

GREYSTONE MANSION & GARDENS: THE DOHENY ESTATE



PARK: 905 LOMA VISTA DRIVE, BEVERLY HILLS, CA 90210

MAIL: 501 DOHENY ROAD, BEVERLY HILLS, CA 90210

310.285.6822

BEVERLYHILLS.ORG/GREYSTONE

INSTAGRAM & FACEBOOK: @GREYSTONEBH

Greystone Mansion & Gardens: The Doheny Estate provides an exclusive and historic 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 listed on the National Register of Historic Places.

The park is free and open to the public, please check beverlyhills.org/visitgreystone for current open hours and reservation requirements. 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. This brochure outlines park use guidelines for events, pricing, frequently used areas and their capacities.

Special Events/Wedding Receptions and Ceremonies:

A City issued permit is required for all gatherings on the Greystone estate. For questions about events, to check date availability, or to schedule a site visit, please email GreystoneEvents@beverlyhills.org. Reservation of Greystone includes the location only, the applicant is responsible for hiring all vendors needed for a successful event. Additional requirements are found in this brochure and the application to book your event.

Filming and Photography sessions:

A permit is required for all photo shoots, including commercial and non-commercial shoots (wedding photography, family portraiture, and commemorative shoots).

Non-commercial photography permits are for exterior areas only. More information can be found at beverlyhills.org/ncp.

Filming and Commercial photography permits can be interior or exterior and can be acquired through the Park Ranger office at 310-285-6835 or email GreystoneEvents@beverlyhills.org.

COVID and PUBLIC HEALTH REGULATIONS

The City of Beverly Hills strives to keep our community safe. Open hours, access requirements, and other rules for visiting and using Greystone may change based on current public health orders. Please check our website for the latest updates regarding visiting the park: beverlyhills.org/greystone.

BOOKING PROCESS

An overview of the process for securing your event date is outlined below.

FIRST STEPS:

- If possible, please visit the site. You are welcome to visit on your own or to see if site tours are available. Staff are also happy to answer questions over the phone or via email.
- Confirm that our guidelines and your event are a match, taking into account capacities, ending times, and preservation requirements of the site.
- Once you know when you are considering for your event, check with staff or on the website for current availability.

SPECIAL EVENTS AND WEDDING RECEPTIONS

- Beverly Hills residents with proof of residency can book up to 11 months in advance, Non-Beverly Hills Residents can book up to 10 months in advance
- Dates open for booking on the first business day of the month at 8am (pacific). Dates are assigned first come first serve in the order emails are received in the GreystoneEvents@beverlyhills.org inbox. Booking are accepted via email only.
- If you receive the first hold for a date, you will be sent an application at that time. The \$1,000 non-refundable deposit is due with your completed application.
- 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 (1) month prior to event date.
- Our maximum capacity for seated receptions is 150 people.

WEDDING CEREMONY ONLY

- Beverly Hills resident with proof of residency 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 20% of permit fee.
 - Our maximum capacity for a ceremony only is 300 people.
 - No food or beverage allowed except water.
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- Wedding ceremonies with a maximum of 30 people may qualify for our Small Ceremony Fee. This permit allows one hour for your vendor to set up chairs, one hour for the ceremony, and one hour for breakdown. Available during park hours only. No food or beverages. Please contact us for full details.
 - Elopement-style ceremonies without set ups may qualify for the non-commercial photography fee. The permit is for a maximum of 2 hours during park hours.

Please note most events are scheduled mid-March through mid-November due to maintenance and care of the property, weather, and City events.

PHOTOGRAPHY PERMITS

- Non-commercial photography permits are required for wedding photos, family portraits, engagement photos, etc.
- Permits are for exterior only, up to 2 hours maximum, and may be secured up to 2 weeks in advance. For a complete list of rules and date availability please review beverlyhills.org/ncp.
- Commercial photography permit information and availability can be obtained by calling the Park Ranger Supervisors at 310-285-6835 or emailing GreystoneEvents@beverlyhills.org.
- Standard photography is included with special event permits.
- 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 Greystone staff.

INSURANCE

- General liability insurance (\$2 million per occurrence) is required for all events at Greystone Mansion & Gardens. The person/organization booking the event is responsible for obtaining insurance listing the City of Beverly Hills as both the Certificate Holder and as Additionally Insured (455 N. Rexford Drive, Beverly Hills, 90210). If alcohol is present at the event, the liability insurance must include host liquor liability. The Waiver of Subrogation is required.

