

## Rancho Los Cerritos Historic Site Site Use Guidelines, Procedures and Costs

Located in the Los Cerritos neighborhood and adjacent to the Virginia Country Club, Rancho Los Cerritos Historic Site is a beautifully landscaped 4.7 acre property that provides a unique setting for outdoor weddings, receptions, corporate events and other special events. A National



and State Historic Landmark, the site includes a two-story adobe built in 1844, mature trees and flowering shrubs dating from the 1930s remodel and earlier, a picturesque water tower and adobe brick oven, and an enclosed courtyard featuring a small reflecting pond.

Areas available for events include the landscaped backyard or the inner courtyard. The site can accommodate groups ranging in size from 50-400, depending upon location.

On a limited basis, the Private Garden or the California History Research Library may be available for small meetings and workshops of 12-60, depending on location selected.

Upon reviewing this packet, please call (562) 570-1755 to schedule a tour of the grounds and discuss your event.



**Costs:** Rancho Los Cerritos is owned and operated by the City of Long Beach (City). The City permits site use to be governed under the Rancho Los Cerritos Foundation (Foundation); a portion of the site use cost is tax deductible. Rates for use of the grounds range from \$2,500 to \$25,000, depending on the number of people and time on site; catering and equipment rentals are extra. Rates for meetings in the Private Garden or California History Research Library are \$100 an hour. Additionally, the Foundation arranges for a site coordinator, whose fee is paid by the Applicant to the Foundation.

**Availability:** Groups may normally use the site only during non-public hours and when there are no special museum meetings or programs. Public hours are from 1:00 to 5:00 p.m. Wednesday through Sunday, with school tours on Wednesday and Thursday mornings during the school year and extended hours on some weekdays during the summer months. Access for set-up will be permitted after 3:00 p.m. on days when the site is open for public tours. Fundraisers by and for other groups are not permitted.

In case of inclement weather, event may not be moved indoors. Tenting is limited and requires prior permission by the Rancho Los Cerritos Foundation and permitting by the City of Long Beach. Since activities are restricted to the outdoors, the site is most popular from April through October. This is also a busy time for the museum, with family programs, concerts, children's workshops and high visitation during the summer months. Please call the Rancho to check date availability; the Foundation reserves the right to deny a request without cause.

**Site Use Prohibitions:** Per Internal Revenue Service guidelines, political events are not permitted.

The Foundation also prohibits use of the historic site for activities that promote religion, and for sexually explicit activities. The site also falls within restrictions pertaining to nudity as provided in section 21.16.16 under Park Regulations.

**Deposit:** To guarantee your reservation, a nonrefundable deposit of \$500 is required at the time your site use request is approved. This deposit will be applied to the total balance due for the event. The remainder of the cost is due in full 30 days prior to scheduled use. If the event is canceled for any reason by the applicant, the Rancho Los Cerritos Foundation will retain the \$500 deposit and return any additional balance.

**Insurance Requirements:** Private events held at Rancho Los Cerritos Historic Site require liability insurance in the amount of \$1,000,000 - \$2,000,000, depending on the size of the group and activities planned. Such insurance must name “Rancho Los Cerritos Foundation,” “Rancho Los Cerritos Historic Site” and “City of Long Beach” as additional insureds.

Additional Insured Endorsement should state:

- *Rancho Los Cerritos Foundation, Rancho Los Cerritos Historic Site and The City of Long Beach, their boards, their officials, officers, employees and agents.*
- *Insurer will not cancel or reduce the insurer’s coverage without thirty days prior written notice to the Foundation and City.*

Applicants may obtain special event liability insurance through Alliant Insurance Services provided through the City of Long Beach by contacting Ivette Rodriguez, Human Resources/Risk Management at (562) 570-6314.

**Cancellation Policy:** Rancho Los Cerritos Foundation will make every effort to fulfill this agreement for site use. However, if the site use event is rendered impossible or impracticable by weather, any public authority, civil turmoil, strike, epidemic, condition of war, or any emergency or cause that is beyond the control of Rancho Los Cerritos Foundation, it is understood and agreed that there shall be no claim for damages by either party to this agreement. In the event of cancellation for any reason stated in this paragraph, any monies advanced to Rancho Los Cerritos Foundation shall be refunded and an effort will be made to reschedule the site use event.

