



Greystone Entrance: 905 Loma Vista Drive, Beverly Hills, CA 90210

Greystone Office: 501 Doheny Road, Beverly Hills, CA 90210 PH 310-285-6830 Fax 310-858-9238



#### **GENERAL INFORMATION:**

Greystone Mansion & Gardens provides an exclusive, unique setting for your event. The mansion was completed in 1928 for Edward (Ned) Doheny, Jr. and his family. Owned by the City of Beverly Hills since 1965, and open as a public park since 1971, the estate is also listed on the National Register of Historic Places. The park is free and open to the public daily from 10am-5pm October through March, 10am-6pm April through September.

#### Weddings/Special events:

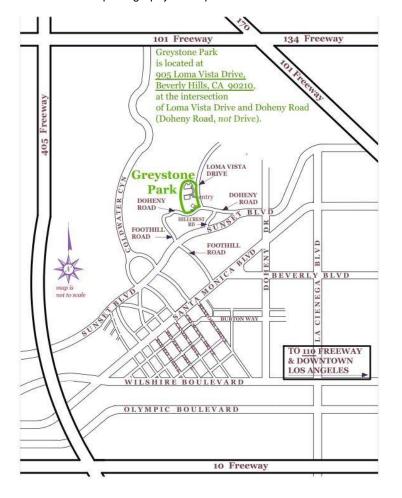
Special event applicants or wedding parties (either person) who reside in the City of Beverly Hills, and possess proof of residency, may secure their event date up to 12 months in advance. Non-residents may secure dates up to 10 months in advance. Wedding Ceremony Only: Residents may reserve 9 months in advance, non-residents 6 months in advance.

Special events, receptions, and ceremonies choose the location(s) they would like to use for their events. The following pages offer photos, capacity information, and descriptions of each area. Exterior events must end by 8pm Sunday-Thursday and 9pm Friday-Saturday. Interior events must end by 9pm Sunday-Thursday and 10pm Friday-Saturday.

To check on date availability, or to set up a site visit, please contact the Venue Coordinator at GreystoneEvents@beverlyhills.org.

#### Photo shoots:

A permit is required for all photo shoots, whether they are for commercial purposes or not. Non-commercial photo permits, including wedding photography, may be secured 2 weeks in advance by contacting the Greystone Gatehouse at 310-285-6830 or <u>BHevents@beverlyhills.org</u>. All non-commercial photography takes place outdoors. Permits are available during park hours only for a maximum of 2 hours.

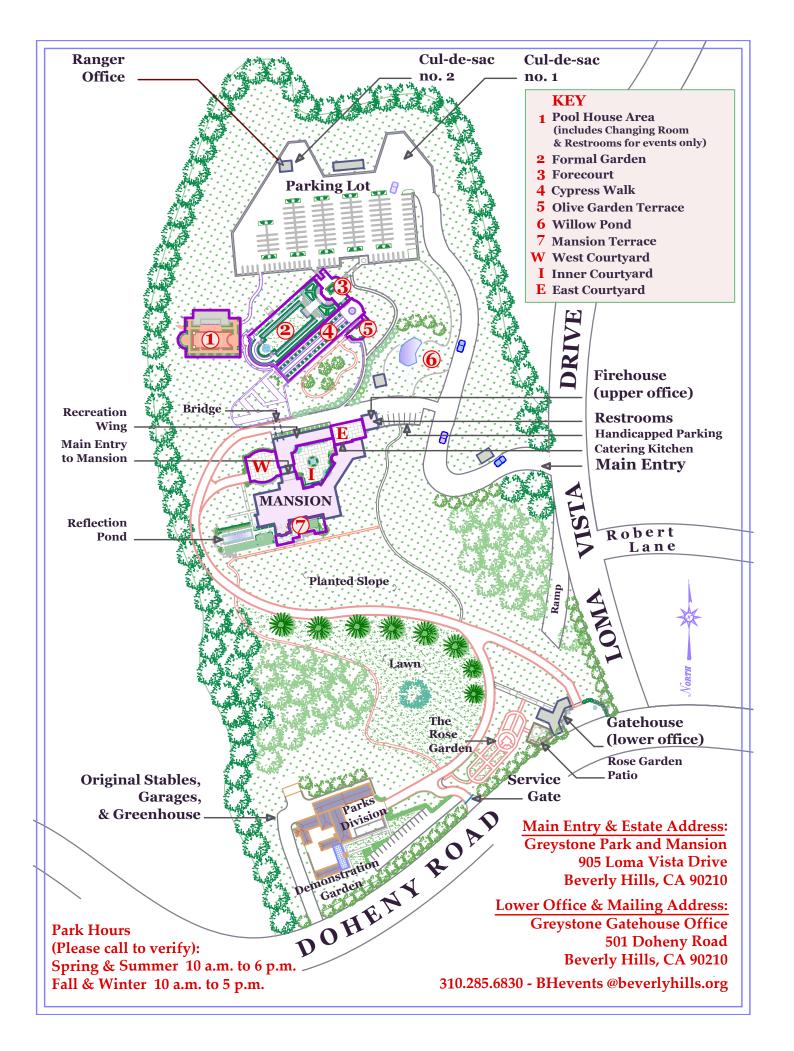


#### DIRECTIONS:

The entrance to Greystone Mansion & Gardens is located at 905 Loma Vista Drive, just uphill from the intersection of Loma Vista & Doheny Road.

