

TreePeople

Thank you for renting TreePeople's LEED Certified Conference Center. It is a pleasure for us to be able to share our facilities with you for your event. We hope that you enjoy the space and that your every need is met.

In order for us to maintain a first-rate venue, we ask that all parties be responsible for some of the clean-up after each event. The goal is to leave it in better condition than you found it.

Below is a check list of expectations and proper cleaning guidelines:

- Work with your TreePeople Point Person to ensure that all dishes are cleaned either by hand or in the kitchen dishwasher (in cases where a caterer is hired, this is often handled by the caterer)
- Clean out and wipe down inside of refrigerator (no food left behind)
- Clean and dry all countertops
- Wipe down all tables
- Leave dirty towels / rags in the kitchen to be picked up and washed by TreePeople staff
- Split up all trash, recyclables and compost and place in appropriate bins

A maintenance/cleaning fee of \$350 is required for all rentals.

I have read and understand the terms:

AGREED AND ACCEPTED:

Applicant's Name (printed)

Applicant's Signature

Date: _____

Brian Rekart, Sr. Manager of Park Operations
brekart@treepeople.org
(310) 795- 9955

Date: _____

**All fees support TreePeople's operation of Coldwater Canyon Park.*

February 14, 2023

RE: Waiver and Release of TreePeople's Liability

Dear Travis Longcore,

TreePeople Inc. requires that we obtain the following waiver and release from all renters who use the venues at TreePeople or Coldwater Canyon Park for the purpose of an on-site event.

WAIVER AND RELEASE

I acknowledge that I am not covered by the insurance policies of TreePeople, nor is TreePeople obligated to provide me with such coverage. In addition, in the event that I suffer any damage/s arising out of my visit to TreePeople and/or Coldwater Canyon Park, I acknowledge that TreePeople is in no way responsible or liable for such damage/s. I acknowledge and agree that I release and discharge TreePeople, including but not limited to, its programs, employees, trustees and agents, from any and all causes of action, damages, losses, claims, liabilities, rights, interests and demands of whatsoever kind or character, known or unknown, suspected to exist or not suspected to exist, anticipated or not anticipated, which I have or may have against any released person or entity including, without limitation, all claims attributable to my visit to TreePeople and/or Coldwater Canyon Park.

AGREED AND ACCEPTED:

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Brian Rekart, Sr. Manager of Park Operations
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RENTAL TERMS AND CONDITIONS

Indemnity

Renter understands that it is not insured by the insurance policies of TreePeople. In signing below, Renter indemnifies and holds harmless TreePeople, its trustees, officers and employees for any liability arising out of Renter's negligence or breach of Agreement hereunder.

Insurance Requirements

Renter and any subcontractors employed to provide services, including catering, shall provide a certificate of insurance evidencing the following coverage:

- a) **\$1,000,000 Comprehensive General Liability Insurance** applicable to personal injury, bodily injury, and property damage subject to a combined single limit of at least \$1 million per occurrence.
- b) **\$2,000,000 Excess / Umbrella Liability.**
- c) **Workers' Compensation and Employer's Liability** in compliance with all applicable state and federal laws.
- d) **\$1,000,000 Employer's Liability.**
- e) **\$1,000,000 Automobile Liability Insurance** including coverage for owned, leased, and non-owned vehicles subject to a combined single limit of at least \$1 million per occurrence for bodily injury and property damage claims.
- f) **The Certificate of Insurance** shall list as additional insured: TreePeople and the City of Los Angeles, Department of Recreation and Parks Department. TreePeople shall be the Certificate Holder. TreePeople's Tax ID number is 23-7314838.

Set-up and Clean-Up

TreePeople will make sure that your requested number of tables and chairs are set up in the Conference Center. Renter is responsible for arranging the room. In addition, renter is also responsible for clean-up, which includes washing and drying all dishes and returning them to the appropriate cabinets or drawers, along with wiping down tabletops.

Sustainability Guidelines / Suggestions

Reflecting TreePeople's mission, we wish to minimize the waste created by events held in the Center. Using the following guidelines can significantly reduce the environmental impact caused by a one-time event.

- Trash, recycling & composting
 1. Set up recycling and waste bins that are properly marked and are in accessible areas.
 2. Check that vendors will participate in reducing waste, recycling and composting programs.
 3. Ensure all recycling and composting steps are properly fulfilled.
- Signage/programs/brochures
 1. Ensure all printed materials are made with post-consumer recycled paper and earth-friendly inks.
 2. Use biodegradable materials for signs.
 3. Plan to donate, reuse or recycle the materials in some way.
- Catering/Alcohol
 1. It is the responsibility of the permittee and its vendors to ensure that no alcohol is served to anyone under the age of 21. All alcohol must be served from the bar or by professional server(s) who is licensed/certified. You must provide the Certificate of Insurance from the caterer or vendor showing they have liquor liability insurance. A copy must be submitted no later than fourteen (14) days prior to the event.

