

# 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](mailto: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](mailto: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: 27525 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!**

## RATES & PACKAGES

Additional Fee for Holiday Rentals

<b>Regular Season Rates</b> (Approx. June, July, August)	<b>Peak Season Rates</b> (Approx. Jan-May, Sept - Dec)	
<b>Friday   Saturday   Sunday</b> Bronze: \$5,750 Silver: \$6,750 Gold: \$8,550 Platinum: \$10,250	<b>Friday   Saturday   Sunday</b> Bronze: \$6,950 Silver: \$7,950 Gold: \$9,750 Platinum: \$11,450	
<b>Regular</b> (Approx. June, July, August)	<b>Non-Profit - 501(c)3 Rates</b>	<b>Peak</b> (Approx. Jan-May, Sept - Dec)
<b>Friday   Saturday   Sunday</b> Bronze: \$4,500 Silver: \$5,500 Gold: \$7,300 Platinum: \$9,000		<b>Friday   Saturday   Sunday</b> 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
  - 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)
- 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)
- List of Preferred Caterers: fit any budget, cuisine, and makes planning smooth and easy!
  - Serving alcohol requires an additional fee for security personnel
  - A Non-Preferred Caterer requires PVPA approval and an additional fee of \$2,500. (See Rental Enhancements sheet for details)
  - All other Vendors (such as Linens, Florist, DJ, Photographer, Dessert) are your choice!

#### Pavilion Facility Rentals Do *NOT* Include:

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

## RATES & PACKAGES

### SILVER PACKAGE

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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

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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.
- Stage Lighting - no technician: perfect to spotlight a band or the newlyweds.
- Pin Spots: lighting to highlight your tables centerpieces
- Terrace String lights: adding outdoor ambiance
- 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

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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.
- Stage Lighting - no technician: perfect to spotlight a band or the newlyweds.
- Pin Spots: lighting to highlight your tables centerpieces
- Terrace String lights: adding outdoor ambiance
- 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
- 2 Security Personnel for up to 6 hours
- Ceremony + 1 Hour Rehearsal

## RENTAL ENHANCEMENTS

### Add-Ons

- **Wedding Ceremony: \$950**
- **Wedding Arch: \$250** (Terrace Only)
- **White Tufted Sofa: \$200**
- **White Folding Chairs: \$2.25 each**
  - 200 available
- **Ceremony to Reception: \$150**
- **Wi-Fi Access: \$30 per user**
  - Password entered by PVPA supervisor
- **Mobile Bar: \$450**
  - Front Mobil Bar: \$275
  - Back Mobil Bar: \$225
- **4'x8' Stage Pieces: \$50 each**
  - max 12 pieces
- **Projector & 9'x12' Screen: \$450**
  - Projector Only: \$325
  - 9'x12' Screen Only: \$175
- **Additional Rental Hours: \$300 per hour**
- **Additional Labor: \$55 per tech/per hour**
- **Overtime Labor: \$75 per tech/per hour**
- **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)

### 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**

Enhancement Fees are subject to change without notice

## Preferred Catering List



LA Kosher Catering has been serving elegant Kosher cuisine in Southern California from Santa Barbara to San Diego since 1970. We have chefs that specialize in food from around the world including French, Italian, Mediterranean, Latin America, Chinese, and even Sushi! We customize every proposal for each client to ensure that you can design your perfect menu. Our services also include the use of our china, flatware, glassware, & linen!

**818.789.7588**  
**www.lakoshercatering.com**



**BITES & BASHES**  
**CATERING**

Bites & Bashes is a full-service catering and events company based in Los Angeles by mother-daughter duo Julie and Crystal Coser that offers event coordination and cuisine by Cordon Bleu-trained chefs. Founded in 2015, Bites & Bashes quickly became an industry leader known for its diverse range of culinary offerings and extraordinary displays.

**310.892.1251**  
**www.bitesandbashes.com**



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](mailto:jeff@originalredonion.com)

**310.541.5936**  
**www.originalredonion.com**



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 MAJESTIC LOCATIONS.  
 UNFORGETTABLE EVENTS.

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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.

**562.492.9555**  
**www.tgiscatering.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!

**424.350.7378**

**www.chefdorapresents.com**

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**310.545.1144**

**www.criticschoicecatering.com**



We believe that food is at the center of every great party. Our knowledgeable staff of Event Producers & Chefs will design a customized and amazing menu that fits your theme, budget, and event goals.

**310.447.9190**

**www.coletteevents.com**



From togas to tacos, sashimi to Syrah, Chef Michael Shafer will create a whole theme party to satisfy your whims and fancies...and impress your guests.

**310.787.7501**

**www.depotrestaurant.com**

Events

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Catering

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**310.939.1200**

**www.efcatering.com**