

APPROVED

REPORT OF GENERAL MANAGER **SEP 17 2008**

NO. 08-263

DATE: September 17, 2008

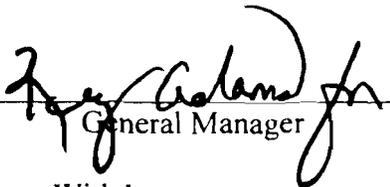
**BOARD OF RECREATION
and PARK COMMISSIONERS**

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH REGION – CORRECTION TO BOARD REPORT NO. 08-184 –
GRIFFITH REGION – AMENDMENTS TO THE SCHEDULE OF RATES
AND FEES

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley <input checked="" type="checkbox"/>	K. Regan _____
*V. Israel <input checked="" type="checkbox"/>	M. Shull _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board accept the corrected attachment for Board Report No. 08-184, "Griffith Region - Amendments to the Schedule of Rates and Fees," to indicate "hour" instead of "day", effective immediately, in the section describing parking charges for more than 15 cars at Travel Town.

SUMMARY:

Board Report No. 08-184, approved by the Commission on June 18, 2008, contained an error under parking charges at Travel Town. The error resulted in an undeserved change to the previous rate charged for using the Travel Town parking lot during operational hours. The section reads:

Parking between 9:00 a.m. and 5:00 p.m.

15 cars or less	\$ 75.00 per hour or portion thereof
More than 15 cars	\$250.00 per <u>day</u>

The section of the Schedule of Rates and Fees should be amended as follows:

Parking between 9:00 a.m. and 5:00 p.m.

15 cars or less	\$ 75.00 per hour or portion thereof
More than 15 cars	\$250.00 per <u>hour</u>

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FISCAL IMPACT STATEMENT:

Failure to correct this error could result in a loss of revenue to the Department's General Fund.

This report was prepared by Beverly Cox, Principal Park Services Attendant, Griffith Region.

TRAVEL TOWN MUSEUM
(Revised 07/04) (Revised 07/08)

All charges will be levied on the basis of the area of the Museum to be used and hours of use. Only car rentals (non-admission) and picnic rentals (non-admission) can be conducted during operating hours, Monday – Sunday. Closed December 25.

FACILITY USE FEES

50% to be deposited to the Travel Town MRP Account Special Fund Account;

50% to the Department of Recreation and Parks General Fund Account

	<u>Private or Non-Admission Use</u>		<u>Admission Charged for Fundraising Event</u>	
	<u>1st 3 Hours</u>	<u>Each add'l hour</u>	<u>1st 3 Hours</u>	<u>Each add'l hour</u>
<u>Car Rental</u>				
Operating Hours	\$100	\$30	\$300	\$90
After hours	\$200	\$50	\$600	\$150
Adjacent to Car (1-4) tables	\$25/table		\$75/table	
Pre/post Event	\$25/hour		\$75/hour	
<u>Entire Facility</u>	\$800	\$200	\$2,400	\$600
<u>Locomotive Pavilion</u>	\$400	\$100	\$1,200	\$300
<u>Exhibit Hall (including Holden's Corner), Areadia Depot, Gallery (each)</u>	\$200	\$50	\$600	\$150
<u>Travel Town Square</u>	\$400	\$100	\$1,200	\$300
Pre-Post Event in all above	\$50/hr		\$150/hr	

Picnic Reservations for the Operational Day, from opening until 30 minutes before closing;

Private or Non-Admission Only

Groups of	1- 50 (2 or 3 tables)	\$50.00
	51- 75 (4 tables)	\$75.00
	76-100 (5 tables)	\$100.00

Picnic area - Rental time is from 10:00 a.m.– 4:30 p.m.

\$100.00 (\$75.00 Basic fee + \$25.00 deposit refunded if picnic area is left clean)

\$ 25.00 for each additional table used

\$ 35.00 Cancellation fee

Train Car - Rental is for a three-hour period

\$200.00 (\$150.00 basic fee + \$50.00 deposit refunded if car is left in condition found)

\$ 25.00 for each adjacent table used

\$ 20.00 for each additional ½ hour

\$ 75.00 Cancellation fee

Cancellation fee policy: A cancellation fee is charged if party is cancelled except in the case of sufficient rain to close train ride.