Free parking is available at the top of the property – follow the park drive to the top where it empties into a large parking lot. The gardens and mansion are downhill from the parking lot.

The Gatehouse offices are located at 501 Doheny Road.



# FORMAL GARDEN

#### Capacity: 300 seated theater style

For a picture perfect ceremony site this classic garden, featuring a manicured lawn surrounded by white roses and boxed hedges, cannot be surpassed. A historic fountain highlights this area with its cascading water feature. Food is not permitted in this area.



# FORECOURT & CYPRESS WALK

#### Capacity: 150 standing reception

This multi-level venue features the famous Greystone Cypress Walk, highlighted by a graceful seated fountain on the east side and eight gargoyle fountains on the north wall. The south side of the garden overlooks the majestic mansion. *Please note, this area is only accessible via stairs.* 



# POOL

Capacity: 150 seated dinner or theater style

The former pool provides a secluded area that can be tented or dressed to create an elegant garden party environment. Flanked on one side by the historic pool house and original arched trellises, this area has a changing room and private restrooms for the guests. This location is conveniently located off the parking lot and has full disabled access.







# **MANSION COURTYARD**

# Capacity: Seated dinner: 200 with dance area, 225 without 300 standing reception

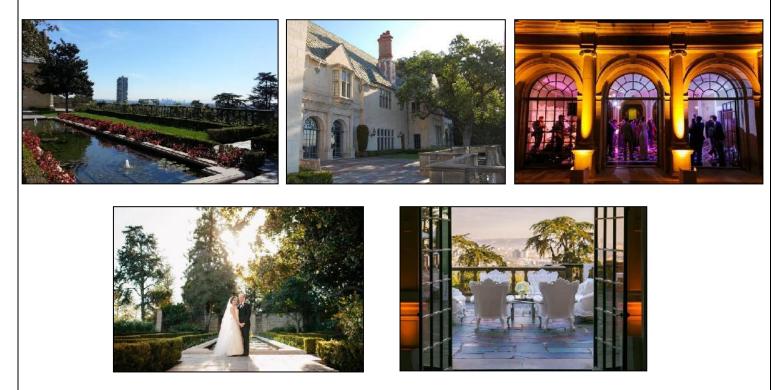
Surrounded by the majestic Greystone Mansion, the historic Inner Courtyard features an enchanting fountain and colorful slate, providing the perfect atmosphere for a reception. The West Courtyard can also be used for additional seating or as a separate cocktail area.



# **TERRACE & REFLECTION POND**

Capacity: 80 seated dinner 150 standing reception

Perfect for an intimate dinner, cocktails at sunset, or afternoon brunch, the Terrace and Reflection Pond offer a breathtaking view from downtown Los Angeles to the Pacific Ocean. The Terrace can be rented as an exterior location or as an extension of the mansion interior.



## **MANSION INTERIOR – Pass Thru option**

#### Capacity: N/A

If an outdoor event is your style but you don't want to pass up the opportunity to bring your guests inside, the "Pass Thru" might be the option for you. This connects the Courtyards and the Terrace (both areas must be rented) via the grand staircase and elegant Card Room. No set ups are allowed, but photos can be taken in this area of the mansion.



## MANSION INTERIOR

The first floor of the mansion is available for event rental. Events can use as many or as few rooms as desired. Maximum capacity for a seated event is 200 people, spread between five adjoining rooms – the largest room, the Living Room, can seat 60 people. If a dance area is required, 150 or fewer people works best. For a mingling reception with limited seating, the mansion can hold 250 people.



