



El Pueblo Historical Monument  
**Event Application**  
 125 Paseo de la Plaza, Suite 203  
 Los Angeles, CA 90012  
 Office: (213) 485-8372 / (213) 485-8225



## Event Information

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Hours: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Set Up: \_\_\_\_\_ a.m. / p.m.

Strike: \_\_\_\_\_ a.m. / p.m.

Event Location:  
*(Please mark all that apply.)*

- |                                       |  |  |   |
|---------------------------------------|--|--|---|
| Kiosko Plaza <input type="checkbox"/> | Pico House <input type="checkbox"/>        | Sanchez Street <input type="checkbox"/>    | Garnier Courtyard <input type="checkbox"/>  |
| South Plaza <input type="checkbox"/>  | Biscailuz Gallery <input type="checkbox"/> | Father Serra Park <input type="checkbox"/> | Garnier Annex Room <input type="checkbox"/> |
| North Plaza <input type="checkbox"/>  | Placita Dolores <input type="checkbox"/>   | Avila Courtyard <input type="checkbox"/>   | Gateway to Nature <input type="checkbox"/>  |

Purpose/Description of the Event

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Event Sponsor(s): \_\_\_\_\_

Is this event open to the public? Yes  No  Maximum Attendance Expected: \_\_\_\_\_

Is a ticket purchase required for the event? Yes  No   
*(If yes, please provide additional information in the 'Description' section above.)*

What type of publicity will be used to promote the event?  
*(Including press release, media alert, public service announcements, etc.)*

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Will you be sending out invitations?    Yes     No   
(If yes, please attach a sample of the invitation.)

Dignitaries to be invited:  
(Please indicate if confirmed.)

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Will you have entertainment?    Yes     No   
(If yes, please list name and type in the space provided.)

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Will you have food served at this event?    Yes     No   
(If yes, please provide caterer's contact information. In addition, the caterer must have a valid health permit.)

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Will alcohol be served at this event?    Yes     No   
(If yes, please provide the vendor's contact information. In addition, the vendor must have a valid liquor license.)

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Will you have third party vendors at this event?    Yes     No   
(If yes, please list vendor's contact information.)

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Will you be hanging banners?    Yes     No   
(If yes, please provide number and dimensions.)

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## Additional Logistics

Will you have tables, chairs, booths, portable toilets, etc.? Yes  No   
(If yes, please list equipment below, and provide a draft copy of your site plan.)

Booths:  
10x10: \_\_\_\_\_ 10x20: \_\_\_\_\_ 20x20: \_\_\_\_\_

Portable Toilets:  
Standard: \_\_\_\_\_ ADA: \_\_\_\_\_

Chairs: \_\_\_\_\_ Tables: \_\_\_\_\_

Will you be renting this equipment? Yes  No   
(If yes, please provide the rental company's contact information.)

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Will you have an audio or visual system? Yes  No   
(If yes, please provide the company's contact information.)

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Will you have inflatable and/or children's rides? Yes  No   
(If yes, please provide type and the company's contact information.)

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Will you provide your own security? Yes  No   
(If yes, please provide the company's contact information.)

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Will you provide your own custodial service? Yes  No   
(If yes, please provide the company's contact information.)

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Have you made arrangements for parking? Yes  No

*(The Monument is unable to provide free parking. For parking rates and/or arrangements, please contact Henry Matute, GSD Parking Supervisor at 213-473-5515.)*

## Event Coordinator's Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

## Monument Use Fees and Requirements

1. Monument event usage fees are as follows:

Pico House:

6 Hours (\$1,250.00) / Calendar Day (\$4,000.00)

Kiosko Plaza, South Plaza, Placita Dolores:

6 Hours (\$1,000.00) / Calendar Day (\$3,500.00) – each area

Biscailuz Gallery, North Plaza, Father Serra Park:

6 Hours (\$1,000.00) / Calendar Day (\$2,000.00) – each area

Gateway to Nature Center, Sanchez Street, Avila Courtyard:

6 Hours (\$1,250.00) / Calendar Day (\$2,500.00)

Garnier Annex Room, Garnier Courtyard:

6 Hours (\$500.00) / Calendar Day (\$1,000.00) – each area

Sanchez Street Gravel Lot:

Calendar Day (\$1,000.00)

2. If an Event exceeds 250 people, Permittee is required to provide and service portable toilets.
3. If an Event exceeds 250 people, Permittee shall provide sufficient security guard service to ensure public safety.
4. Permittee will reimburse the Monument for any damages and repairs caused by their event. Upon approval of the application, a refundable \$2,000.00 Security/Maintenance Deposit is required for each site usage area. The Security/Maintenance Deposit must be in the form of a business check, "cashier's check" or "money order."

5. Permittee must return premises in an undamaged, clean, swept condition; otherwise the Security/Maintenance deposit may be forfeited.
6. Permittee shall deliver to the Monument a Certificate of insurance in a form acceptable to the City Attorney, in an amount of not less than \$1,000,000.00 Comprehensive General Liability, naming the City of Los Angeles, El Pueblo Monument, and their officers, employees, and agents as additional insured there under. The Certified and Additional Insured binder shall be hand signed in ink by the authorized agent of the Insurance Company.
7. Permittee shall obtain all necessary permits for this event. Permittee accepts the responsibility of enforcing all state, county, and city laws regarding the use of intoxicants.
8. The Monument shall assign an employee to act as a liaison to protect the Monument's interests throughout the event. The Monument shall recover the cost of maintaining the liaison at the Monument during non-operational hours from Permittee.
9. Pedestrian flow of Traffic in and out of the museums shall not be obstructed during Monument operational hours.
10. A monitor fee will be assessed for all event hours at current Monument cost recovery rates. Additional monitor(s) may be required for museum areas or large-scale events at the discretion of the Monument.

*Please send the completed application to:*

**El Pueblo Historical Monument  
Special Events Division  
125 Paseo de la Plaza, Suite 203  
Los Angeles, CA 90012**

Office: (213) 485-8372 / Fax: (213) 485-8238