

APPROVED

AUG 08 2018

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 18-151 REVISED

DATE August 8, 2018

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SYCAMORE GROVE PARK – PERMISSION TO SERVE ALCOHOLIC BEVERAGES; RIGHT OF ENTRY PERMIT

AP Diaz	_____	*V. Israel	_____
R. Barajas	_____	S. Piña-Cortez	_____
H. Fujita	_____	N. Williams	_____



General Manager

Approved X Disapproved _____ Withdrawn _____
With Revisions

RECOMMENDATIONS:

1. Approve the sale and service of alcoholic beverages (beer and wine) at “Stones Throw SuperFest” to take place at Sycamore Grove Park in accordance with the Department of Recreation and Parks’ (RAP) policies and procedures regarding the sale and service of alcoholic beverages; and
2. Authorize RAP staff to issue a Right of Entry Permit (ROE), included herein as Attachment 1, to the event organizer, including the sale of alcoholic beverages during the event.

SUMMARY:

Stones Throw Records (STR), an independent record label based in Highland Park, has submitted a request to RAP to host the “Stones Throw SuperFest”, a musical concert event. The event is tentatively set for Saturday, November 3, 2018, 12:00 p.m. to 9:00 p.m. at Sycamore Grove Park, 4702 North Figueroa Street, Los Angeles, California 90042. This event will include live performances and DJs with multiple genres of music including funk, hip hop, and rock. The concert is expected to attract up to two thousand, five hundred (2,500) people, and will be free of charge. STR hosted a similar musical event in 2016, which was very successful.

The event organizer will alert attendees of nearby public parking lots through social media. In addition, STR will encourage attendees to use public and online transportation, such as Metro, Uber and Lyft. STR will hire Athena Security Company at their own expense and will have at least thirty-two (32) guards for the event. In addition, STR will ensure that there are guards for pre-set-up, break-down, and for the overnight shift.

As part of this Report before the Board of Recreation and Park Commissioners (Board), it is proposed that beer and wine be allowed for sale and service at the event. The serving of alcohol will be allowed in two (2) secured beer gardens. Event security will monitor the

BOARD REPORT

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entrances and exits to this area. STR will ensure all state and local regulations are adhered to, as well as the Board's Alcoholic Beverage Policy.

The Board's Alcohol Beverage Policy requires that an event where alcoholic beverages are sold, beyond the five (5) events allowed per region, per calendar year, must obtain additional approval from the Board. The Metro Region anticipated alcohol-related events for 2018 to include Seoul International Korean Festival, Debs Parks Audubon Society Event, Echo Park Lotus Festival, Arroyo Seco Lummis Days Festival, and Council District 1 Jazz Festival.

Attached are letters of support from Councilmember Cedillo's office (Attachments 2), and the Arroyo Seco Neighborhood Council (Attachment 3).

In addition, the proposed *Sycamore Grove Park Revocable, Temporary Right-Of-Entry Permit for Provision of Free, Single-Stage Musical Concert for the Stones Throw Superfest Event* is herein included as Attachment 1.

FISCAL IMPACT STATEMENT:

There is no negative impact to RAP's General Fund as the event organizer will incur all expenses related to the event. In addition, 20% of the sales of alcoholic beverages will go to RAP.

This report was prepared by Bertha Calderon, Management Analyst, Metro Region.

LIST OF ATTACHMENTS(S)

- 1) Proposed Revocable, Temporary Right-Of-Entry Permit
- 2) Councilmember Cedillo's Letter of Support
- 3) The Arroyo Seco Neighborhood Council's Letter of Support

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ASSISTANT GENERAL MANAGER
(213) 202-2633 FAX (213) 202-2614

July 18, 2018

ATTACHMENT 1

Stones Throw Records, LLC
2658 Griffith Park Boulevard, #504
Los Angeles, California 90039
ATTN: Jason McGuire, General Manager

RE: SYCAMORE GROVE PARK REVOCABLE, TEMPORARY RIGHT-OF-ENTRY
PERMIT FOR PROVISION OF FREE, SINGLE-STAGE MUSICAL CONCERT
FOR THE STONES THROW SUPERFEST EVENT

Dear Mr. McGuire:

The City of Los Angeles- Department of Recreation and Parks (RAP), hereinafter referred to as "Department," hereby issues a revocable Right-of-Entry Permit to Stones Throw Records, LLC, hereinafter referred to as "Permittee," for temporary access to Sycamore Grove Park, for the purpose of an open-to-the-public, all-day, single-stage musical concert for the Stones Throw "Superfest" event, scheduled for Saturday, November 3, 2018.

