



GUIDELINES FOR KING GILLETTE RANCH



Thank you for your interest in hosting an event at King Gillette Ranch.

The [Mountains Recreation and Conservation Authority](#) (MRCA) is happy to make this facility available for your function. However, the primary objective of the MRCA is to promote land conservation, ecological restoration and environmental interpretation, which may be incongruous with your special event. We must ensure the integrity of this valuable resource so that all who visit in years to come will be able to enjoy it.

The permit fees you pay for your booking goes directly into the funding of MRCA parks and program initiatives. We are entirely appreciative of your support of our conservation efforts and are excited to host you here in our beautiful surroundings.

The MRCA, in permitting special events at our properties, must limit any potential expenses to the public that could result from your private use of the grounds. Therefore, all costs associated with a special event are included in the permit process.

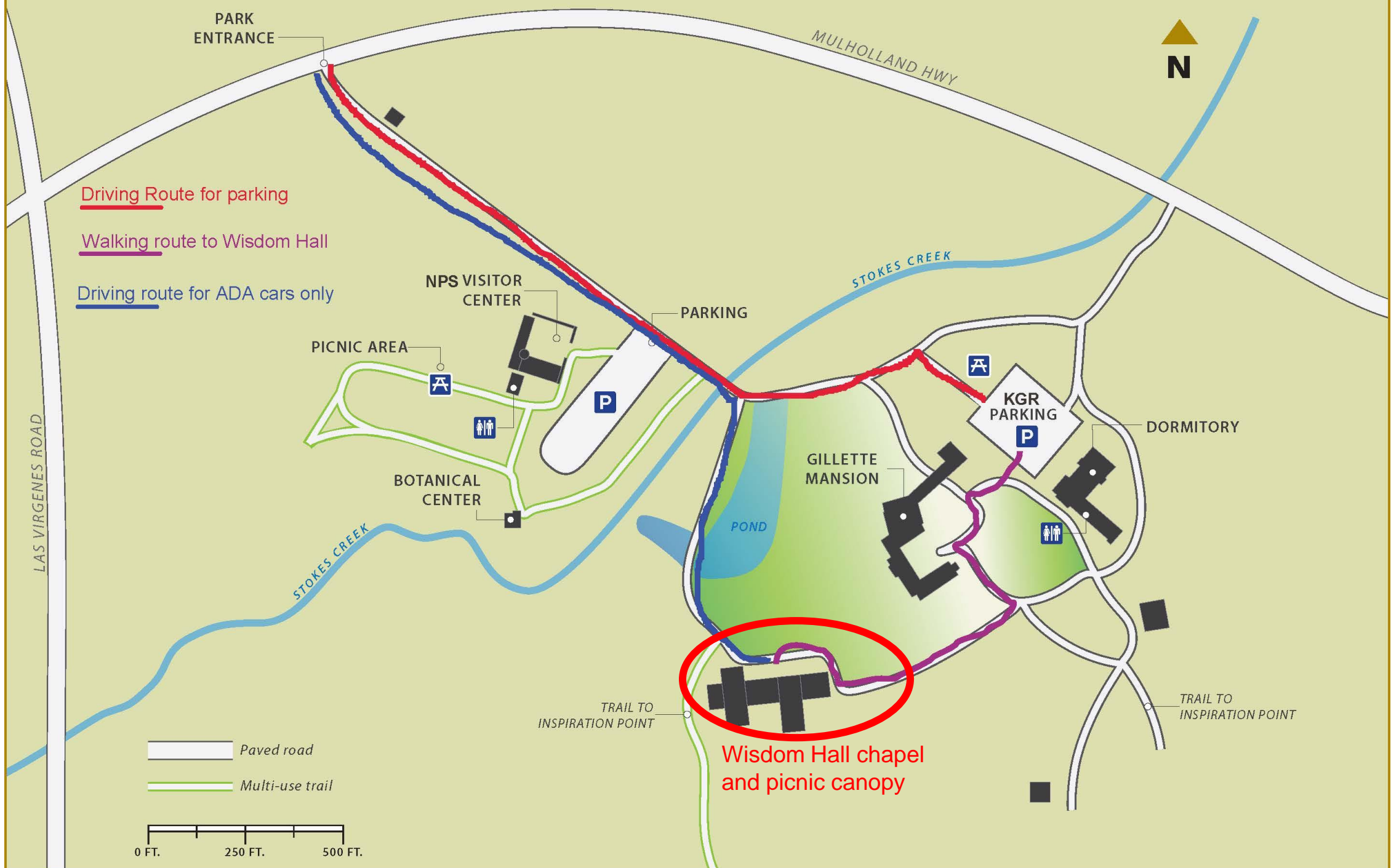
Events are held only in certain areas of the grounds and interior facilities of King Gillette Ranch (KGR). A special use permit will indicate which areas are available for each special event. Employees, tenants and other visitors of our park may concurrently use other areas of the property.

