

Guidelines for Private Events at The Station LA

Thank you for your interest in hosting an event at The Station LA. Sitting on a private plateau, The Station is 9 acres of open space just five miles northeast of Los Angeles. Surrounded by 30 acres of City parkland, The Station offers the best of both worlds, a private country type setting with close proximity to downtown Los Angeles. The site offers elevated 360-degree views allowing you to see from the mountains to the ocean, and everything in between, including the Hollywood sign, downtown Los Angeles, the Griffith Observatory and more.



The Station brings together this epic landscape right to LA's doorstep for you and your guests. The historic, restored 1940s-era radio station is available for weddings and other special events.

The following guidelines are an overview of the property and standard event restrictions. For additional information or assistance, please contact Leigh Holmes at leighholmes@hotmail.com.

Application Process & Site Visits

- All bookings are permitted on a first-come, first-serve basis.
- A “TSLA” inquiry form must be completed for any formal request of a cost estimate and booking. A wedding-specific form should be completed if you are inquiring about a wedding venue.
- An availability calendar is available on request; however, it is best to inquire on the inquiry form or by email.
- You may then schedule a phone call or guided site tour after you have completed and submitted your event inquiry form. The form provides us with all the necessary information regarding your event plans before we speak or meet.
- To move forward with a reservation of the property, a non-refundable deposit must be received by TSLA with the completed application. The TSLA reserves the right to disapprove any application at its sole discretion.

Venue Times & Availability

- TSLA employees, and tenants including LA City employees and SBS employees may concurrently access utility meters, maintain the alarm system, fire extinguisher and radio equipment, as necessary.
- TSLA is privately owned and not open to the public.

Fees & What's Included

- Refer to the current fee schedule to estimate your rental fees. Bookings are venue/location-only. TSLA does not offer catering or rental services.
- Quoted fees for events are based upon a one-day event for a 4, 8 or 12-hour block of time. Additional fees will be assessed for events that exceed the permitted block. Set-up and break-down is included in the permitted block of time.
- Additional fees will also apply for the following variances: public holidays, overnight events or holds, prep days for early set-up; strike days for late breakdown; hold days for in-between days, or excessive guided site visits.
- A TSLA staff member is required to monitor all special events. Generally, one (1) representative is assigned to events under 150 people; two (2) or more for groups over 150, to be determined at the discretion of TSLA. The TSLA staff monitor is on site during the event to ensure the rules and regulations are followed and the facility is treated appropriately. Monitors do not provide security for your event or assist your vendors. You may contract with outside security for this service. Do not leave your property unattended at any time. This includes gift tables.

Insurance

- An insurance policy that indemnifies TSLA and covers general liability is required. Your reservation will specify the required limits of liability and additional insured entities. TSLA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored at the site. See page full COI requirements later in this document.

Weddings and Private Events

- A security deposit of at least \$1,000 is required. This is fully refundable if the grounds and building are left in good condition and as clean as it was provided.
- The rental fee is broken down into three non-refundable payments:
 - A minimum \$1,000 is required to hold the date
 - 50% of the remaining fee is due 6 months prior to the event
 - The final balance, security deposit and insurance are due 4 weeks prior to the event.

A reduced fee can be negotiated if the venue is only required for a wedding ceremony

What is Included

- Location fee for the specified number of guests and times
- 1 or more TSLA event monitor staff for the duration of the event
- A limited number of parking spaces. The number of cars permitted will be specified in your quote
- 1 free guided walk through for vendors that are new to the site

Optional Extras

- Early load-in and setup (\$150 per hour on the day of, \$200 per hour on the day prior)
- Late break down and pickup (\$150 per hour overtime before 1am, \$250 per hour after 1 a.m., \$200 per hour the next day, \$250 per hour Monday, after a Saturday event)

Cost Estimate

Full access to the house and surrounding areas (except areas designated for TSLA only or marked private,) limited parking spaces as negotiated, all events must end by 12 a.m. You must provide your own portable toilets.

Guest Count	Refundable Deposit	Location Fee
<100	\$1,000	\$3,250
101-150	\$1,000	\$3,500
151-200	\$1,000	\$3,750
201-250	\$1,000	\$4,000
251-300	\$1,000	\$4,250
301-350	\$1,000	\$4,500
351-400	\$1,000	\$4,750

The Station LA - Day Use

The Station is an idyllic location for small day events such as company meetings, corporate workshops and training seminars, yoga retreats, or small bridal and baby showers, and memorials and other ceremonies.

The Station Day Use: full access to house and surrounding garden (excluding rooms marked private or for TSLA use), and parking for all guests. Day use only, 8 hours, all bookings must end by 6 p.m. Amplified music, entertainment or outdoor set-up permitted (on approval).

