City of Santa Clarita

TESORO ADOBE HISTORIC PARK

SPECIAL EVENT RESERVATION

Celebrate life's special moments at Tesoro Adobe Historic Park, where Southern California history and natural beauty create an unforgettable setting. With scenic views, expansive grounds, and timeless charm, it's the perfect venue for weddings, showers, anniversaries, birthdays, and other special occasions.



OUTDOOR EVENT SPACE

Two spacious lawn areas, perfect for separate ceremony and reception spaces. The Main Ranch House lawn creates a beautiful ceremony backdrop, while the fountain and amphitheater area are ideal for dining, entertainment, and celebration.

- *150 Maximum Capacity*



JOE'S CABIN

For an additional fee, the cabin provides a private and comfortable space to prepare for your special event, complete with a restroom, refrigerator, mirrors, and plenty of room to relax and get ready beforehand.

- *15 Maximum Capacity*



PICNIC AREA

The picnic area features five concrete picnic tables and a built-in barbeque, creating the perfect space for outdoor gatherings, dining, and celebrations.

- *Seating for 36 people*

INCLUDED EQUIPMENT

- 15 Round Tables (72")
- 1 Round Tables (3')
- 14 Rectangular Tables (6')
- 1 Half-Round Banquet Table (5')
- 10 Cocktail Tables (32")
- 3-Tier Gold Dessert Stand (6.5')
- 1 Display Table (3' or 5')
- 300 White Folding Chairs
- 2 Gold Easels
- 6' x 6' Gold Arch
- Bistro Lighting



Staff setup and breakdown is limited to City equipment only.

City of Santa Clarita

TESORO ADOBE HISTORIC PARK

VENUE RENTAL RESTRICTIONS

GENERAL RESTRICTIONS

- Guests may not change, alter, or deface park property or furnishings.
- All trash must be disposed of properly in designated receptacles.
- Security services are required for events serving alcohol.
- Storage of personal property is not permitted before or after an event.

RESTRICTIONS ON ALCOHOL

- A bartender holding a Responsible Beverage Service (RBS) Certificate is required for events serving alcohol; self-service is prohibited.
- Events serving alcohol require a licensed and bonded security guard to be present for the duration of the event.
- Alcohol may only be served and consumed within the park boundaries.
- Alcohol service is limited to (5) hours and must cease at least 15 minutes prior to end of the event.

RESTRICTIONS ON DECORATIONS

- All decorations must be removed by the end of the renter's permitted rental time.
- Renters may only use ties or painter's tape to affix decorations to wall or other surfaces.
- Fog or smoke machines, bubbles, rice, confetti, birdseed, and other granular substances are prohibited.

RESTRICTIONS ON ELECTRICITY

- Renters must submit a list of all items requiring electricity prior to the event.
- All electrical cords must be properly secured to prevent tripping hazards.

RESTRICTIONS ON FOOD/CATERING/BARBEQUES

- Renters must notify the City if they plan to bring a food cart.
- Proper ground covering is required for all food carts.
- Food trucks are prohibited.
- Open flames are prohibited.

INCIDENTALS

- If damage to City property occurs, the cost will be deducted from the renter's security deposit.
- If the security deposit is insufficient to cover the cost of damages, the renter is responsible for paying the remaining balance to the City.

City of Santa Clarita

TESORO ADOBE HISTORIC PARK

FREQUENTLY ASKED QUESTIONS

RESERVATIONS

How far in advance can I book?

- Reservations may be made up to one year in advance and must be made at least two weeks prior to the event.

How many hours are included in my reservation?

- Picnic rentals require a minimum reservation of four hours. Special events are a set daily rate and may be scheduled between 10:00 a.m. to 10:00 p.m. during Daylight Saving Time, and between 8:00 a.m. to 10:00 p.m. during Standard Time. Special events must end no later than 10:00 p.m., and the area must be completely cleaned with renters and all vendors exiting no later than 11:00 p.m.

What is included in my reservation?

- Reservations include the use of City-owned tables and chairs upon request. City-owned tables and chairs may not be used in combination with outside rentals or personally provided tables and chairs.

What is the difference between a picnic reservation and a special event?