CARD ROOM



LIVING ROOM



**DINING ROOM** 



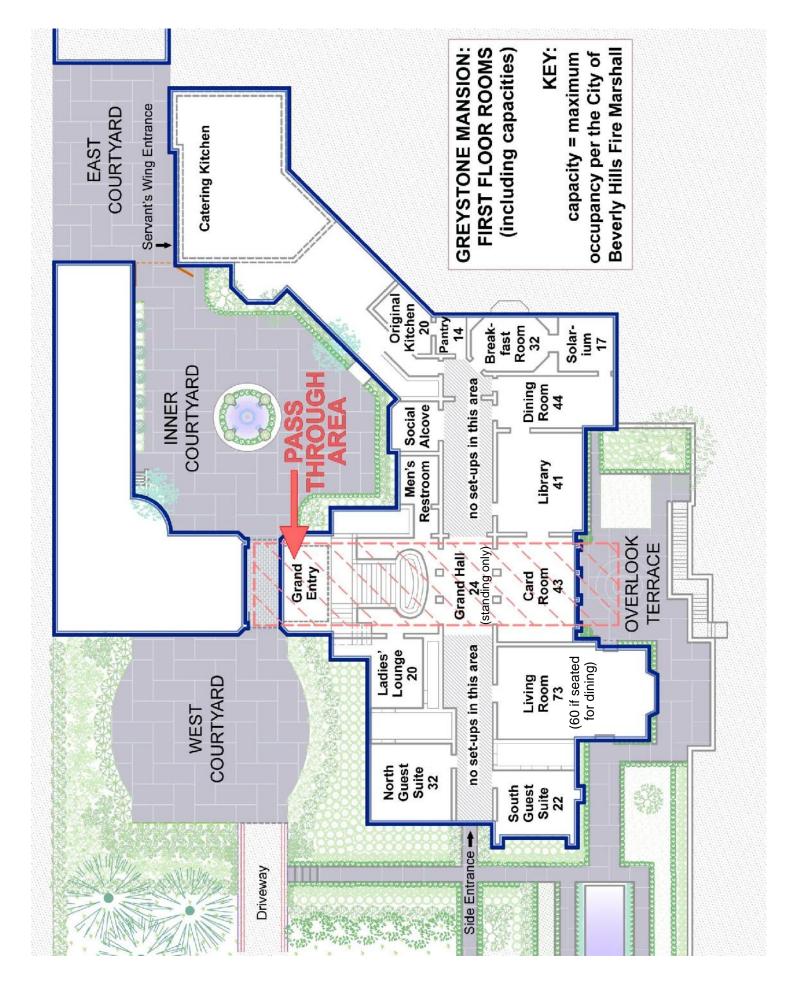
GRAND ENTRY



LIBRARY



**BREAKFAST ROOM** 





# **APPLICATION PROCESS & REQUIREMENTS**

Receptions/Special Events (including wedding ceremony & reception, corporate dinners, etc.)

- · Beverly Hills residents can book up to 12 months in advance
- Non-Residents can book up to 10 months in advance
- A non-refundable deposit of \$1,000 is required with the application to hold the date for Receptions/Special Events. All cancellations and/or change of dates will be subject to forfeiture of the \$1,000.
- Once the permit application is approved, it is non-transferable.
- Final payment is due two (2) weeks prior to event date if paying with credit card or cashier's check.

# Wedding Ceremony Only

- Beverly Hills resident can book up to 9 months in advance
- Non-Residents can book up to 6 months in advance
- Payment due in full when application is submitted. All cancellations and/or date changes will be charged a 20% cancellation fee
- Wedding Ceremonies with 10 guests or fewer: special rate available, can book a maximum of 2 weeks in advance No set ups allowed, maximum 2 hours for guest arrival, ceremony, and departure. Contact Greystone for additional details.

# Photography permits (non-commercial):

- Permits are required for wedding photos, family portraits, engagement photos, graduation photos, etc.
- Permits are by appointment only and may be secured up to 2 weeks in advance. Please contact Greystone for complete rules, to check on availability, and for current rates.
- Photography Permit is included if your wedding is at Greystone.

# Weddings mid-November through mid-April are limited to 150 guests in case of rain. A higher surety deposit may be required. Please contact Greystone for rain policy if you are considering booking an event during this time of year.

# **Insurance & Permits**

#### Insurance

General liability insurance (\$2 million per occurrence) is required for all events at Greystone Mansion & Gardens. It is the responsibility of the person/organization booking the event to obtain insurance. The City of Beverly Hills (455 N. Rexford Drive, Beverly Hills, 90210) must be listed as both the Certificate Holder and as additionally insured. If alcohol is present at the event, the liability insurance must include host liquor liability.

#### Permits

- Public Assembly Permit: All exterior events with 50 or more people and all interior events must obtain a Public Assembly Permit from the Beverly Hills Fire Department. The Greystone Venue Coordinator can provide this form, or it is available on the Beverly Hills website. The completed form, along with layouts of all rented areas showing furniture, lighting, AV, large decorations, etc., must be sent to the Fire Department 10-14 business days before the event (in person or via email to FireEvents@beverlyhills.org). The stamped plans must be received by Greystone 3 days prior to the event.
- Tent Permit: All tents require a permit. Before planning on a tent, it is necessary to discuss logistics with the venue coordinator and/or park rangers, as tents are not permitted in most areas at Greystone.
- Additional permits: Other permits may be required for your event. A solicitation permit is required for any non-profit
  organization holding a fundraising event.

