

## The Campus at Playa Vista Corporation Reservation Process

1. Read Park Use Guidelines and Certificate of Insurance Requirements.
2. Verify dates are available by emailing [thecampus@seabreezemgmt.com](mailto:thecampus@seabreezemgmt.com). Submit Park Permit Application, Liability Waiver and Indemnification Form, Park Use Guidelines and Reservation Permit/ Damage Deposit fees to:

The Campus at Playa Vista Corporation  
6200 Playa Vista Drive  
Playa Vista, CA 90094

## Payment Submission

Please make checks payable to: **The Campus at Playa Vista Corporation.**

(Accepted forms of payment: check, cashier's check, and credit cards - 4% transaction fee added to credit card transactions).

### **For the Damage Deposit**

It will be your responsibility to walk the reserved area with Security to make sure there are no damages to your reserved area before and after your event. Upon Security's completion of inspection, provided there is no damage, your damage deposit will be returned/refunded within 7-10 business days.

## Cancellation and Refund Policy

Please email [thecampus@seabreezemgmt.com](mailto:thecampus@seabreezemgmt.com) no later than 72 hours prior to your reservation date for any cancellations or to reschedule (based on availability). Please be aware that if you cancel, there is a \$50 minimum non-refundable reservation fee and possibly a cancellation fee depending on the area. Please allow 4-6 weeks for a refund.

# Park Permit Application

<b>Bandshell Stage Party Permit</b> <b>Fee: \$500/4-hr</b> (Birthday parties, corporate lunches, or like events)	<b>Bandshell Stage Event Permit</b> <b>Fee: \$1,000/hr</b> (Concerts, movies, performances or like events)
<b>Park Party Permit</b> <b>Fee: \$200/4-hr</b> Select one:      Central Park      Court Park	<b>Basketball Court</b> <b>Fee: \$100/hr</b> Select one:      Central Park      Court Park
<b>Large Soccer Field</b> <b>Fee: \$100/hr</b>	<b>Volleyball Court</b> <b>Fee: \$100/hr</b> Select one:      Central Park      Volleyball Park
<b>Small Soccer Field</b> <b>Fee: \$100/hr</b>	

*\*In addition to the above facility reservation fees, a damage deposit is required at the time of permit request—\$500 for party permits and \$1,000 for sports field/court permits. Damage deposit for Bandshell Stage Events varies. Party Permits are issued for a total of 4 hours, including set-up and clean-up time.*

Name (Company/Organization): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Dates: \_\_\_\_\_ No. of Guests: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Entertainment/Vendors:      Yes \_\_\_\_\_ (Initials)      No \_\_\_\_\_ (Initials)

Specify type(s) of entertainment and equipment that will be used:

\_\_\_\_\_

\_\_\_\_\_

The Campus requires that all/individual/company/business requesting a permit to submit a Certificate of Insurance (COI) in addition to the Short-Use Permit Liability and Indemnification Form. Individuals not affiliated with a company/business must sign the Indemnification Form. All party and event vendors must submit a COI.

I have received a copy of The Campus Reservation Process, Park Use Guidelines and Certificate of Insurance Requirements. I understand that, in the event I do not follow any of the regulations, or provide inaccurate information on my application, The Park Facilities Manager, The Campus at Playa Vista Corporation and its designees reserve the right to cancel my event at any time, including during my event.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Short-term use Permit Liability Waiver and Identification

I acknowledge and agree that the use of the facilities, grounds, and landscape areas located at the eastern portion of Playa Vista in Los Angeles, CA owned by The Campus at Playa Vista Corporation ("POA"), which is operated by the POA, involve potential risk of serious physical injury to a person undertaking these activities, or using these athletic and recreational facilities. I fully understand that any activity upon POA property may, by its very nature, be hazardous and that it can lead to serious injury to me, my family, my guests, and/or damage to my property.

I understand that by signing this form, I agree to assume the risks of potential injury, to which I, my family and my guests are voluntarily exposing ourselves, by participation in any athletic, social or recreational activities at the facilities of POA. I also understand and agree: a) that POA may revoke or cancel this Single Use Permit for any reason, at any time; b) that a full refund of my Deposit and Fee are my sole damage, and remedy; c) I will make no other demand, or claim of any nature or kind against POA as a result of the revocation or cancellation; and d) I hereby release POA from any other duty or obligation of any kind to me which arises/arose from either or both the initial approval of the Single Use Permit or the revocation/cancellation of it and waive all claims for injury and or damage which I may have now or in the future, against POA which arise/arose from either or both the initial approval of the Single Use Permit or the revocation/cancellation of it.