Approval of this Right-of-Entry Permit is contingent upon the acceptance and full agreement of the provisions stipulated herein. This Right-of-Entry Permit is subject to the following terms and conditions:

1. PERMIT AREA DEFINED

The area to be covered under this permit is Department property, known as Sycamore Grove Park, located at 4702 North Figueroa Street, Los Angeles, California, 90042. Permittee will have exclusive-use of Sycamore Grove Park. Exclusive-use includes: facility band shell (i.e. stage / amphitheater), picnic areas; and, the entire footprint of the park (see plot plan, Attachment 1) (e.g. "Permit Area").



2. PERMISSION GRANTED

Permission is hereby granted to enter the permit area to provide for an open-to-the-public, all-day, single-stage musical concert. Provision of the concert (*also known as "Stones Throw Superfest"*) event will include; but, is not limited to the following:

- A. Permittee will have exclusive-use of Sycamore Grove Park, beginning Friday, November 2, 2018, at 9:00 a.m. (PST) through Sunday, November 4, 2018, until 8:00 a.m. (PST).
- B. "Stones Throw Superfest" musical concert event will take place Saturday, November 3, 2018; 12:00 p.m. – 9:00 p.m., all ages musical concert event.
- C. Permittee estimates and anticipates approximately two-thousand five hundred (2,500) people will be in-attendance; however, capacity is not to exceed five-thousand (5,000) attendees. Permittee will not exceed any and all additional capacity limits, as determined by the Los Angeles Fire Department.
- D. Permittee will hire a security company at its own expense and have at least 32 unarmed guards on the day of the event, 11:00 a.m. – 10:00 p.m. This does not include guards that will be stationed at each of the beer gardens. Permittee will also ensure security guards are on duty during pre-set-up, break-down, and for overnight shifts on Friday and Saturday.
- E. Permittee is allowed to serve beer and wine only in a designated controlled area.
- F. Permittee is allowed to have two (2) beer gardens (temporarily contained areas). The two (2) beer gardens within the Permit Area that will be assigned for the purpose of sale, serving and consumption of beer and wine are as shown on the attached plot plan, Attachment 1.
- G. Permittee agrees there will be no age requirement for people in attendance, unless those persons intend to consume alcoholic beverages. Permittee agrees no one under the age of 21 will be allowed to purchase nor consume alcoholic beverages while at or upon the Department's property and permit area; and, Permittee accepts any and all liability for

any and all persons who consume alcoholic beverages over the age of 21 years.

- H. When alcoholic beverages are to be served, a Department employee shall be on-duty and immediately available for the duration of the event. In addition, for every one-hundred (100) participants expected, the Permittee shall employ the services of one (1) uniformed security officer, but not less than two (2) security officers per beer garden. The uniforms worn by security employees shall be worn for identification purposes and need not be limited to police-type or security-type uniforms. Permittee shall pay the security officer(s) directly and independently of any fees required to be paid to the Department.
- I. Permittee agrees, where alcoholic beverages are to be sold within a temporarily-contained area, at-least one (1) uniformed security officer shall remain inside the contained area at all times during the event. If available, the Department prefers that Permittee employ off-duty Department Park Rangers and/or Police Officers from the City of Los Angeles, in sufficient number to coordinate and supervise civilian security personnel as required by this policy. If Park Rangers and Police Officers are not available and Permittee wishes to employ a private security agency, such agency must be registered and approved by the Los Angeles Police Commission. Permittee shall employ such registered security officers in sufficient number to coordinate and supervise civilian security personnel as required by this policy.
- J. Permittee agrees to; and, will provide additional security in all areas of the Department's property; particularly, at facility's band shell (e.g. stage / amphitheater), picnic areas, temporarily-contained alcoholic beverage serving area (*i.e. beer garden*); and, entrances / exits as determined and required by the Los Angeles Fire Department. Although the Department may provide two (2) additional security guards on a rotating-basis, these enforcement personnel (*e.g. LAPD Security Services Division or RAP Park Rangers*) are not to be included in the total security personnel required for the event by Permittee.
- K. Permittee shall instruct security officers to maintain order within the Permit Area, prevent ingress and egress of minors unattended by adults, prevent patrons from carrying drinks out of the two (2) designated beer gardens