#### Caterers and other vendors

Greystone is the location; you bring in the caterer, rental items, and décor. Read through the following pages carefully for our guidelines, and confirm with the Greystone Venue Coordinator if you question whether your decoration idea will be allowed. Preferred Greystone Caterer information can be found on in this brochure and on our website. Using any other caterer must be approved and may incur a \$1000 refundable outside caterer fee. All food must be served by a licensed caterer.

#### **Required Final Walk Thru**

A final walk thru with the caterer, rental company, coordinator, and other vendors is required. Anything not approved by the Park Ranger or Greystone staff on the walk-thru will not be allowed at the event. This should be scheduled to take place 3-7 weeks prior to the event date on a weekday.

#### Miscellaneous

- Any and all event specifics must be described in detail and receive authorization by Greystone staff prior to implementation.
- Permit only entitles party the use of specified areas and time indicated on permit.
- Any event scheduled on a recognized holiday or City holiday will incur an additional 100% charge on staffing and maintenance fees. Recognized holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, and Thanksgiving Friday. City holidays may include Friday or Monday when a recognized holiday falls on a weekend. Greystone is closed on Thanksgiving Day and Christmas Day.

# Greystone Mansion & Gardens: The Doheny Estate

# **Rental Event Rules & Regulations**

The City of Beverly Hills is pleased to allow rental events at this historic location. Listed on the National Register of Historic Places, Greystone Mansion & Gardens: The Doheny Estate is a showcase of timeless elegance. Preservation of the site, both the mansion and the grounds, is a priority. Rules & Regulations must be followed by all event participants, including planners, vendors, and guests. *Park Rangers and Greystone staff have the right to add or adapt rules as deemed necessary for the safety and security of guests and/or the historic property. Park Rangers and Greystone staff reserve the right to withdraw a permit, stop an event, remove equipment and/or request parties to vacate the premises if the permittee or vendors do not adhere to the Rules and Regulations.* 

# **General Rules & Regulations**

- Exterior events must end by 8pm Sunday-Thursday, 9pm Friday-Saturday.
- Interior events must end by 9pm Sunday-Thursday, 10pm Friday-Saturday.
- Greystone gates regularly open for the public at 10am and close at 5pm or 6pm (Daylight Savings Time). Special arrangements may be made for gates to open at 8am and close at 10pm. Any vehicles waiting to enter the park before the gates open must line up on Doheny Road (not Loma Vista).
- The park is to remain open at all times to the public during normal hours. Closing Greystone Mansion & Gardens for a private event requires approval of Community Services Director and will incur a \$10,000 charge in addition to other exterior/interior fees.
  Greystone Mansion & Gardens is a multi-use facility and therefore does not guarantee exclusive use of the site.
- Orevents are allowed to be open to the public without the approval of the Community Services Director. These events will require shuttle and valet services.
- Smoking is not permitted in the park, mansion, or parking lot (enforced by Municipal Codes).
- Exterior event fees include the use of up to two exterior rentable areas. A third area may be added for an additional charge (additional park ranger required). Areas are only closed to the public if they are actively in use (e.g. furniture set up, catering presence, etc. Photography does not count as active use.) All other areas will remain open to the public during park hours.
- Applicants are encouraged to use one of the Greystone Preferred Caterers. If you would like to use another caterer, please contact the Greystone Venue Coordinator to start the approval process for your licensed caterer. Using a caterer who is not a preferred Greystone Caterer may incur an additional \$1000 refundable surety deposit.
- Alcohol at the event requires insurance specifically showing that liquor liability has been added to the policy.
- All alcohol must be served by a caterer with an ABC license or a licensed server. Host bars only. No kegs allowed.
- All bars and food stations must close a minimum of twenty (20) minutes prior to scheduled event end time.
- All music must end a minimum of ten (10) minutes prior to scheduled event end time.
- All rentals must be delivered and picked up on the day of the event.
- Weddings are required to have a contact person onsite from the beginning of set up until the end of strike.
- Premises must be returned to the same or improved physical condition as before use. Grounds must be entirely cleared of all items (including flower petals) upon the completion of an event. Any removal of items or cleaning required to be performed by Greystone staff will result in a fine incurred by the applicant or a forfeiture of the entire surety deposit.
- The following decorations and items are prohibited (including but not limited to): lit candles, flames (of any kind), balloons, bubbles, rice, confetti, glue, paint, arts & crafts material of any type, objects in any fountains, self-serve candy stations, piñatas, silly string, moon bounce/jumpers, trampolines, and obstacle courses.
- At the discretion of Park Rangers or Greystone staff, any city personnel time and/or city supplies used for the safety of patrons and/or Greystone property will incur a minimum \$250 fee.
- Park Ranger supervision is required at all times. A Fire Safety Officer is required when using a generator larger than a "puttputt"/"hand held." In some circumstances, a Police Officer may be required.
- A Historic Conservator may be required at the discretion of the Community Services staff at cost to the applicant, in order to monitor and maintain the historic integrity of this property.
- All posted signs and City Municipal Codes must be adhered to at all times.
- Animals are not permitted on site (except service animals).
- Filming or photography in addition to standard wedding/event videotaping and photography may require an additional permit.
- No photography is allowed during event strike time without prior written approval from Park Rangers or Greystone staff.
- No nude, semi-nude, or sexually explicit activities will be permitted.
- Drones and other remote control air vehicles (quadra-copters, helicopters, or any device carrying a "Go-Pro" type camera) are prohibited regardless if the owner is licensed to operate such a remote air vehicle.
- Park rangers will monitor sound levels at events. DJs, bands, and others using amplification must follow their direction.
- Only City approved dumpsters are permitted at Greystone Mansion & Gardens.
- Signs indicating the event site must be pre-approved and posted on the day of the event only and must be removed once the guests and vendors have arrived.
- The City of Beverly Hills is not responsible for the personal or rented items of the permittees, their respective guests, or vendors.
- Weddings may be permitted to use the approved Wedding Prep Room in the pool area. Unless specifically rented, the area is still open to the public.
- Applicants must provide overnight security guard(s) whenever items are left overnight for multi-day events or sign a form releasing the City from liability.
- Applicants may be required to station a security guard or representative at the gates from 8am 10am and from closing time to 10pm to prevent the public from entering before and after park hours. Park closing times are 5pm or 6pm (Daylight Saving Time).
- Any lighting, production, and/or AV company (including band and/or dj) hired by the applicant are required to participate in the walk-through with the Park Ranger and Greystone staff. A complete schematic of the proposed lighting and A.V. set-up must be