In consideration of issuance of the Single Use Permit, I shall indemnify, defend and hold The Campus at Playa Vista Corporation (POA) and Seabreeze Management Company, Inc. harmless from any damage, injury and/or claim of any kind, whether to person or property as a result of such activities, including all claims that I, my family and/or my guests, may have or acquire against POA and Seabreeze Management Company, Inc., its officers and directors, agents, or employees for any damage, injury, and/or claim occurring to me, my family, or to my guests, whether to person or property, as a result of any use of POA property or participation in athletic, social or recreational activities on the facilities and grounds of POA, located in Los Angeles, CA.

**Facility Reservation Fee:** This is not a rental fee. This is a partial recovery of the park and court/field maintenance costs incurred by The Campus of Playa Vista Corporation.

*I have read the Park Policies and Use Reservation Permit Procedures and this Liability Waiver and Indemnification. I accept the liability for damage to POA property and for injury to persons admitted to the facility. I understand that in the event I, my family, and/or guests violate any of the regulations, or if I provide inaccurate information on my application, POA reserves the right to cancel my event at any time, charge any and all expenses incurred and deduct any fines and/or penalties incurred by this violation from my damage deposit.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Park Use Guidelines

## A. General Use

The following guidelines apply to all of the facilities and must be followed by all users:

1. General park hours:  
6:00 a.m. to dusk daily  
(except for events sponsored by POA or its affiliates)
2. Facilities may be closed and unavailable to public due to maintenance and refurbishments at any time as deemed necessary by POA Park Facilities Manager.
3. The Park Facilities Manager has the authority to close all or any portion of the facilities at any time.
4. With the exception to the soccer fields, a park use permit is required for groups of 15 or more or when there will be sound amplification (i.e. PA systems).
5. A reservation permit is required for all groups using the soccer field.
6. A responsible person eighteen (18) years and older must accompany and supervise all children under the age of fourteen (14) years.
7. No smoking or vaping 22950.S(c).
8. No alcohol permitted (except at events sponsored by POA and its affiliates).
9. Use of the facilities is at the user's own risk.
10. No swimming, playing, or wading in lakes.
11. No retrieving any type of ball or object from any lake or Riparian Corridor. POA is not responsible for items lost or thrown in lakes or Riparian Corridor.
12. No scheduling of organized sports on passive park areas.
13. No climbing on bandshell, stage area, fences, or equipment.
14. No littering or loitering.
15. No glassware.
16. Use of any golf equipment is prohibited.
17. No skateboards, rollerblades/skates, scooters, or bicycles are permitted, except in designated areas.
18. No camping is permitted.
19. Portable barbecues and/or open fires are not permitted.

Initials: \_\_\_\_\_

20. Loud music is not permitted.
21. Illegal drugs or substances are prohibited.
22. Except for those approved by POA Board, fund raising, solicitation, or commercial activity is prohibited.
23. Individuals, or groups, engaged in hazardous/destructive or potentially hazardous/destructive activities, and individuals who, in the opinion of staff or the Board, are incapable of reasonable control of their actions (e.g., due to alcoholic beverages, etc.), or some other activity that management, in its sole discretion, deems as hazardous or destructive, will be required to leave the park area immediately.
24. No vehicles, other than emergency and park maintenance vehicles, are allowed in the Parks or facility. The only exception is for a single delivery vehicle (small size pickup type truck, etc.), which may be used to unload and load in pre-approved designated areas and only during the scheduled permit time. In no case is any vehicle to be allowed in the park when it is not in use.
25. No cruising or congregating in vehicles is permitted. No person shall drive or otherwise operate a vehicle on any park surfaces other than those maintained and open for purposes of vehicular travel. The only exceptions are: vehicles in service of POA, law enforcement vehicles, emergency vehicles, or those specifically authorized by a use permit.
26. No person or group may install, use, and/or operate a snack bar within any park area for any purpose.
27. No person shall carry or discharge firearms, firecrackers, rockets, or other types of explosives; or carry or discharge any gun, pistol, slingshot, or similar device, or any bows and arrow, or carry or use any other object capable of propelling a projectile; or carry or use any object calculated or likely to make a noise sufficient to disturb the peace or quiet of the park users or the park; or bring into any park area any of the above objects or articles.
28. Due to the close proximity to residential homes, consideration needs to be given to sound amplification at all times. POA and its designees have the sole discretion to determine what level of sound will be permitted. POA and its designees retain the right not to permit sound amplification or musical equipment and retain the right to request that music/amplification levels be lowered or ceased.
29. No person or group may install, use, and or operate a loudspeaker or any sound amplifying equipment within any park area for any purpose, except when installed, used or operated in compliance with one of the following: law enforcement personnel, POA staff, or as set forth in a reservation permit issued by the Park Facilities Manager for a specific date, place and time. Any amplified or unamplified music must end by 10:00 p.m. daily and is permissible by permit only.

