

CITY OF LOS ANGELES • Department of Recreation and Parks

Cabrillo Beach Bathhouse

3800 Stephen White Drive • San Pedro, CA 90731

Phone: (310) 548-7554 ·

Email: CabrilloBeach.Bathhouse@LACITY.ORG ·

Picnic/Inner-Outer Beach Rental Application

Name of Requestor: _____ Date of Application: ____ / ____ / ____

Name of Organization/Co-Sponsors: _____

Primary Contact #: _____ Secondary Contact #: _____

Address: _____ City: _____ State: _____ Zip: _____

Event Date: ____ / ____ / ____ Event Time(Start): _____ AM/PM Event Time(Finish): _____ AM/PM

Day of Event: Su / Mo / Tu / We / Th / Fr / Sa

Event Type: (please check all that apply) Picnic Birthday Reunion Other: _____

Fundraiser: YES NO Fee Charged: YES NO

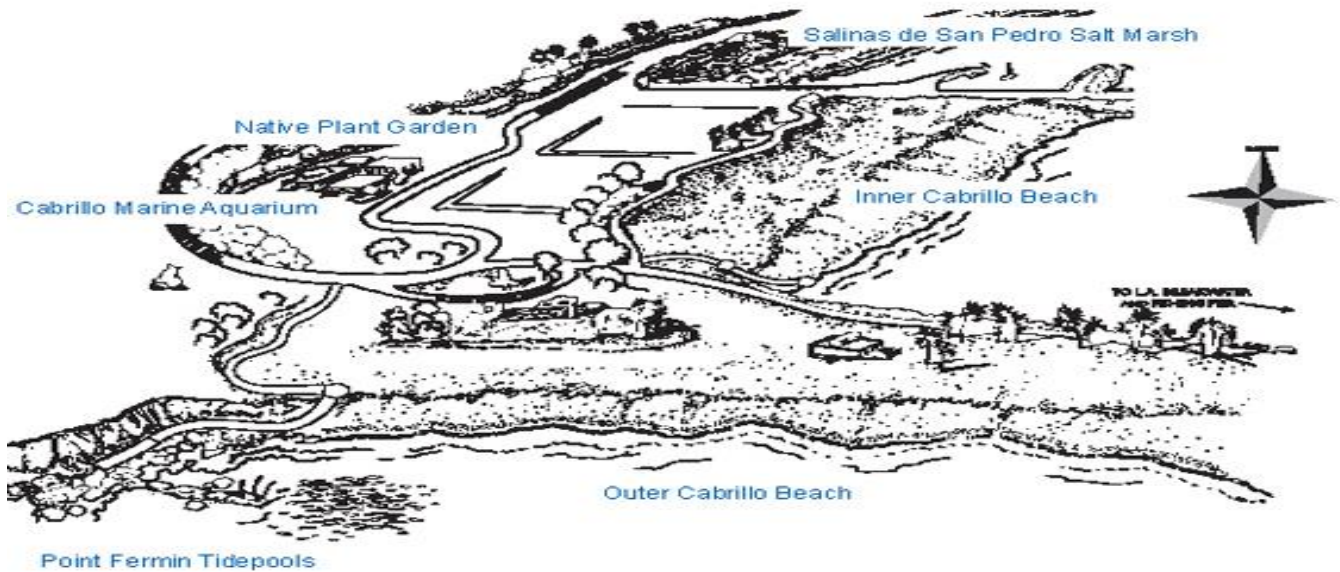
Number of Persons: _____

Event Location Requested:

- Inner Beach North - City Lifeguard Fee if needed* (City Life Guard HQ – Swim Tower) _____
- Inner Beach South - City Lifeguard Fee if needed* (Swim Tower – Pier Tower) _____
- Picnic Tables/ Area 1 - See Picnic Rates & Fees*** (Tables Nearest Bathroom) _____
- Picnic Tables/ Area 2 - See Picnic Rates & Fees*** (Tables Nearest Parking Lot) _____
- Cabrillo Beach Park/ Area 3 (Large Grass and Picnic Tables) _____

Utility Use Fee: _____ -Use of facility connected power or water _____

Moon Bouncer: Moon Bouncers / Jumpers are not permitted anywhere within the Cabrillo Beach grounds.



Thank you for expressing interest in using the Cabrillo Beach Bath House for your event. We ask that you take a few moments to read the following required information. Please feel free to discuss with staff any questions or concerns you may have in order to fully understand these requirements.