areas, and prevent over-consumption of alcoholic beverages. If the required security officers fail to report to duty and/or are unable to remain on-duty for the duration of the event, the Department shall enlist its own security officer(s) and assess the Permittee for reimbursement of their salaries. Permittee shall present to the Department's General Manager a signed, security contract or equivalent verification of adequate proposed security for the event.

- L. The Permittee must submit in-writing to the Department's General Manager or designee, a plot-plan of the controlled-area, the proposed number of security guards, the security contract, and the proposed method of accounting for and verification of sales; and, obtain the Department's General Manager's written approval of same. The Permittee shall also obtain the necessary licenses and permits from the California State Alcoholic Beverage Control (ABC) Board, the City of Los Angeles' Office of the City Clerk, the Los Angeles Fire Department and County Health Department; and, shall meet all other requirements and restrictions applicable to the special-use of Department facilities (*i.e.* Sycamore Grove Park). Permittee shall present copies of all permits, ABC License, and plot-plan to Department prior to October 25, 2018 and all aforementioned documents shall remain at the sales or serving site during all hours of operation and available for inspection upon request by a Department representative or law enforcement official.
- M. Permittee must have at least two (2) first aid station staffed by a medic services company. The company must be an approved vendor and will be at the expense of the Permittee.
- N. At-least thirty (30) days prior to scheduled event, Permittee must complete and submit to the Los Angeles Police Department Area Commander, a "Request for Consideration of Beer and Wine Dispensing Permit;" and, receive written recommendation of the Division Area Commander.
- O. Permittee agrees no equipment or persons will obstruct or otherwise impede fire lanes, park entrances nor exits during the event set-up, before, during, or after event, at event closure and post-event clean-up.
- P. Permittee agrees to comply with the Department's zero-tolerance policy regarding illegal weapons on Department's property; and, acknowledges

that any and all weapons are not to be permitted on the Department's property (unless by authorized, licensed security personnel), according to State, County, and Municipal Code.

- Q. Permittee (and its participants) agrees to follow the Department's "Rules of the Park" policy as stipulated herein:
1. No Drugs or Drug paraphernalia. (Zero-tolerance for drug use or possession of any illegal drugs anywhere within the Sycamore Grove Park grounds or venue)
 2. No weapons of any kind (includes pocket knives, pepper spray or fireworks)
 3. No Bota Bags
 4. No smoking of any kind including herbal cigarettes
 5. Pets, if any, must be on-leash
 6. No outside food or beverages
 7. No tents, chairs, blankets or sun/rain umbrellas; unless otherwise approved herein, by Department.
 8. No outside promotional material including flyers, banners or posters without prior consent of the Department
 9. No large chains or spiked jewelry
 10. No bikes, skates, or scooters
 11. All graffiti, if any, must be removed from venue including restrooms PRIOR TO CLEARING THE FACILITY AT THE END OF THE EVENT.
 12. Permittee will follow all sign restrictions:
 - a. All advertising signs on the venue must be of a family - oriented nature and display.
 - b. The City of Los Angeles crest / symbol may not be used in any advertising.
- R. Permittee will not be allowed to use alcohol, cannabis or gaming sponsors.
- S. Permittee agrees to do outreach on social media to make the community aware of the event. Permittee agrees to include Department on their social media information. Department has the right to approve art work regarding social media postings.
- T. Maintenance Requirements:
1. Production coordinators and their staff are not allowed to work within the park's grounds without Department monitors.
 2. Production coordinators must schedule a meeting with the