Initials: \_\_\_\_\_

30. No scheduling on the following holidays: New Year's Day, Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve. The following limitations apply when requesting reservations:
- No reservations may be obtained for the following holidays: New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve
  - When one of the holidays listed above falls on a Saturday or Sunday, no reservations will be granted on the day that holiday is nationally recognized (e.g., if Independence Day falls on a Sunday, no reservation requests will be granted for the Monday immediately following, i.e. July 5)
31. Posting of any signs and/or flyers will not be permitted in the facilities, including, but not limited to, landscaping, median islands, poles, bandshell and bathrooms, unless approved by the Park Facilities Manager. Team banners must be approved in accordance with the permit process.
32. Play equipment (e.g., bouncers) and/or any animals (e.g., pony rides, petting zoos) are prohibited (except at events sponsored by POA and its affiliates and/or are approved by POA Board).
33. All accidents and/or injuries occurring at the facilities must be reported within twenty-four (24) hours to the Park Manager: c/o POA offices at 6200 Playa Vista Drive, Playa Vista, CA 90094 or [thecampus@seabreezemgmt.com](mailto:thecampus@seabreezemgmt.com). POA will not be held responsible for any accident or injury occurring at the facilities by residents or non-residents, members of their family, guests, invitees, and/or agents. First aid may not be administered by any POA employee or by a contracted employee of POA.
34. All pets must be leashed and the leash shall be held by a person capable of controlling the animal.
35. Persons accompanying their pets must clean up all waste deposits left by the animals and dispose of them in the designated DogiPot receptacles. L.A.M.C. SEC. 53.49
36. Dogs on leashes are permitted in Court Park, Volleyball Park, and Spruce Park. Dogs are not allowed in Central Park. L.A.M.C. SEC. 53.06.02
37. Users must indemnify and hold POA harmless from any loss or damage to personal property by fire, theft, or from any cause whatsoever and to indemnify and hold POA from any and all liability for injury or death of any person or persons, or loss or damage to any property caused or occasioned by, or arising out of the use of the POA recreational facilities or designated facilities by the user or user's family, guest(s), and/or invitees, other than any of the above caused by POA's sole negligence, gross negligence, or willful misconduct.

Initials: \_\_\_\_\_

## **B. Recreational Use**

The following are additional guidelines for recreational parks:

1. All fields, courts, and play areas are open to the public.
2. Rental reservations of fields, courts, and open space are by permit only through the POA Executive Offices.
3. Games are not permitted after dark, unless otherwise posted.
4. Fields, courts, and open space must be returned to playing condition upon completion of the activity.
5. Climbing on fences, backstops, and/or goals is not permitted.

Initials: \_\_\_\_\_

# The Campus at Playa Vista Corporation Certificate of Insurance Requirements

Businesses, companies, and/or vendors shall provide the minimum insurance requirements set forth below:

1. Comprehensive or Commercial General Liability Insurance - refer to chart below

<b>Comprehensive/ Commercial General Liability</b>
\$1,000,000 Per Occurrence \$2,000,000 Aggregate (must be applicable and cover the specific service being provided.)

An endorsement to the comprehensive or commercial general liability insurance policy, naming The Campus at Playa Vista Corporation and Seabreeze Management Company, Inc. as additional insureds, and which endorsement provides that the insurance coverage is primary and any insurance or self-insurance maintained by the additional Insureds is excess and noncontributing.

**The policy shall name the following companies as certificate holders and additional insureds:**

The Campus at Playa Vista Corporation  
6200 Playa Vista Drive  
Playa Vista, CA 90094

Seabreeze Management Company, Inc.  
26840 Aliso Viejo Parkway, Suite 100  
Aliso Viejo, CA 92656

**The outlined documents above must be sent or emailed to:**

The Campus at Playa Vista Corporation  
6200 Playa Vista Drive  
Playa Vista, CA 90094

Email: [thecampus@seabreezemgmt.com](mailto:thecampus@seabreezemgmt.com)





## Park Permit Office Confirmation

Office Use Only	Date Due	Date Rec'd	Amount Paid	Date Ret'd
1. <b>Damage Deposit</b> Check Payable to: <b>The Campus at Playa Vista Corp.</b>	Required at time of application			
2. <b>Rental Fee</b> Check Payable to: <b>The Campus at Playa Vista Corp.</b>	Required at time of application			

Comments: \_\_\_\_\_

Exceptions: \_\_\_\_\_

