

## Booking Your Event

Check with staff members to ensure that the facility is available before proceeding.

At the time of booking, renters will be asked to fill out an Acknowledgement of Rules.

A \$500.00 security deposit holds the event date, however if the event is less than six months away, the entire fee will be due upon booking the facility. This being said, the full fee is due six months prior to the event.

## Cleanup Guidelines

Renters must return the facility to its original condition to receive a full security deposit refund.

Staff members will provide cleaning supplies such as mops, brooms and dustpans. Renters must sweep and mop the Sunset Room and kitchen, as well as sweep the adjoining patio.

Renters are expected to remove all trash from trashcans and replace linings, which are provided by staff members. Trash must be taken to the dumpsters behind the Sunset Room.

If you have any questions or would like more information, call (310)544-5375

## What We Offer

The Point Vicente Interpretive Center offers breathtaking views from the Sunset Room and adjoining patio as well as an outdoor Amphitheater for private rentals after center hours, beginning at 5:00 P.M.

Included in any rental is a commercial kitchen, tables and chairs.



The Ibrahim El- Hefni Outdoor Amphitheater

Patio Overlooking the Point Vicente Lighthouse



## Point Vicente Interpretive Center



## Facility Rental Information

31501 Palos Verdes Drive West  
Rancho Palos Verdes, CA 90275  
(310)544- 5375  
Email: [PVIC@rpvca.gov](mailto:PVIC@rpvca.gov)

**Center Open 10 A.M to 5 P.M. Daily**  
Closed January 1<sup>st</sup>, Thanksgiving Day,  
December 24<sup>th</sup> and 25<sup>th</sup>



## Renting The Facility

The Interpretive Center's facility may be rented Friday, Saturday or Sunday of most weekends. For events held at the Point Vicente Interpretive Center, a minimum of 10 hours total rental time is required. The exception being Sunday, when a minimum of 6 hours is required.

The core of any event with invited guests may only take place between 5:00 P.M. and 10:00 P.M. Hours outside of that are for setup and cleanup only.

The facility can accommodate a maximum of 150 guests between the Sunset Room and adjoining patio.

A typical 10 hour event, including a refundable \$500 security deposit will cost approximately **\$5,671.00**. (A 6 hour Sunday event will cost approximately **\$3,900.00**.) Additional hours may be booked at additional cost.

The facility can be rented at \$422.00 per hour before 5:00 P.M. and \$458.00 per hour after 5:00 P.M.

### Typical Wedding Timeline 2:00 P.M. - 12:00 A.M

**2:00 P.M. – 5:00 P.M.**  
Sunset Room and Kitchen Setup

**5:00 P.M. – 6:00 P.M.**  
Amphitheater Ceremony

**6:00 P.M. – 10:00 P.M.**  
Reception (Lobby, Sunset Room and Patio)

**10:00 P.M. – 12:00 A.M.**  
Sunset Room and Kitchen Cleanup

## Liability Insurance

The City of Rancho Palos Verdes requests that events be insured for \$1,000,000 single limit liability.

Renters may purchase insurance through the city or provide a Certificate of Insurance. If purchased through the city, insurance fees are as follows:

If the attendance is 1-100, the fee is \$81, and if alcohol is served, \$141.

If the attendance is 101-150, the fee is \$113, and if alcohol is served, \$173.

## Cancelation Policy

Cancelation of any event will result in the forfeiture of the security deposit. Cancelations require 180 days written notice. Renters canceling with less than 180 days written notice will forfeit all fees associated with their contract.

## Tables and Chairs

Tables and chairs are included in the rental of the facility and may be used in the Sunset Room and adjoining patio only. Tables include 19 (60 inch) round, 8 (8 foot) banquet tables, and 6 (6 foot) banquet tables. Also included are 150 white folding reception chairs.

## Venue Rules and Expectations

All renters must comply with rules and regulations put forward by the City of Rancho Palos Verdes.

Payments must be made by credit or debit card.

Two staff members of the Point Vicente Interpretive Center will provide guidance throughout the rental, but it is the renter's responsibility to ensure that rules and regulations are followed.

Renters are responsible for all setup and cleanup within their allotted rental time. The Interpretive Center is unable to store any items before or after any rental.

Events may not start until 5:00 P.M. and must end by 10:00 P.M. when music must be turned off.

Renters will be held responsible for any rules violated or damage caused to the facility by guests or by hired businesses. Costs will be deducted from the deposit. The renter will be billed for any costs exceeding the amount of the deposit.

**Smoking is prohibited on the premises under RPV MC 8.28.020.**

**No drones or other radio controlled vehicles permitted in public parks. (Ord.181).**

Additional rules apply, please check with Interpretive Center staff members.