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: The Doheny Estate 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 November through March, 10am-6pm April through October (based on Daylight Savings Time).

Weddings/Special events:
The City of Beverly Hills is pleased to allow rental events at this historic location. Special event applicants or wedding parties (either person) who reside in the City of Beverly Hills, and possess proof of residency, may secure their reception event date up to 11 months in advance. Non-residents may secure dates up to 10 months in advance.

**Wedding Ceremony Only:** Residents may reserve 8 months in advance, non-residents 6 months in advance.

The following pages offer photos, capacity information, and more information about the most frequently used areas at Greystone. To check date availability or to set up a site visit, please contact the Venue Coordinator at GreystoneEvents@beverlyhills.org.

You are welcome to visit the park grounds on your own during park hours. Please note some areas may be closed to the public if an event is in progress, we ask all visitors to follow all signage at Greystone.

**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 BHevents@beverlyhills.org. 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.
Main Entry & Estate Address:
Greystone Park and Mansion
905 Loma Vista Drive
Beverly Hills, CA 90210

Lower Office & Mailing Address:
Greystone Gatehouse Office
501 Doheny Road
Beverly Hills, CA 90210

310.285.6830 - BHevents @beverlyhills.org

Park Hours
(Please call to verify):
Spring & Summer  10 a.m. to 6 p.m.
Fall & Winter  10 a.m. to 5 p.m.
EVENT, CEREMONY, AND RECEPTION SITES

FORMAL GARDEN

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 or alcohol is not permitted in this area.

MANSION COURTYARD

Surrounded by the majestic Greystone Mansion, the historic Inner Courtyard features an enchanting fountain and colorful slate, providing the perfect atmosphere for a reception. Use of the West Courtyard is included when renting this area.

TERRACE & REFLECTION POND

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.
**POOL AREA**

Capacity: 150 seated dinner

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 location can be accessed directly from the parking lot and has full disabled access. **Please note satellite kitchen build out is required in this area.**

**MANSION INTERIOR**

The first floor of the mansion is available for event rental. For seated events, guests have the opportunity to enjoy multiple rooms, each room seating between 30-60 people. Seated capacity is best at 150 people or lower. Mingling receptions can accommodate up to 200 people. No bars or buffets are allowed inside the mansion.
APPLICATION PROCESS & REQUIREMENTS

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

- Beverly Hills residents can book up to 11 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 8 months in advance, Non-Residents can book up to 6 months in advance.
- Full payment due within one week of submitting application. All cancellations and/or date changes will be charged a 20% cancellation fee.
- **Wedding Ceremonies with 14 people or fewer** may qualify for the non-commercial photo permit. *No set ups allowed, maximum 2 hours for guest arrival, ceremony, and departure. Contact Greystone for additional details.*

Photography permits:

- Non-commercial photography permits are required for wedding photos, family portraits, engagement 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, for current rates, or if you are interested in a commercial photography permit.
- **Photography Permit is included if your wedding is at Greystone.**

*Weddings mid-November through mid-April are limited to 120 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. Most weddings are scheduled mid-March through mid-November due to other work on the property during the winter.*

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. The Waiver of Subrogation is required.

Permits

- **Public Assembly Permit:** All exterior events with 50 or more people must obtain a Public Assembly Permit from the Beverly Hills Fire Department. The form should be completed AFTER the final walk through. The permit can be applied for online at [www.beverlyhills.org/dpermits](http://www.beverlyhills.org/dpermits). Layouts of all rented areas must be submitted with the form. Applications submitted less than ten business days prior to the event will be subject to late fees. The stamped plans must be received by Greystone at least one business day 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, coordinator, and décor. Read through our guidelines on the following pages and confirm with Greystone staff if you question whether your decoration idea will be allowed. The Venue Coordinator can provide the current list of Frequent Greystone Caterers. If you would like to use a different full-service caterer, they must be approved and you will be charged a $1,000 refundable outside caterer fee. All food must be served by a licensed caterer.