Reservations for use of designated picnic areas may be made for groups of various sizes up to 100. ~~Use of picnic areas WITHOUT RESERVATION is on a FREE, FIRST COME, FIRST SERVE BASIS.~~

Exclusive approved use except non-admission car rentals and picnic rentals, including filming and other photographic type activities of Travel Town, its parking lot, or any portion of its premises except the Railroad Cars, is allowed only after or before regular public operation hours. ~~All admissions charged, fundraising, or use of outdoor or exhibit spaces is are for any use, whether all or only a portion of Travel Town is used, except for use of the Railroad Cars, which must be rented singularly, at the After Hours rate.~~ **Any use, including fundraising, of outdoor exhibit area or spaces will be charged the After Hours rate.** Use of Historic Railroad equipment is subject to negotiation but cannot involve alteration of equipment or any potential damage to equipment.

ADDITIONAL CHARGES

Staff Fees

At the discretion of the Museum Director, some events or activities may require additional maintenance security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate. Docents in historic dress will be charged as part-time staff. Security will be assigned and charged according to current General Services contract security rates per hour.

Kitchen Use _____ \$ 25.00/hour

Parking Only

The Parking Only Fee is for use of the lot as parking for ten or more vehicles for any off-site activity. If the parking lot is used for any activity beyond parking, the Travel Town Square Fee will apply.

Parking between 9:00 a.m. and 5:00 p.m.

15 cars or less \$ 75.00 per hour or portion thereof
More than 15 cars \$250.00 per day hour

~~More than 15 cars, or any number of vehicles if catering trucks, semi-pulled trailers, or other oversized vehicles are included: \$250.00 per hour or portion thereof~~

Parking between the hours of 5:00 p.m. and 9:00 a.m. \$ 25.00 per hour or portion thereof

Refundable Deposits

	Public Operation Hours	After Hours (only)
Car Clean-up Deposit	\$40.00	\$150.00
Picnic Area Clean-up	\$25.00	
Outdoor Exhibit Spaces		\$250.00

AFTER HOURS RENTAL RATE

	<u>Private or</u> <u>Non-Admission Use</u>		<u>Admission Charged for</u> <u>Fundraising Event</u>	
	<u>1st 3 hrs</u>	<u>Each Add'l Hour</u>	<u>1st 3 hrs</u>	<u>Each Add'l Hour</u>
Car Rental	\$250.00	\$ 50.00	\$ 600.00	\$150.00
Entire Facility	\$800.00	\$200.00	\$2,400.00	\$600.00
Locomotive Pavilion	\$400.00	\$100.00	\$1,200.00	\$300.00
Exhibit Hall (including Holden's Corner), Arcadia Depot, Gallery (each)	\$200.00	\$ 50.00	\$ 600.00	\$150.00
Travel Town Square	\$400.00	\$100.00	\$1,200.00	\$300.00
Pre-Post Event to all above	\$ 50.00/hr		\$ 150.00/hr	

Cancellation Fees (after hour use only)

Outdoor Exhibit Spaces	30% of all fees
Car Rental	30% of all fees

Cancellation Fees

Car Rental		
8 or more days prior	\$ 50.00	30% of all fees
7 or less days prior	\$100.00	30% of all fees

Picnic Reservation

8 or more days prior	\$15.00
7 or less days prior	\$50.00

Outdoor Exhibit Spaces

After payment	30% of all fees
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PAYMENT OF FEES

Payment in full is due within 14 days from the date that reservations were made.

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for the use of the Travel Town Museum without charge for meetings and non-fundraising functions only and must demonstrate to the satisfaction of the Director of the Museum that the Department received an equivalent value in facility use, materials, and/or other in-kind services.

1. American Southwestern Railway Association Inc.
2. East Valley Lines, Inc.
3. Railway Preservation Organizations
4. Griffith Park Resource Board
5. Griffith Park and Facility Support Organizations