



GREYSTONE
MANSION & GARDENS

The Doheny Estate

CITY of BEVERLY HILLS

If you are interested in renting the interior of Greystone for your weekday meeting or conference for up to 70 people, please contact the Venue Coordinator at GreystoneEvents@beverlyhills.org for pricing.

Rental Fees as listed in Schedule of Taxes, Fees, and Charges	Beverly Hills Resident	Non-Resident		Time	Total
HOURLY FEES					
EXTERIOR EVENT RENTAL (includes use of up to two areas)					
up to 75 guests	559.00	707.00	x	_____ hours	_____ -
76-150 guests	695.00	871.00	x	_____ hours	_____ -
151-250 guests (must be pre-approved)	834.00	1,036.00	x	_____ hours	_____ -
251+ guests (must be pre-approved)	971.00	1,201.00	x	_____ hours	_____ -
Renting three exterior areas = 1.5 times the rental fee					
INTERIOR EVENT RENTAL					
First floor, Monday-Thursday (first 4 hours)	1,182.50	1,478.50	x	_____ hours	_____ -
First floor, Friday-Sunday (first 4 hours)	1,340.50	1,675.00	x	_____ hours	_____ -
Hourly rate after initial 4 hours	378.00	474.00	x	_____ hours	_____ -
Mansion pass though = one hour of mansion interior rate					
PREP/STRIKE RATE (Exterior or interior)					
up to 75 guests	139.00	178.00	x	_____ hours	_____ -
76-150 guests	173.00	220.00	x	_____ hours	_____ -
151-250 guests (must be pre-approved)	206.00	262.00	x	_____ hours	_____ -
251+ guests (must be pre-approved)	238.00	303.00	x	_____ hours	_____ -
Park Ranger (Required during entire rental)	56.00	56.00	x	_____ hours	_____ -
<i>(Some events may require additional rangers. Holidays subject to additional charges)</i>					
Some events may require the following (4 hour minimum, holiday rates may apply):					
Fire Marshal	149.00	149.00	x	_____ hours	_____ -
Police	107.00	107.00	x	_____ hours	_____ -
Traffic Control Officer	71.00	71.00	x	_____ hours	_____ -
PER EVENT FEES					
Terrace rental (add-on to mansion interior rental)	1,250.00	1,563.00	x	_____ per event	_____ -
Maintenance Fee	385.00	385.00	x	_____ per event	_____ -
Kitchen Cleaning Fee	400.00	400.00	x	_____ per event	_____ -
REFUNDABLE FEES					
Refundable Surety Deposit (exterior event)	1,000.00	1,000.00	x	_____ per event	_____ -
Refundable Surety Deposit (interior event)	10,000.00	10,000.00	x	_____ per event	_____ -
Refundable Caterer Fee	1,000.00	1,000.00	x	_____ per event	_____ -
Non-Refundable Holding Deposit (Applied to total)	1,000.00	1,000.00	x	_____ per event	_____ -

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/staff

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 150 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 30 days prior to your event date 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.