Welcome to LA Plaza! The following guidelines are to ensure the safety and success of your upcoming event. Please note that not adhering to these guidelines may result in severe damage fees and/or the cancellation of the event altogether. Please contact your event organizer with any questions.

- **Access/Exit Times** - Please confirm with the event organizer for the strict access/exit times. All guests, vendors, vendor items, rental team members, and outside rental items must be offsite by designated exit time.
  
  - **NOTE:** The access time is the earliest any of your team/vendors may access the space for set-up. Special accommodations for item drop-off/pick-up can be made with prior approval from the LA Plaza. No early drop-off will be accepted without prior approval.

- **Load-in/Delivery Instructions** - A map with load-in/delivery instructions has been shared with the event organizer. The loading zone is only for immediate item drop off and pick up; after unloading/loading, you must immediately move your car from the loading area (please consult the event organizer to ask about your parking specifically). Guards will be present to guide drivers in and out of the space, and drivers must adhere to guard’s directions.
  
  - **NOTE:** Drivers may only pull into the loading area as far as the blue gates. Parking on the patio is not permitted.

- **Reserved Parking** - Event organizers must submit a parking list to their LA Plaza contact no later than 3 days before the event. We are unable to reserve spots in our lot if the list is submitted any later than 3 days before the event.
  
  - If you do not have a designated spot in our lot, your event organizer has been given a map of other available lots in the area.

- **Entry, Exits & Fire Lanes** - According to LA Fire Department regulations, absolutely no doors, emergency exits, fire pumps or ADA paths may be blocked. Additionally, no parking or setup is allowed on fire lane without explicit permission from LAFD and LA Plaza.

- **Facility Staff** - We have hired security and porters for your event. For reasons of liability and safety, porters cannot manage or handle any outside rental items or client’s personal items (e.g. outside rental company’s tables, chairs, sound system, etc.).
  
  - **NOTE:** Extra outside security vendors are not permitted. All security must be hired directly through LA Plaza.
• **Cooking/Catering Setup**
  - **Kitchenette & Bar Setup** - Kitchenette includes a sink, countertop, and outlets. The bars do not include ice chilling containers or linens.
  - **Food Truck** - Please confirm with LA Plaza in advance if a food truck will be present. Trucks must park in their designated area before guests’ arrival; it is also strongly encouraged that food trucks exit at end of event once all or most guests have left.
  - **Fire Extinguisher** - Vendors must have a functioning fire extinguisher in their station.
  - **Propane** - If propane will be used, it must be secured to leg of table/grill or placed inside of a milk crate to avoid tripping hazard.
  - **Open Air & Barricade Block** - Cooking must be done in open air, not under our canopy or trees. Any heated surfaces such as a grill/stove must also be blocked to ensure safety of guests. LA Plaza has barricades/stanchions for rent, so please let the event organizer know if you will require them.
  - **Wall Protector** - If you will be frying or grilling, please place a wall protector on the wall(s) you will be cooking against to keep surface clean.
  - **Concrete Protector** - If you will be cooking onsite, please lay out floor coverage (ex. AstroTurf or tarp) to avoid charges for power washing from LA Plaza.
  - **Oil & Coal** - No dumping oil or coal onto grass, dirt or drains.
  - **Ice** - Please do not dump ice onto grass or dirt area.
  - **LAFD & LAPHD** - Please adhere to LAFD and LAPHD (LA Department of Public Health) guidelines.

• **Restricted Areas** - Under no circumstances may the Power Plant and/or indoor museum spaces be accessed by vendors, guests, or non-LA Plaza event staff without prior permission from LA Plaza staff.

• **Smoking Policy** - Smoking and use of tobacco/marijuana products are prohibited at all times on all LA Plaza property: this includes, but is not limited to, indoor and outdoor grounds, walkways and sidewalks, parking lot, company vehicles, and private vehicles parked on LA Plaza property.
  - **NOTE:** A designated smoking area is allowed with prior permission and coordination by LA Plaza.

• **Service Animals** - In accordance with the Americans with Disabilities Act (ADA) regulations, only service animals are allowed at LA Plaza. This includes the outdoor stage, lawn, and patio areas.
• **Check-In** - As all entrances to our campus are accessible to the public, we strongly encourage you to designate a person from your team to greet/check-in your guests at the entrance point.

• **Wi-Fi** - Wi-Fi is only available in the conference rooms and the outside walkway upon request. The log-in will be provided day-of.

• **Signage** - You may mount signage on our walls and gates but please only use painters’ tape, zip ties, or bungee rope and string, so no damage to the LA Plaza property is made.
  - *NOTE: absolutely no mounting or leaning signage is permitted on white stage wall*

• **Noise Bleed** - Our neighbors at Olvera Street often play loud music in the middle of the day which can be heard very clearly across our campus. Please keep this in mind if noise bleed would be an issue for your event.

• **Cords and Cord Coverage** – LA Plaza does not provide extension cords. You are responsible for ensuring your extension cords will not pose a tripping hazard. You may cover with rug(s), cord track or with non-residue tape (ie. painters tape). If you tape, you are responsible for removing the tape as well.

• **Outlets** – There are outlets spread throughout the campus and each outlet has about 20 amps of power. It is the event organizer’s responsibility to confirm the power needs are met, as LA Plaza will not have an onsite technician on the day of your event.
  - *NOTE: carnival lights on the lawn and patio plug into some of the outlets and will not work if other equipment is plugged in as well.*

• **Staking** – Staking on the grass is not permitted due to potential sprinkler, piping, and electrical wiring damage. Please use water, sand barrels/bags, or weighted metal to secure tents.

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Thank You!