Guest Count	Refundable Deposit	Location Fee
<10	\$500	\$500
10-20	\$500	\$750
21-35	\$500	\$1,000
36-50	\$500	\$1,250
>50	\$500	\$2,000

Venue Requirements

Facilities & Use of the Property

- You are responsible to maintain the property during your event and must leave the areas used in the condition in which they were found. Any and all TSLA equipment or other property used in conjunction with your event is also your responsibility.
- The replacement cost of any lost, damaged, or stolen property will be deducted from your refundable deposit. This includes any and all damages and repairs that may be necessary to our grounds, facilities, and other resources incidental to the special event, including damage caused by your vendors. TSLA will be the sole judge of the extent of damage and replacement cost.
- All other trash generated by your event must be cleaned off the premises before the end of your allotted time. A cleanup crew is required for all special events no matter the guest count size. If trash is not removed from the property (or thrown into a pre-arranged dumpster) a penalty charge will be deducted from your refundable deposit. The penalty charge will be assessed based on required staff time.
- TSLA goes to great lengths to clean the facilities before an event. However, there are some things which cannot be controlled for special events that take place outdoors. If leaves and spider webs are something that will cause you to feel that your dream event has been tarnished, we would encourage you to consider a different location. We take a great deal of pride and joy in preparing our grounds, but we are unable to control wind, falling leaves, spiders, etc. which may occur during or just prior to your event. The staff will make every attempt to have the grounds ready and cleaned for your event, but the grounds must be accepted in the condition provided.

- Electrical power outlets are limited due to the outdoor nature of the venue. You may only use the outlets as indicated by TSLA staff. Please confirm your amperage requirements and set-up plans with TSLA staff to ensure your power requirements are satisfied.
- Driveways and corridors shall remain clear for emergency access at all times. You, or your guests as applicable, will be held responsible for all tickets and fines incurred during events.
- All children must be supervised during your event. For their own safety and to protect our property, children should avoid the side of the gardens to avoid falling over the edges.

Venue Regulations

- Fires are strictly prohibited for events. Fireworks, sparklers, candles and any other open-flames are not permitted. Battery-operated candles are ok. Tea lights are not ok. We do however permit smoking in one (1) designated area at the discretion of the TSLA staff monitor on the day of your event. The rest of the property is a non-smoking venue. If smoking occurs anywhere else on the grounds, and/or butts are found anywhere on the grounds, a \$100 fine will be assessed. This includes electronic or vapor devices. You are responsible for providing your own butt-cans and disposing of waste. Smoking may be entirely prohibited during Red Flag conditions.
- The venue has residential neighbors, and we would ask you to exercise good neighbor practices for amplified entertainment and noise levels that exceed standard private event levels. Wedding bands, performers and DJs are ok and typically do not pose noise issues. All music and sound however must stop by 11 p.m. Acceptable music levels will be at the discretion of the TSLA monitor.
- We permit alcohol for events - see caterer/food section on the next page for additional guidelines. Illegal drug use is not permitted.
- While we welcome your decorations for a personal touch, you cannot affix any decoration into, nor onto, the buildings, the structures, trees or other vegetation without prior approval of TSLA staff. This includes the use of double-sided tape, staples, nails or tacks. free-standing or self-supporting signs and decor is best.
- For weddings and other ceremonies, real flower petals, dried leaves, birdseed or bubbles are the preferred alternatives to rice for throwing. Additionally, fake flower petals, fake leaves, anything with feathers, confetti, silly string, glitter or paper streamers may not be released into the air or on the grounds.
- Planted areas, lawns, landscape drains on the grounds, and floor drains in buildings must NOT be used to dump any liquids or solids, e.g. beverages, dirty water from dishes, scraps from food preparation, set- up or clean-up. These items must be put in the trash or removed from the premises. Food and/or dirty dishes must not be left outside overnight on tables, counters, or inside. Counters and sink must be wiped clean. Floors must be swept of major debris. All trash must be taken to the dumpster.

Please inform your guests and vendors of the rules, regulations and sensitivities of our property.

