

Point Vicente Interpretive Center



31501 PALOS VERDES DRIVE WEST
RANCHO PALOS VERDES, CA 90275
TEL: 310-544-5375

Facility Rental Information

Perched on the bluff adjacent to the Point Vicente Lighthouse, overlooking sweeping ocean vistas and magnificent sunsets, this spectacular location is the perfect setting for your special event.

The Point Vicente Interpretive Center offers the opportunity to create an event tailored to meet your dreams.



This facility is owned and operated by the City of Rancho Palos Verdes.

The Sunset Room, Amphitheatre and Lobby are available for private rental after museum hours, beginning at 5:00 p.m.

The Sunset Room (with kitchen) can be rented for set-up as early as 12:00 noon. All clean-up must be completed by 12:00 midnight.

A minimum of 10 hours total rental time is required (exception: Sundays require a 6 hour total minimum). A typical wedding/reception (10 hour event) including the \$500. Security deposit costs approximately \$5639.00*. (A 6 hour Sunday event, approximately \$3900.00)*.

Suggested Timeline:

2:00 p.m.– 6:00 p.m. Sunset
Room/Kitchen set up

- 5:00 p.m. Amphitheatre Ceremony
- 6:00 p.m. – 10:00 p.m. Reception (Lobby, Sunset Room and Patio)
- 10:00 p.m. – 12:00 a.m. Clean-Up/Pick-Up of rental equipment

Rental hours can be adjusted depending on requirements at a rate of

:\$422.00 per hour before 5:00p.m. Or
\$458.00 per hour, for hours after 5:00 p.m.

Tables and chairs to accommodate 150 guests are included in rental fee.

Discounted rate for RPV residents applied at time of booking.

Liability Insurance: Renters must provide a certificate of insurance naming the City of

Rancho Palos Verdes additionally insured for \$1,000,000 single-limit liability. Renter may provide a Certificate of Insurance, or purchase insurance through the City. If purchased through the City, insurance fees are as follows:

If event attendance is 1-100, the fee is \$81; if alcohol will be served \$141**

If event attendance is 101+, the fee is \$113; if alcohol is served \$173**

**Certain events with alcohol being served (i.e. parties, celebrations, reunions, dances, corporate events) require higher insurance fees: \$248 for 1-100 guests, \$393 for 101-150; \$364 for +150 guests. Pre-approval required to serve alcohol at these events.

Security Deposit: \$500 per rental. 180 days written notice is required to cancel a reservation. Cancellation will result in forfeiture of deposit. Renters cancelling with less than 180 days prior to event will forfeit all fees associated with the contract.

Tables and chairs available for use (indoors or on the patio only):
19 round tables (60") seat 8 comfortably
14 banquet tables (8 are 8' x 30"; 6 are 6' x 30"); 150 white reception chairs



Rental Rules & Regulations

- Renter must comply with all rules and regulations of the City of Rancho Palos Verdes.
- Payment may be made by check, money order, or credit card (Visa, AMEX, Discover or MC). Personal checks will be accepted for any payment made 180 days prior to event.
- Confetti, rice, birdseed, rose petals, & glitter are prohibited as well as the release of balloons.
- Amplified sound is permitted until 10:00 p.m. as this facility is near a residential area.
- Renter/or their representative is responsible for all setup required prior to the event and for all cleanup necessary after the event. This includes the set-up and clean up of all tables and chairs.
- Total rental time must include the time needed for setup and cleanup of the event.
- Renter may not hang anything from the fire sprinklers, or use tape or staples to secure decorations to the walls, sound abatement panels or ceiling beams. Please check with Center staff for decorating guidelines prior to the rental date.
- A dedicated staff person is scheduled to check you in for your event. As such, any rented equipment must be dropped off and picked up during rental time. **Sorry, but absolutely no storage before or after contracted time.**
- Broom, dustpan and mop are provided, as well as cleaning supplies and trash bags.
- Renter/or representative, must clean sinks, counters and all appliances used during rental.
- Renter/or representative must wet mop kitchen floor, sweep patio, and wet mop Sunset Room floor.
- Renter/or representative must take all trash to the dumpster, located to the left of the kitchen entrance.
- Renter is responsible for any damage caused by guests or any business hired for event.
- Renter will be charged for any damage to the facility and any costs will be deducted from the security deposit. Renter will be billed for costs that exceed the amount of the security deposit.
- Renter must return the facility to its original condition in order to receive a full security deposit refund. Refund check will be mailed 4-6 weeks after event.
- This is a non-smoking facility.
- **NO DRONES PERMITTED IN PUBLIC PARKS (Ord. 181)**