included on the floorplans submitted to the Fire Department. Any elements not discussed on the walk-through may be denied, turned away, and/or the applicant may be charged a fine at the determination of Park Ranger or Greystone staff.

Applicant is responsible for conveying all pertinent information to involved parties and vendors.

# APPLICANT'S INITIALS:

Parking: The upper parking lot covers a water reservoir and there is a three-ton weight limit (3 tons/6000 pounds gross vehicle weight).

- All guest parking is at the upper parking lot.
- Guests unable to use the stairs for events at the mansion and/or courtyards can be dropped off at the lower service lot by the restrooms. There are a limited number of parking spots in this lot for people with disabled person parking placards or plates.
- Any event with more than 300 people (staff & guests combined) will require shuttle and valet services. Valet will require additional park rangers. 150 parking spots are available onsite.
- Any transportation and/or valet company hired by applicant requires staff approval & contact information 4 weeks prior to event.
- The lower service parking lot requires that a fifteen-foot fire lane be maintained at all times. Vehicle codes regarding blocking of fire lane will be strictly enforced.
- Catering, foodservice, and other heavy service trucks are restricted to the upper parking lot cul-de-sac and lower service lot.
- Citations will be issued to cars parked on flagstone in front of Firehouse or roadway by west courtyard.
- Special permission is required to park equipment trucks on the driveway by the west courtyard. If permission is granted, an appointed person must stand with the truck at all times. Keys must stay with the person. A five-ton (10,000 pounds gross vehicle weight) weight limit applies to this area.
- Drip pans must be placed under all staged vehicles, trucks, trailers, generators, etc. at all times.

## APPLICANT'S INITIALS: \_\_\_\_\_

## Cleaning / Striking:

- The applicant is responsible for all cleanups (including flower petals from wedding). Any clean-up not to the City's satisfaction will incur a cost due for restoration to pre-event condition which shall be taken out of the applicant's surety deposit.
- The applicant is responsible for any damage to the site and all necessary repairs must comply with City specifications at the City's direction. Any damage(s) not restored to the City's satisfaction will incur a cost to restore and will be taken out of the applicant's surety deposit.
- Scullery (cleaning of plates, glasses, and utensils) is only allowed in designated kitchen area unless prior approval by Park Rangers or Greystone staff has been given for another location.