GENERAL INFORMATION and HOLD HARMLESS CLAUSE

INSURANCE INFORMATION – Required for Special Events:

NOTE: INSURANCE PREMIUM MAY BE ADDITIONAL TO CHARGES

Your activity may require proof or the purchase of insurance. Please contact the City of Los Angeles CAO Risk Manager at: (213) 978-7616 or <https://kwikcomply.org/> to receive an insurance waiver or proof of insurance coverage.

Permits may be denied for lack of insurance proof regardless of other agreements or payments received. A permit shall not be issued for any activity requiring insurance, until appropriate insurance coverage has been demonstrated by patron. Additional Special Event Insurance is required to cover participants in athletic events or mechanical amusement rides. All Insurance must be approved at least 30 days (one month) prior to the event date.

FINAL REMINDER AND ADDITIONAL REMINDERS

- The responsible person signing the contract or his/her formally designated representative must be present throughout the event.
- The parking lot is a separate operation and each vehicle entering the parking lot will be charged a parking fee, when applicable. The reservation fee does not exempt permittee, guests, or service providers from paying applicable parking fees.
- No use of City telephones.
- No use of City office space for event related activities. Other arrangements for changing clothes, private spots, etc. must be planned.
- No use of Staff Break room, or kitchen type facility. Other arrangements for refrigeration, prep areas, etc. must be planned.
- The Film/Photo Permit is to be used during paid time periods only, any other arrangements must be approved by the Director-in-Charge and will be added to the permit; additional fees may apply and are due at time of request.
- Maximum capacities are strictly enforced.
- Ballroom – 200 maximum
- Parking Fees are separate from Film/Photo Permit Fees.

PROPER CLEAN-UP:

Improper clean up which causes our maintenance staff to perform additional duties, will require deductions from your deposit. A report filed by the Event Monitor will be given to the Director-in-Charge who authorizes all refunds. Any refund due to you will be returned by mail approximately 4 to 6 weeks following your event. Proper clean up requires those responsible for signing the contract to provide and organize the labor for:

- Removing all decorations, trash, and debris from the used portions of the facility, including the lobby, and restroom areas.
- Mopping of any spillage in the used portions of the facility, including lobby, and restrooms.
- Removing filled trash liners from the trash containers tying and placing these filled liners outside the building in the area designated by the Event Monitor.
- Wiping all counters and tables.
- Performing any other event related clean up tasks as designated by Event Monitor.

EQUIPMENT:

- Public address and business meeting equipment is not available.
- We have no storage space for your items; they must be brought with you and removed on the day of your event during paid pre/post-event time ONLY.
- We have no storage space for rental equipment or supplies. All such items must be removed from the premises at the conclusion of the event.

RESPONSIBILITIES ACCEPTED IN SIGNING THE CONTRACT:

- Permission to use the facility is granted subject to observance of all rules and regulations.
- The event may be stopped and/or canceled for violation of any rule or regulation at any point in time by Event Monitor.
- The facility and parking area must be vacated 30 min. after your event or there will be an additional hourly charge.
- The responsible person signing the contract or a formally designated representative must be present at all times stated on the permit.
- It is the responsibility of the person signing the contract to see that the premises are properly

cleaned and vacated as agreed in the contract.

- If there is any damage/graffiti or trash left behind, charges will be deducted from your refund. Additional charges may be incurred as a result of damage/graffiti that are beyond the scope of the refundable deposit.
- The Department of Recreation and Parks will not assume any responsibilities for the damage or loss of items left in the facility before, during or following the event.

RENTAL APPLICATION AND HOLDING DEPOSIT:

- Rental of the hall is subject to established rental fees, scheduling policies, and event activity requirements.
- We require a deposit to hold any date. This Deposit is in addition to the rental fees.

CONFIRMATION:

- The party using the facility shall not advertise the use of the facility until the contract is signed and paid in full.
- Approximately 30 days before your event, you will be sent notification of the tentative rental fees of your account.

- Your fees must be paid in full 30 days before your event.