**Site Coordinator:** The Rancho Los Cerritos Foundation will arrange for a site coordinator to be present throughout your event. Fees are paid to Rancho Los Cerritos Foundation and will depend on the number of people attending the event.

**Extra Security:** If alcohol is served and/or if the event is for 100 or more people, additional security may be required at applicant’s expense. Contact the Rancho for information on pre-qualified security companies.

**Refundable Cleaning/Damage Deposit:** Groups are expected to respect the historic integrity of the house and gardens, remove all event equipment, dispose of all trash, and leave the site in good condition. A refundable cleaning/damage deposit is required in an amount specified under Site Use Costs and Requirements; this is separate from the deposit that reserves the date for your event. The cleaning/damage deposit may be used to cover any cleaning, replacement, repairs, damages or loss to the site as a result of the applicant’s event. The applicant shall be required to pay the full cost of materials, labor, replacement, repairs or damages regardless of the amount, and the Foundation will bill for costs in excess of the cleaning/damage deposit. Any damage shall be replaced in-kind and coordinated by Rancho staff working with qualified restoration contractors and landscapers.

**Catering:** Applicant must select from one of three pre-qualified caterers. These caterers are:

**TGIS** – contact info: Mark Rivera (562) 492-9555 or mrivera@tgiscatering.com

**24 Carrots Catering** – contact info: Norm Bennett (800) 717.1545 or norm@24carrots.com

**Primal Alchemy** – contact info: Paul Buchanan (562) 400-5659 or chefpaul@primalalchemy.com

**Alcoholic Beverages:** Under the Long Beach Municipal Code, wine, beer and champagne may be served at the Rancho provided the event is not open to the general public. If distilled spirits will be served at the event, the sponsoring group must obtain permission from the Foundation and a one-day liquor license from the State Alcoholic Beverage Control (ABC) board. Illegal substances will not be tolerated; Rancho Los Cerritos Foundation reserves the right to evict an individual for irrational behavior.

Band members, caterers and other workers are not permitted to drink alcohol during the event.

The serving of all alcoholic beverages shall be the exclusive responsibility of the caterer, who must carry an alcoholic beverage license for beverage service. Absolutely no self-service of alcoholic beverages will be permitted at any time. Last call for alcoholic beverage service is one hour before scheduled event end time. In the event of excessive intoxication the Foundation reserves the right to shut down the bar if the bartender has not already done so.

**Equipment Rentals:** If the caterer does not supply equipment rentals, applicant must select from a list of three pre-qualified rental companies; contact the Foundation for additional information.

Rental equipment may not be dropped off or set up until the start time listed on the site use agreement, and must be removed from the premises at the end of the event. Prior approval by the Rancho is required to allow the rental company to pick up its equipment on the morning following the event. The Foundation is not responsible for equipment left overnight.

Dance floors may be used with permission of staff. These will need to be placed late in the day, in order to avoid burning the grass underneath.

**Protection of Historic Resources:** In order to protect historic fabric, applicants may not put stakes into the ground or attach signs, banners, etc. to the adobe home in any form or manner. Groups are also expected to respect the flowers and not trespass through the beds. Under no circumstances may a group cut flowers or pick fruit without prior permission. Trees may not be climbed, and groups are expected to keep off the roots of the Moreton Bay Fig as this will damage the tree.

Children must be under adult supervision at all times. Applicants are responsible for the behavior of all of their guests. If the Site Coordinator deems it necessary to call in the Police, such call could immediately terminate the event.

**Animals:** With the exception of guide dogs, live animals are not permitted on the site.

**Decorations and Lights:** Overhead lighting is needed after dark. Decorative lights may be gently placed on top of shrubs or on low branches of trees, but may not be secured with nails, tape, rope, stakes or other fasteners that may damage the vegetation. No lights may be placed on the adobe structure. Table decorations with candles are allowed, if contained within glass votives or hurricane lamps.