APPLICANT'S INITIALS: \_\_\_\_\_

# **Rules & Regulations for Exterior Areas**

- Staking into the ground is not permitted.
- Tying onto plants, trees, or structure is not permitted. This includes but is not limited to decorations and lights.
- No changes may be made to landscape/gardens. Only park staff can trim trees, shrubs, or other plants.
- Due to historic nature of the property, standing on or in any structure, such as fountains, railings, etc., is not permitted.
- Moving any city property including (but not limited to) benches, planters, and garbage cans is strictly prohibited. Permanently installed signs or posts may not be removed.
- Setup items (chairs, tables, umbrellas, etc.) may not be moved from area to area during event.
- Food and alcohol are not allowed in the Formal Garden. Any other beverages require pre-approval from Greystone staff.
- Formal Garden specifics: Aisle runners are not allowed. Any item(s) to be placed on the grass or slate in the Formal Garden require pre-approval. Flower petals are only allowed in the Formal Garden and must be picked up following the event. Metal, clear plastic/plexi, and many other decorations require plywood under the entire base if placed on the grass. Felt pads or carpet are required under any metal items placed on the slate.
- Felt pads, carpet, or thick rubber mats are required under most items (including tables, bars, and other furniture) placed on slate anywhere on the property. Wood can go directly on the slate as long as there are not screws, rough edges, or anything else that could damage the property. Chiavari chairs & other plastic/wood chairs do not require felt pads outside. The park ranger will check all items as they are unloaded and will not permit items without proper protection to be set up.
- Umbrella bases, light trees, and other metal plates are required to have carpet under the entire base.
- Some items require other specific protection. Please confirm with the park ranger on the final walk thru.
- Tents are not allowed in most areas, including the inner courtyard and formal garden. Please confirm details with Greystone staff and/or park rangers before planning on using a tent or similar draping.
- Due to safety concerns for the property and your guests, market/string lights are only allowed on the terrace. All details including pole placement and weights must be approved by the park ranger during the final walk through. String lights may require you to book extra time for set up. All strike must take place within the 2 hour window.
- No special additions such as animals, special effects, special props or set dressing, special vehicles, special lighting or special entertainment are allowed on site without prior approval of Greystone staff.
- Limited water and electricity may be provided by estate ground sources. Small putt-putt generators may be needed.
- Dollies may not be used on stone steps. All equipment must be carried on all stairs.
- Catering tents must have the proper permits and must be weighed down with water or sand (no staking).
- Garbage bags must be carried (not dragged) to the trash bins in their receptacle to prevent leaking or damaging surfaces.
- Absolutely no vehicles on slate/flagstone areas.
- Valet parking on the west drive is not allowed during normal park hours.
- Any shuttle vans, buses, etc. transporting guests need to be preapproved by Park Ranger or Greystone staff.

APPLICANT'S INITIALS:

**Interior Pass Through Option:** Available when both the Courtyards and the Terrace are rented but the first floor interior is not. Only the Main Staircase/Entry through the Card Room will be opened for guests. No other part of the house is available to the applicant and will be cordoned off. No set-ups are allowed inside the interior of the mansion.

## **Interior Rules & Regulations**

- Only the first floor is available.
- Room capacities will be strictly enforced. A fire safety officer is required for interior use when the number of guests exceeds the maximum capacity of the rooms specified for use in the permit application. Furniture might lower the capacity of the room, please check with Greystone staff for capacities with your layout. Once approved, the floor plan cannot be changed.
- The Terrace will be made accessible when renting the interior of the mansion with no set-ups allowed. Any set-ups on the Terrace for interior use of the mansion will incur a \$1,500 fee. Any other exterior areas pay normal exterior event fees.
- Park Ranger presence will be required at all times during any permitted event in Greystone mansion. No rooms can be closed off during an event for privacy.
- Interior rental requires a minimum of 2 Park Rangers during the entire event, including prep and strike time.
- Eating and drinking (including bottled water) are allowed only in designated rooms.
- Bars and/or buffets are not allowed inside the mansion. All food and drink must be served or tray-passed.
- All items brought into the mansion must have felt protective pads on any part of the item that comes in contact with the floor.
- Only dollies and carts with rubber or plastic wheels will be allowed in the mansion. Any shovel dollies used to transport items need a landing pad in the mansion so the metal dolly shovel does not come into contact with the floor. Dollies are not allowed to be rolled down any interior or exterior stairs.
- All decorations must be freestanding.
- Hanging of decorations is not allowed. Existing nails, staples, or screws cannot be used and holes cannot be made in any surface of the mansion. Existing holes may not be used. Painting of any surfaces is not allowed.
- Items are not allowed to be placed on historic furniture without written authorization from Park Ranger or Greystone staff
- Permission may be granted to place items on select mantles and shelves during the walk through. All items must have protective layer underneath. Shelves cannot be moved or adjusted.
- Photo boards in each room may not be moved.
- No leaning of equipment, tools, or any other items against the interior mansion walls.
- No dragging of tables, chairs or any other rental equipment on mansion floors.
- The two guest bedrooms on the first floor may be used for prep rooms (green room, changing room, etc.). There are no window coverings in these rooms; these must be supplied by the applicant. Only final touch up is allowed on site; hair & makeup must be done before arriving at Greystone. Only water, granola bars, and similar items are allowed in these rooms. Exceptions can be requested prior to a wedding for a bottle of champagne or flask to be permitted in these spaces. No other food or beverages allowed. Table, floor covering, and trash cans must be provided if food will be consumed.
- There is limited power in the mansion. An alternate power source may be necessary to provide adequate power for event needs.
- Electrical wiring, sconces or fixtures may not be altered in any way.
- All cables in the mansion must be clear of entrances and exits and placed to the side of walls. Crossing walking paths or hallways is not allowed. No taping down cables in the mansion without park ranger approval and supervision.
- When the piano is present in the Living Room, it cannot be moved out of the room.

