

Rancho Los Cerritos Foundation



Private Event Site-Use Policies & Provisions

General:

- The Applicant is reserving only the date & time(s) specified in the contract.
 - Date changes may be permitted only at the discretion of the Rancho.
- The Applicant agrees to adhere to the guest arrival and departure times stated in the Facility Use Agreement.
- The Applicant agrees to notify the Rancho of any changes in guest count immediately.
 - Any increase in guest count over 10 guests is subject to approval by the Rancho.
- Private site use is restricted to the specified outdoor spaces.
 - In case of inclement weather, the Event will NOT be moved indoors.
 - Use of event spaces are subject to the Rancho's public hours, and may not be available during specified times.
- Applicant acknowledges that no food or drink is allowed inside any exhibit rooms, including the Library; and that all guests must be accompanied by Rancho staff or docent while visiting exhibits.
- The Rancho retains the option to cancel an event should the Applicant fail to comply with any of the terms contained in the Facility Use Agreement.
- Applicant acknowledges that public restrooms are located in the Visitors Center and that the bathrooms inside the adobe or any of the administrative buildings are not available for use.
 - If additional restroom facilities are required, applicant shall be responsible for arrangements and costs, which arrangements are subject to the approval of the Rancho.
 - Events taking place July-October requiring additional restrooms may sublet the use of the Rancho's portable restrooms for a \$200 per event surcharge.
- Applicant will comply with all applicable Long Beach City ordinances, including Long Beach City noise ordinances.
 - Applicant will not use amplified music after 10 p.m.
 - The Rancho reserves the right to control the level of sound for all amplified music at all times.
- All Event clean-up, including removal of trash & decorations, is the responsibility of the Applicant and their contracted vendors.
- The Rancho is not responsible for any personal items brought to or left behind at the site.
 - The Rancho cannot guarantee storage space for any event items
- Applicant acknowledges that all portions of the Rancho are a non-smoking site and will enforce that rule with all guests and vendors at the Event.
- With the exception of service animals, Applicant will ensure that no live animals are brought on to the site.
- Applicant acknowledges that the Rancho has limited electrical circuits and agrees to make any necessary arrangements for a generator(s) for caterers, vendors, musicians, etc.

Decorations:

- Nothing can be **taped, stapled, nailed** or attached to any part of the Rancho.
- No stakes are permitted in the ground.
- Confetti, fake flower petals, rice or bird/flower seeds are not permitted anywhere on the property.
 - Rose & other Flower Petals are permitted where they can be swept/raked up by client
- If benches are moved for the purpose of guest seating, they need to be returned to original location.
- No items can be placed in pond located in the inner-courtyard.
- No rentals or decorations are permitted without approved clearance prior to event and all decor and /or equipment must be removed at the end of the scheduled site-use.
 - We cannot guarantee storage or the safe return of any items left on the premise after your event.
- Items belonging to the Rancho (such as flower pots, benches, etc.) may be moved/repurposed for an event with prior approval of Rancho staff.
 - All Rancho items must be moved by Rancho staff only.
 - Any/All damages occurring to Rancho items in transit or during the event will be subject to charges against applicant's security fee.
- No Open Flames permitted anywhere on the property.
 - Candles may be used if they are enclosed in proper holders and the flame is protected on all sides by 2 inches of clearance.

Safety / Damages:

- At all times, guests are not to climb/stand on exposed roots of Moreton Bay Fig tree in backyard or any other site landscaping or walls.
- The Rancho can accommodate no more than 350 guests per event; with limited exception.
 - Individual garden spaces are subject to varying maximum capacity ranges.
 - Applicant agrees to respect the maximum capacity guidelines for each event space.
- Applicant shall be solely responsible for the condition of the premises, and furniture and fixtures thereon, and shall indemnify and hold harmless for damages thereto.
- All events at the Rancho require the purchase of, at the applicant's expense, special event liability insurance listing Rancho Los Cerritos as additionally insured for the event date requested.
- Applicant will provide, at the applicant's expense, an approved security service if requested by the Rancho. A Rancho representative will indicate how many (if any) security personnel are required on a case by case basis.
- Any alcohol served at events must be served by a licensed bartending service or caterer.
 - If the client is unable to contract a licensed bartending service for the event; the Rancho will schedule one at the Applicant's expense or no alcohol may be served.
- Should excessive damage occur beyond the scope of the agreed upon security fee, such items will be documented and invoiced to the Applicant.
 - Payment of excessive damage is required within thirty (30) days.
 - Additional fees may be assessed if Renter exceeds agreed upon numbers of guests or contract time.

Parking / Neighborhood:

- Parking is available for guests in the lower parking lot to the left of our Main Entrance.
- Additional Parking available along one side of Virginia Road, although not encouraged.
 - Parked Vehicles may not block any pedestrian/golf cart paths for Virginia Country Club
- Please be respectful of the neighborhood, Rancho Los Cerritos grounds exist in a residential area with many private homes surrounding the property.
 - Loitering or Disruptive Noise on or outside Rancho grounds is not permitted.
 - No parking on either side of Virginia Road to the west past the Rancho's Main Gates.
- Limited & ADA parking is available on-site at our Visitor's Center and upper parking lot only.
- On-site parking is only available for vendor loading / unloading; all vendor vehicles must be moved before Rancho public hours.
- For larger events, a designated parking attendant may be required at the discretion of the Rancho.
- Carpooling & Ride-Sharing Services are encouraged for most events.
- Double Parked, illegally parked, and unauthorized vehicles will be asked to move by Rancho Staff.
 - Failure to move the vehicle after being asked runs the risk of being towed at the Rancho's discretion.

Approved Vendors:

- For events necessitating the use of catering, party rentals, or in the case of weddings, event coordination; applicant is required to contract with vendors approved by the Rancho.
- The Rancho will supply a list of all approved or preferred vendors for the applicant.
- Vendors arrival and departure times must fall within 9am-11:30pm; no exceptions.
- The use of Non-Approved Vendors will be evaluated on a case by case basis by Rancho Staff.
 - The Rancho reserves the right to deny the use of any non-approved vendors.
- Catering:
 - No kitchen facilities are available for event use on-site at the Rancho.
 - No cooking is allowed onsite except by an approved caterer.
 - Pre-prepared food may be dropped off/ brought onsite without the use of an approved caterer as long as the area is properly cleared and cleaned of all food items & trash after conclusion of the event.
 - For all weddings and/or events over 150 guests, the applicant acknowledges that an event staffing vendor must be contracted for any event using a non-approved/drop-off caterer and/or food truck service.
- Event Rentals:
 - For events under 100 guests, Rancho owned equipment may be rented for an additional charge starting at \$150.
 - Rancho rented equipment will be set-up by Rancho staff before event booking times, and broken down by Rancho staff after the event has concluded.
 - Applicant will provide an accurate description of the requested equipment and layout for set-up.
 - Rancho rented equipment is subject to the agreed upon guest count & may not be available for un-approved guest count increases.
 - Applicant is responsible for renting additional items from an approved vendor if Rancho equipment is unavailable.
 - For events over 100 guests, an approved party rental company must be contracted by the Applicant.
 - Applicant will provide a timeline for party rental drop-off and pick-up times to the Rancho and a Rancho representative will oversee all set-up/break-down.