PERMITS and STAFFING REQUIREMENTS

Applicant is responsible for all required permits and fees. Your event may require the following:

- Public Assembly Permit:
 - A complete layout of all rented areas is required and must show all items being brought into the area.
 - Once the layout has been approved, changes are not allowed.
- Tent Permit:
 - All tents require a permit. Most areas on the grounds cannot accommodate a tent therefore it is advisable to discuss with City staff early in your planning process if you are considering utilizing one as part of your set up. Should you receive approval for a tent uses note that staking is not allowed and all tents must be weighed down with water or sandbags.
- Additional permits:
 - Non-profit organizations hosting fundraisers require a solicitation permit.
- Additional staff:
 - Park Ranger supervision is required for the duration of permit including setup, event and breakdown. Park rangers will monitor sound levels at events. DJs, bands, and others using amplification must follow their direction

EVENT REQUIREMENTS

- 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.
- In instances of extensive set-ups a Historic Conservator may be required to monitor and maintain the historic integrity of the property at the discretion of City staff and at cost to the applicant.
- Overnight security guard(s) are required if items are left on the grounds for multi-day events at cost to the applicant. A signed form releasing the City from liability may be accepted in some circumstances.
- 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)

CATERERS AND VENDORS

- Greystone venue rental includes the location only. Applicant is responsible for the caterer, rental items, coordinator and décor. If an aspect of your event is not addressed in the venue guidelines listed below please speak with City staff to confirm it will be allowed.
- Events are required to have a contact person onsite from the beginning of set up until the end of strike. Please note a wedding coordinator is required if booking Greystone for a wedding.
- All food must be served by a licensed caterer with a valid and current public health permit. The Venue Coordinator can provide a list of Frequent Greystone Caterers. Any caterer not included on the list requires City staff approval and a \$1,000 refundable outside caterer fee.
- 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.
- All catering stations (beverage and food) must close a minimum of fifteen (15) minutes prior to scheduled event end time with the exception of non-alcoholic beverages.
- All music and amplified sound must end at least five (5) 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 has been approved and is included in the final contract.
- Any lighting, production, and/or AV company (including band and/or DJ) hired by the applicant are required to participate in the final walk-through with Greystone staff. Ceremony musicians do not need to attend the walk through.
- Food trucks are a challenge for events at Greystone and may not be possible. If your dream event includes a food truck, please reach out to better understand where a food truck can set up and the requirements for them to work at Greystone.
- The City of Beverly Hills is not responsible for the personal or rented items of the permit holder, their respective guests or vendors.

MISCELLANEOUS

- Permit only entitles party the use of specified areas and time indicated on permit.
- All directions regarding sound levels and park safety must be followed immediately.
- We do not book events on New Year’s Eve, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Friday. Greystone is closed on Thanksgiving Day and Christmas Day.
- If your event falls on a holiday other than those listed above, you may incur include additional staffing fees. City holidays include Friday or Monday when a recognized holiday falls on a weekend.

Greystone Mansion & Gardens: The Doheny Estate is a showcase of timeless elegance. Permit holders are responsible for conveying all pertinent information to all event participants, including planners, vendors, and guests. Adherence to all rules and regulations for both the mansion and grounds is a priority for the preservation of the site. 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 Venue Guidelines.

GENERAL

- Exterior events must end by 9pm.
- Greystone gates are open daily to the public 10am-5pm or 6pm (Daylight Savings Time).
- Special arrangements may be needed for your vendors to arrive before the park opens. Any vehicles arriving before the gates open must line up on Doheny Road (not Loma Vista).
- One prep space is available for weddings. This may be located in an area that is open to the public. This room provides a space to wait while your guests arrive and can be used for changing clothes or final touch-ups. All hair and make-up should be done prior to arriving at Greystone.
- Events must be invite only with a confirmed guest list. Events that are open to the public require off-site parking with shuttle or valet services and the approval of the Community Services Director.
- Please remember you are booking an outdoor location. We cannot control blooming cycles, the presence of some leaves/pine needles on stairways, the wind, and other reminders of our natural location.
- 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 bounce/jumpers, trampolines, obstacle courses.
- 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.
- Smoking is not permitted in the park, mansion, or parking lot per Municipal Code 5-2-105.
- All posted signs and City Municipal Codes must be adhered to at all times.
- Animals are not permitted on site with the exception of service animals as defined by the ADA.
- No nude, semi-nude, or sexually explicit activities will be permitted.
- Drones and other remote control vehicles are prohibited.
- Signs indicating the event site must be pre-approved and posted on the day of the event only.
- The grounds remain open to the public during normal hours and therefore exclusive use of the site is not guaranteed. The approval of the Community Services Director and a \$10,000 charge in addition to other exterior/interior fees are required for the complete closure of the park.
- Any City supplies used for the safety of patrons and/or Greystone property will incur a minimum \$250 fee. If your event requires additional staff, you will be charged at the published hourly rate.

