



FACILITY RENTAL INFORMATION

PICNIC AREAS

Picnic Areas are rented for a flat fee per area per day - Mon-Sat 9am-5pm / Sun 9am-2pm

CHECK Picnic Area Calendars: bit.ly/chpicnics



1 PICNIC AREA #1

By the Playground (on the hill)

- 24 tables
- 4 BBQ Grills (bring your own supplies)
- Table Size 3'x8'
- Includes Amphitheater (no speaker systems)

2 PICNIC AREA #2

Near Archery Range (back of park)

- 20 tables
- 2 BBQ Grills (bring your own supplies)
- Table Size 3'x8'

RESERVATION PROCESS

- **Must request 3 weeks in advance.**
- Fill out form at bit.ly/chpermit to request paperwork and to receive an email with next steps and/or required paperwork from amy.farkas@lacity.org. Some requests require insurance.
- Once availability is confirmed, fill out and return paperwork.
- Date is saved once paperwork is turned in and approved.
- Payment must be made online - Visa/MasterCard only
- Permit issued by region office and forwarded to permittee once approved

PRICING

1-50 People	\$115
51-100 people	\$145
101-200 people	\$205
Add'l Sunday Fee	\$175

Includes Non-Refundable \$25 Application Fee.

Applications accepted for the full year starting January 2nd.



FACILITY RENTAL AGREEMENT

To request an Application for Use of Facilities: bit.ly/chpermit
The date requested must be at least three (3) weeks from today's date.
 No exceptions will be made.

RULES & REGULATIONS

Cheviot Hills RC DOES NOT have availability to rent out the following facilities:

- Indoor Recreation Rooms
- Indoor or Outdoor Basketball Courts
- Diamonds 4 or 5 (fenced in diamonds)
- Parking Lots
- Large Special Events (i.e. Carnivals, Movie Nights, Concerts or Outdoor Performances)

Parking:

- Parking is first come first serve
- NO coning off of areas/saving parking spots
- No parking in red/yellow zones
- No double parking
- No parking in designated staff spaces
- No parking in the tennis court parking lot.
- Violators will be cited or towed.

LOS ANGELES MUNICIPAL CODE PROHIBITS:

- ALCOHOLIC BEVERAGES
- GAMBLING
- LITTERING
- AMPLIFIED MUSIC/SOUND
- UNLEASHED DOGS
- SMOKING



CHEVIOT HILLS RC PROHIBITS:

- MOON BOUNCES
- FOOD OR GAME TRUCKS
- ELECTRICAL OR UTILITY HOOKUPS
- GENERATORS
- PERSONAL BBQS OR GAS POWERED COOKING EQUIPMENT
- STAKING ANYTHING INTO THE GROUND
- ANIMAL ATTRACTIONS
- DRIVING OR PARKING ON GRASS OR WALKWAYS
- TENTS OR CANOPIES LARGER THAN 10'X10

REFUND POLICY

Once a permit is paid for, no adjustments can be made to the date(s) or time(s). In the event of inclement weather, a full refund will be issued, or the permit can be rescheduled for an alternative date if available. Must be rescheduled within 2 weeks, or else a refund will be issued. Permittee is responsible for reaching out to the permit coordinator to request a refund or reschedule.

A Refund Request Form is available on our website or can be requested from amy.farkas@lacity.org

\$25 Permit Application Fee	Non-Refundable
Requests 28 days or more prior to event	85% of fees refunded
Requests 14-27 days prior to event	50% of fees refunded
Requests 13 days or less prior to event	No fees refunded

RESERVATION POLICIES

Facility Rentals are handled by the permit coordinator(s) only. Availability is determined seasonally due to park activities and recurring permit group priority. Permits must be signed by a representative (18 years or older) in charge of the group. Permittee must be present at the event, and is responsible for the conduct of the group as well as for any damages caused by the group. For groups composed primarily of minors, please ensure proper supervision for the safety and enjoyment of all. Permittee and group must observe the limits of their permit, and honor the rights of park patrons. It is the responsibility of the person initiating the reservation to inform all members of the group of these rules and regulations. ANY VIOLATION OF THE ABOVE STATED RULES MAY RESULT IN CANCELLATION OF PERMIT AND FORFEITURE OF FUTURE PERMIT USE OF PARK AREAS.

I have read and agree to all of the policies listed above.

Permittee Signature: _____ Date: _____