The following guidelines are an overview of our permit processes, allowed activities and standard event restrictions. For additional information or assistance, please contact Special Events Manager, Leigh Tran at leigh.tran@mrca.ca.gov.

Follow us!







Driving Route for parking

Walking route to Wisdom Hall

Driving route for ADA cars only

Wisdom Hall chapel and picnic canopy

MANSION LAWN

Lakeside meadow

KGR parking lot

Ruler

Line Path Polygon Circle 3D path 3D polygon

Measure the distance or area of a geometric shape on the ground

Perimeter: 1,953.34 Feet

Area: 2.74 Acres

Mouse Navigation Save Clear

Mansion lawns

Dorm quad

Wisdom Hall parking lot

Mansion lawns are a premiere space for in-person events primarily. The grounds are not drive-on, but the perimeter on the south side can accommodate installations as part of a drive-through event.

WISDOM HALL





Wisdom Hall Chapel

PICNIC CANOPY





Wisdom Hall

AVAILABILITY & BOOKINGS



Application Process & Site Visits

- All bookings are permitted on a first-come, first-serve basis.
- An [MRCA Event Enquiry Form](#) must be completed for any formal request of a cost estimate and booking.
- You may then schedule a phone call or guided site tour after you have completed and submitted your event enquiry form. The form provides us with all the necessary information regarding your event plans before we speak or meet.
- We welcome visitors to tour our properties prior to booking.
 - King Gillette Ranch is open to the public 7 days a week, from 7am to sunset, and you are free to tour the park grounds that aren't being used for another event or filming. Access to the buildings is by appointment only.
- To move forward with a reservation of the property, a minimum, non-refundable payment of \$1,000.00 must be received by the MRCA within seven calendar days after approval of the application for the permit by MRCA. The MRCA reserves the right to disapprove any application at its sole discretion. The balance of the special uses fees must be received by the MRCA no less than thirty (30) days prior to the event date. The MRCA reserves the right to cancel the permit if the remainder of the fees is not received no later than thirty (30) days prior to the event date.
- Currently, payment is accepted only in the form of personal checks, or cashier's check if payment is made less than 30 days prior to the event. No credit card payments are accepted at this time.
- Permits and invoices can only be issued in the name of the event holder. While we welcome wedding coordinators and planners to assist you in the booking of your event, permits must be in the name of the bridal party, and not through third-party wedding/event planners or coordinators.

Venue Times & Availability

- Employees, tenants and other visitors of our park may concurrently use other areas of the property
- Park opening hours to the public is 7am to sunset, 7 days a week. Your Special Use Permit allows you to host events past closing time, giving you unique and privileged access to our parks and facilities not otherwise available to the public.
- All events must end by 12am midnight. This means that all guests, vendors and rentals must be off the property by that time.

Fees & What's Included

- Fees for large-scale and/or public events are calculated on a case-by-case basis, very much dependent on the scale and footprint of your proposed events. Bookings are venue/location-only.
- Quoted fees for events are based upon a one-day event for a 4, 8 or 12-hour block of time. Additional fees will be assessed for events that exceed the permitted block. Set-up and break-down is included in the permitted block of time.
- Additional fees will also apply for the following variances: public holidays, overnight events or holds, prep days for early set-up; strike days for late breakdown; hold days for in-between days, additional tech scouts or excessive guided site visits
- MRCA staff is required to monitor all special events. Generally, one (1) uniformed park representative is assigned to events under 150 people; two (2) or more for groups over 150, to be determined at the discretion of the MRCA Event Manager. An MRCA staff monitor is on site during the event to ensure the rules and regulations are followed and the facility is treated appropriately. Monitors do not provide security for your event, or assist your vendors. You may contract with outside security for this service. Do not leave your property unattended at any time. This includes gift tables.