- Department of Recreation and Parks, Los Angeles Police Department - Security Services Division (LAPD-SSD); and, Permittee's designated security company to review plans, rules, and regulations needing enforcement throughout the Production.
3. Permittee must show Proof-of-Insurance; and, be listed on the City of Los Angeles online insurance compliance system, KwikComply.
 4. Permittee must obtain all Los Angeles County or City Health Department; and, Los Angeles Fire Department permits.
 5. No parking in-front of any Department offices, Fire Lanes; nor, on the sidewalk.
 6. Production coordinators and their staff are not permitted to drive personal vehicles onto park grounds.
 7. A time-frame must be presented to the Department before the event which includes the three (3) phases of the festival: Pre-Production (e.g. set-up logistics), Production itinerary, and Post-Production.
 8. Post-Production: Inspection with Permittee, Recreation Director, Recreation Supervisor, and Grounds Maintenance Supervisor will be conducted prior on Monday, November 5, 2018; issues pertaining to damage will be addressed at this time.
 9. Smoking is prohibited throughout the park grounds; this must be controlled, and enforced.
 10. All portable toilets should be located outside of park grounds on any of the adjacent streets bordering the Department's grounds; OR, via a pre-approved area within the Department's property per plot-plan, due to the portable toilets' pump truck(s) weight. Permittee must provide a minimum of fifteen (15) portable toilets, and five (5) handicap portable toilets, along with ten (10) hand-washing units. Portable toilets are to be maintained hourly. Permittee must provide one (1) portable toilet per every two-hundred (200) persons. In addition, for every three (3) portable toilets, each single portable toilet must meet the American with Disabilities Act (ADA) requirements.
 11. Permittee must leave the facility in the same or better condition as it was accepted.
 12. Permittee should keep permit area clean and in safe conditions during the duration of the event. Permittee is required to bring event to a close in sufficient time to reasonably clean-up the facility before permit time elapses. Maintenance fees do not include cleaning-up after the last day of the event.
 13. Power-washing is part of the clean-up and must be done at the conclusion of the event prior to Post-Production evaluation
 14. Permittee is responsible for removing any trash/debris that is not in trash receptacles or trash bags before and after the event. Permittee must remove bags and have trash items ready for pick-

up, including any recyclable trash/debris including plastic and/or glass must be bagged separately.

15. Permittee is responsible for maintaining the original integrity of any and all natural landscape and hardscape areas of the Department's property.
16. Permittee is allowed to build one (1) supplemental truss (e.g. arch) in-front-of Band Shell (i.e. stage area); in addition to, twenty (20) 10' X 10' tents / canopies, provided these additional items does not, in any manner, obstruct entrances nor causes damage to Department property previously-defined herein.

3. THE DEPARTMENT WILL:

- A. Department will transport trash to garage area in carts while event is taking place.
- B. Department will dispose of all trash and transport to dumpsters
- C. Department will provide staff at over-time hourly rate at cost to Permittee (includes: Electricians, Grounds Maintenance, and Recreation personnel).

4. SPECIAL EVENT FACILITY-USE AND STAFF FEES (*See Attachment 2*)

5. TERM OF AGREEMENT / PERMIT

This Right-of-Entry Permit will become effective upon receipt by the Department of an executed, original signature in-agreement with the tenets of said Permit. The Permit will remain in-effect after execution until Sunday, November 4, 2018, at 6:00 p.m. Should it become necessary to change the scope-of-work authorized by this permit, Permittee will notify Department in-writing and request approval of the proposed change. All correspondences will be sent to the addressee listed in Condition Number 12 of this document.

6. INSURANCE

- A. Permittee must meet the Department's insurance requirements for special events listed on the Insurance Requirements sheet (Form 146 I/R, Rev. 10/17[v.3]), included herein as Attachment 3. The Permittee's required insurance policy of public liability and property damage which additionally insures the Department must also include liquor liability coverage. The Permittee's paid employees must also be covered by workers' compensation and Permittee must provide the Department proof-of-coverage. All necessary insurance documents must be submitted to the

Department's Insurance Coordinator at-least two (2) weeks prior to the event. Permittee must show Proof-of-Insurance and be listed on the City of Los Angeles' online insurance compliance system, KwikComply (formally Track4LA).