Required Final Walk Through

A final walk through with the caterer, rental company, coordinator, and other vendors is required. Anything not approved by the Park Ranger or Greystone staff on the walk through will not be allowed at the event. This should be scheduled to take place 5-8 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 entities 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.

**APPLICANT’S INITIALS:**

February 2020
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 9pm.
- 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.
- No events 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 Frequent Greystone 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 has not worked here multiple times will incur an additional $1,000 refundable deposit.
- Alcohol at the event requires insurance specifically showing that host 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 or shots allowed.
- The time listed on your event/wedding invitation is considered the start time of your event. Rental fees are hourly.
- All bars and food stations must close a minimum of fifteen (15) minutes prior to scheduled event end time.
- All music must end a minimum of ten (10) minutes prior to scheduled event end time.
- Rental items must be delivered and picked up on the day of the event unless additional prep/strike time is part of the contract.
- Events 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 flowers) 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):**
  - Candles (whether or not they are lit; LED candles are permitted), flames of any kind, balloons, bubbles, rice, confetti, glue, paint, arts & crafts materials, objects in fountains, self-serve candy stations, piñatas, silly string, moon bounces/jumpers, trampolines, obstacle courses, and dance floors.
  - Please remember you are booking an outdoor location. We cannot control blooming cycles, the presence of some leaves/pine needles on stairs/stairs, the wind, and other reminders of our natural location.
  - 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 “putt-putt”/“hand held” or for events with over 300 people. 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 vehicles are prohibited.
- Park rangers will monitor sound levels at events. DJs, bands, and others using amplification must follow their direction.
- 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.
- 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).
- The City of Beverly Hills is not responsible for the personal or rented items of the permittees, their respective guests, or vendors.
- Wedding parties may use the Wedding Prep Room in the pool area. Unless specifically rented, the area is still open to the public.

**APPLICANT’S INITIALS: _______**
• 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. Ceremony musicians do not need to attend the walk through.
• A complete schematic of the event, including proposed lighting and A.V. set-up, must be included submitted to the Fire Department with the public assembly permit. **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). **Please note limousines, shuttles, and other large vehicles do not fit in all locations and require special permission.**
• 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 special transportation discussions, possibly including shuttle, valet services, and/or rideshare. These may 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.
• Valet parking on the west drive is not allowed during normal park hours.
• Absolutely no vehicles on slate/flagstone areas.
• Any shuttle vans, buses, etc. transporting guests need to be preapproved by Park Ranger or Greystone staff.

**APPLICANT’S INITIALS: ________**

**Cleaning / Striking:**
• The applicant is responsible for cleaning all areas used during the event, including flower petals from wedding. Any area not cleaned 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.
• Setup items (chairs, tables, floral arches, 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, must be real (not artificial), 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 or Greystone staff 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.
• **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 extra time for set up, all strike must take place within the 2 hour window. Lights in other areas must be on individual poles, they cannot be strung between poles.**
• 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.
• Dollies may not be used on 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.
• Taping of cables is not allowed.

**APPLICANT’S INITIALS: ________**
Interior Rules & Regulations

- Only the first floor is available.
- Room capacities will be strictly enforced. 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.
- 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 4-wheel 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 holes, nails, staples, or screws cannot be used and holes cannot be made in any surface of the mansion. 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.
- Two rooms on the first floor are designated as prep rooms or vendor rooms. If using as a prep room, 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. 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. Taping is not allowed.
- 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.

(Choose one)

____ 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: _______
ESTIMATED RENTAL COSTS

The numbers below are estimates based on the published schedule of taxes, fees, and charges and should be used to provide an overview. Please contact Greystone staff for exact costs for your event.

WEDDINGS

The standard package for weddings at Greystone includes the following:

- Use of the Formal Garden for the ceremony
- Use of the Courtyards for your reception
- Four hours for your vendors to set up
- Two hours for your vendors to breakdown
- Access to the parking lot
  (Parking is first come, first serve for both event guests and park visitors. The lot has 150 spots.)
- Access to the prep room, located next to the Formal Garden, during set up and ceremony. Please note this room is not locked and is located in an area that is still open to the public.

