



**** READ THOROUGHLY BEFORE COMPLETING THE EVENT INQUIRY FORM****

EVENT RENTAL GUIDELINES

Rental inquiries are considered on an individual basis. Not all rental events can be accommodated. Decisions will take into consideration scheduling, availability, nature of event, and the event's security needs. It is strongly recommended that you make your booking inquiry no later than 60 days before the date of your event due to limited availability and high demand. Event Inquiries submitted less than 30 days prior to the event are subject to no consideration.

NOTE: Grand Park does not schedule rental events more than 120 days in advance for the high activity months of June-Sept.

Rental of the park is on a per-area basis. In the adjacent, non-rented parts of the areas, Grand Park reserves the right to accommodate other rental events or Grand Park programming events on the same day and at the same time.

CLIENT CHECKLIST

- Completed Rental Inquiry Form
- Required Certificate of Insurance
- Required security deposit
- Rental fee
- Signed contract

TIMELINE AND FEE DETAILS

Event Inquiry

After the submission of your Event Inquiry form via grandparkla.org or emailed to grandparkinfo@musiccenter.org, please allow up to 10 business days to receive a response. A Grand Park team member will respond via email.

Courtesy Hold and Rental Fee

If the event date and time has been approved by Grand Park, clients will be notified and a 72 business hour courtesy hold will be placed. Grand Park will generate a rental agreement and the client must return the agreement within the 72 hour window. The full rental fee payment is due per the terms of the agreement. The rental fee is solely to obtain a license to occupy the specified premises. It does not include any additional (optional or required) services. Delayed payment will result in event cancellation. The rental fee is refundable only with a written notice of cancellation no later than 21 days prior to the event date. After 21 days, refunds will not be granted.



Venue Services Estimate

Following receipt of the signed contract, Grand Park will work with clients to determine the applicable venue services costs. Depending on the nature and scope of the event, this will include staffing, permitting expenses, and production costs. Security, Housekeeping, Engineering, and Event Management staffing is at the full discretion of Grand Park. Additional venue services staffing (such as labor and ushers) will be mutually agreed upon. In addition, a 10% administrative fee of the full rental and venue service costs applies.

Full payment of the estimated Venue Service Costs is due per the specified terms of the rental agreement (generally no later than 30 days prior to the event date). In the event of a cancellation, Venue Services Costs are partially refundable based upon services and labor not acted upon, i.e. if no services or labor have been contracted, refunds will be granted. The 10% administrative fee is nonrefundable.

EVENT RENTAL TIMELINE		
ACTION	FEE	TIMELINE
Submission of Event Inquiry	N/A	Grand Park will respond within 10 business days
Courtesy Hold	N/A	Client will be notified and a rental agreement will be generated by Grand Park. Client has 72 business hours to return signed rental agreement
Event Date Confirmed	Rental Fee	Due upon execution of rental agreement – per the designated terms
Venue Services Costs	Full Venue Services Estimate	Due per the signed rental agreement (generally within 30 days of the event)
Proof of Insurance	N/A	Due per the specified terms of the agreement (generally no later than ten business days before the event)

GRAND PARK INSURANCE REQUIREMENTS

All renters are required to provide certificates of insurance to Grand Park within 30 days of the event. There will be NO EXCEPTIONS. Please see the below insurance requirements to verify that in case of event approval, you will be able to comply with either the “Required Insurance” or the “Alternative Insurance” requirements:



Required Insurance:

Licensee shall fully insure itself, its officers, directors, employees, performers, volunteers and agents, at its own expense, with an insurer having an A.M. Best rating of not less than A:VII, as follows

1. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), with limits of not less than:

General Aggregate:	\$4 million
Products/Completed Operations Aggregate:	\$4 million
Personal and Advertising Injury:	\$2 million
Each Occurrence:	\$2 million

2. Automobile Liability Insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$2 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Licensee's use of autos pursuant to this License, including leased, hired, and/or non-owned autos, as each may be applicable.
3. Workers' Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Licensee will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization, coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County of Los Angeles (the "**County**") as the Alternative Employer, and the endorsement form shall be modified to provide that the County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Licensor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers' or workmen's compensation law or any federal occupational disease law.
4. Property Coverage at least as broad as that provided by the ISO special causes of loss (ISO policy form CP 10 30) form. Licensor and the County and their agents shall be named as additional insureds and loss payees on Licensee's insurance as their respective interests may appear. Automobiles and mobile equipment shall be insured for their actual cash value. Real property and all other personal property shall be insured for their full replacement value.

Each of Licensee's insurance policies shall include a waiver of subrogation against Licensor and any entity or person affiliated with the Licensor, including, without limitation, the County. All liability policies shall name Licensor and the County as additional insureds with respect to any claim or cause of action that may arise out of this License. Certificates of insurance evidencing such coverage shall be furnished to Licensor at least [ten (10) business days] prior to Licensee's first use of the Premises and Licensee shall furnish actual policies on demand. All policies shall be endorsed to provide to Licensor [thirty (30) days'] notice of cancellation or material change. Licensee shall make no use of the Premises until the required insurance coverage is in effect. Licensee represents and warrants that any contractor or subcontractor of Licensee maintains the Required Insurance as if each reference to "Licensee" provided in this Section 6 were instead a reference to such contractor or subcontractor.



