not available at the Rose Garden; however, it may be obtained along Exposition Boulevard or in the parking structures located on Figueroa Street.

This permit only grants permission for your specific group to have the wedding at the Rose Garden for the allotted amount of time and specific area. The Rose Garden will still be open to the public and no other park patron may be denied access to the Rose Garden.

If, in the opinion of the Park Supervisor, there are substantial damages to the Rose Garden as a result of the wedding or picture permit, then additional fees will be charged to cover the damages. Appropriate fees for repair of such damages will be billed to the applicant/responsible party. Refunds are not issue due to inclement weather.

## **EXPO Center's Rules**

To ensure a refund of the clean-up deposit fee, please adhere to the following rules.

### **Elevator Use:**

- 1) Elevators use restricted to those with disability.
- 2) Children under the age of 18 are not allowed in elevator within an adult.

### **Kitchen Use:**

- 1) Wipe down the countertops and drawers.
- 2) Broom the floor if it is dry food or trash. The floor must be swept and trash must be in the trash container.

### **Table Use:**

- 1) Wipe down all tables.
- 2) Breakdown tables and place on table cart.

### **Chair Use:**

#### **Folding Chairs:**

- 1) Wipe down all chairs if necessary.
- 2) Fold all chairs and place neatly against one side of the wall, unless told to place on chair cart.

#### **Stacking Chairs:**

- 1) Stack chairs in stacks of five. Move all chairs to one side of the room along the wall.

### **Room Use:**

- 1) Pick up any debris or food off the floor.

### **Hallway Use:**

- 1) Dispose all food in trash.

- 2) Sweep the floors if there is food or trash.
- 3) Mop the floor if there are any spills.

### **Gym Use:**

- 1) Absolutely no food or drinks in the gym.
- 2) Any trash needs to be thrown away.

### **Bathrooms:**

- 1) Make sure all paper towels are properly disposed in trash receptacle.

### **Trash:**

- 1) All trash must be disposed properly by tying the bag and placing outside of the facility:
  - a) Roy A. Anderson Recreation Center – dispose outside the gates of the Swim Stadium.
  - b) Ahmanson Senior Center – dispose outside in the back of the center located near the gate.

### **Outside Boardwalk or Outdoor Amphitheater:**

- 1) Any form of trash needs to be picked up.
- 2) Trashcans must be disposed in the bins.
  - Roll off bin is required.
  - Astroturf is required for cooking and serving food.
  - Cooking oils need to be disposed offsite and not on EPICC facility.