Venue Specific Information

- The hilltop location provides for privacy and great views but also imparts some site limitations. The distance from the street means that the property is on a septic tank. Cellular phone and data service is available, but signals are not strong
- Kitchen appliances and the sink are non-functioning. Caterers are required to rinse dishes into plastic totes and remove all liquids from the property. Planted areas, lawns and drains on the grounds and in the building must NOT be used to dump any liquids or solids i.e. beverages, dirty water from dishes, scraps from food preparation, setup or cleanup.
- Caterers must use plastic and Astroturf covering on the ground, and floors in the cooking and scullery areas, to prevent staining.
- Due to the residential environment surrounding the venue, there are certain noise restrictions to adhere to. At no time may speakers be directed out into open space.
- Radio road (the private road leading to the top of the property) may be intimidating to drivers not used to unlit roadways, particularly at the end of the night or if alcohol has been consumed.
- Ride sharing services are encouraged or using a shuttle.
- No off-road vehicles are permitted.

Vendors

Outside Vendors

- We welcome outside vendors for your event. One of the draws of hosting events at TSLA is the flexibility in using vendors that are just right for your needs, aesthetic and budget. You can get creative in designing the most personalized event for yourself.
- TSLA is happy to assist you in your planning, and can provide on request a list of vendors who have worked here previously and are familiar with our venue's unique characteristics and restrictions. It is not required that you use any of them but a good place to start if you're new to the event planning process.
- A walkthrough of the grounds is required with all first-time vendors to our venue to review all rules and regulations concerning your event. Once your reservation is confirmed, vendors are allowed one (1) free site visit or tech scout. Additional 1-hr visits or tech scouts that require a staff member to be present are billed at \$50 per hour per visit.
- We do not offer packages for weddings or parties. You are responsible for providing tables, chairs, food, drinks, tables, linen, silverware, napkins, trash cans/liners, and anything else that is not listed under fees.

Party Rentals & Lighting

- Any party rental equipment must be delivered on the day of the event, within the allocated time you reserved. Rentals may not be brought in and set-up until the start time indicated on your reservation. Rentals must be picked up the same night within the same allotted time.
- Additional fees apply for extra time for early delivery/set-up or late breakdown or pick-up. Refer to the fees on the next page. It is better and more affordable to advise us of extra time needed prior to your event, rather than incur overage charges, so that we may schedule staff and resources accordingly.
- For one-day events and bookings, we do not allow set up of tables, chairs, other furniture or structures on the lawns at either venue prior to the day of the event.
- TSLA assumes no liability or responsibility for any rental equipment, supplies, or personal property stored or left behind at the facility.

Catering & Alcohol

- Catered events must check food service locations with TSLA staff. We have convenient locations close to the residential kitchen, where caterers can set up their own cooking equipment.
- The residential kitchen is only available for food preparation, plating and service. Use of the stove, oven, microwave, grill and any other indoor cooking is not allowed. There is a fridge for use.

- You are responsible for removing all trash related to the event. You may rent a lockable dumpster for this purpose to be located at the discretion of staff. Any trash found on the grounds is cause for not refunding the refundable deposit.
- Caterers may need additional lighting for their workstation after dark. Caterers are responsible for protective ground cover under cooking stations. Food and/or dirty dishes shall not be left outside overnight on tables, counters, or in the kitchen.
- Alcohol is permitted with the following provisions:
 - For private events such as weddings, parties and company picnics: no beverages, including alcohol, may be sold; a host bar is required. You and your vendors are responsible for ensuring that no alcohol is served to anyone under the age of 21.
 - Events that are open to the public may sell beverages only if the event host has been granted an Alcohol Beverage Control (ABC) permit and adds TSLA to their insurance. A copy of the ABC permit must be submitted no later than fourteen (14) days prior to the event, and at that time TSLA staff will provide a letter of permission for your submittal to the ABC office. All restrictions imposed by the insurance company, such as a ticketing process, must be followed. Without a permit and insurance, only a hosted bar is allowed.
 - If you are hosting a public event without the sale or provision of alcohol, you are required to notify your attendees that they are not permitted to bring their own alcohol to the property.
 - All alcohol service, hosted or sold, must stop by 11:30 p.m.

Overages Penalties and Other Fees

Overages

- While it is always best to determine your exact needs before to booking, we understand that sometimes changes occur closer to the event. We allow for extra time or extra guests at the following rates as long as we are notified in reasonable time prior to your event.
- Early load-in and set-up (\$150 per hour on the day of, \$200 per hour on the day before)
- Late breakdown and pick-up (\$150 per hour overtime, \$250 per hour after 12am, \$200 per hour next day, \$250 per hour Monday after Saturday event)

Administration Fees

- Additional guided site visits, vendor visits or tech scouts (\$50 per hour). Applies to visits where a TSLA staff member is required on the premises, such as unlocking buildings or to answer facility questions. Visits to TSLA requires staff for any visit.
- All new vendors are required to have a guided walkthrough with TSLA staff prior to event.
- Access on the private road leading directly to TSLA is only allowed for event-related activities, or with an appointment.