

PALOS VERDES

PERFORMING ARTS

HARLYNE J. NORRIS PAVILION



Thank you for your interest in renting the Harlyne J. Norris (HJN) Pavilion for your event. The HJN Pavilion is situated on the beautiful and scenic Palos Verdes Peninsula in Southern California. The Pavilion, which is part of the Palos Verdes Performing Arts, is a private venue that can be customized for your special event! Visit us to see our beautiful Ballroom and serene outdoor Terrace with ambient lighting and other features that make the Pavilion such a desirable location!

Renting the Pavilion:

Step 1: Email rentals@pvperformingarts.com to check availability, and answer the following:

- Do you have a specific date in mind?
- How many guests are you anticipating?
- What type of event is this?

Step 2: Schedule a tour of the venue:

- Call 310-544-0403 x264 or email rentals@pvperformingarts.com
 - Tours are scheduled in advance. Weekend tours are extremely limited due to events.
 - Tours can be scheduled during the following hours:
 - Tuesday: Between 9:30am-11am, OR 5:15pm-6pm
 - Wednesday: Between 9am-12pm, OR 5:15pm-6pm
 - Thursday: Between 9am-12pm, OR 5:15pm-6pm
 - Friday – flexible depending on the date
- Select Rental Package & Enhancements (documents attached)

Step 3: Secure your date at the Pavilion:

- Submit attached Rental Reservation form along with a Non-Refundable Booking Fee of \$1,000.
 - The Non-Refundable Booking fee will be applied to your rental package fee.
 - Payment Accepted: **Checks only** – made out to Palos Verdes Performing Arts or PVPA
 - Deliver or mail checks: 27570 Norris Center Drive Rolling Hills Estates, CA 90274

Step 4: Contract and Amendment:

- A Contract will be drawn up for review, signature, and payment.
 - Rental Package Fee is due 14 days from receipt of contract.
- A Walk-through for Timeline & Diagram is scheduled approx. three months prior to your event.
 - An Amendment will be drawn up including security personnel, security deposit (refundable), and any selected rental enhancements.
 - Final payment is due 45 days prior to your event.

Check out our: [Facebook](#), [Instagram](#), [Wedding Wire](#) and [Yelp](#) for photos, reviews, and videos!

Regular Season Rates (Approx. June, July, August)		Peak Season Rates (Approx. Jan-May, Sept - Dec)	
Friday Saturday Sunday Bronze: \$5,750 Silver: \$6,750 Gold: \$8,550 Platinum: \$10,250		Friday Saturday Sunday Bronze: \$6,950 Silver: \$7,950 Gold: \$9,750 Platinum: \$11,450	
Regular (Approx. June, July, August)		Non-Profit - 501(c)3 Rates Peak (Approx. Jan-May, Sept - Dec)	
Friday Saturday Sunday Bronze: \$4,500 Silver: \$5,500 Gold: \$7,300 Platinum: \$9,000		Friday Saturday Sunday Bronze: \$5,700 Silver: \$6,700 Gold: \$8,500 Platinum: \$10,200	

Pavilion Seating Capacity:

- Forum: Maximum of 220 (seated, with stage & dance floor)
- Forum + Dance Studio Combination: Maximum of 300 (seated, with stage & dance floor)
- Terrace: (outdoor ceremonies) Maximum 170 seated (includes white folding chairs - terrace only)

BRONZE BASE PACKAGE:

INCLUDES:

- Exclusive use of entire facility with an 8-hour time block (Set-up, Event, and Break-down)
 - Event building access begins *ONLY* at the start of the event time-block (no early drop-off)
 - Additional hours may be purchased (see Rental Enhancements sheet for pricing)
- Pavilion Event/Building Supervisor: available throughout time-block (differs from event planner)
- PVPA Tables, Banquet Chairs, Dishes, Stemware, and Flatware:
 - Round tables (dining 66", cocktail 30" & 36" and bistro 24"), Rectangular tables (4', 6' & 8')
 - Indoor banquet chairs (tweed fabric)
- 3 Gray Covered Lounge Chairs: placed anywhere indoors
- 18' x 24' Wooden Dance Floor
- 3 Stage Pieces: 4'x8' (Totaling a 12'x8' platform + Customizable height: 8", 16", or 24")
- 8 custom up-lights on walls: any color (additional lighting may be purchased)
- Event Walk-Through: Finalize Timeline, Diagram, & Amendment Fees: 3 months prior to event
 - Walk-throughs should include your caterer and any vendors that need to see the space
 - Amendment fees include:
 - Security personnel - required when alcohol is served at event
 - Security deposit (refundable within 30 days of event)
 - Additional Rental Enhancements
 - A Non-Preferred Caterer requires PVPA approval and an additional fee of \$2,500
 - All other Vendors (such as Linens, Florist, DJ, Photographer) are your choice

Pavilion Facility Rentals Do NOT Include:

- Catering, Table linens, Chiavari Chairs, Decorations, Entertainment, etc.
 - You may rent these and other items through your caterer or any additional vendors.