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CONFERENCE CENTER RENTAL NEEDS & LAYOUT

Organization Details

Name of Individual/Organization _____
Name of contact for event _____
Work phone _____ Day of event contact number _____

Event Details

Day & Date _____ Set-up start time _____ Event start time _____
Event end time _____ Clean-up end time _____

If this is a multiple day event, please detail the event hours and the set-up and clean-up for each day _____

Please include a one-line description of the event _____

Is this a free event? _____ If not, how much is a ticket? _____

Is this event open to the public? _____ Estimated number of attendees _____

Where & how will this event be advertised? (Please note that any listing, flyer or email announcing this event must be approved by TreePeople prior to being published).

Parking

We encourage attendees to carpool. If there are going to be more than 40 cars, you are required to arrange offsite parking and hire a valet parking service.

Number of estimated cars total _____

Loading & Unloading

Renters and vendors can pull up directly in front of the Center to load and unload. All vehicles must be parked in the lot while the event takes place.

How many cars will need to unload _____

Rental Needs

Please fill in the required number of each item:

2.5' x 6' indoor tables _____ Indoor chairs _____

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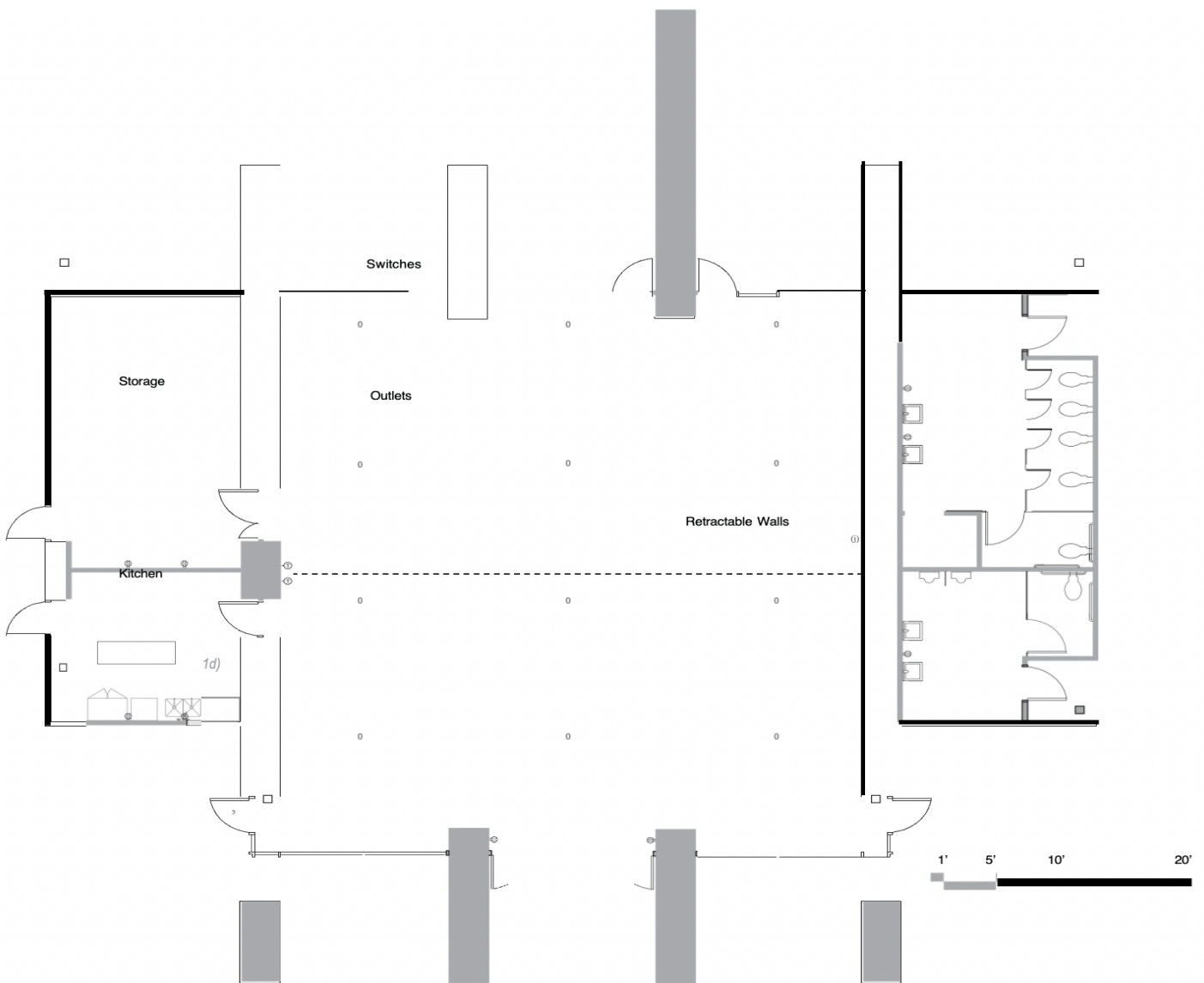
Do you need a podium? _____

Trash bins _____ Recycle bins _____

Additional requirements? _____

Conference Center Layout

Please sketch in the layout of the room on the diagram below.