<table>
<thead>
<tr>
<th>Approximate rental fees</th>
<th>Beverly Hills residents</th>
<th>Non-residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-100 people, 4 hour event</td>
<td>$4,400</td>
<td>$5,200</td>
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<tr>
<td>1-100 people, 5 hour event</td>
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<td>$5,900</td>
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<tr>
<td>1-100 people, 6 hour event</td>
<td>$5,600</td>
<td>$6,700</td>
</tr>
<tr>
<td>101-200 people, 4 hour event</td>
<td>$5,100</td>
<td>$6,000</td>
</tr>
<tr>
<td>101-200 people, 5 hour event</td>
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</tr>
<tr>
<td>101-200 people, 6 hour event</td>
<td>$6,600</td>
<td>$7,800</td>
</tr>
</tbody>
</table>

The above estimates include set up time and breakdown time as outlined above. For example, if you book a 5 hour event, the price includes vendor set up from 12-4pm, event time 4-9pm, vendor breakdown 9-11pm. Required fees, such as park rangers, maintenance fee, and kitchen cleaning fees are included.

Wedding Ceremony only

If you are interested in holding only your wedding ceremony at Greystone, the Formal Garden can be rented for a one-hour event. Two hours are included for vendor set up and breakdown.

No food or beverages (except water) allowed for ceremony-only events.

<table>
<thead>
<tr>
<th>Approximate rental fees</th>
<th>Beverly Hills residents</th>
<th>Non-residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-100 people</td>
<td>$1,800</td>
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<tr>
<td>101-200 people</td>
<td>$2,100</td>
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<tr>
<td>201-300 people</td>
<td>$2,300</td>
<td>$2,800</td>
</tr>
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</table>

If you are interested in using a combination of spaces other than those listed above, please contact the Venue Coordinator, Sara Scrimshaw, at sscrimshaw@beverlyhills.org, GreystoneEvents@beverlyhills.org, or 310-285-6838 for additional information and estimates.
ADDITIONAL FEES:

- **Refundable surety deposit**: All events are charged a refundable surety deposit, due as part of the final payment. Rates are as follows: Non-rain season exterior: $1000; Rain season exterior: $5,000; Interior: $10,000
- **Liability insurance**: The permit holder (applicant) is required to have $2 million per occurrence general liability insurance listing the City of Beverly Hills (455 N. Rexford Dr., Beverly Hills, 90210) as the certificate holder and as additional insured. If there is alcohol at your event, the policy must include host liquor liability. We do not require insurance from your vendors (except outside caterers). There are many websites where you can purchase one day insurance.
- **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 completed form, along with layouts of all rented areas showing furniture, lighting, AV, large decorations, etc., must be sent to the Fire Department. The application can be found online at [www.beverlyhills.org/fdpermits](http://www.beverlyhills.org/fdpermits). This form should not be submitted until AFTER the required final walk through. (**Tents**: 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.)
- **Refundable outside caterer fee**: All caterers must be approved by Greystone. For a list of caterers currently on our Frequent and Approved Caterer list or to start the approval process for a different caterer, please contact the Venue Coordinator. A $1000 refundable outside caterer fee is charged for all caterers not on our Frequent Caterer list.

**Rain Season**: From mid-November through mid-April we limit wedding ceremony & receptions to 120 people or fewer so the reception can move inside in case of rain. If you are interested in booking a wedding during this time, please contact the Venue Coordinator for additional information.
### Rental Fees as listed in Schedule of Taxes, Fees, and Charges