## APPLICANT'S INITIALS: \_\_\_\_

Greystone staff take pictures of event set ups for archival purposes. Please initial one option below if you approve photos of your event to be used for promotional purposes. You will not be identified. Photos will usually be group shots or empty.

I understand and approve the use of photos for Greystone promotional purposes (website, brochure, etc.)

I understand and request photos of our event be used for archival purposes only

# **EXCEPTIONS REQUESTED**

Any deviation from specified rules and regulations must be listed in detail below and approved by Greystone staff prior to implementation. Be specific as to nature of exception requested.

The City of Beverly Hills reserves the right to change or modify any rule or regulation as needed.

APPLICANT'S INITIALS: \_\_\_\_\_



# **GREYSTONE PREFERRED CATERERS**

Please visit the caterer's respective websites to see the services available for your special event, or contact them via the information provided:

Jackson Catering

www.AlanJacksonCatering.com Fiona Campbell Connelly fiona.connelly@lemonadela.com Phone 323.784.3829 Fax 310.836.1000

# Wolfgang Puck Catering

www.wolfgangpuck.com/catering-events Jami Pennings jami.pennings@wolfgangpuck.com Phone 323.491.1269 Cell 323.219.1968 Fax 323.704.3531

# Bouchon

www.bouchonbistro.com Tobie Cancino tcancino@bouchonbistro.com Phone 310.281.5680 Fax 310.281.5699







Rental event estimate FY2016-17 Exterior Rental Rates

The Doheny Estate

GREYSTONE

MANSION & GARDENS

	Resident	Non- Resident		Time	Resident Total	Non-Resident Total
STANDARD FEES		·····				
EVENT RATE (Hourly rate shown. S 1-100 guests	508.00	eremony/Rec 642.00	eptic X	hours	Ceremony Only:	1 nour minimum)
101-200 guests	633.00	792.00	x	hours	-	
201-300 guests*	758.00	942.00	x	hours	-	
PREP/STRIKE RATE (Hourly rate s	hown. Receptions	s & Special ev	ents	: 5 hour minimum, Cere	emony Only: 4 h	our minimum)
1-100 guests	127.00	162.00	х	hours	-	-
101-200 guests	157.00	200.00	х	hours	-	-
201-300 guests*	187.00	138.00	x	hours	-	
Park Ranger (required for entire even	t) 59.00	59.00	x	hours	-	
(Some events may require additional ra	ngers. Holidays su	ibject to additio	onal c	charges)		
Maintenance Fee	350.00	350.00	х	per event	-	-
Kitchen Cleaning Fee	284.00	284.00	х	per event	-	-
Refundable Surety Deposit	1,000.00	1,000.00	х	per event	-	
POTENTIAL ADDITIONAL F	EES					
3rd Area Use Fee	30%	30%	х	area(s)	-	
(30% of Event & Prep/Strike charge	s)					
Pass Through to Terrace	1500.00	1500.00	х	per event	-	
Labor (Hourly rate shown. 4 hour n	ninimum for labor	. Holiday rate	s ma	ay apply.)		
Police	109.00	109.00	х	hours	-	
Fire Marshal	148.00	148.00	х	hours	-	
Traffic Control Officer	53.00	53.00	х	hours	-	
Refundable Caterer Fee	1000.00	1000.00	х	per event	-	
Misc. Fee			х	per event	-	
Non Dofundable Helding Der seit	4 000 00	1 000 00				
Non-Refundable Holding Deposit (Applied to total fee)	1,000.00	1,000.00	Х	per event	-	
				ENTAL FEE DUE:	¢	¢
E91				ENTAL FEE DUE.	φ -	<u> </u>
	-			ks Prior to Eve cashier's check, or mor		
		-				<b>.</b> .
Insurance - \$2,000,000 General L	iability Insurance	required listi	ng th	e "City of Beverly Hills	as additionally	y insured
*Guest exceeding 200 must be pre-approv	ved by Community	Services staff				

