



CLARK BUILDING USE POLICY

City of Hermosa Beach • Community Resources Department
710 Pier Avenue, Hermosa Beach, CA 90254
(310) 318-0280 hbconnect@hermosabeach.gov

The Clark Building was renovated in 2025 and is located at 861 Valley Drive. The 5,119 sq. ft. art deco facility provides a banquet hall and a variety of spaces and amenities, which users may select a la carte, such as a kitchen, meeting room, stage, podium, audio system, and projector and screen. Tables and chairs are included with all reservations. This historic building can accommodate social and business events, celebrations, or gatherings of various sizes.

RULES AND REGULATIONS

1. Hours of operation: Sunday through Thursday 8:00am to 10:00pm and Friday and Saturday 8:00am to 11:00pm.
2. The Clark Building's reservation rate includes the banquet hall, restrooms, and tables and chairs. The podium is available by request at no additional cost to the reservation holder. The kitchen, meeting room, stage, audio system, and projector and screen are available by request at a cost to the reservation holder.
3. All activities related to the reservation must remain within City approved reserved spaces within the Clark Building. The reservation does not include the use of the adjacent outdoor spaces or lawns unless approved by the City.
4. The maximum assembly occupancy of the banquet hall is 200 persons. The maximum occupancy may vary depending on the event layout.
5. The maximum assembly occupancy of the meeting room is 12 persons. The maximum occupancy total may vary depending on the event layout.
6. No smoking is permitted at any public location within the City of Hermosa Beach.
7. Open flame, propane cooktops, and pyrotechnics, of any kind, are strictly prohibited.
8. Decorative materials of an explosive or highly flammable character shall not be used.
9. Painter tape may be used to secure decorative items to the facility. Other tape or other adhesive, nails, screws, tacks, or pins to secure materials or objects to the facility's fixtures may not be used.
10. Glitter, confetti, rice, or birdseed may not be used. Flower petals are permissible.
11. Foil, "metalized," or Mylar balloons may not be used.
12. The release of any balloons is prohibited.
13. No storage is provided. All items associated with the reservation must arrive during the approved reservation time and must leave the building at the conclusion of the reservation.
14. A reservation with groups composed of minors must be supervised by an adult over the age of 21 for each 10 minors.
15. Parking is extremely limited within the City of Hermosa Beach. Adjacent public parking lots are available. The City shall consider requests for reserved parking for reservations should the request not exceed more than four parking spaces at an additional cost to the reservation holder.
16. The reservation holder is responsible for the conduct of all persons associated with the reservation and must be in attendance for the duration of the party or designate an alternate to represent the reservation.

17. The reservation holder is responsible for conducting an orderly event and at the conclusion of the reservation must leave the facility in its original state. The reservation holder's clean-up responsibilities include but are not limited to, clearing tables, chairs, surfaces, and floors of all products, equipment, or trash associated with the reservation, and the placement of any trash into designated containers. This must be completed promptly within the approved reservation time.

STAFFING AND SECURITY

1. The City's Monitor is assigned to oversee the facility during all reservation times unless otherwise approved by the City.
2. The City's Monitor is assigned to specific duties and is not responsible for any tasks associated with reservation, other than the set-up and teardown of tables, chairs, and the podium or stage if requested.
3. The City's Audiovisual (AV) Technician is assigned to specific duties related to the setup and operation of the projector and screen, and audio system only. The AV Technician is the only one permitted to operate such equipment.
4. At the beginning of each reservation, the reservation holder or a designated representative is required to check in and check out with the Monitor by signature.
5. Reservation holders are required to schedule break times with City staff if the reservation exceeds five hours. Both parties will agree on this scheduled time to provide the least impact on the reservation.
6. City staff is not authorized to sign or accept any deliveries pertaining to the reservation. Any deliveries must be handled by the reservation holder within the reservation time.
7. The City reserves the right to assign additional City staff, Police, or Fire Personnel, or require the reservation holder to provide Security Guards to ensure a smooth and safe event. Additional costs will be the responsibility of the reservation holder.

AMPLIFIED SOUND

1. Reservation holders may request the use of the City's audio system or the approval to bring in its own audio system or disc jockey for the purpose of giving instructions, directions, lectures, or transmitting music.
2. Amplified sound shall only be permitted between the hours of 9:00am to 9:00pm on Sunday through Thursday and 9:00am to 10:00pm on Friday and Saturday.
3. If approved, reservation holders are required to obtain an Amplified Sound Permit at an additional cost to the reservation holder.