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Do you need a podium? Yes

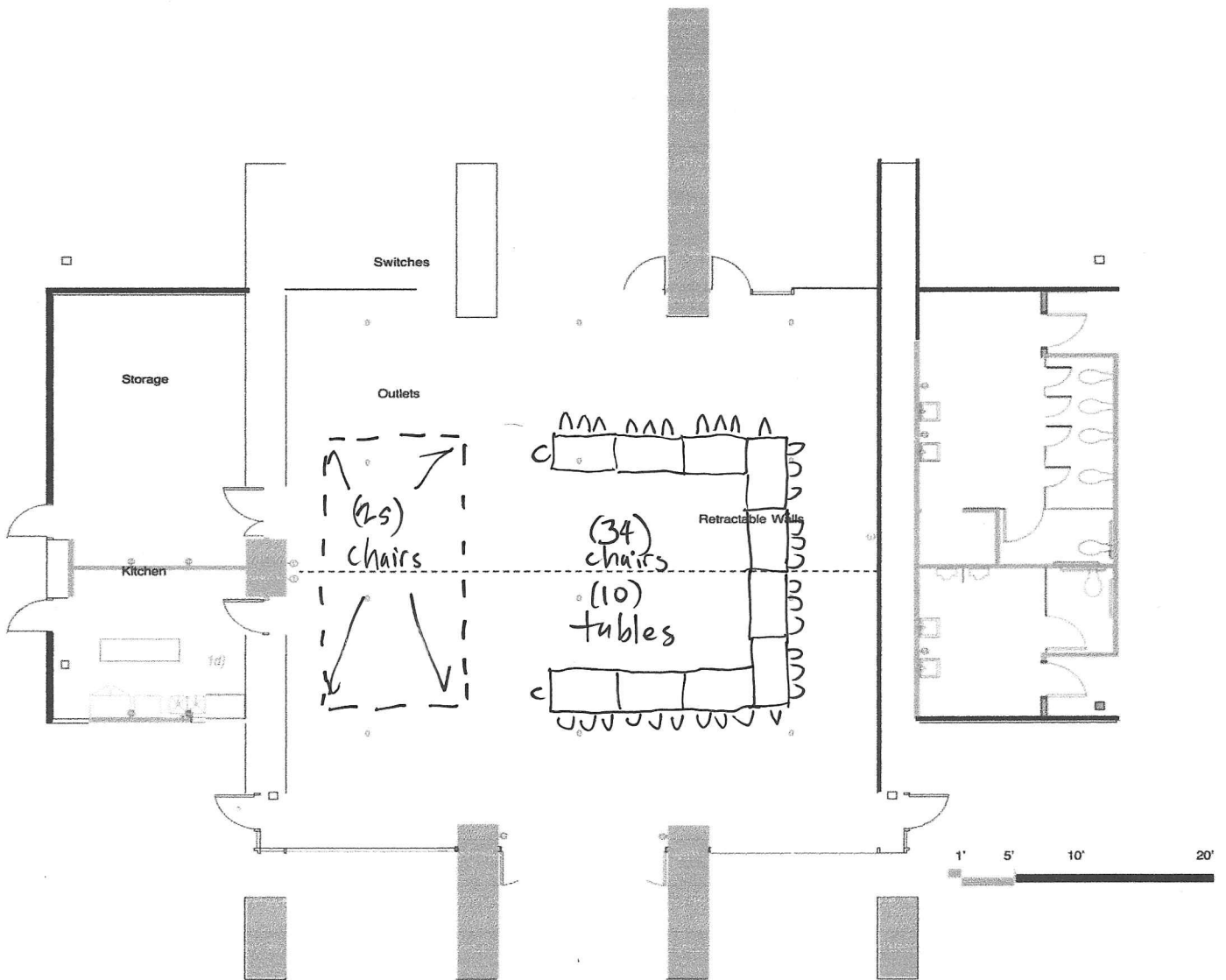
Trash bins 1 Recycle bins 1

Additional requirements? _____

Please see the attached page for layout sketch.

Conference Center Layout

Please sketch in the layout of the room on the diagram below.



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