SILVER PACKAGE

INCLUDES:

Base Package, Plus:

- 3 additional Stage Pieces: 4'x8' (Totaling 6pcs: 12'x16' platform + Customizable height: 8", 16", or 24")
- Mirror Ball: a fun addition to get the party started
- Custom Personalized Gobo: a projected image with your monogram, names, event date, etc.
- Terrace String lights: adding outdoor ambiance
- Stage Lighting - no technician: perfect to spotlight a band or the newlyweds.

GOLD PACKAGE

INCLUDES:

Base Package, Plus:

- 6 additional Stage Pieces: 4'x8' (Totaling 9pcs: 24'x12' platform + Customizable height: 8", 16", or 24")
- Mirror Ball: a fun addition to get the party started
- Custom Personalized Gobo: a projected image with your monogram, names, event date, etc.
- Terrace String lights: adding outdoor ambiance
- Stage Lighting - no technician: perfect to spotlight a band or the newlyweds.
- Pin Spots: lighting to highlight your tables centerpieces
- Projector & Screen: projecting a slideshow or video (does not include sound)
- Additional Rental Hours at a discounted rate of \$200.00 per hour
- Ceremony + 1 Hour Rehearsal

PLATINUM PACKAGE

INCLUDES:

Base Package, Plus:

- 9 additional Stage Pieces: 4'x8' (Totaling 12pcs: 24'x16' platform + Customizable height: 8", 16", or 24")
- 12 custom up-lights on walls: any color (in ballroom, dance studio, or terrace)
- Mirror Ball: a fun addition to get the party started
- Custom Personalized Gobo: a projected image with your monogram, names, event date, etc.
- Terrace String lights: adding outdoor ambiance
- Stage Lighting - no technician: perfect to spotlight a band or the newlyweds.
- Pin Spots: lighting to highlight your tables centerpieces
- Projector & Screen: projecting a slideshow or video (does not include sound)
- Additional Rental Hours at a discounted rate of \$175.00 per hour
- Mobile Bar setup
- White Oak Dance Floor (up to 30'x30' square)
- 1 Security Personnel for event
- Ceremony + 1 Hour Rehearsal

RENTAL ENHANCEMENTS

Add-Ons

- **Wedding Ceremony: \$950**
- **Wedding Arch: \$250** (Terrace Only)
- **White Tufted Sofa: \$200**
- **White Chair Covers:**
 - \$225 (per 175/less)
 - \$450 (per 175/more)
- **White Folding Chairs: \$2.25 each**
 - 200 available
 - Ceremony to Reception: \$150
- **White Oak Dance Floor: \$350**
 - up to 30'x30' square
- **4'x8' Stage Pieces: \$50 each**
 - max 12 pieces
- **Mobile Bar: \$450**
 - Front Mobil Bar: \$275
 - Back Mobil Bar: \$225
- **Projector & 9'x12' Screen: \$450**
 - Projector Only: \$325
 - 9'x12' Screen Only: \$175
- **Piano:**
 - Rental \$75
 - Tuning \$195
 - Moving On/Off Stage \$600
- **Lift Rental: \$750**
 - 1 technician for 4 hours
- **Non-Preferred Caterer - \$2,500**
 - Must be pre-approved by PVPA.
 - PVPA must be named as 'other insured' on liability insurance.
 - \$500 refundable within 30 days after event if facility is left in the condition outlined by the Catering Check List.
- **Security Personnel - required w/ alcohol:**
 - 1 guard: \$320 (per 175/less)
 - 2 guards: \$640 (per 175/more)
- **Additional Rental Hours: \$300 per hour**
- **Wi-Fi Access: \$30 per user**
 - Password entered by PVPA supervisor

Lighting

- **Pin Spot Table Lighting: \$550**
 - 1 technician for 2 hours at beginning of time-block to focus lights
- **20" Mirror Ball: \$150**
- **Additional Up-Lights: \$50 each**
 - Indoor / Outdoor (8 max)
- **Custom Personalized Gobo: \$200**
 - Projected on wall or dance floor
- **Patterned Wall Gobo: \$500**
- **Stage lighting: \$350**
 - No technician
 - 1 technician for 5 hours: \$550
- **Terrace String Lights: \$450**

Sound

- **Terrace Sound Package: \$400**
 - Mixer, 2 speakers, 1 wireless mic
 - CD playback, Labor
- **Forum Sound Package: \$500**
 - 1 technician for 5 hours
 - CD/iPod playback
 - 1 wireless mic, 1 mic stand
- **Live Band Forum Sound Package: \$700**
 - 2 technicians for 5 hours
 - CD/iPod playback
 - 1 wireless mic, 1 mic stand
- **Wired mic & stand: \$15 each**
- **Handheld wireless mic & stand: \$60 each**
- **Monitor Speaker: \$30 each**
- **Direct Box: \$15**