Rental event estimate FY2016-17 Exterior Rental Rates

GREYSTONE MANSION & GARDENS

The Doheny Estate

	Resident	Non-Resident		Time	Resident Total	Non-Resident Total
STANDARD FEES						
EVENT RATE (Hourly rate shown. N	linimum 4 hou	r rental for interi	or.)			
Monday - Thursday	1,075.75	1,344.75	х	hours	-	
Friday - Sunday	1,219.25	1,523.75	х	hours	-	
Hourly rate after 4 hours	343.00	430.00	×	hours	-	
PREP/STRIKE RATE (Hourly rate sh	own. 6 hour m	inimum for inter	ior eve	ents.)		
1-100 guests	127.00	162.00	х	hours	-	-
101-200 guests	157.00	200.00	x	hours	-	
201-300 guests*	187.00	138.00	x	hours		-
Park Ranger	118.00	118.00	x	hours		
(Minimum 2 rangers required for entire	e event. Holiday	s subject to additi	onal ch	narges)		
Maintenance Fee	350.00	350.00	х	per event		
Kitchen Cleaning Fee	284.00	284.00	x —	per event	-	-
Refundable Surety Deposit	10,000.00	10,000.00	x	per event	-	-
POTENTIAL ADDITIONAL FEE	ES					
Use of Front Terrace w/Set-up	1,500.00	1,500.00	х	per event	\$-	\$-
Exterior Event Rental	see ext	erior fees	x	hours	see r	ate sheet
Labor (per hour - 4 hr min Holiday	subject to add	ditional charges)				
Police	109.00	109.00	х	hours	-	-
Fire Marshall	148.00	148.00	x	hours	-	-
Traffic Control Officer	53.00	53.00	x	hours	-	
Refundable Caterer Fee	1,000.00	1,000.00	х	per event	-	-
Misc. Fee	1,000.00	.,	x	per event	-	-
CREDITS						
Non-Refundable Holding Deposit	1,000.00	1,000.00	x	per event		
(this is applied to the Rental Fee)		TAL INTERIOR	DENIT		\$-	<b>\$</b> -
E3					<u>*</u>	<u>*</u>
	-			rior to Even		
Payı I	ment can be ma	de by credit card, o	cashier	's check, or money	v order.	
Insurance - \$2,000,000 General Liab	•		e "City o	of Beverly Hills" as	additionally i	nsured
*Guests exceeding 200 must be pre-approve	ed by Community S	Services staff				

# SAMPLE ESTIMATES

Rental fees for events at Greystone are based on the number of people, how many areas are used, the length of the event, the amount of time needed by your vendors, and other factors such as valet parking, tenting, etc. The Venue Coordinator can provide an exact estimate for your event.

The following estimates are offered as examples to help you plan. All fees listed are approximate. City of Beverly Hills residents qualify for a discounted rate with proof of residency.

# Exterior

Five-hour event using two exterior areas. Four hours for vendor set up, 2 hours for strike.

- 1-100 people: \$5500 (+ \$1000 refundable surety deposit)
- 101-200 people: \$6500 (+ \$1000 refundable surety deposit)
- 201-300 people\*\*: \$7500 (+ \$1000 refundable surety deposit)

\*\*Please note, our largest reception area holds 225 people. Larger events will need to be divided into two spaces for a seated reception.

# Exterior & Interior

Seven-hour event using the Formal Garden for your ceremony, the Terrace for cocktail hour, passing through the mansion for dinner in the Inner Courtyard, returning to the Mansion and Terrace for dancing and dessert. Six hours for vendor set up, two hours for strike.

- 1-100 people: \$14,000 (+\$10,000 refundable surety deposit)
- 101-200 people: \$15,000 (+\$10,000 refundable surety deposit)
- 201+ people: contact Greystone to discuss event details

## **Mansion & Terrace**

If you have a smaller event, guests will be mingling, and/or seating in multiple rooms works well for your event, consider renting the mansion first floor plus the terrace. Prices are for a four-hour event. Four hours for vendor set up, two hours for strike.

- Monday-Thursday: \$10,000 (+\$10,000 refundable surety deposit)
- Friday-Sunday: \$11,000 (+\$10,000 refundable surety deposit)

## **Ceremony only**

One-hour ceremony with two hours for vendor set up and two hours for strike. No food or beverages (except water) allowed for ceremony-only events.

- 1-100 people: \$2000 (+ \$1000 refundable surety deposit)
- 101-200 people: \$2300 (+ \$1000 refundable surety deposit)
- 201-300 people: \$2500 (+ \$1000 refundable surety deposit)

Greystone Mansion & Gardens is just the location. Catering, rentals (chairs/tables/linens/etc.), flowers, and other items are arranged through separate vendors.

Capacity varies based on the location. Weddings work best with 200 or fewer guests. Ceremony only events in the Formal Garden can accommodate up to 300 people. Receptions without a seated dinner may be able to accommodate more people; please contact the Venue Coordinator to discuss the details of your event.