- A picnic reservation can accommodate up to 50 people and includes the use of five permanent picnic tables and built-in BBQ. The park remains open to the public, no additional equipment can be brought in and alcohol is not permitted.
- A special event can accommodate up to 150 people and includes the use of five permanent picnic tables, a built-in BBQ, a large grassy area, an amphitheater, and tables and chairs. The park is closed to the public. Outside vendors are allowed including but not limited to amplified sound, food catering, bartender, etc.

What if it rains on the day of my reservation?

- Rain on event day will result in the reservation being rescheduled or canceled with a full refund. The decision will be made by City staff no more than 24 hours in advance.

Is the lake area included in my reservation?

- No, the lake is the property of the Tesoro Del Valle HOA. Public access to the lake and its amenities is not included in picnic or special event reservations.

What is Joe's Cabin?

- Joe's Cabin is an additional rental space that can be rented for a set daily rate between the hours of 10:00 a.m. to 10:00 p.m. in conjunction with a special event reservation only. The area can be used as a private dressing room.

City of Santa Clarita

TESORO ADOBE HISTORIC PARK

FREQUENTLY ASKED QUESTIONS

COSTS

Is there a deposit?

- There is a refundable security deposit of $100 for picnic reservations and $750 for special event reservations. This deposit is fully refundable after the event, provided there is no damage to the facility or rental time overages.

Do I pay the deposit to hold the date?

- A deposit and full payment are required to confirm a reservation date. Once the insurance documentation has been submitted and payment has been made, staff will confirm your event date. All payments, including the security deposit, will be requested through DocuSign at the time of contract signing.

When will I receive my security deposit?

- After staff reviews the post-event walk-though report and confirms there is no damage to the facility or overages beyond the scheduled event time.
- Allow 1-3 business days for credit or debit card refunds.

Why is there a staffing fee?

- The City of Santa Clarita requires two City staff members to be onsite for the duration of each event. Their role is to ensure rules are followed, provide onsite assistance, including the setup and teardown of City property (tables, chairs, etc.), and open and close the facility.

How do I make a payment?

- Payment will be requested through DocuSign and a credit card number must be included with the routing process and authorization made.

INSURANCE

What are the insurance requirements?

- An insurance policy is required for all reservations at Tesoro Adobe Historic Park. Guests must obtain a general liability insurance policy in the amount of $1 million and name the City of Santa Clarita as an additional insured.

How do I get insurance?

- You may obtain insurance through your homeowner's or auto insurance policy, or we can refer applicants to Event Helper to obtain coverage. Their website is theeventhelper.com

City of Santa Clarita

TESORO ADOBE HISTORIC PARK

FREQUENTLY ASKED QUESTIONS

FOOD AND ALCOHOL

Can I serve beer, liquor, or wine at my event?

- Yes, alcohol may be served during special events, but not during picnic reservations.
- Rentals serving alcohol require the renter to provide a bartender with a minimum Responsible Beverage Service (RBS) Certificate.
- Rentals serving alcohol also require an approved, bonded, licensed, uniformed security guard to be present for the duration of the event. A copy of the contract or letter of commitment is required two weeks prior to the event. The applicant must also provide proof that the security guard is licensed and bonded.
- Alcohol service must be indicated on your insurance document.

Can a food truck cater my event?

- No, food trucks are not permitted at the venue.

Can a taco cart cater my event?

- Yes, provided proper ground covering is used to prevent staining. Cardboard is recommended, as grease drippings can run off plastic materials. Any residue left behind will be deducted from the security deposit.

Can I have burners for food?

- Yes, burners may be used to keep food warm.

OTHER

When can I tour the site?

- The park is open daily from 8:00 a.m. to 5:00 p.m. For special event reservations, staff will conduct a walk-through with you to finalize event details.

Who is responsible for setting up tables and chairs?

- City staff will set up City property only, including tables and chairs, if requested for special event reservations. Please have your desired layout available during the walk-through meeting.

Is there an additional location for parking?

- Stoney Creek Drive may be used for overflow parking.

Are linens provided?

- No, linens are not provided.

City of Santa Clarita

TESORO ADOBE HISTORIC PARK

FREQUENTLY ASKED QUESTIONS

OTHER

Is smoking allowed in the park?

- No, smoking is not permitted inside the park. Guests may exit the park to smoke along the curb on the main street outside the parking lot.

Are bounce houses allowed on the property?

- No, bounce houses and trampolines are not permitted.