PAYMENT OF FEES and DEPOSITS:

- All fees are to be paid in full at least 30 days prior to the event date.
- Failure may result in your event being canceled, deposit forfeited and reservation date released.
- Picnic Reservations require the following **partially refundable** Deposit amounts: Monday-Thursday (\$200)/ Friday-Sunday& Holidays (\$400)
- Deposits are 80% refundable/ 20% Non-refundable of the corresponding amount**
- Personal checks, Cashier's Checks or Money Orders made payable to the "City of Los Angeles, Dept of Rec. and Parks" will be accepted.

* Life Guard Fee: 4 hour Minimum – City Fee Rate = \$70 per hour/per guard – **County Fee Rate contact (310) 372-2166**

** Area Fee (Filming/ Special Events): \$450 Per area

*** Picnic Area Rates & Fees: Groups 1-250 = \$100/ 251-500 = \$250 / 501-1000 = \$500 / 1001+ = \$750

*Holidays as defined in the Department Schedule of Rates & Fees

***** **Inner/Outer Beach Area Rates & Fees:**

Groups (Free activity) 1-250 = \$150/ 251-500 = \$300 / 501-1000 = \$700 / 1001+ = \$1000

Groups (Fee Generating) 1-250 = \$300/ 251-500 = \$750 / 501-1000 = \$1500

1001+ = Negotiable by Superintendent

REFUNDS:

- All refunds will be processed as soon as possible following the event. It takes approximately 4 to 6 weeks to receive your deposit.
- The return of your full deposit will be subject to the approval of the Monitor assigned to your event.
- For example, if in the opinion of the monitor, the facility has sustained any damages as a result of the event, appropriate fees for repair of such damages will be deducted from your deposit.

Cancellation/Postponement Fees:

Postponement/Date change prior to 60 days	50% of fees
Cancellation less than 2 weeks from event date	NO REFUND

Payment of Fees

The total amount of all rental fees and deposits shall be paid in full at least 30 days prior to the scheduled date of use. Otherwise the reservation may be canceled.

HOLD HARMLESS CLAUSE

Permittee acknowledges that it will use City facilities at its own risk and shall identify and hold CITY and its officers, agents and employees free and 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 free any of 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.

This application shall constitute an addendum to permit upon issuance of same. Permittee may not conduct any activities not specifically described herein. Posting of signs advertisement will NOT be permitted without the expressed written permission of the City of Los Angeles Department of Recreation of Los Angeles City Council.

I certify that all statements on this application are complete and correct. I have read and understand the General Information rental agreement for the Cabrillo Beach Bathhouse and agree to abide by the restrictions set forth therein and on my permit.

Signature of Applicant/Permittee: _____ Date: _____



TO BE COMPLETED BY DIRECTOR IN CHARGE

Facility is normally: Open ____ Closed ____
Staff Coverage Required: Yes ____ No ____ Hours ____ am/pm to ____ am/pm
New Permit: Yes ____ No ____ If renewal, previous permit number ____
Insurance Required? (refer to Dept. Instruction No. 399): Yes ____ No ____
Specify Rooms/areas approved: _____

Fee:
\$ _____ Beach Areas _____ x \$ _____ /day
_____ Staffing Fee _____ hours x \$ 30
_____ LA City Lifeguard Staffing Fee _____ hours x \$ _____

\$ _____ Clean-up/Breakage Partially refundable deposit (\$500 beach area) or (\$200 picnic areas)
80% refundable
Receipt # _____ Date _____

_____ Utility Hook Up Fee (\$50)
\$ _____ Picnic Reservation Fee 1-250 (\$100) ____ 251-500 (\$250) ____ 501-1000 (\$500) ____
1001+ (\$750) ____

_____ Other Charges _____

_____ **TOTAL CHARGES**
_____ Deposit Paid: Receipt # _____ Date _____

*Parking Fees Arranged with Park Services (310)548-7568
**LA County Lifeguard Fees Arranged with County Lifeguard HQ (310)372-2166

Balance Due By _____ Receipt # _____ Date _____

Approval of Director in Charge _____ Date _____

Approval of District Supervisor _____ Date _____

Approval of Principal Supervisor _____ Date _____

Approval of Insurance Coordinator _____ Date _____

Supervisor Please Note: For large special events contact Superintendent of Recreation.

Comments: Permit only in designated area.
No alcohol, animals, generators or vehicles allowed on the beach.
Covid guidelines may change based on CDC and LA County Department of Health
Guidelines. Secure all canopies with weights. No BBQ grills allowed on the sand.
Permit group is Responsible for all trash removal after the event
NO AMPLIFIED SOUND