- B. Permittee agrees that any authorized contractor or subcontractor working in the Permit area will obtain and keep in-force, during the term of this Permit, the insurance coverage(s) in the types and amounts approved by the City of Los Angeles-Department of Recreation and Parks, Risk Manager. Permittee will maintain written evidence of said insurance. Permittee's authorized contractor(s) or subcontractor(s) will also list the City of Los Angeles as an additional insured. If requested by the Department, Permittee will make said evidence available to the Department. All subcontractors must also submit proof of insurance to the City on KwikComply.
- C. Permittee must submit to the Department a list of all their subcontractors including contact information.

7. DEPARTMENT PERMIT FEES

- A. For the privilege of selling alcoholic beverages on Department-owned and/or operated facilities, the Permittee shall remit to the Department 20% of gross receipts from all alcoholic beverage sales by November 13, 2018.
- B. The Department shall designate a Department employee to be on-duty at the alcohol sale or serving site at all times during the event. Permittee shall reimburse the Department for the full-cost of any overtime worked by the employee during the scheduled event. Scheduling of said employee shall be at the sole discretion of the General Manager.
- C. Permittee shall pay the Department all fees and charges listed herein in-addition to any other fees assessed by the Department for the event, such as Building-Use Fee, Facility-Use Fee, etc.
- D. The Permittee must remit to the Department thirty (30) days prior to the event a non-refundable deposit of five thousand dollars (\$5,000).

8. COLLECTION AND VERIFICATION OF PROCEEDS

- A. The Permittee must utilize an accounting system that accurately records and provides verification of the gross receipts. The Permittee, together with a Department representative, shall account for all proceeds from the sale of alcoholic beverages at the end of each operating day. The Permittee shall remit 20% of gross receipts to the Department by Tuesday, November 13, 2018.
- B. Permittee will remit all total charges and fees, except 20% of gross receipts from all alcoholic beverage sales, by **Wednesday, October 3, 2018.**

9. INDEMNIFICATION

Except for the active negligence or willful misconduct of CITY OF LOS ANGELES (CITY), or any of its boards, officers, agents, employees, assigns and successors in interest, PERMITTEE shall defend, indemnify and hold harmless CITY and any of its boards, officers, agents, employees, assigns, and successors in interest from and against all lawsuits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by CITY, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including PERMITTEE'S employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of an act, error, or omission by PERMITTEE, Subcontractors, or their boards, officers, agents, employees, assigns, and successors in interest. The rights and remedies of CITY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract. This provision will survive expiration or termination of this Contract.

10. DEPARTMENT AUTHORITY / COORDINATION

Permittee and all authorized contractor(s) and/or sub-contractors(s) of any tier will abide by the terms and conditions expressed herein and will cooperate fully with Department employees in the performance of their duties. Department contact:

Kelly Werling, Recreation Supervisor, North District
City of Los Angeles-Department of Recreation and Parks (RAP),
Metro Region Recreation Division
RAP's Primary Contact Information: (213) 485-1310
Contact Hours: Monday through Friday, 9:00 A.M.to 5:30 PM; or, via e-
mail at: Kelly.Werling@lacity.org

On the part of the Permittee, the Department may call:

Stones Throw Records, LLC
ATTN: Jason McGuire, General Manager
2658 Griffith Park Boulevard, #504
Los Angeles, California 90039
Permittee's Primary Contact Information: (323) 259-8200

11. RIGHT OF INSPECTION

Authorized representatives, agents and employees of the Department will have the right-to-enter the Permit area at any time in-case of emergency and upon reasonable notice for purposes of fulfilling normal duties.

12. PERMIT NOTIFICATIONS

Should Permittee desire modifications to this Right-of-Entry Permit, the Department will not unreasonably withhold approval. Permittee will submit a written request to:

ANITA MEACHAM, Superintendent of Recreation and Parks Operations
City of Los Angeles-Department of Recreation and Parks
Metro Region Administration
3900 West Chevy Chase Drive
Los Angeles, California 90039
Region Administration Telephone Number: (213) 485-1310

13. REVOCAION OF PERMIT

The Department may revoke this Right-of-Entry Permit if Permittee does not comply with the terms and conditions stipulated herein. Upon receipt of the written Notice-of-Revocation, the parties will discuss methods and a time-frame for correcting any deficiencies identified by the Department. Permittee will have

the opportunity to correct the deficiencies and retain the Permit within the mutually-agreed-upon parameters.

