LA Plaza de Cultura y Artes

Rental Information

-Indoor Spaces-
<table>
<thead>
<tr>
<th>Space</th>
<th>Capacity</th>
<th>Standard Rate</th>
<th>Non-Profit Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room 405 (Board Room)</td>
<td>50</td>
<td>$1,000</td>
<td>$800</td>
</tr>
<tr>
<td>Conference Room 406</td>
<td>90</td>
<td>$1,000</td>
<td>$800</td>
</tr>
</tbody>
</table>

- **Room rate includes:** use of the space for 1 day, furniture/equipment (see included inventory list for more information), Wi-Fi access, porter (janitorial) fees, and up to 10 reserved spots in our parking lot (171 Arcadia St.).
  - To reserve spots, a parking list must be sent to your LA Plaza Rentals Team contact no later than 3 days before your event.

- **Room rate does NOT include:** Security - additional fee based on your event time and estimated attendance. $60/hr, 4-hour minimum.

- **Additional notes:**
  - 4th floor Foyer is included when renting a conference room.
  - Conference Room 405 includes a board room table (seats 14), a long counter, and two mini fridges.
Load-in & Load-out: Rental event access/load-in time can start as early as 7:00 am, but your event must end no later than 12:00 am “midnight.” You will have until 2:00 am to teardown, at which time, guests must be cleared out and all personal items, outside rental items, and decorations must be removed.

- The agreed-upon access time is the earliest any of your team/vendors may access the rental space for set-up. Special accommodations for item drop-off/pick-up can be made with prior approval from the LA Plaza Rentals Team. No early drop-off will be accepted without prior approval.

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.

- Outside Food and Drink: We are happy to provide a list of preferred caterers, but you are also welcome to bring in any trusted vendor. You are also allowed to bring in your own alcohol/bartender.
  - If you will be selling alcohol, you will need to get a Daily Alcohol License from the Alcoholic Beverage Control Office.
  - Cooking/open flames are not permitted for indoor events. Chaffing dishes with “canned heat” are permitted.
• **Museum Access:** If your event is scheduled for Wednesday - Sunday from 12:00 pm to 5:00 pm, your guests are welcome to visit the galleries through the Main Street entrance. If you are interested in keeping the museum open for your guests after-hours Wednesday - Sunday, we will do our best to accommodate! If your date is approved by LA Plaza, the fee is $360 for non-profits and $500 for the standard rate. This fee includes two Visitor Services staff, one extra security guard, and access to the 1st floor galleries for two-hours minimum. Keeping our museum store, LA Tienda, open during this time is also an option for no additional cost.

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

• **Service Animals:** In accordance with the Americans with Disabilities Act (ADA) regulations, only service animals are allowed at LA Plaza (including the outdoor stage, lawn, and patio areas).
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Wood Folding Chair w/ Padded Seat</td>
<td>250</td>
</tr>
<tr>
<td>Tall Director's Chairs (Red Fabric, Black Wood)</td>
<td>7</td>
</tr>
<tr>
<td>Metal Chairs w/ Arm Rests (Red Fabric, Black Metal)</td>
<td>25</td>
</tr>
<tr>
<td>60” Round Tables (seats 10)</td>
<td>30</td>
</tr>
<tr>
<td>8’ Rectangular Tables</td>
<td>29</td>
</tr>
<tr>
<td>6’ Rectangular Tables</td>
<td>5</td>
</tr>
<tr>
<td>23” x 3.3’ Cocktail Tables</td>
<td>8</td>
</tr>
<tr>
<td>2.5’ x 2.5’ x 2.5’ Bistro Tables</td>
<td>16</td>
</tr>
<tr>
<td>6’ Portable Bar (chilling tubs/linens not included)</td>
<td>1</td>
</tr>
<tr>
<td>4.5’ Portable Bar (chilling tubs/linens not included)</td>
<td>1</td>
</tr>
<tr>
<td>Clear Acrylic Podium</td>
<td>1</td>
</tr>
<tr>
<td>60” TV Monitor</td>
<td>1</td>
</tr>
<tr>
<td>Projector and Screen (mounted and portable available based on rented space)</td>
<td>2</td>
</tr>
<tr>
<td>PRORECK PA System (4 wired microphones, 2 Bluetooth speakers)</td>
<td>1</td>
</tr>
</tbody>
</table>
• 60” TV Monitor comes with HDMI cable, but adapters for Apple products are not included.
• You must bring your own Bluetooth/Airplay compatible computers or phones to use with projectors and PA system.
• If our “PRORECK PA System” or “Small Projector” (see included inventory list for more information) are rented, LA Plaza staff are only able to set-up/strike the equipment and are unable to provide further tech support. If you would like professional support for your event, you must bring in an outside vendor. LA Plaza’s preferred tech vendor is Auntie M Creative Consultants, who can be reached at (626) 308-9774 or info@auntiem.com.
Conference Room 405 Set-Ups

Board Room
Fits approximately 14 people.

Standing Reception
Fits approximately 60 people.

Banquet
Fits approximately 40 people. If screen/projector are not needed, you can increase tables to fit 50 people (tight).

Classroom
Fits approximately 40 people. Size is spacious and if screen/projector are not needed, you can increase tables to fit 48 people.

Theater (Facing DTLA)
Fits approximately 50 people spaciously. Seating past 50 is tight.
Conference Room 406 Set-Ups

Horseshoe
Fits approximately 30 people (tight)

Theater (Facing Screen)
Fits approximately 50 people.

Banquet
Fits approximately 60 people (tight).

Classroom
Fits approximately 48 people. Size is spacious and if screen/projector are not needed, you can increase tables to fit 80 people.

Theater (Facing DTLA)
Fits approximately 90 people spaciously. Seating past 100 is tight.

Standing Reception
Fits approximately 100 people.
Foyer Set-Ups

Option A
Fits approximately 15 people

Option C
Fits approximately 15 people

Option B
Fits approximately 20 people

Option D
Fits approximately 20 people

Room Layout Key
8ft Table | 6ft Table | 60" Round | Cocktail Table (High) | Chair | Theater Seating | Trash Can