<table>
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<tr>
<th></th>
<th>Beverly Hills Resident</th>
<th>Non-Resident</th>
<th>Time</th>
<th>Total</th>
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<tr>
<td><strong>HOURLY FEES</strong></td>
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<tr>
<td><strong>EXTERIOR EVENT RENTAL</strong> (includes use of up to two areas)</td>
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<td></td>
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</tr>
<tr>
<td>1-100 guests</td>
<td>536.00</td>
<td>678.00</td>
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<tr>
<td>101-200 guests</td>
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<td>835.00</td>
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<tr>
<td>201-300 guests (must be pre-approved)</td>
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<td>994.00</td>
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<tr>
<td>301-400 guests (must be pre-approved)</td>
<td>931.00</td>
<td>1,152.00</td>
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</tbody>
</table>

Renting three exterior areas = 1.5 times the rental fee

### INTERIOR EVENT RENTAL

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</tr>
</thead>
<tbody>
<tr>
<td>First floor, Monday-Thursday (first 4 hours)</td>
<td>1,134.50</td>
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<td>First floor, Friday-Sunday (first 4 hours)</td>
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</tr>
<tr>
<td>Hourly rate after initial 4 hours</td>
<td>362.00</td>
<td>454.00</td>
<td>x</td>
<td></td>
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<tr>
<td>Mansion pass though = one hour of mansion interior rate</td>
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### PREP/STRIKE RATE (Exterior or interior)

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</thead>
<tbody>
<tr>
<td>1-100 guests</td>
<td>134.00</td>
<td>171.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>101-200 guests</td>
<td>166.00</td>
<td>211.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>201-300 guests (must be pre-approved)</td>
<td>197.50</td>
<td>251.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>301-400 guests (must be pre-approved)</td>
<td>229.00</td>
<td>291.00</td>
<td>x</td>
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### Park Ranger (Required during entire rental)

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<tbody>
<tr>
<td>67.00</td>
<td>67.00</td>
<td>x</td>
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(Some events may require additional rangers. Holidays subject to additional charges)

### Some events may require the following (4 hour minimum, holiday rates may apply):

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<tbody>
<tr>
<td>Fire Marshal</td>
<td>149.00</td>
<td>149.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>107.00</td>
<td>107.00</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Traffic Control Officer</td>
<td>71.00</td>
<td>71.00</td>
<td>x</td>
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### PER EVENT FEES

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<tbody>
<tr>
<td>Terrace rental (add-on to mansion interior rental)</td>
<td>1,200.00</td>
<td>1,500.00</td>
<td>x</td>
<td>per event</td>
</tr>
<tr>
<td>Maintenance Fee</td>
<td>369.00</td>
<td>369.00</td>
<td>x</td>
<td>per event</td>
</tr>
<tr>
<td>Kitchen Cleaning Fee</td>
<td>350.00</td>
<td>350.00</td>
<td>x</td>
<td>per event</td>
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### REFUNDABLE FEES

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</thead>
<tbody>
<tr>
<td>Refundable Surety Deposit (exterior event)</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>x</td>
<td>per event</td>
</tr>
<tr>
<td>Refundable Surety Deposit (exterior &quot;rain season&quot;)</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>x</td>
<td>per event</td>
</tr>
<tr>
<td>Refundable Surety Deposit (interior event)</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>x</td>
<td>per event</td>
</tr>
<tr>
<td>Refundable Caterer Fee</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>x</td>
<td>per event</td>
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</tbody>
</table>

### Non-Refundable Holding Deposit (Applied to total)

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<tbody>
<tr>
<td>1,000.00</td>
<td>1,000.00</td>
<td>x</td>
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GREYSTONE RENTAL MINIMUMS AND OTHER REQUIREMENTS

Event use time:
3 hour minimum for all exterior events (except Ceremonies) Monday-Thursday
4 hour minimum for all exterior events (except Ceremonies) Friday-Sunday
4 hour minimum for all interior rentals
1 hour minimum for Ceremonies ONLY

Set up/Breakdown time:
Set up is determined based on the needs of the event. The minimum time is 2 hours, but most events need at least 4 hours
Strike time is limited to 2 hours unless an additional day is rented for strike.

Park ranger requirements:
All events must pay the park ranger hourly fee for the entire prep/strike and event time
Interior rentals and 3rd area rentals require additional park rangers
The pass through rental will require a second ranger if not already required due to 3rd area rental
Valet requires additional park rangers
Events with 300 people or more require an additional park ranger and/or fire marshal, determined by event details

Required fees
All events must pay for prep/strike time, park rangers, and the maintenance fee.
Events with food must pay the kitchen cleaning fee.

Insurance
All events are required to obtain $2 million per occurrence general liability insurance (with host liquor liability included if event includes alcohol), listing the City of Beverly Hills (455 N. Rexford Drive, Beverly Hills, 90210) as both certificate holder and additionally insured. The waiver of subrogation must be included.

Public assembly permit
All exterior events with over 50 people and all interior events are required to obtain a Public Assembly Permit from the Beverly Hills Fire Department. The permit and stamped plans must be received by Greystone staff prior to the event.

Other permits
You may be required to pull additional permits depending on the nature of your event.

Capacities
The venue brochure and website contain some capacity information. Please discuss your plans with Greystone staff to obtain accurate information for your event. Our standard maximum capacity for weddings is 200 people. Mingling style receptions can accommodate more people. All capacities must be approved based on the details of your event.

Payment information
A $1000 nonrefundable fee is due at the time of booking (all events except ceremony only). This amount is applied toward the total fee due. Final payment is due a minimum of two weeks in advance and can be made via credit card, money order, or cashier's check. If you need to pay with a personal check, please check with Greystone staff for requirements.

Wedding ceremony only: Full payment due at time of booking.

Booking information
Receptions and special events can be booked up to 11 months in advance for Beverly Hills residents, 10 months in advance for non-residents. Ceremony only events can be booked up to 8 months in advance for Beverly Hills residents, 6 months in advance for non-residents.
Teenage Mutant Ninja Turtles (2014) Megan Fox, Will Arnett, William Fichtner
The Muppets (2010) Jason Segal, Amy Adams, Kermit T. Frog
The Social Network (2010) Director: David Fincher. Andrew Garfield, Jesse Eisenberg, Rashida Jones, Justin Timberlake
Superhero! (2008) Tracy Morgan
The Holiday (2006) Cameron Diaz, Jude Law
Charlie's Angels Full Throttle (2002) Cameron Diaz, Drew Barrymore, Lucy Liu, Chris Paco
Austin Powers: Goldmember (2002) Mike Myers
Rock Star (2001) Jennifer Aniston, Mark Wahlberg
America's Sweethearts (2001) Julia Roberts, John Cusack, Billy Crystal
Hanging Up (2000) Diane Keaton, Meg Ryan, Lisa Kudrow
Stigmata (1999) Patricia Arquette, Gabriel Byrne, Jonathan Pryce
Mercury Rising (1998) Bruce Willis, Alec Baldwin
Rush Hour (1998) Jackie Chan
The Big Lebowski (1998) Jeff Bridges, John Goodman
Air Force One (1997) Harrison Ford
Batman and Robin (1997) George Clooney, Alicia Silverstone, Chris O'Donnell
Beaucation and the Beast (1997) Fran Drescher, Timothy Dalton
High School High (1996) Jon Lovitz, Tia Carrere, Louise Fletcher
The Phantom (1996) Billy Zane