14. ACCEPTANCE

To indicate acceptance of this Right-of-Entry Permit, please sign and date this page as indicated below and return the signed, original to the addressee listed in Condition Number 12.

Sincerely,

MICHAEL A. SHULL, General Manager
City of Los Angeles-Department of Recreation and Parks

ANITA MEACHAM
Superintendent of Recreation and Parks Operations, Metro Region Administration

Enclosures

MAS:VI:AM:bc

Printed Name, Authorized Representative
Stones Throw Records, LLC

Signature, Authorized Representative
Stones Throw Records, LLC

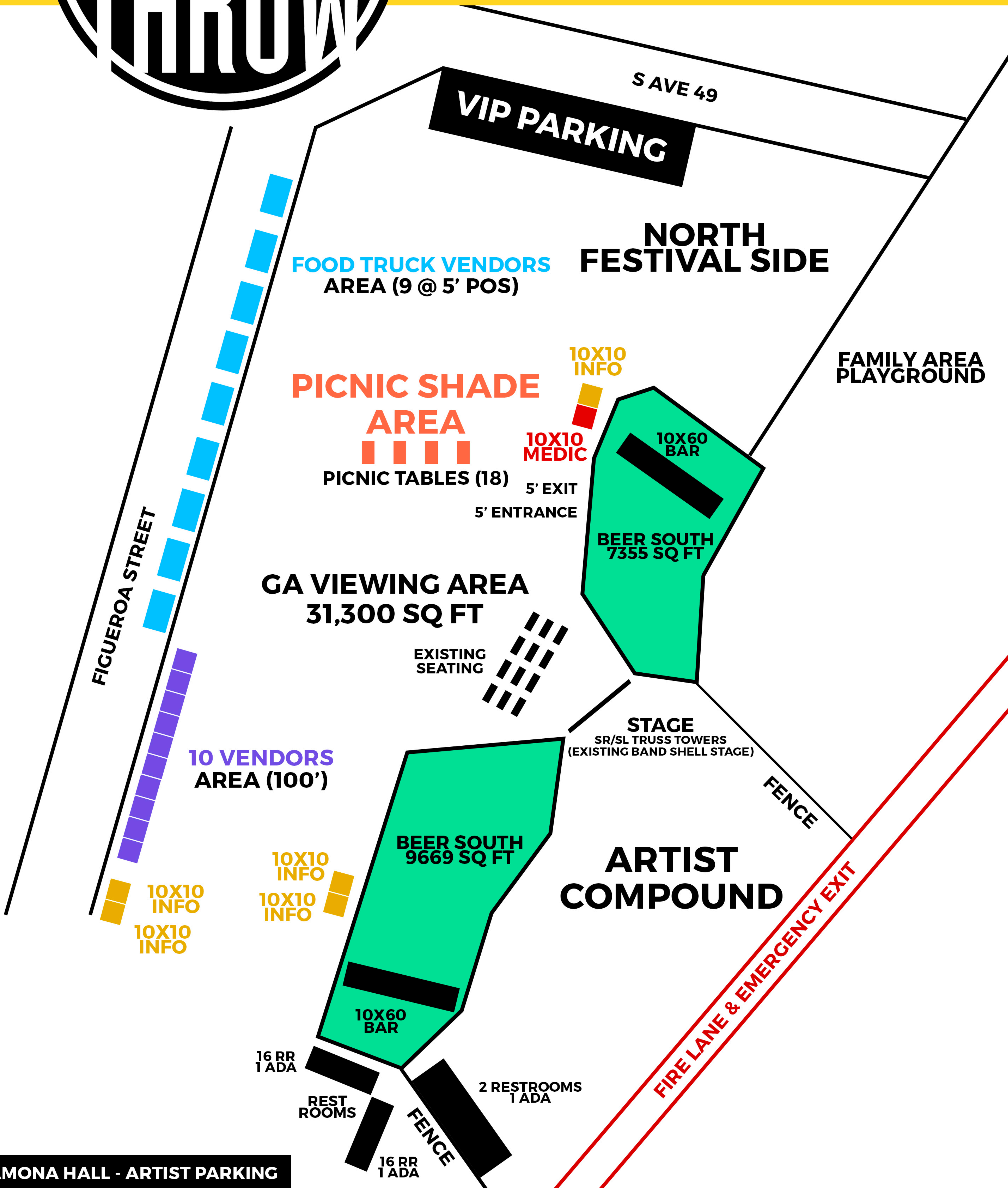
Date of Signature



FESTIVAL MAP

SYCAMORE GROVE PARK

NOVEMBER 3 • 2018



RAMONA HALL - ARTIST PARKING



Attachment 2

GILBERT A. CEDILLO
COUNCILMEMBER
FIRST DISTRICT

March 5, 2018

To the Recreation and Parks Commission:

Stones Throw Records looking to use Sycamore Grove Park for their Stones Throw Superfest event next Fall. Stones Throw Records are longtime stakeholders in the community. Over the past 14 years at this location, they have operated a successful record label, and have been actively involved in supporting the arts and other positive community endeavors.

They did a similar event in 2016 and it was a resounding success. The only difference between the 2016 event is that Spaceland Productions will help organize and produce the event. Spaceland Productions has history of working successfully with CD1 from the Levitt Pavilion series in MacArthur Park. They are both efficient and well organized which can only make this event even better than the first edition, which went off without a hitch.

Stones Throw are the kind of stakeholders we at the Council Office truly appreciate. They have chosen to continually invest and hire in the Highland Park community as Stones Throw Records' business has grown exponentially to include a worldwide following, numerous awards, and recognition from the media and music industry.

CD1 fully supports their endeavor and would like to do whatever it takes to move it forward.

Sincerely,



Bill Cody

Field Deputy CD1 – Highland Park

CITY HALL
200 N. Spring St. Room 460
Los Angeles CA 90012
Tel: (213) 473-7001

HIGHLAND PARK FIELD OFFICE
5577 N. Figueroa St.
Los Angeles CA 90042
Tel: (323) 550-1538

GLASSELL PARK FIELD OFFICE
3750 Verdugo Rd.
Los Angeles CA 90065
Tel: (323) 341-5671

ARROYO SECO
NEIGHBORHOOD COUNCIL
POST OFFICE BOX 42254
LOS ANGELES, CA 90042
MESSAGE PHONE: 323-418-ASNC
<http://www.asnc.us>

CITY OF LOS ANGELES
CALIFORNIA

c/o EmpowerLA - DONE
200 N. Spring St., Suite 2005,
Los Angeles, CA 90012
Phone: (213) 978-1551
Fax: (213) 978-1751

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Valerie Harragin
1st VICE-PRESIDENT

Teresa Bonsell
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Drew Paonessa
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Cindi Lynch
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Rider Strong	Mt. Washington
Cindi Lynch	Montecito Heights
James Pollerana	Montecito Heights
Drew Paonessa	Monterey Hills
Lynda Valencia	Monterey Hills
Neal Gauger	At Large
Valerie Harragin	At Large
Jim Henderson	At Large
Roy Payan	At Large
Sylvia Robledo	At Large
Keenan Sheedy	At Large
Margaret Barto	Community Interest
Teri Bonsell	Community Interest
Steven Austin	Community Interest

February 26, 2018

Dear Recreation and Parks Committee,

On behalf of Arroyo Seco Neighborhood Council (ASNC), we are writing this letter to support Stones Throw Records' proposed "Stones Throw SuperFest", a free music event in Sycamore Grove Park.

Stones Throw Records has operated in CD 1 for over 17 years, most of that time in the heart of Highland Park on Figueroa and Avenue 56. The company has a worldwide following and is known for its critically acclaimed musical output. LA Weekly readers have named Stones Throw the "Best Record Label" in the paper's Best of LA issue. Stones Throw was also featured in a LA Times story about Highland Park's burgeoning music scene. They are also a prominent community member of CD1: frequently hosting free events; donating time, money and resources to local cultural events (e.g. volunteering to produce pro-bono the music component of the recent Great Streets grant recipient's event in Highland Park); employing several members of the community and sharing their voice on local issues.

Stones Throw Records is an upstanding and influential member of CD1. We applaud their 20th anniversary and support their proposed Festival in Sycamore Grove Park. We are confident it will be a great success and have a positive impact on the park, CD1 and the community at large.