Alternative Insurance

1. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), with limits of not less than:

General Aggregate:	\$2 million
Each Occurrence Limit:	\$1 million
Personal and Advertising Injury:	\$1 million
Damages to Premises Rented to you Limit:	Included

2. Excess General Liability Insurance following from the primary insurance limits:

Per Occurrence:	\$1 million
Aggregate:	\$2 million

3. Each of Contractor's insurance policies shall include a waiver of subrogation against PACLAC and any entity or person affiliated with PACLAC, including, without limitation, the County. All liability policies shall name PACLAC and the County as additional insureds with respect to any claim or cause of action that may arise out of this Agreement. Certificates of insurance evidencing such coverage shall be furnished to PACLAC at least thirty (30) business days prior to Contractor's first use of the Premises and Contractor shall furnish actual policies on demand. All policies shall be endorsed to provide to PACLAC sufficient notice of cancellation or material change. Contractor shall make no use of the Premises until either the Required Insurance or Alternative Insurance is in effect. Contractor represents and warrants that any contractor or subcontractor of Contractor maintains the Required Insurance or Alternative Insurance as if each reference to "Contractor" provided in this Section 10.1 were instead a reference to such contractor or subcontractor.

PAYEE

Please note that all payment must be made to:

The Performing Arts Center of Los Angeles County
135 North Grand Avenue
Los Angeles, CA 90012
Attn: Grand Park



GRAND PARK LOS ANGELES EVENT INQUIRY FORM

To request your event date, please complete form and submit via email to: grandparkinfo@musiccenter.org. Please allow up to 10 business days to receive a response. A Grand Park team member will respond via email.

Name of Your Event: _____

Preferred Event Date(s): _____

If an alternate date is possible, please specify: _____

Park Locations (map attached):

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Fountain Overlook | <input type="checkbox"/> Olive Court | <input type="checkbox"/> Performance Lawn |
| <input type="checkbox"/> Community Terrace | <input type="checkbox"/> Event Lawn | |

Event Time(s): _____

Preferred Load-in Time/Day: _____

Preferred Load-out Time/Day: _____

Type of Event:

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Concert | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Show/exhibit |
| <input type="checkbox"/> Picnic | <input type="checkbox"/> Wedding | <input type="checkbox"/> Public/Private School Event |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Other (please describe): _____ | |

Brief Description of Event:



Event Organizer: _____

Are you or your client a government agency or non-profit: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone #: _____ **Fax #:** _____

Email Address: _____

Website Address: _____

Largest estimated daily attendance: _____

Event type: Public Private Ticketed

If ticketed, explain purpose and ticket price: _____

Requested park facilities for event (circle all that apply):

Power **No** **Yes** (detail specific needs) _____

Sound **No** **Yes** (detail specific needs) _____

Lighting **No** **Yes** (detail specific needs) _____

Fencing **No** **Yes** (detail specific needs) _____

Steel Deck **No** **Yes** (detail specific needs) _____

Ushers **No** **Yes** (detail specific needs) _____

Will there be food, beverage or merchandise vendors?

No **Yes** (describe) _____

Do you plan to serve alcohol?

No **Yes** (wine, beer or liquor) _____



Will this event be advertised or publicized?

No **Yes** (if yes, how?) _____

Do you have any partnerships or sponsorships related to this event? (Please clarify.)

Will the park be used before sunrise or after sunset?

No **Yes**

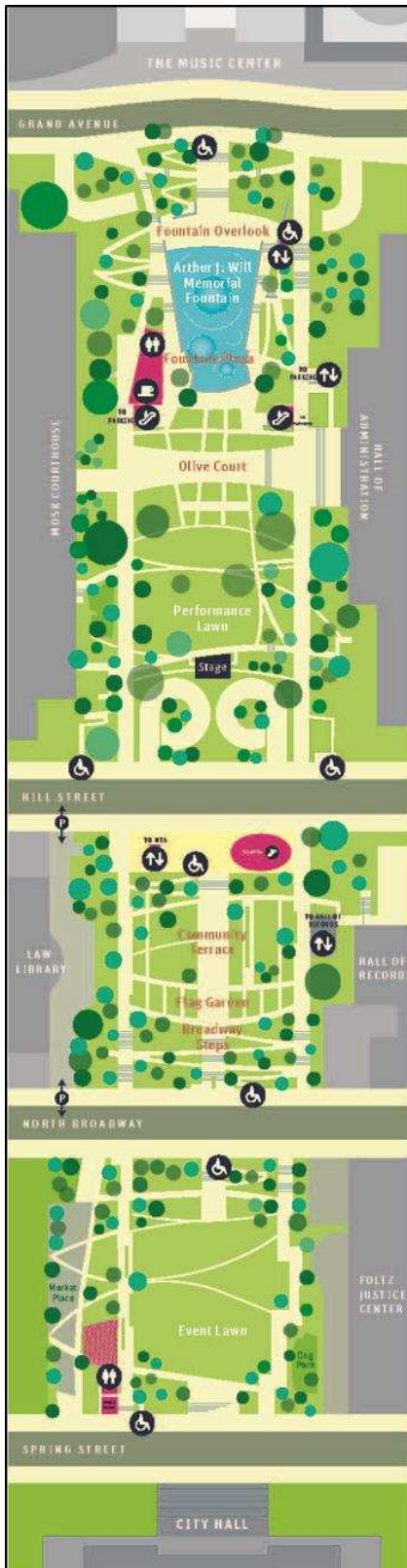
Will you have volunteers working the event?

No **Yes** (how many): _____

Have you done this event before? If so where?

Any special requests or other comments related to your event request for our consideration

GRAND PARK



← FOUNTAIN OVERLOOK

← OLIVE COURT

← PERFORMANCE LAWN

← COMMUNITY TERRACE

← EVENT LAWN