



ROBERT E. RYAN COMMUNITY PARK
30359 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275
Phone (310) 544-5362

Business Hours:
Daily 9:00 am - dusk

What are the renter's responsibilities?

Ryan Park provides a beautiful setting for a small party or meeting. The activity room can accommodate 20 guest and the patio has room for another 20 people. You are responsible for all the setup and cleanup for your party or meeting, including tables and chairs, and the rental time must include the time required to accomplish this. Audio/video equipment is not available at this site. Non-profit groups may contact the Park Supervisor at 310-544-5268 for relevant fees.

What facilities are available to rent?

Activity Room and Patio – Maximum of 40 people

- Kitchen Facilities - Use of microwave, refrigerator/freezer, sink and counter
- Activity Room can accommodate 20 people; room has linoleum floor
- If weather is mild, patio and small stage area may be used to accommodate 20 people
- Activity Room must be rented if renter wants to use patio
- Non-Resident: \$47 per hour
- RPV Resident: \$22 per hour
- Room rental includes use of available tables and chairs
Adults – 4 Tables (8 ft. by 30 inches) and 20 Chairs
Tots – 2 Tables (8 ft. by 30 inches) and 20 Chairs
- Large Children's Rug is NOT available for use by rentals

Is a security deposit required? Is it refundable? What is the cancellation policy?

- \$175 security deposit required for rental of the activity room
- Deposit will be fully refunded if renter adheres to the hours on the contract, and rental area is cleaned, with no damage to the facilities
- Security Deposit refund check will be mailed four to six weeks after the event
- If renter cancels event, or changes the rental date, 30 days written notice is required. If less than 30 days written notice is received for a cancellation, all fees and the deposit may be forfeited.
- **All cancellations are subject to \$50 fee.**

Are there other fees that apply?

An additional staff fee of \$18 per hour will be charged for room rentals during these hours:

Daily: Before 9:00 am and after 5:00 pm.

Is Liability Insurance required for rentals?

The City requires two documents: (1) Certificate of Insurance naming the City of Rancho Palos Verdes as an Additional Insured for \$1,000,000 single-limit liability, and (2) the Additional Insured Endorsement page(s). If you are serving liquor at the event, you will also need liquor liability coverage naming the City additionally insured. You may purchase insurance through the City's vendor, or check with your homeowner's insurance company for a certificate of insurance, additional insured endorsement and liquor liability naming the City as an Additionally Insured for one million dollars single-limit liability coverage. If you are purchasing insurance through the City's vendor, the following fees apply:

- For events with attendance of 40 people or less, the basic premium is \$81. If you will be serving liquor, the total premium is \$141.

Is amplified music allowed during rentals? Is there any AV equipment available for use during the event?

Amplified music may begin at 11:00 am and must end by dusk, since the park is located in a residential area in close proximity to homes. No amplified sound is allowed outside the building on the patios or park grounds. **No audio/video equipment is available for use at this site.**

What do I need to do to reserve a room at the facility? During what hours is it available?

You may call or visit the park during business hours and speak with park staff about date and room availability. Rooms may be rented from 8:00 am to dusk. Be sure to check with park staff to find out what time the facility is available on your requested date, as there are some regularly scheduled classes or meetings at the park. Also, please be sure to include the time you will need for setup and cleanup. You will want to schedule your party to end 30 to 60 minutes before the end of your rental time, to allow time for a complete cleanup of the facility.

What is the mailing address for Ryan Park?

Mail is not delivered to Ryan Park. Please send all correspondence and payments to:
RPV Recreation & Parks Department
Attention: Andrew Berg
30940 Hawthorne Boulevard
Rancho Palos Verdes, CA 90275

What payment options does the City offer?

Payment may be made by personal check, cashier's check or money order if renter is paying more than 30 days prior to rental date. **If payment is made less than 30 days before rental date, only money orders and cashier's checks will be accepted.** Please make all checks payable to: **City of Rancho Palos Verdes.** No cash or credit card payments will be accepted at Ryan Park.

Thank you for your interest!