



City of Los Angeles Department of Recreation and Parks

Pacific Region / Averill Park

Permit Guidelines



Park hours are sunrise to sunset. All fees must be paid in full to reserve space. Permittee will be responsible for all set-up, break-down and clean-up. This includes trash that does not fit in park trash can being removed by the permittee.

Umbrellas, sunshades and canopies must be open on all sides.

A deposit may be required. Refunds may be issued per City policy following the event, provided no damage to the area or surrounding area occurred. Please allow 8-12 weeks to receive refund. Any violation of the park guidelines may result in future permit requests being denied and loss of any deposit.

Staffing Requirements: To ensure a safe and smooth experience for all visitors, all permitted events require staffing support for the duration of the event. Staff are available to assist with general needs such as restroom concerns, coordination with other park users, or addressing unexpected issues. Staff will be on-site and available nearby during your event and may check in from time to time to ensure everything is going smoothly. They are readily accessible if any assistance is needed. **Staffing Fee:** A staffing fee of \$35 per hour will be applied for the full duration of all permitted events with a minimum of three hours added to fee total regardless of event duration.

Multiple Permits on the Same Day: If more than one permit is booked on the same day, staffing fees may be shared proportionally among the events. Our team will review bookings and adjust fees as needed to ensure fair distribution.

Maximum capacity per permitted section: 50 Maximum capacity for Gazebo: 150

Maximum allowed per permitted section:

- 3 pop-up canopies/10'x10' without sides and MUST be secured with sandbags
- 10 tables
- 50 chairs

Items **NOT** allowed:

- Alcoholic beverages
- Amplified sound
- Charcoal grills
- Open flames/ April 1 through November 1 /LAMC 63.44P
- Smoking
- Fireworks
- Jumpers/ moon bouncers / jumbotrons
- Vehicles on grass areas or sidewalks
- Blocking park entrances or exits
- Staking items into grass areas
- Horses or farm animals (ONLY leashed dogs allowed)

By signing below, I understand and agree to the permit guidelines for Averill Park.

Print Full Name: _____

Signature: _____

Today's Date: _____

Event Type: _____

Permit Date: _____