PARKING AND VEHICLE STAGING

- 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.
- The upper parking lot covers a water reservoir and there is a three-ton weight limit (3 tons/6000 pounds gross vehicle weight).
- Any shuttles, limos, buses, etc. transporting guests or used for other purposes related to your event need to be preapproved by Greystone staff. Please note limousines, shuttles, and other large vehicles do not fit in all locations.
- Any transportation and/or valet company hired by applicant requires staff approval, contact information, and an onsite visit prior to event. Valet on the west drive is not allowed during normal park hours.
- 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.
- Absolutely no vehicles on slate/flagstone areas.

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.

EXTERIOR REGULATIONS

In an effort to preserve and maintain the historic integrity of the property the following is strictly prohibited:

- Staking items into the ground.
- Tying items onto plants, trees, or structures including, but not limited to, decorations, draping and lights.
- Changing any aspect of the landscaping and gardens. Only park staff can trim trees, shrubs or other plants.
- Standing on or in any structure, such as fountains, railings, etc.
- Moving or relocating City property including, but not limited to, benches and garbage cans.
- Relocating event setup items such as chairs, tables, floral arches, umbrellas, etc. between areas during event.
- Equipment must be carried on all stairs. Dollies may not be used on steps.
- Garbage bags must be carried (not dragged) to the trash bins in their receptacle to prevent leaking or damaging surfaces.
- Taping of cables or other items is not allowed.
- Felt pads, carpet, or thick rubber mats are required under most items 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. Your rental company will be required to check all table legs and the base of any furniture brought onto the property.
- Umbrella bases, light trees, and other metal plates are required to have carpet or coroplast under the entire base.
- The park ranger will check all items as they are unloaded and will not permit items without proper protection to be set up.
- Some items require other specific protection. Please confirm with the park ranger or Greystone staff on the final walk through.
- Market/string lights are only allowed on the terrace. All details including pole placement and weights must be approved 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, vehicles, special lighting or special entertainment are allowed on site without prior approval of Greystone staff.
- **Formal Garden specifics:**
 - Food and alcohol are not allowed in the Formal Garden. Any other beverages require pre-approval from Greystone staff.
 - Flower petals are only allowed in the Formal Garden. They must be real (not artificial) and must be picked up following the event.
 - Aisle runners are not allowed
 - Any item(s) to be placed on the grass or slate in the Formal Garden require pre-approval. 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. No metal chairs.

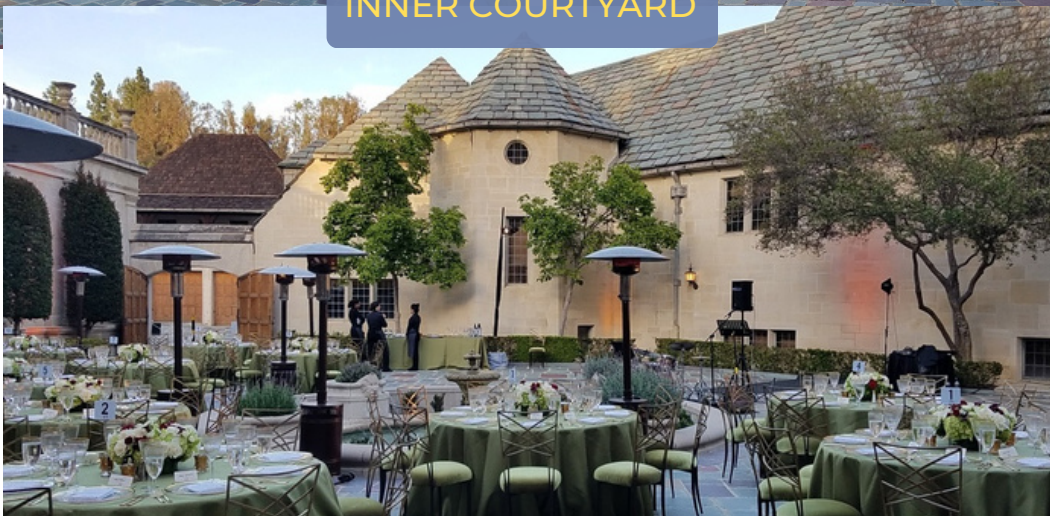
EXCEPTION REQUESTS

Any deviation from specified rules and regulations must be listed in detail and submitted for approval by Greystone staff prior to implementation.