Sincerely,

Lynda Valencia, President
Arroyo Seco Neighborhood Council

ARROYO SECO NEIGHBORHOOD COUNCIL (ASNC)
Post Office Box 42254, Los Angeles, CA
90042 Message phone (323) 418-ASNC
www.asnc.us

Estimate



PARK PROUD L.A.

Sycamore Park/Ramona Hall
 4580 North Figueroa St.
 Los Angeles, CA. , 90065
 (323)276-3021

Estimate 1
 DATE 7/26/2018

TO
 Stones Throw Records
 Jason McGuire
 4702 North Figueroa Street
 Los Angeles, CA. 90065

Event Date			
Music Festival		November 3rd., 2018 12pm-9pm	
DESCRIPTION	Hours/Item	Rate/Fee	TOTAL
Open Space (5,000 anticipated Attendance free admission)	1.00	\$1,250.00	\$1,250.00
Open Space (Day prior and day after for set-up and tear down)	2.00	\$100.00	\$200.00
Bandshell / 6am-8pm (First two hours)	1.00	\$400.00	\$400.00
Bandshell / 8am-10pm (Fourteen add'l hours at \$75.00 per hour)	14.00	\$75.00	\$1,050.00
Utility Hook-up fee	1.00	\$50.00	\$50.00
Reservation fee	1.00	\$75.00	\$75.00
Parking Lot, Ramona Hall/ 8am-10pm (First six hours)	1.00	\$150.00	\$150.00
Parking Lot, Ramona Hall/ 8am-10pm (eight add'l hours at \$40.00 per hour)	8.00	\$40.00	\$320.00
Community Room / 8am-10pm(First three hours)	1.00	\$75.00	\$75.00
Community Room / 8am-10pm(Eleven add'l hours at \$25.00 per hour)	11.00	\$25.00	\$275.00
Chair Rental (Less than 100)	1.00	\$50.00	\$50.00
Table Rental (Less than 10)	1.00	\$75.00	\$75.00
Clean - Up Deposit Special Event (Refundable 80%)	1.00	\$5,000.00	\$5,000.00
Recreation Assistant (Staff coverage/Community Room 7:30am-10:30pm. Staff coverage/Event 11am-10:30pm. Parking lot monitor 11am-10:30pm. Staff 4 hours to set-up, tear down, and clean up community room)	42.00	\$22.00	\$924.00
Facility Director (7am-10pm)	14.00	\$60.00	\$840.00
Maintenance Staff (Friday 8am-12pm 2 staff move in. Saturday 8am-10:30pm 2 staff 27 hours total. Sunday 8am-12pm 2 staff move out)	43.00	\$45.00	\$1,935.00
20% of Gross Receipts from all alcoholic beverage sales	1.00		\$0.00
Vendor Booths / For-Profit Sales	8.00	\$100.00	\$800.00
Vendor Booths / Commercial Entities	2.00	\$200.00	\$400.00
Refundable Deposit for Alcoholic Beverages sales (Refundable 100%)	1.00	\$150.00	\$150.00
TOTAL DUE			\$14,019.00

Please Make all checks payable to "City of Los Angeles".

Permittee is responsible for accurate records of the gross receipts, 20% of alcoholic sales go to Recreation & Parks. Payment of alcohol sales is due 5 days after the event.

Permittee must provide approved Security Guard Company by Los Angeles Police Commission. Signed contract to be shown to Facility Director, two weeks prior to event.

Required Insurance and Minimum Limits

Name: _____

Date: _____

Agreement/Reference: _____

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

___ **Workers' Compensation (WC) and Employer's Liability (EL)**

WC Statutory

EL _____

Waiver of Subrogation in favor of City

Longshore & Harbor Workers

Jones Act

___ **General Liability**

Products/Completed Operations

Sexual Misconduct _____

Fire Legal Liability _____

___ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work)

___ **Professional Liability** (Errors and Omissions)

Discovery Period _____

___ **Property Insurance** (to cover replacement cost of building - as determined by insurance company)

All Risk Coverage

Boiler and Machinery

Flood _____

Builder's Risk

Earthquake _____

___ _____

___ **Surety Bonds** - Performance and Payment (Labor and Materials) Bonds

___ **Crime Insurance**

Other:

