

# **Ladera Linda Park Rental/Usage Policies**

## **32201 Forrestal Drive, Rancho Palos Verdes**

### **(310) 544-5370**

Ladera Linda Community Park has several rooms that are available for rent for classes and private events. Outside areas are not available for rent.

#### **Rental Hours**

10am-9pm (time includes setup and cleanup) Renters may not enter the premises before 10am and need to vacate the premises by 9pm. Classes are permitted between 8am to 9pm.

#### **Restrictions**

Night-time private events (events going past 5pm) are strictly limited to two per month. This restriction does not apply to Peninsula non-profit groups, City or City-sponsored events, or Homeowner Association events.

#### **Indoor Facilities**

##### **Multipurpose Room:**

- Maximum of 125 people (# to be determined)
- Non-Resident: \$59 per hour
- RPV Resident: \$25 per hour
- Rentals include use of banquet tables (and chairs)

##### **Classrooms:**

- Includes Use of tables/chairs
- Maximum of 40 people (#to be determined);
- Non-Resident: \$47 per hour
- RPV Resident: \$22 per hour

Peninsula Non-profit groups and Home Owner Associations may contact the Park Supervisor at 310-544-5266 for relevant fees and more information.

Rates Subject to Change

### **Kitchen Facilities**

- Limited kitchen facilities are available as part of rental

### **Additional Fees**

An additional staff fee of **\$18 per hour** will be charged for room rentals scheduled outside the parks normal hours of operation: See Below:

**Mon-Friday 12-5 Sat/Sun 10-5**

**Deposit:** A **\$175 security deposit** is required for all room rentals. The deposit will be fully refunded if renter adheres to the hours on the contract, and rental area is cleaned with no damage to the facilities. Refunds check will be mailed approximately six weeks after the event. If renter cancels the event, or changes the rental date once the deposit had been paid, written notice must be received at least 30 days before event date. **All cancellations are subject to a \$50 cancellation fee.** If less than 30 days written notice is received, the entire deposit may be forfeited.

**Insurance:** Insurance varies with the type of event, whether or not liquor is served and attendance. See below for insurance fees. The City requires a Liability Insurance Certificate and Additional Insured Endorsement page(s) naming the City of Rancho Palos Verdes as an Additional Insured for one million dollars (\$1,000,000) single-limit liability. If alcohol is served at the event, liquor liability coverage naming the City as an additionally insured party is

required. Insurance may also be purchased through the City's vendor.

**The following fees apply to insurance purchased through the City's provider:**

- For events with attendance of 100 people or less, the basic premium is \$81. If you will be serving liquor, the total premium is \$141.
- For attendance of 101 people or more, the basic premium is \$113. If you will be serving liquor, the total premium is \$173. Certain events such as reunions, dances and corporate events are considered higher risk if alcohol is served. Serving Alcohol at these events requires pre-approval by Staff and insurance company; higher rates may apply.

Fees subject to change

**Private Classes**

Private instructors can teach classes at Ladera Linda Park. Instructors cannot arrive before 8am and must vacate the premises by 9pm. Classes can be taught in the MPR, classrooms, paddle tennis courts, basketball courts, or outside area. An approved contract and proof of insurance naming the City as an Additionally Insured Party is required. Interested instructors should contact the Department for more details and rates.

**Amplified Music**

Amplified music (inside only) for rentals may begin at 11:00 am and must end by 8 pm, since the park is located in a residential area in close proximity to homes. No amplified sound is allowed outside of the room being rented. If sound is audible to adjacent residents, Staff will direct renters to

lower the sound. Indoor classes may have amplified music beginning at 9am and ending at 8pm.

### **Renter Responsibilities**

Respect for local residents is essential and will be enforced by Park Staff.

Renters are responsible for all event setup and cleanup within the contracted time rented, including tables, chairs, floors and countertops. Contact Staff about the availability of audio/video equipment. Open flames, confetti, rice or bird seed are not allowed at this site.

### **Process for reserving a room at Ladera Linda Park**

Call the park for availability at 310-544-5370. A completed and approved Facility Use Permit is required.

Payment may be made by personal check or by credit card. If payment is made less than 30 days before rental date, only money orders, cashier's checks, or credit cards will be accepted. Please make all checks payable to: *City of Rancho Palos Verdes*

### **SPECIAL EVENTS**

City-sponsored events will be scheduled on a limited basis, no more than 8/year to minimize impact or overlap with other rentals and adjacent events, particularly on AYSO game days. No nighttime special events will be scheduled without City Council approval and neighborhood notification.

### **Outdoor Uses**

Except for City-sponsored Special events, outdoor rentals are not permitted. Informal outdoor use is allowed on a first-come, first-served basis. Groups larger than 25 are not permitted without prior approval from the Recreation and

Parks Director. Amplified sound, inflatable “bounce” houses, carnival rides, pony rides, generators, canopies, motorized vehicles, and BBQs are not permitted. All other park rules must be followed.