Rice, confetti, streamers, Mylar balloons, glitter or anything of this nature is not allowed. Bird seed may be thrown only in the parking lot or along the drive.

**Parking:** Parking at the Rancho is limited. Groups may need to make alternative parking arrangements or provide directional assistance for persons parking on Virginia Road. There will be no parking on the soil cement driveway beyond the rope barrier, and clear access for emergency vehicles must be maintained at all times. Upon request the Foundation will provide a list of pre-approved valet parking companies.

**Restrooms:** The public restrooms are located in a separate facility on the property. Bathrooms inside the adobe are **not** available for use.

**Amplified Music:** Amplified music is permitted at the Rancho and is allowed until 10 p.m. Music must be contained within the venue and be considerate of adjacent neighbors. Loud and unreasonable noise (including music) is a violation of local and state law; if Foundation representatives determine that noise from your event is offensive to others, they may require you to lower or discontinue the noise. Permission for amplified sound use must be obtained from the Rancho at least 10 days prior to the event.

**Lighting:** Evening lighting is minimal and the availability of electrical circuits is very limited. Groups may need to bring in portable lights and/or quiet generators (under 65 decibels recommended) for events that continue after dark or require additional amperage. Permission for additional lighting or generators must be obtained from the Rancho at least 10 days prior to the event.

If a specialist is needed for decorative lighting, applicant must select from a list of pre-qualified lighting companies; contact the Foundation for additional information.

**Smoking:** Rancho Los Cerritos is a non-smoking site.

**Wedding Rehearsal:** Up to two hours are permitted for a wedding rehearsal at no additional cost. However, date and time of rehearsal must be arranged and approved in advance with staff.

**Tours:** Docent-led tours of the historic house may be arranged in advance and for an extra fee. Accommodation is dependent upon the availability of our docents.

**Event Checklist/Walkthrough:** A pre-event walkthrough will be arranged with staff no later than 15 days before the scheduled event. Items include: site plan, electricity needs, breakdown and clean up, and a complete vendor list.

**Set Up/Clean Up:** Caterers and other vendors are not allowed on the property until 3 p.m. On Saturdays and Sundays, it is imperative that all vendors work around the final tour. All rentals must be off the property by 12 a.m. Caterers must supply trash bags and trashcans. The caterer may use Rancho trash dumpsters located in the forecourt (small parking lot) at the end of the event. Dumping of beverages and gray water is not allowed on the property. Clear ice may be dumped on the lawn; please ask the Site Coordinator for assistance.

Remember to bring flashlights for the final inspection of the evening. A post-event walkthrough may also be arranged with the applicant and/or caterer on the day after the event to ensure that the grounds are left clean and in good condition.

**Arbitration.** If any dispute arises among the parties that cannot be resolved privately, the parties hereto agree to mediate their dispute. If mediation is not successful, binding arbitration shall be conducted by the American Arbitration Association. Fees charged by any mediators or arbitrators shall be shared equally by all parties.

*The Rancho Los Cerritos Foundation reserves the right to waive or modify guidelines as stated.*

## **SITE USE COSTS & REQUIREMENTS – Rancho Los Cerritos Foundation**

Rancho Los Cerritos Historic Site's primary mission is to serve the public through tours, school programs, lectures and family events. Site use by outside groups is only permitted if it does not significantly impact this mission. Therefore, unless the site is closed, events in the gardens and inner courtyard may only occur before or after public hours, unless special arrangements have been made and approved by the Foundation. All site use by outside groups will take place under the Rancho Los Cerritos Foundation's City permit, and in return for minimum donations to the Foundation. These donations will be applied towards restoration, operations and enhancement of the historic site. The Foundation reserves the right to deny a request without cause.

### **PRIVATE PARTY USE of MAIN GARDENS or INNER COURTYARD**

The main gardens and inner courtyard are available for private parties on Mondays, Tuesdays, or after 5 p.m. Wednesday through Sunday. Saturday and Sunday mornings are also available after 7 a.m. until 12:30 p.m., (other days and times may be considered by the Foundation under special circumstances). The main gardens can hold up to 400 people. The inner courtyard can handle standing groups of 100, or 60 seated. Wine, beer and champagne are allowed to be served without a liquor license; sales require a license. Fundraisers by and for other organizations are not permitted.

