



LADERA LINDA COMMUNITY PARK | FACILITY RENTAL GENERAL INFORMATION

32201 Forrestal Drive, Rancho Palos Verdes, CA 90275

Regular Business Hours: 8am to One Hour After Sunset-Seven Days a Week

Ladera Linda Community Park provides a beautiful setting for your special occasion. The informal park setting provides you with the opportunity to customize your event to match your personal style and budget. You may bring in your own caterer; DJ, musicians, or entertainers; dishes and linens; dance floor; event planner, decorators, and florist.

To make a reservation please contact: LaderaLindaRentals@rpvca.gov

Be sure to include Name, Phone, Email address, Date of event, Number of attendees, Room desired

Facility Rental Hours: 10am-9pm. Renters are responsible for all event set-up and clean-up, including tables and chairs. The rental time must include the time required for set up and clean up. All rentals are three hours minimum.

Completed application, signed rental permit, and paid deposit are required to secure a rental date. Soft holds and tentative reservations are not permitted.

Non-profit and community organizations should contact LaderaLindaRentals@rpvca.gov for more information.

INDOOR FACILITIES AVAILABLE TO RENT: (Fees effective as of July 1st, 2025)

MULTI-PURPOSE ROOM:

- Includes tables and chairs
 - 8 (60 inch) round tables
 - 8 (8-foot-long x 30 inches wide) banquet tables
 - 61 white folding chairs
- 61 people maximum (this includes all outside vendors and their staff)
- Partition can be used to divide room
- Rental Rates:
 - RPV Resident: \$164 Per hour
 - Non-Resident: \$261 per hour

PROOF OF RESIDENCY:

To receive RPV Resident rate, renter must provide two forms of proof of RPV residency. Accepted forms of verification are government issued IDs, lease agreements, utility bills, homeowners insurance certificates or bills, or other current document showing the renter's name and residential address. PO boxes are not accepted. Application, permit, insurance, and all payments must be in the resident's name and resident must attend the event.

RENTAL FEES

Rental fees are per hour; three hours minimum.

STAFF FEES

An additional staff fee of \$26 per hour will be charged for all hours after 5 PM

DEPOSIT

A \$500 deposit is required for all room rentals. The deposit will be refunded if the renter adheres to the hours on the contract and the facility is returned to pre-event conditions. Staff will conduct pre-event and post-event inspections with the renter. Refunds will be mailed within 4-6 weeks following event date.

PAYMENTS

Deposit due at time of application. Payment due in full 30 days prior to event date. Payments accepted: Credit Card or Personal Check payable to "City of Rancho Palos Verdes". No cash accepted.

CANCELLATIONS AND CHANGES

Requests for event changes or cancellation must be made in writing to the facility supervisor at LaderaLindaRentals@rpvca.gov at least 30 days prior to event. All cancellations are subject to a \$50.00 cancellation fee. Failure to provide the required notice may result in forfeiture of all fees and deposits.

IT IS IMPORTANT TO NOTE that the Ladera Linda Community Park serves as a community support center for residents impacted by the Palos Verdes Landslide. Unplanned, unanticipated landslide-related conditions and events may occur that necessitate the cancellation of private rentals so that the Ladera Linda Community Park can be made available as a community support center or shelter. Applicant acknowledges that their rental may be cancelled with limited notice. In these instances, the applicant is entitled to a full refund. ____ (Initials)

AMPLIFIED SOUND

Amplified sound, including DJs, bands, and other music sources is allowed indoors only during rentals. Amplified sound can begin at 11:00 AM and must end by 8:00 PM. No amplified sound is allowed outside the building on the patio or park grounds. All doors must remain closed while amplified sound is played. No audio/video equipment can be used unless pre-approved by the Park Supervisor.

SET UP AND DECORATING

You may choose to rent tables, chairs, and other equipment from a third-party vendor. Drop-off and pick-up must occur during rental time. Early access and overnight storage is not available. A representative from your party must be present to accept the delivery.

A dance floor is required if you plan to have dancing in the Multi-Purpose Room. Drop-off and pick-up must occur during rental time. Early access and overnight storage is not available. A representative from your party must be present to accept the delivery.

Rice, silly string, straw or hay, birdseed, confetti, glitter, flower petals, etc., may not be spread at the facility.

Smoking (including vaping), open flames, barbecues, candles etc., are prohibited on the grounds of the facility. These rules are strictly enforced.

Drones and radio-controlled devices are not permitted.

Tape and other adhesives are not permitted on walls, floors, doors, windows, or ceilings.

Audio/video equipment is not available for use unless pre-approved by the Park Supervisor.

CLEAN UP

Renters must clean sinks, counters and tables, mop and vacuum, pick up the trash and empty trash containers into the dumpsters on site. If you rented the kitchen, all appliances must be cleaned, the floor must be mopped, and all food must be removed from the refrigerator and freezer. All tables and chairs must be neatly stacked and returned to their original location. All rented tables, chairs, dance floor or other equipment must be removed from the premises by the end of the rental time.

LIABILITY INSURANCE REQUIREMENTS FOR ALL RENTALS:

The City requires two insurance documents: (1) an Insurance Certificate naming the City of Rancho Palos Verdes additionally insured for \$1,000,000 per occurrence and (2) the Additional Insured Endorsement page(s). If you are serving liquor at the event, Renter shall maintain full liquor liability insurance coverage in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate and a liquor liability endorsement naming the City additionally insured is also required.

Insurance coverage can be purchased through the City's vendor. Fees vary based on attendance, type of activity, and whether or not alcohol will be served. Insurance fee will be determined at time of application. If purchased through the city, insurance fees are as follows:

- If attendance is 1 – 100, the fee is \$87.00, if alcohol is served \$152.00.
- If attendance is 101 – 150, the fee is \$122.00, if alcohol is served \$187.00