VENUE PHOTOS



INNER COURTYARD



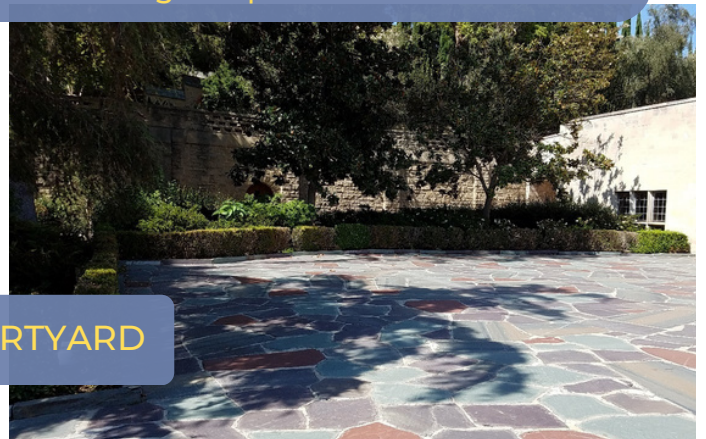
COURTYARDS

Surrounded by the majestic Greystone Mansion, the courtyard rental includes the use of two adjoining but separated spaces. The INNER COURTYARD is surrounded by the mansion and features an elegant fountain in the middle, providing an elegant reception location. The WEST COURTYARD is the original approach to the mansion. With the mansion wall on one side and greenery on the other sides, this courtyard provides the perfect space for cocktail hour.

Capacity: 150 seated reception, 300 maximum standing reception



WEST COURTYARD



VENUE PHOTOS



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 not permitted in this area.

Capacity: 300 people seated theater style



TERRACE AND REFLECTION POND

Perfect for an intimate dinner, the Terrace offers a breathtaking view from downtown Los Angeles to the Pacific Ocean.

Capacity: 60 people seated dinner,
150 people standing reception



VENUE LOCATION



The park entrance is located at 905 Loma Vista Drive, north of the intersection of Loma Vista Drive and Doheny Road.

- A. PUBLIC PARKING LOT
- B. POOL AREA
- C. FORMAL GARDEN
- D. FORECOURT
- E. CYPRESS LANE
- F. TRUCK PARKING
- H. WEST COURTYARD
- I. INNER COURTYARD
- J. CATERING KITCHEN
- K. PUBLIC RESTROOMS
- L. LOAD-IN PARKING LOT
- M. REFLECTION POND
- N. TERRACE
- O. PARK ENTRANCE
- P. SERVICE GATE
- Q. DEMONSTRATION GARDEN



City of Beverly Hills
 Community Services Department
 Greystone Mansion & Gardens: The Doheny Estate
 905 Loma Vista Drive, BH, CA 90210
 310.285.6830 - greystoneevents@beverlyhills.org

SAMPLE RENTAL ESTIMATES

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 for the duration of the event). 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.

For a full breakdown of fees, please see the itemized fee sheet on the following page.

SAMPLE RENTAL ESTIMATE

Estimates are based on the published schedule of fees and charges and provide an approximate amount for venue rental. The exact cost may vary depending on the needs of your event. Fees are non-negotiable.

	Beverly Hills residents		Non-residents	
	1-75 ppl	76-150 ppl	1-75 ppl	76-150 ppl
4 hour event	\$5,300	\$6,200	\$6,300	\$7,300
5 hour event	\$6,000	\$7,000	\$7,100	\$8,300
6 hour event	\$6,700	\$7,900	\$8,000	\$9,400

The above estimates include the following:

- Use of the Formal Garden for your ceremony (*weddings only*)
- 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.)
- Required fees charged by Greystone, such as park rangers and maintenance fee, are included.
- *Refundable deposits are not included*

WEDDING CEREMONY ONLY

The Formal Garden can be rented for a one-hour ceremony with two additional hours for vendor set up and breakdown. No food or beverages (except water) allowed for ceremony only permits.

Beverly Hills residents			Non-residents		
1-75	76-150	151-250	1-75	76-151	151-250
\$2,000	\$2,350	\$2,650	\$2,400	\$2,750	\$3,100

NON-COMMERCIAL PHOTO PERMITS

Non-commercial photography permits are issued a maximum of two weeks in advance. More information and the booking request form can be found at beverlyhills.org/ncp.

Beverly Hills residents: \$301/hour

Non-residents: \$370/hour