#### **NON-FOOD & DRINK EVENTS:**

For a minimum donation of **\$2,500** to the Rancho Los Cerritos Foundation (\$1,250 is tax deductible), private parties may use the grounds for an event under the following conditions:

- **100** guest maximum –Maximum of **6 hours use**, includes: event time, guest arrival & departure, set-up & clean-up time & rehearsal (if applicable)
- \$1 million general insurance holding the City of Long Beach, Rancho Los Cerritos and Rancho Los Cerritos Foundation harmless
- Refundable cleaning/damage deposit of \$500
- Event coordinator @ \$180 flat fee

For a minimum donation of **\$5,000** to the Rancho Los Cerritos Foundation (\$2,500 is tax deductible), private parties may use the grounds for an event under the following conditions:

- **200** guest maximum Maximum of **6 hours use**, includes: event time, guest arrival & departure, set-up & clean-up time & rehearsal (if applicable)
- \$1 million general insurance holding the City of Long Beach, Rancho Los Cerritos and Rancho Los Cerritos Foundation harmless
- Refundable cleaning/damage deposit of \$500
- Event coordinator @ \$210 flat fee

#### **EVENTS WITH CATERING:**

For a minimum donation of **\$4,000** to the Rancho Los Cerritos Foundation (\$2,000 is tax deductible), private parties may use the grounds for an event under the following conditions:

- **100** guest maximum
- Maximum of **8 hours use**, includes: event time, guest arrival & departure, set-up & clean-up time & rehearsal (if applicable)
- \$1 million general insurance holding the City of Long Beach, Rancho Los Cerritos and Rancho Los Cerritos Foundation harmless
- Liquor license (if applicable)
  - Refundable cleaning/damage deposit of \$500
  - Event coordinator @ \$240 flat fee
  - Extra security may be required with expense billed to site user

For a minimum donation of **\$6,000** to the Rancho Los Cerritos Foundation (\$3,000 is tax deductible), private parties may use the grounds for an event under the following conditions

- **150** guest maximum
- Maximum of **8 hours use**, includes: event time, guest arrival & departure, set-up & clean-up time & rehearsal (if applicable)
- \$1 million general insurance holding the City of Long Beach, Rancho Los Cerritos and Rancho Los Cerritos Foundation harmless
- Liquor license (if applicable)
  - Refundable cleaning/damage deposit of \$500
  - Event coordinator @ \$240 flat fee
  - Extra security may be required with expense billed to site user

For a minimum donation of **\$8,000** to the Rancho Los Cerritos Foundation (\$3,000 is tax deductible), private parties may use the grounds for an event under the following conditions:

- **200** guest maximum
- Maximum of **8 hours use**, includes: event time, guest arrival & departure, set-up & clean-up time & rehearsal (if applicable)
- \$1 million general insurance holding the City of Long Beach, Rancho Los Cerritos and Rancho Los Cerritos Foundation harmless
- Liquor license (if applicable)
  - Refundable cleaning/damage deposit of \$500
  - Event coordinator @ \$275 flat fee
  - Extra security may be required with expense billed to site user

For a minimum donation of **\$10,000** to the Rancho Los Cerritos Foundation (\$5,000 is tax deductible), private parties may use the grounds for an event under the following conditions:

- **250** guest maximum
- Maximum of **10 hours use**, includes: event time, guest arrival & departure, set-up & clean-up time & rehearsal (if applicable)
- \$2 million general insurance holding the City of Long Beach, Rancho Los Cerritos and Rancho Los Cerritos Foundation harmless
- Liquor license (if applicable)
  - Refundable cleaning/damage deposit of \$750
  - Event coordinator @ \$300 flat fee
  - Extra security may be required with expense billed to site user

For a minimum donation of **\$15,000** to the Rancho Los Cerritos Foundation (\$7,500 is tax deductible), private parties may use the grounds for an event under the following conditions:

- **300 guest maximum**
- Maximum of **10 hours use**, includes: event time, guest arrival & departure, set-up & clean-up time & rehearsal (if applicable)
- \$2 million general insurance holding the City of Long Beach, Rancho Los Cerritos and Rancho Los Cerritos Foundation harmless
- Liquor license (if applicable)
- Refundable cleaning/damage deposit of \$750
- Event coordinator @ \$350 flat fee
- Use of library and hall bathroom for bridal party (if applicable)
- Use of office w/bathroom for groom's party (if applicable)
- Extra security may be required with expense billed to site user

For a minimum donation of **\$20,000** to the Rancho Los Cerritos Foundation (\$10,000 is tax deductible), private parties may use the grounds for an event under the following conditions:

- **350 guest maximum**
- Maximum of **12 hours use**, includes: event time, guest arrival & departure, set-up & clean-up time & rehearsal (if applicable)
- \$2 million general insurance holding the City of Long Beach, Rancho Los Cerritos and Rancho Los Cerritos Foundation harmless
- Liquor license (if applicable)
  - Refundable cleaning/damage deposit of \$1,000
  - Event coordinator @ \$420 flat fee
- Use of library and hall bathroom for bridal party only (if applicable)
- Use of office with bathroom for groom's party (if applicable)
  - Extra security may be required with expense billed to site user

For a minimum donation of **\$25,000** to the Rancho Los Cerritos Foundation (\$15,000 is tax deductible), on a limited basis and at the discretion of the Foundation, Rancho and City of Long Beach, the site may be closed for the entire day for an event under the following conditions:

- **400 guest maximum**
- Maximum of **16 hours use**, includes: event time, guest arrival & departure, set-up & clean-up time & rehearsal (if applicable)
- \$2 million general insurance holding the City of Long Beach, Rancho Los Cerritos and Rancho Los Cerritos Foundation harmless
- Liquor license (if applicable)
- Refundable cleaning/damage deposit of \$1,000.
- Event coordinator @ \$560 flat fee
- Use of library and hall bathroom for bridal party only (if applicable)
- Use of office with bathroom for groom's party (if applicable)
- Extra security may be required with expense billed to site user

*The Foundation reserves the right to charge an overtime fee if groups exceed the time allotted for their event.*

**NON-COMMERCIAL PHOTOGRAPHY:  
WEDDINGS, FORMAL PORTRAITURE, MODELING**

Non-commercial still and formal portraiture (wedding, anniversary photography, modeling, etc.) is permitted outdoors in the inner courtyard or main garden during non-public hours only, (unless special circumstances are taken into consideration and approved by the Foundation), and under the following conditions:

- Donation of \$200.00 per hour to the Rancho Los Cerritos Foundation.
- \$35.00 per hour Event Coordinator fee

**FILM/VIDEO PRODUCTION & COMMERCIAL STILL PHOTOGRAPHY**

If interested in filming for TV, feature films or documentaries, please request the separate Film/Video/Commercial Photography Packet from Rancho Los Cerritos Foundation. Film companies must also meet all permit requirements from the City of Long Beach.

- Costs range between \$5,000.00 to \$10,000.00 per day for film/video production
- Still commercial photography costs range between \$1,000-2,000 per day

Approved December 10, 2009  
Rancho Los Cerritos Foundation Board of Directors



Date of Event: \_\_\_\_\_  
Time (incl. set up/clean up): \_\_\_\_\_

### Request to Hold Event at Rancho Los Cerritos Historic Site

Please complete and mail, FAX or deliver to:  
Rancho Los Cerritos Foundation, 4600 Virginia Road, Long Beach, California 90807  
(562) 570-1755 -- FAX: (562) 570-1893

#### **Information Required for Application Review:**

*(This form must be filled out completely and signed by the Applicant. Please print or type. A minimum of 60 days may be required for processing. The Foundation reserves the right to deny a request without cause.)*

Applicant \_\_\_\_\_ (Organization \_\_\_\_\_ or Individual): \_\_\_\_\_

If Organization, provide name of contact person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone of contact: \_\_\_\_\_ Cell phone (if different): \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Set Up Time: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_