FOOD AND BEVERAGES

1. The reservation holder is responsible for and required to provide all equipment necessary for food and beverages associated with the reservation.
2. Alcoholic beverage service in the form of beer, wine, and champagne may only be considered for approval with the reservation in the case that the reservation holder:
 - a. Hires an Alcoholic Beverage Control (ABC) licensed caterer.
 - i. The City must be provided with a copy of the Type 58 caterer's permit or the Type 91 beer manufacturer's caterer permit.

- b. The reservation holder is an existing nonprofit organization with a valid tax I.D. number and is approved for a Daily License Authorization through the filing of Form ABC-221 through the Department of Alcoholic Beverage Control.
 - i. The City must be provided with a copy of the Daily License.
 3. Liquor or beer kegs are not permitted.
 4. Alcohol service would only be permitted through 9:00pm.
 5. Reservation holders approved to use the kitchen will be provided with a 'Clark Building Kitchen Use Manual' to outline specific rules and regulations pertaining to its use.
 6. All businesses providing catering must obtain a business license or have one on file with the City of Hermosa Beach.
 7. Reservation holders planning to cater are encouraged to choose a Hermosa Beach-based business.
 8. Reservation holders with reservations on Fridays and Saturdays may qualify for a 5% discount on hourly reservation rates should they hire a Hermosa Beach based ABC licensed caterer and/or business for catering services.
 9. Reservation holders are prohibited from utilizing single-use plastics (including but not limited to plastic cups, straws, utensils, bags) and polystyrene products. Alternatives include compostable, glass, porcelain, stainless steel, wood, or other eco-friendly materials.

AMENITIES

1. The use of tables and chairs is included in the reservation rate. Table and chair options are provided in Exhibit A. Linens are not included.
2. An event layout must be selected at least one week prior to the reservation with the specific table and chair placement, as well as the podium and stage if requested. City staff will set up the facility according to the layout in advance of the reservation start time.
3. If upon arrival, the setup needs to be modified, the reservation holder shall not move any equipment. The Monitor will modify the setup as needed to a reasonable extent.
4. Reservation Holders must select their tables and chairs through the options available in Exhibit A and are not permitted to provide their own tables or chairs.
5. Internet access will be made available to the reservation holder.
6. If the reservation holder is requesting the use of the audio system, podium, and/or projector and screen, City staff will reach out at least one week prior to the reservation to discuss the reservation holder's audiovisual needs.
7. Amenities shall not be removed from the facility.
8. The reservation holder will be responsible for any missing, damaged, or vandalized equipment.

SCHEDULE CHANGES, CANCELLATIONS, AND PAYMENT PROCEDURES

1. Reservations may be made up to one year in advance.
2. The application fee and security deposit must be received with the application.
3. All remaining fees are due two weeks prior to the reservation date. If the reservation includes several reservation dates on an ongoing month to month basis, the reservation holder will be invoiced on the last Monday of each month for the entirety of the upcoming month's reservation fees. Invoices must be paid within 72 hours from the time the invoice was sent. Failure to pay may result in the cancellation of the reservation(s).

4. Any schedule changes or cancellations must be made in writing by the 15th of the month prior to the month in which the reservation date the reservation holder is requesting a change or cancellation for is scheduled to take place. Schedule changes received after the 15th of the month prior are not guaranteed. Cancellations received after the 15th of the month prior will forfeit the security deposit.
5. Any damage, loss of City equipment, or excess time spent by the reservation holder or by City staff to ensure adequate clean-up is completed will be retained from the security deposit. If the total exceeds the amount of the security deposit, the reservation holder will be billed.
6. Any fees incurred by the City in connection with clean-up activities and associated repairs as a result of the reservation will be retained from the security deposit. If the total exceeds the amount of the security deposit, the reservation holder will be billed.
7. Any policy violations may result in a loss of the security deposit.
8. Under any circumstance, the City has the right to cancel any reservation. Although very rare, unforeseen circumstances may arise, preventing the City from fulfilling the obligations of the reservation.

INSURANCE

Applicant agrees to furnish the City of Hermosa Beach with evidence of comprehensive general liability insurance in the form of a certificate naming "the City of Hermosa Beach, its officers, agents, volunteers, and employees as additional insureds." This exact verbiage is required. Applicant shall notify the City at least thirty (30) days prior to the termination, reduction, cancellation, suspension, modification, or expiration of the policy. Notwithstanding the foregoing, Applicant shall maintain insurance coverage meeting the standards outlined in this Section at all times during the term of the activity or activities for which Applicant submitted its application, as reflected in and permitted by this Agreement. All certificates are subject to the approval of the City's Risk Manager.

