

City of Los Angeles ~ Department of Recreation and Parks
MAR VISTA RECREATION CENTER
 11430 Woodbine Street Los Angeles, CA 90066
 (310) 398-5982 ~ marvista.recreationcenter@lacity.org

FACILITY RENTAL INFORMATION AND POLICIES

PICNIC AREA RENTAL RATES AND FEES					
AREA	CAPACITY	1-50 people	51-100 people	101-200 people	200+ people
Picnic Area #1	200	\$122.00	\$147.00	\$197.00	Events larger than 200 people, please fill out "Application for Facility Use Fee" form. Mar Vista Staff will contact you for processing.
Picnic Area #2	300	\$122.00	\$147.00	\$197.00	
Picnic Area #3	200	\$122.00	\$147.00	\$197.00	
Picnic Area #4	300	\$122.00	\$147.00	\$197.00	

MOON BOUNCE FEE ADDITIONAL \$20.00

MOON BOUNCE RESERVATIONS MUST BE MADE 3 WEEKS PRIOR TO THE EVENT

PICNIC AREA RENTAL REFUND POLICY

PICNIC AREA RESERVATIONS INCLUDE A \$25.00 NON-REFUNDABLE RESERVATION FEE AND A \$22.00 PERMIT APPLICATION FEE.

IF THE EVENT IS CANCELLED 91+ DAYS PRIOR TO THE EVENT, THERE IS A 10% CANCELLATION FEE.

IF THE EVENT IS CANCELLED 61-90 DAYS PRIOR TO THE EVENT, THERE IS A 20% CANCELLATION FEE.

IF THE EVENT IS CANCELLED 31-60 DAYS PRIOR TO THE EVENT, THERE IS A 30% CANCELLATION FEE.

IF THE EVENT IS CANCELLED 30 OR LESS DAYS PRIOR TO THE EVENT, THERE IS A 40% CANCELLATION FEE.

FEES ARE NON-REFUNDABLE IF CANCELLATION OCCURS WITHIN 14 DAYS OF THE EVENT.

BASEBALL DIAMOND & GRASS AREA RENTAL AND FEES

AREA	FEES
Daytime Use	\$25.00/Hour

BASEBALL DIAMOND & GRASS AREA RESERVATIONS MUST BE MADE 14 DAYS PRIOR TO THE EVENT.

BASEBALL DIAMOND & GRASS AREA RESERVATIONS INCLUDE A \$25.00 NON-REFUNDABLE FEE

(IF CANCELLED WITHIN 14 DAYS OF THE EVENT) AND WILL BE CHARGED

A \$22.00 PERMIT APPLICATION FEE.

FEES ARE NON-REFUNDABLE IF CANCELLATION OCCURS WITHIN 14 DAYS OF THE EVENT.

RESERVATION PROCEDURES:

Reservations for any of Mar Vista picnic areas, baseball diamonds and grass areas must be made in person at the recreation center office Monday thru Friday from 9:00am-5:00pm only. At that time, all necessary forms must be filled out and all fees will be paid by check or money order only to the Mar Vista office. Please call the Mar Vista office at (310) 398.5982 for more information and availability.

Availability is determined seasonally due to park activities and recurring permit group priority.

Permits must be signed by the person (18 years or older) in charge of the group. Permittee must be present at the event, and is responsible for the conduct of the group as well as for any damage caused by the group in the park. For groups composed primarily of minors, we suggest proper supervision to ensure safety and enjoyment of all. Permittee and group must observe the limits of their permit, and honor the rights of other park patrons.

CA# _____ (Insurance verification)

PERMIT # _____

City of Los Angeles • Department of Recreation and Parks
APPLICATION FOR USE OF FACILITIES (THIS IS NOT A PERMIT)

PERMITTEE MAY NOT PUBLICIZE THE EVENT UNTIL A PERMIT HAS BEEN ISSUED

PLEASE READ AND COMPLETE ITEMS 1 THRU 13 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

1. Recreation Center MAR VISTA RECREATION CENTER

2. Name Of Organization _____ Representative's Name _____

4. Mailing Address _____ City _____ Zip _____

5. Contact Evening () Cell () e-mail _____

6. Type of Event _____

7. Date and Time of Event

Day(s)	Month/Date(s)	Time(s)
Sunday	_____	_____ to _____
Monday	_____	_____ to _____
Tuesday	_____	_____ to _____
Wednesday	_____	_____ to _____
Thursday	_____	_____ to _____
Friday	_____	_____ to _____
Saturday	_____	_____ to _____

8. Charging Fee(s)? Yes No \$ _____ Will food sales be conducted? Yes No No. Participants: Adult _____ Youth _____

9. Facilities/Services Requested (check all that apply):

- Auditorium Kitchen Outdoor Area Baseball Diamond # _____ Other _____
- Gymnasium Meeting Room Utility Hookup Picnic Area # _____ Field # _____

10. Is this a Fundraiser? Yes No Refreshments? Yes No Canopies/Tents? Yes No

11. Moon Bounce Yes No Company Name _____

Contact Name _____ Phone No. _____

12. Will you require electrical set-ups? Yes No Will you be erecting/assembling any structure? Yes No

13. There is a possibility that this event may need insurance, please check with the Facility director

HOLD HARMLESS/WAIVER OF DAMAGES

Permittee hereby expressly agrees on its behalf and that of its dependents, heirs, assigns and legal representatives: That the City of Los Angeles, its officers, agencies, employees and volunteers shall not be responsible or liable for any injury (physical or mental), death, damage, loss or expense (including legal costs and reasonable attorney fees) either to Permittee, its invitees, or either party's property incurred while Permittee is exercising the above permission or is engaged in activities related thereto.

