



# VALLEY PLAZA RECREATION CENTER

12240 Archwood Street, North Hollywood, CA 91606  
(818) 765-5885 | valleyplaza.recreationcenter@lacity.org  
www.laparks.org/reccenter/valley-plaza



# Permit Information Sheet

## Procedures & Rules for ALL Permits

- All Permits must be submitted with a complete application at least one month prior to event.
- All Fees must be paid in advance to secure permit reservation.
- Permits will not be approved for events that conflict with Valley Plaza Recreation programming.
- Staff Fees may be applied to permit costs based on facility hours, group size, etc.
- All insurance forms must be submitted to <https://kwikcomply.org>
- There is NO alcohol permitted on park premises.

Baseball/Softball Field Permits			
Field Type	Fee	Income Generating	Notes
Day-time / NO Lights	\$35/per hour	\$70	
Night-time / Lights	\$45/per hour	\$90	
Gymnasium Permits			
Small Gym	\$50/per hour		
Picnics/Moon Bounce Permits			
Group Total	w/ Jumper	NO Jumper	*All Moon bounce companies must have insurance coverage registered with the City of Los Angeles.
Group of (1-50)	\$125/per day	\$100	
Group of (51-100)	\$150/per day	\$125	
Group of (101-200)	\$200/per day	\$175	
Group of 201 or more	*Must be directed to the Permit Department of Recreation and Parks for Special Events.		
Film Permits			
All film permits must be processed through the Park Film Office at:			
<b>Park Film Office</b> <b>4730 Crystal Springs Drive</b> <b>Los Angeles, CA 90027</b> <b>Office: (323) 644-6220</b> <b>Fax: (213) 647-6056</b>			

To begin the process of a permit, please complete a Permit Application for Use of Facility and submit to our recreation center by email to: [valleyplaza.recreationcenter@lacity.org](mailto:valleyplaza.recreationcenter@lacity.org)