Coverage shall be at least as broad as Insurance Services Form CG 00 01 covering commercial general liability on an "occurrence" basis, including property damage, bodily injury, death, and personal and advertising injury with limits no less than two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement, or the general aggregate limit shall be twice the required occurrence limit. The City reserves the right to request greater or lesser amounts of insurance coverage.

If the use includes athletic activities, Applicant shall provide evidence that the commercial general liability insurance includes coverage for injuries to athletic participants and participant accident insurance.

If the Applicant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

ADDITIONAL INSURANCE REQUIREMENTS FOR EVENTS WITH CATERING AND ALCOHOL



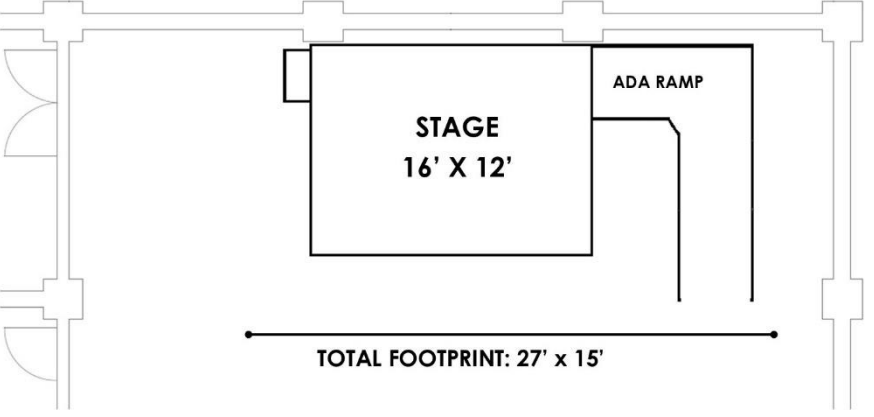
If the use includes the sale of alcohol, Applicant shall maintain full liquor liability insurance coverage in an amount not less than \$1,000,000 per occurrence, \$1,000,000 general aggregate for events where alcohol is sold.

For events where **alcohol is served but not sold to event attendees**, Applicant shall submit liquor host liability coverage.

If Applicant contracts with a third-party service provider for catering and/or alcohol services, Applicant will require the service provider to procure and maintain, at its sole cost and expense, comprehensive general liability insurance in an amount not less than \$1,000,000 per occurrence, \$1,000,000 general aggregate, and if applicable, liquor liability coverage in an amount not less than \$1,000,000 per occurrence, \$1,000,000 general aggregate, or other lines of coverage the City requires. Both City and Applicant shall be endorsed as additional insureds under the service provider's liquor liability coverage.

Proof of all coverage shall be submitted to the City for review at least 30 days prior to the event date.

CLARK BUILDING AMENITIES – EXHIBIT A

AMENITY	SPECIFICATIONS	
TABLES	<p>Round tables</p> <ul style="list-style-type: none"> • Seats 6-8 • Textured black top, black legs • 30 Available • 60" (D) x 29" (H) <p>Rectangular tables</p> <ul style="list-style-type: none"> • Seats 4-6 • Textured black top, black legs • 30 Available • 72" (L) x 30" (W) x 29" (H) 	
CHAIRS	<p>Chivari Chairs</p> <ul style="list-style-type: none"> • White • Seat Cushions Optional • 200 Available <p>Grand Chairs</p> <ul style="list-style-type: none"> • Champagne • 200 Available 	
STAGE	<ul style="list-style-type: none"> • Americans with Disabilities Act (ADA) Ramp • 16' (L) X 12' (W) X 12" (H) 	

CLARK BUILDING AMENITIES – EXHIBIT A CONTINUED...

AMENITY	SPECIFICATIONS	
<p>PODIUM</p>	<ul style="list-style-type: none"> • Lectern • Standing or Seated Position • ADA compatible 	
<p>AUDIO SYSTEM</p>	<ul style="list-style-type: none"> • Built-in System • Bluetooth and RCA 3.5mm Inputs • Wireless Microphone 	
<p>PROJECTOR</p>	<ul style="list-style-type: none"> • Panasonic PT-REZ80 • ET0C1U100 • Ceiling Mounted • Remote Control Operated 	
<p>SCREEN</p>	<ul style="list-style-type: none"> • Wall Mounted • 116" (L) x 65" (W) 	