Insurance

- An insurance policy that indemnifies MRCA and covers general liability is required. Your permit will specify the required limits of liability, additional insured entities and other terms. A valid certificate of insurance is required when your permit is submitted for approval. In lieu of this, you may purchase a special event certificate from MRCA's insurance policy, applicable to small-scale or private events only. The MRCA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the facility. See page 10 for full COI requirements.

PARK & VENUE REQUIREMENTS



Facilities & Use of the Property

- You are responsible to maintain the permitted areas during your event and must leave the areas used in the condition in which they were found. Any and all MRCA equipment or other property used in conjunction with your event is also your responsibility.
- The replacement cost of any lost, damaged, or stolen property will be deducted from your refund. This includes any and all damages and repairs that may be necessary to our grounds, facilities, and other resources incidental to the special event, including damage caused by your vendors. MRCA will be the sole judge of the extent of damage and replacement cost.
- All other trash generated by your event must be cleaned off the premises before the end of your allotted time. A cleanup crew is required for all special events no matter the guest count size. If trash is not removed from designated trash bins and thrown into the dumpster a penalty charge will be deducted from your security deposit. The penalty charge will be assessed based on required staff time.
- The MRCA goes to great lengths to clean the facilities before an event. However, there are some things which cannot be controlled for special events that take place outdoors. If leaves and spider webs are something that will cause you to feel that your dream event has been tarnished, we would encourage you to consider one of our indoor locations. We take a great deal of pride and joy in preparing our grounds, but we are unable to control wind, falling leaves, spiders, etc. which may occur during or just prior to your event. The staff will make every attempt to have the grounds ready and cleaned for your event, but the grounds must be accepted in the condition provided.
- Electrical power outlets are limited due to the outdoor nature and mountain setting of both venues. You may only use the outlets as indicated by MRCA staff. Upper Las Virgenes Ranch requires you to bring your own power source, such as a small generator for lights and entertainment in the gardens. Please confirm your amperage requirements and set-up plans with the Event Manager, as a generator may be required.
- Use of generators over 7,500 watts requires a Fire Marshal and a 2,000-4,000 gallon water truck on site. Use of putt-putt generators under 7,500 watts requires three (3) fire extinguishers per putt-putt, and must be monitored at all times by your vendor operator. Location of generators must be approved by the MRCA Monitor.
- Driveways and corridors shall remain clear for emergency access at all times. You, or your guests as applicable, will be held responsible for all tickets and fines incurred during events.
- All children must be supervised during your event. For their own safety and to protect our property, children should not be climbing on the fence surrounding the King Gillette pond, or in the fountains.

Park & Venue Regulations

- Our mountain locations and park environs with sensitive wildlife habitats dictate common sense rules. As a public park, we must also abide by federal, state, county and local laws and ordinances.
- Fires are strictly prohibited for events at KGR and ULV. Fireworks, sparklers, candles and any other open-flames are not permitted. Battery-operated LED candles are ok. Tealights are not ok.
- We do however permit smoking in one (1) designated area at both venues. The rest of the property is a non-smoking venue. If smoking occurs anywhere else on the grounds, and/or butts are found anywhere on the grounds, a \$1,000 fine will be assessed. This includes electronic or vapor devices. You are responsible for providing their own butt-cans, and disposing of waste. Smoking may be entirely prohibited during Red Flag conditions.
- Both venues have residential neighbors and we would ask you to exercise good neighbor practices for amplified entertainment and noise levels that exceed standard private event levels. Wedding bands, performers and DJs are ok and typically do not pose noise issues. All music and sound however must stop by 11pm. Acceptable music levels will be at the discretion of the MRCA monitor.
- We permit alcohol for events – see caterer/food section on page 9 for additional guidelines. Illegal drug use is not permitted, including cannabis/marijuana in any form, including edibles.
- While we welcome your decorations for a personal touch, and to direct your guests, you cannot affix any decoration into, nor onto, the buildings, the structures, trees or other vegetation without prior approval of the event manager or staff monitor on the day. This includes the use of double-sided tape, staples, nails or tacks. Free-standing or self-supporting signs and décor is best.
- For weddings and other ceremonies, real flower petals, dried leaves, birdseed or bubbles are the preferred alternatives to rice for throwing. Additionally, fake flower petals, fake leaves, anything with feathers, confetti, silly string, glitter or paper streamers may not be released into the air or on the grounds. Bubbles should be avoided at King Gillette Ranch near the fountain, pool and pond.
- Planted areas, lawns, landscape drains on the grounds, and floor drains in buildings must NOT be used to dump any liquids or solids, e.g. beverages, dirty water from dishes, scraps from food preparation, set-up or clean-up. These items must be put in the trash or removed from the premises. Food and/or dirty dishes must not be left outside overnight on tables, counters, or inside. Counters and sink must be wiped clean. Floors must be swept of major debris. All trash must be taken to the dumpster.
- Failure to comply with any of these provisions may result in the termination of your permit during your event. Please inform your guests and vendors of the rules, regulations and sensitivities of our properties