PERMITTEE HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISK OF INJURY, DEATH OR PROPERTY DAMAGE

Arising out of said activities. Permittee further agrees to indemnify and hold harmless the City, its officers, agencies, employees, and volunteers from all loss or liability, actual or alleged, that may arise from Permittee's conduct, either intentional or negligent, while participating in the above described activities. However, neither the waiver nor the indemnity agreement exempts the City or its officers, agencies, employees or volunteers from acts of gross negligence or willful misconduct.

PERMITTEE HERBY REPRESENTS THAT:

Permittee is aware of the condition of the public premises and accepts the premises in their present condition. Permittee agrees to abide by all safety regulations. Permittee has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

THE SALE, SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED. SOUND APPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

I certify that all statements on this application are complete and correct.

Signature of Applicant/Permittee _____ Date _____



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 11430 Woodbine Street
 Los Angeles, CA 90066
 (310) 398.5982

PICNIC AREA APPLICATION INFORMATION

The picnic areas are available on a first come first serve basis. No personal barbeques are allowed in any picnic area. Picnic areas must be paid for in full on the day the permit is filled out. Please make check or money order to: "LA. City, Department of Recreation and Parks."

MOON BOUNCE PERMITS

Picnic Area's #3 and #4 are the only picnic areas that allow a moon bounce. If you would like a moon bounce for your event, you must reserve a minimum of three weeks prior to the event. Permits for moon bounces are at an additional cost of \$20. All moon bounces must be generator equipped as we do not provide electricity. Please consult the list of approved moon bounce vendors at the front desk.

PICNIC AREA REGULATIONS

SECTION 63.44 LOS ANGELES MUNICIPAL CODE PROHIBITS:

1. IT IS ILLEGAL TO CONSUME ALCOHOLIC BEVERAGES IN ANY PUBLIC PARK. THIS INCLUDES ALL LIQUOR, BEER AND WINE.
2. All pets must be on leash than (6) feet long.
3. Picnic tables are never to be moved or altered in any way.
4. No pinatas, signs or decorations of any kind are to be hung from trees at any time.
5. No vehicles are to be park on city property during the time of permit.
6. It is illegal to exchange tickets for merchandise, distribute attendance prizes, or hold raffles.
7. No person shall play or utilize any sound amplifying equipment.
8. No personal barbeques are allowed- Use of city provided barbeques only.
9. Fee is nonrefundable if cancellation occurs within two (2) weeks of event. Fee will reimburse Department for paper processing, clean-up, site preparation and extra related costs.
10. A contact person must be available during the entire time of permitted hours. This person is responsible for ensuring that all Picnic Regulations listed on form are followed.

a. Contact Person (Print): _____ Phone #: _____

PARK RANGERS AND POLICE MAKE ARESTS FOR THESE VIOLATIONS AND VIOLIATIONS WILL BE DENIED FUTURE USE OF THESE FACILITIES.

REFUND PROCEDURES:

ALL REFUND REQUESTS MUST BE MADE IN PERSON AT MAR VISTA RECREATION CENTER MAIN OFFICE ON A REFUND REQUEST FORM.

Your signature below indicates that you have read these regulations, agree to comply with them and that you will assume full responsibility for all members of your group.

Signature: _____ Print Name: _____

Phone #: _____ Ball Diamond/Picnic Area#: _____

Office Use Only _____ COPY PATRON _____ ORIGINAL ON FILE _____ STAFF INITIALS



Mar Vista Recreation Center

11430 Woodbine Street L.A., Ca 90018

(310) 398-5982

(310) 391-5134

SOCCKER FIELD/ BASEBALL DIAMOND APPLICATION INFORMATION

All request for use of fields are taken on a first come first serve basis.

- An *Application for Use of Facility* form must be filled out for each request for a field.
- All requests for one time use must be made a minimum of two weeks in advance and must be paid in full at the time of the request. Please note that NO MORE than two (2) consecutive dates will be approved on a single request. (Check or money order only).
- Full payment must be made at the time of the request
- Subletting of Mar Vista's fields is strictly prohibited

PLEASE NOTE:

- Bases are not included in a baseball diamond rental
- Faxed application may be faxed to (310) 391-5056 and you will be contacted

SOCCKER FIELD/BASEBALL DIAMOND REGULATIONS

1. No markings of any kind may be made on the field (i.e. paint, chalk, etc.)
2. No Metal cleats or spikes allowed on the field at any time.
3. No food or beverages including gum, to be consumed on the field.
4. It is illegal to conduct sales of any kind on City premises.
5. It is illegal to consume alcoholic beverages in any public park. This includes all liquor, beer, and wine.
6. It is illegal to smoke in any city park.
7. No person shall play or utilize any sound amplifying equipment
8. No dogs or other pets of any kind.
9. No vehicles or bicycles allowed within gated area of the field.
10. No structures of any kind may be erected without prior approval. (i.e. canopies, tables, or chairs)
11. Fee is nonrefundable if cancelation occurs within two (2) weeks of event. Fee will reimburse department for paper processing, clean-up, site preparation and extra related costs.

OFFICE OF PUBLIC SAFETY AND LAPD MAKE ARRESTS FOR THESE VIOLATIONS AND VIOLATORS WILL BE DENIED FUTURE USE OF THESE FACILITIES.

Your signature below indicates that you have read these regulation, agree to comply with them and that you will assume full responsibility for all members of your group.

Signature: _____ Print Name: _____

Phone #: _____