

## Vendor's Guide

### GENERAL POLICIES

- All music and entertainment must cease by 10:00 pm Sunday-Thursday and by 11:00 pm Friday and Saturday.
- Balloons are not allowed to be released into the air. A fine will be assessed for any balloons lost to the ceiling. That will be based on costs associated with any necessary repairs or work (i.e. renting a lift to reach balloons).
- Glass is not allowed in the parking lots or playground.
- Smoking and/or vaping is strictly prohibited. No smoking is allowed anywhere on the property. Any smoking on the premises could result in the forfeiture of the renter's entire security deposit.
- Rental equipment can only be dropped off and picked up during the allotted rental time. All vendor equipment must be picked up by the end of the night. Any rental equipment left on the property outside of the approved rental hours could result in the forfeiture of the renter's entire security deposit.

### ALCOHOL

- Alcoholic beverages are only permitted in The Event Center, the outdoor deck, courtyard, and walkways. Additionally, alcohol is permitted in the lobby.
- Alcoholic beverages shall not be sold, served, or consumed one (1) hour prior to closing time of the event.

### CATERING

- The Catering Kitchen is designed as a warming kitchen only. NO raw foods are allowed to be cooked or prepared in there. Cooking pans, utensils, silverware, glassware, etc. will not be included in the rental.
- Vendors must load/unload equipment near the side entrance of the Event Center. No food is to be served or prepared through storage room access doors.

# THEEVENTCENTER

29900 Ladyface Court  
Agoura Hills, CA 91301  
818.597.7361

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## **FURNITURE, LIGHTING AND POWER USAGE**

- Control of lights, HVAC system, and other equipment is the responsibility of the Recreation and Event Center staff member on duty. All requests for adjustments should be made to the staff member assigned to the event.
- Renter is responsible for any equipment plugged into the Recreation and Event Center's electrical outlets. Equipment must not exceed more than 15 amps of power in the 120v outlets. Renter's not adhering to this rule or tampering with the Event Center's electrical system, will be assessed a fine and the cost will be based on the costs associated with any necessary repairs or work. Renter may request a Power Map.
- City equipment (tables and chairs) are not to be taken out of the building, unless pre-approved.
- Furniture cannot be moved or rearranged in the Lobby, The Lounge, or anywhere outdoors.

## **THE FOLLOWING ITEMS ARE NOT ALLOWED ON THE EVENT CENTER PROPERTY:**

- Drones
- Open Flames or Candles
- Smoking
- Fog/Smoke Machines & Dry Ice
- Roller Skates, Skateboards, Scooters, Bikes
- Inflatable Devices (i.e. moon bounces, slides, etc.)
- Duct Tape, Gaffers Tape, or Cellophane tape
- Nails, Tacks, or Staples
- Glue Guns or Glue
- Rice, Birdseed, Glitter, Confetti
- Loose Hay
- Mylar Balloons

**NOTE:** This document is a condensed guideline to the General Policies and Procedures contract. For a complete list of the policies, please refer to the contract.