Area Requested:  Main Garden  Inner Courtyard  Private Garden  Library

Times-- Set-up: \_\_\_\_\_ Event Time: \_\_\_\_\_ Clean-up start time: \_\_\_\_\_

Type of Event:

Wedding  Anniversary  Corporate  Meeting  Still Photography

Other: \_\_\_\_\_

If Wedding, is this:  Ceremony only  Celebration only  Both

Rehearsal date and time requested: \_\_\_\_\_ Dressing area needed? \_\_\_\_\_

No. of Guests: \_\_\_\_\_ Est. No. of Vehicles: \_\_\_\_\_ Music? \_\_\_\_\_ Type: \_\_\_\_\_

Will Food Be Served? \_\_\_\_\_ Wine/Beer/Champagne? \_\_\_\_\_ Distilled Spirits? \_\_\_\_\_

Caterer: \_\_\_\_\_ Contact: \_\_\_\_\_

Rental Company (if applicable): \_\_\_\_\_ Contact: \_\_\_\_\_

#### **Other Information Required if Application is Approved:**

Certificate of insurance for public liability and property damage. Permit from the Alcoholic Beverage Control Board (ABC) for alcohol if applicable. Deposit for cleaning and damages, and signed acknowledgment that you agree to abide by the special rules and considerations (attached). Separate payment for event coordinator due one week before date of event.

Your Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

#### **For Foundation Only:**

Status: \_\_\_\_\_ Amount: \_\_\_\_\_ % Donation: \_\_\_\_\_

Staff Contact: \_\_\_\_\_ Event Coordinator: \_\_\_\_\_

RLC Tour: \_\_\_\_\_ No. Staff/Volunteers Needed: \_\_\_\_\_

Event Deposit: \_\_\_\_\_ Insurance: \_\_\_\_\_ Cleaning Deposit: \_\_\_\_\_ Coordinator Fee: \_\_\_\_\_

**Rancho Los Cerritos Foundation Policies  
For Private Party Use of Rancho Los Cerritos Historic Site**

1. Applicant must be 21 years or older. This contract may not be transferred to another individual, organization or business.
2. Applications are accepted up to 16 months prior to the month of reservation. A deposit of \$500 is due at time of submitting application. Once the application has been approved, you will receive an official confirmation letter.
3. If the event is canceled for any reason by the Applicant, the Rancho Los Cerritos Foundation will retain the entire deposit.
4. All other fees and proof of insurance are due one month prior to the event. If site is reserved less than 30 days prior to the event, fees and insurance are due five days after confirmation.
5. Site use times include set-up and clean-up. Set up for large parties may begin no earlier than 3:00 p.m., and clean up needs to be completed by midnight.
6. No decorations may be fastened to any part of the building or shrubbery. The use of glitter, confetti, rice, helium balloons and open flames are prohibited. No staple, pins, nails or tape may be used on any part of the building or shrubbery.
7. Applicant must select from list of pre-qualified caterers, equipment rental companies and security firms, as required.
8. Music, whether a live band, DJ or taped, is permitted until 10 p.m.
9. Alcohol must be served by a licensed caterer from a designed bar area, and the bar must close one hour before the end of the event. No sales of alcohol are permitted.
10. Rancho Los Cerritos is a non-smoking site.
11. No live animals are allowed.
12. The Foundation does not allow fundraisers for any outside groups.
13. Rancho Los Cerritos makes every attempt to have the grounds in good condition for every event; however, occasionally things happen that are out of our control. The Applicant hereby accepts the grounds in the condition provided.
14. The Foundation provides no alternative site in case of rain.

I, the Applicant or representative for the Applicant, understand and agree to adhere to the above listed policies established by the Rancho Los Cerritos Foundation and to comply with *Rancho Los Cerritos Historic Site: Site Use Guidelines, Procedures and Costs*.

I further understand and agree that the Site Use Permit may be terminated by the Rancho Los Cerritos Foundation, Police or designee for a violation of any term or condition of the permit or for a violation of any federal, state or local law.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date