Tech Labor

- **Additional Labor: \$55 per tech/per hour**
- **Overtime Labor: \$75 per tech/per hour**

Enhancement Fees are subject to change without notice

Preferred Catering List

A | kosher

CATERING
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Bites & Bashes is a full-service catering and events company based in L.A. by mother-daughter

duo Julie & Crystal Coser offering event coordination and cuisine by Cordon Bleu-trained chefs. Founded in 2015, Bites & Bashes became an industry leader known for its diverse range of culinary offerings & extraordinary displays.

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Those are the pillars on which THANK GOODNESS IT'S SOFIA CATERING was founded in 1989. Since then, the brother/sister team of Sofia Riley and George Marinos have taken TGIS Catering from a 1,000 square foot kitchen in Long Beach to the forefront of event planning and catering in Southern California. At TGIS, we believe every event is an opportunity to savor outstanding cuisine, experience innovative designs, and leave your guests anticipating.

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Celebrating 59 years in Palos Verdes, the Red Onion Restaurant has consistently served the best Mexican and traditional American food to three generations of its loyal customers. The recipient again of this year's "Best of the South Bay" award for Mexican cuisine, Red Onion has also been prominently featured in George Geary's recent book, "Made in California", a history of southern California's landmark eateries. We are still owned and operated by the original founding family. Our full-service catering offers a variety of menu options. For information, please call Jeff Earle at (310) 490-5370 or email jeff@originalredonion.com

310.541.5936
www.originalredonion.com

Preferred Catering List



CREATING FOOD
 CREATING MOMENTS
 CREATING HEALTHY
 LIFESTYLES

As an experienced full-service caterer, Chef Dora will craft the perfect event for you. Our incredible staff is well-versed in a variety of service types including plated meals, buffet stations, cocktail receptions, and wine tastings. We go to great lengths to lovingly hand-select the freshest, most nutritious ingredients, then take the time to cook with care and patiently prepare every detail for an exceptional experience for you to share with family and friends as well as visitors, clients, and business associates. With seasonal handmade ingredients and gourmet sophistication, Chef Dora soars beyond expectation by delivering an elegant and personalized experience for all to remember!

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Rental Reservation Form

Reservations for the Harlyne J. Norris Pavilion are accepted on a first-come, first-served basis.

Date Reservation requirements:

- A completed and signed Rental Reservation Form
- A Non-Refundable Booking fee of \$1,000 (applied to Rental Package Fee)
 - Paid via personal check or money order (made to PVPA)
 - Dropped off or mailed to 27570 Norris Center Drive, Rolling Hills Estates, CA 90274

Your date is not confirmed until we receive both items.

Client & Event Info

Name(s): _____

Cell: _____

Email: _____

Mailing Address: _____

Organization (if applicable): _____

Non-Profit: ☐ Yes ☐ No *Proof of 501(c)3 is required to be submitted with this form.

Rental Date Requested: _____ ☐ Ceremony ☐ Reception ☐ Other

Event Package Choice: ☐ Bronze ☐ Silver ☐ Gold ☐ Platinum

Rental Time-Block (8 hrs): ☐ 3PM-11PM ☐ 4PM-12AM ☐ 5PM-1AM ☐ Other _____

Potential Additional Rental Items: _____

Non-refundable Booking Fee: \$1,000 (applied to Rental Package Fee)

☐ **Check #** _____ Payable to: Palos Verdes Performing Arts or PVPA

AGREEMENT

To reserve an event date at the Pavilion the client must agree and adhere to the following:

- 1. Reservation:** Submit Reservation Form with Non-Refundable Booking Fee of \$1000.00.
- 2. Contract & Rental Package Fee Payment:** Due in full within fourteen (14) days of receipt of contract, unless otherwise stated.
 - If Contract & Payment are not received within fourteen (14) days, or date stated, you will forfeit your deposit and rental date hold.
 - Prices are subject to change until the Rental Contract has been signed and remitted with payment for the full amount of the rental fee to secure the pricing.
- 3. Amendment:** Final payment including the \$1000.00 Security Deposit (refundable), Security personnel (if serving alcohol), and any additional rental enhancements selected, such as extra hours, lighting, etc., must be paid at least forty-five (45) days prior to your event. Payments are non-refundable.

Cancellation Policy: All payments, except for the security deposit, are non-refundable. If you cancel your event, you forfeit ALL payments made prior to the time of cancellation. A change of date is considered a cancellation.

PVPA reserves the right to terminate the rental agreement if any of the above deadlines are not met. By signing this form, you acknowledge the terms and conditions listed herein.

Print Name and/or Organization

Signature and Date