The Puppet Masters (1994) Donald Sutherland
The Bodyguard (1992) Kevin Costner, Whitney Houston
Death Becomes Her (1992) Meryl Streep, Goldie Hawn, Bruce Willis
Memoirs of an Invisible Man (1992) Chevy Chase, Darryl Hannah
Nothing But Trouble (1991) Chevy Chase, Dan Ackroyd, John Candy, Demi Moore
The Marrying Man (1991) Kim Basinger, Alec Baldwin
Hard To Kill (1990) Steven Seagal
The Fabulous Baker Boys (1989) Jeff Bridges, Michelle Pfeiffer, Beau Bridges
Ghostbusters II (1989) Bill Murray, Dan Aykroyd, Sigourney Weaver, Harold Ramis
Bird (1988) Forest Whitaker
Flowers in the Attic (1987) Louise Fletcher
Over the Top (1987) Sylvester Stallone, Robert Loggia, Susan Blakely
The Golden Child (1986) Eddie Murphy
Jumping Jack Flash (1986) Whoopie Goldberg
All of Me (1984) Steve Martin, Lily Tomlin
Ghostbusters (1984) Bill Murray, Dan Aykroyd, Sigourney Weaver, Harold Ramis
Stripes (1981) Bill Murray, Harold Ramis
Eraserhead (1977) David Lynch, Jack Nance, Charlotte Stewart
Phantom of the Paradise (1974) Paul Williams, William Finley, Jessica Harper
The April Fools (1969) Jack Lemmon, Catherine Deneuve, Peter Lawford
The Thousand Plane Raid (1969) Christopher George, Laraine Stephens, Gavin MacLeod
The Trouble With Angels (1966) Rosalind Russell, Hayley Mills, Gypsy Rose Lee
Picture Mommy Dead (1966) Don Ameche, Zsa Zsa Gabor
The Singing Nun (1966) Debbie Reynolds, Ricardo Montalban, Greer Garson
The Loved One (1965) John Gielgud, Jonathan Winters
Brainstorm (1965) Jeffrey Hunter, Anne Francis
Dead Ringer (1964) Bette Davis, Peter Lawford
The Disorderly Orderly (1964) Jerry Lewis
Hush, Hush Sweet Charlotte (1964) Bette Davis, Olivia de Havilland
The Day Mars Invaded Earth (1963) Kent Taylor, Marie Windsor, William Mims
House of the Damned (1963) Ron Foster, Merry Anders, Richard Crane
Forever Amber (1947) Linda Darnell, Cornel Wilde
TV SHOWS

The Last Tycoon (2017)
The Last Ship (2017) Don’t Look Back
The Last Tycoon (2016) Pilot
Gilmore Girls: A Year in the Life (2016)
Stay (2015) Pilot
Project Green Light (2015)
Agent Carter (2014) Time and Tide
Scorpion (2014) True Colors
Castle (2014)
Revenge (2012)
The Young and the Restless (2012)
Million Dollar Decorators (2011)
NCIS (2011)
The Cape (2011)
Undercovers (2010) Devices
The Mentalist (2009-2011) 3 episodes
House (2009) Broken
Dollhouse (2008) Haunted
Entourage (2007) Snow Job
Big Shots (2007)
Lisa Williams Project (2006)
Alias (2005-2006) In Dreams...; There’s Only One
Sydney Bristow
Haverson Hall (2005)
Prison Break (2005) Pilot
Smart Gardening (2004)
ER (2003–2004) 2 episodes
Snitch (2002)
Boomtown (2002)
Family Album (1994) 2 episodes
Dark Shadows (1991) 12 episodes
Dynasty: The Reunion (1991)
Tales from the Crypt (1990) The Secret
Falcon Crest (1989) God of the Grape
MacGyver (1986) Deathlock
Simon & Simon (1986) Eye of the Beholder
The Colbys (1986) Thursday’s Child
Murder, She Wrote (1985-1986) Reflections of the Mind; One White Rose for Death
Bare Essence (1983)

MUSIC VIDEOS

Mariah Carey (2005) We Belong Together
Mariah Carey (2005) It’s Like That
Elton John (2001) I Want Love
Meat Loaf (1993) I’d Do Anything for Love (But I Won’t Do That)
Mr. Mister (1986) Is It Love

OTHER

Dos Equis Commercial (2014)
NBC (2011) LXTV Open House
OSCARS KABC-TV (2009) Eye on L.A.
OSCAR SPECIAL (2009)
Hollywood Was Here (2008)
Design Show (2007) Greystone Style
ABC News (2004) Seven Wonders of Mansions
Dark Shadows (2004) (TV Movie)
Dark Mansions (1986) (TV Movie)
The Canterville Ghost (1985) (TV Movie)