REQUIREMENTS FOR SPECIAL EVENTS



Facilities for Attendees

- Permittees must provide ample trash receptacles and enough portable restrooms for the expected number of attendees or guests.
- Ample and clearly identifiable security personnel must be provided in the permitted areas of the park. MRCA staff monitors do not provide security services for your events and equipment.
- Permittee must provide their own event signage to direct traffic and attendees, and all signage and marketing materials must be removed at the end of the event.
- Permittee must be otherwise self-contained and self-sufficient including but not limited to, restrooms, water and electricity.
- Traffic control and ensuring the safety of your attendees, particularly if alcohol is served or sold at your event, is the responsibility of the Permittee
- Permittees must use a hooded projector to limit light output. All lights must be aimed downward; not toward residential areas.
- The pool and other recreational facilities may be booked – however you must provide your own certified life guard to attend the pool. The certificate must be presented to your MRCA Event Manager.

Insurance

- A Certificate of Insurance (COI) is required for all special events. The MRCA requires that all events provide at minimum one million dollars (\$1,000,000) in comprehensive liability insurance, unless determined to be higher by the MRCA Event Manager. The following entities must be included on the rider as additional insured for the duration of the permit:
 - Mountains Recreation and Conservation Authority
 - Rancho Simi Recreation and Park District
 - Conejo Recreation and Park District
 - Santa Monica Mountains Conservancy
 - Los Angeles Unified School District
- For purposes of this letter, all entities have the same address
c/o Mountains Recreation and Conservation Authority
King Gillette Ranch
26800 Mulholland Highway
Calabasas, California 91302
- The rider may be emailed to Leigh Tran leigh.tran@mrca.ca.gov.

VENDORS



Outside Vendors

- We absolutely welcome outside vendors for your event. One of the drawcards of hosting events at KGR and ULV is the flexibility in using vendors that are just right for your needs, aesthetic and budget. You can get creative in designing the most personalized event for yourself.
- MRCA is happy to assist you in your planning, and can provide on request [a list of vendors](#) who have worked here previously and are familiar with our venues' unique characteristics and restrictions. It is not required that you use any of them but a good place to start if you're new to the event planning process.
- A walkthrough of the grounds is required with all first-time vendors to our venue to review all rules and regulations concerning your event. Once your reservation is confirmed, vendors are allowed one (1) free site visit or tech scout. Additional 1-hr visits or tech scouts that require a staff member to be present is billed at \$150 per hour per visit.
- We do not offer packages for weddings or parties. You are responsible for providing tables, chairs, food, drinks, tables, linen, silverware, napkins, trash liners, and anything else that is not listed under fees.

Party Rentals & Lighting

- Any party rental equipment must be delivered on the day of the event, within the allocated time on your permit. Rentals may not be brought in and set-up until the start time indicated on your Special Use Permit. Rentals must be picked up the same night within the same permitted time.
- Additional fees apply for extra time for early delivery/set-up or late breakdown or pick-up. Refer to the fees on page 10. It is better and more affordable to advise us of extra time needed prior to your event, rather than incur overage charges, so that we may schedule staff and resources accordingly.
- For one-day events and bookings, we do not allow set up of tables, chairs, other furniture or structures on the lawns at either venue prior to the day of the event. The same applies to KGR mansion courtyard.
- MRCA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored or left behind at the facility.

Catering & Alcohol

- Catered events must check food service locations with MRCA staff. We have convenient locations close to the residential kitchens in both the KGR mansion and ULV ranch house, where caterers can set up their own cooking equipment.
- The residential kitchens are only available for food preparation, plating and service. Use of the stove, oven, microwave, grill and any other indoor cooking is not allowed. Both have fridges you can use.
- You are responsible for removing all trash related to the event. Permittee may rent a lockable dumpster for this purpose to be located at the discretion of park staff. Any trash found on the grounds is cause for not refunding the security deposit.
- Planted areas, lawns, and drains on the grounds and in buildings must NOT be used to dump any liquids or solids, i.e. beverages, dirty water from dishes, scraps from food preparation, set-up or clean-up.
- Caterers may need additional lighting for their workstation after dark. Caterers are responsible for protective ground cover under cooking stations.
- Food and/or dirty dishes shall not be left outside overnight on tables, counters, or in the kitchen.
- Alcohol is permitted with the following provisions:
 - For private events such as weddings, parties and company picnics: no beverages, including alcohol, may be sold; a host bar is required. You and your vendors are responsible in ensuring that no alcohol is served to anyone under the age of 21.
 - Events that are open to the public may sell beverages only if the event host has been granted an Alcohol Beverage Control (ABC) permit and has paid the additional MRCA insurance fees, or adds MRCA to their insurance. A copy of the ABC permit must be submitted no later than fourteen (14) days prior to the event, and at that time the MRCA Event Manager will provide a letter of permission for your submittal to the ABC office. All restrictions imposed by the insurance company, such as a ticketing process, must be followed. Without a permit and insurance, only a hosted bar is allowed.
 - If you are hosting a public event without the sale or provision of alcohol, you are required to notify your attendees that they are not permitted to bring their own alcohol to the park.
 - All alcohol service, hosted or sold, must stop by 10.30pm.

OVERAGES, PENALTIES & OTHER FEES



Overages

- While it is always best to determine your exact needs before to booking and issuing the permit to you, we understand that sometimes changes occur closer to the event. We allow for extra time or extra guests at the following rates as long as we are notified in reasonable time prior to your event.

Administration Fees

- Changes to permit or invoice after first payment (\$350 administration fee)
- Additional guided site visits, vendor visits or tech scouts (\$150 per hour)
 - Applies to visits where a staff member is required on the premises, such as unlocking buildings or to answer facility questions.
 - All new vendors are allowed one free, guided walkthrough for your event
 - The grounds of King Gillette Ranch are otherwise free and open to the public 7 days a week, from 7am to sunset. You are welcome to explore areas of the park that are not otherwise being used by for an event or filming activity.

Penalties

- Violations of the terms of your permit, including these guidelines are subject to penalty fees for each occurrence. Examples include but are not limited to the following:
 - Smoking in non-designated areas or butts found littered anywhere on the grounds (\$1,000)
 - Going over your permitted time (\$250-\$800 per hour)
 - It is more economical for you to realistically assess how much time you'll need prior to your event than to risk going over-time or showing up early. This allows us also to accurately allocate staff and resources for your event and give you necessary access to our facilities.
 - Exact fees are determined on factors such as type of event, size of your party and the spaces you are using. The rate will be indicated on your invoice upon booking.
 - Extra work to remove excessive trash left behind, heavy cleaning of food and cooking debris, and any cleaning made necessary by residue or stains (\$500-\$800 per hour of work)
 - Monitor fees overtime after your allocated time (\$120 per hour) - applicable for special events where the Monitor Fee is separately charged on your invoice
 - Exceeding guest count (varies - refer to your invoice)
 - Damage or removal of MRCA property - including fixtures, signs, lawns, plants (TBD upon assessment)
 - Personal checks returned for insufficient funds or canceled and re-issued (\$50.00)

KING GILLETTE RANCH OVERVIEW