Can space warmers be utilized during my reservation?

- Yes, space heaters may be used as long as they are placed at least eight feet away from trees and buildings.

What are the venue's guidelines regarding open flames?

- Open flames are not permitted at the park, including candles, fireworks, sparklers, and similar items.
- Other prohibited items include fog or smoke machines, bubbles, rice, confetti, birdseed, and other granular substances.

Are extension cords provided?

- No, extension cords are not provided. If electrical cords are used, they must be securely taped down to prevent tripping hazards.

City of SANTA CLARITA

TESORO ADOBE HISTORIC PARK

SPECIAL EVENT INVENTORY LIST

TABLES AND CHAIRS

- 15 Round Tables (72")
- 14 Rectangular Tables (6')
- 1 Half-Round Banquet Table (5')
- 1 Display Table (3' or 5.5')
- 1 Round Dessert Table (3')
- 10 Cocktail Tables (32")
- 300 Folding White Chairs

DISPLAYS AND BACKDROPS

- 2 Gold Easels
- 1 Gold Arch (6'x6')
- 1 3-Tier Gold Metal Arch Dessert Display Stand (6.5')

City of Santa Clarita

TESORO ADOBE HISTORIC PARK

VENUE APPLICATION PROCESS

1 SUBMIT AN INQUIRY

- **Complete and submit your reservation request through the Tesoro Adobe Historic Park Reservation Inquiry Form**

2 INITIAL REVIEW

- **Application will be reviewed and availability confirmed**
- **If the date is available, the event date is placed on hold for 7 business days**
- **If date is unavailable, alternate dates will be provided**

3 APPLICATION APPROVAL

- **Create an account at santaclarita.gov/seasons**
- **Submit General Liability Insurance by specified deadline (typically, within 1 week of approval)**
- **If alcohol will be served, alcohol coverage must be included in the policy as well as proof of licensing and securement of a licensed, bonded, and uniformed security personnel**

4 CONFIRMATION

- **Final agreement is routed through DocuSign**
- **Deposit and full payment have been paid**
- **All additional certifications have been submitted (if applicable)**

City of SANTA CLARITA

TESORO ADOBE HISTORIC PARK

FEE CHART

EVENT TYPE	NON-PROFIT ORGANIZATION	PRIVATE FUNCTION	BUSINESS/ COMMERCIAL USE
PICNIC AREA - (4 HOUR MINIMUM)			
Picnic - Private party (1-50 people)	$68 - up to 4 hours $17 per hour for each additional hour after 4 hours ***Deposit $100***	$114 - up to 4 hours $28 per hour for each additional hour after 4 hours ***Deposit $100***	$162 - up to 4 hours $40 per hour for each additional hour after 4 hours ***Deposit $100***
Staff	$39 per staff, per hour	$39 per staff, per hour	$39 per staff, per hour
SPECIAL EVENT (MONDAY - THURSDAY)			
Outdoor Area - 6 or more hours (150 people maximum capacity)	$535 per event ***Deposit $750***	$825 per event ***Deposit $750***	$1,072 per event ***Deposit $750***
Joe's Cabin (30 people maximum capacity)	$162 daily rate	$198 daily rate	$330 daily rate
Staff	$39 per staff, per hour	$39 per staff, per hour	$39 per staff, per hour
Porter Fee	market rate	market rate	market rate
SPECIAL EVENT (FRIDAY - SUNDAY)			
Outdoor Area - 6 or more hours (150 people maximum capacity)	$1,072 per event ***Deposit $750***	$1,608 per event ***Deposit $750***	$2,360 per event ***Deposit $750***
Joe's Cabin (30 people maximum capacity)	$198 daily rate	$252 daily rate	$384 daily rate
Staff	$39 per staff, per hour	$39 per staff, per hour	$39 per staff, per hour

Policy Number:

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER

SAMPLE

Phone:
Fax:

INSURED

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	X	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR	GL5556	11/1/2008	11/1/2009	EACH OCCURRENCE	$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
						MED EXP (Any one person)	$ 10,000
						PERSONAL & ADV INJURY	$ 1,000,000
						GENERAL AGGREGATE	$ 2,000,000
						PRODUCTS - COMP/OP AGG	$ 2,000,000
A	X						$ 1,000,000
							$
						BODILY INJURY (Per accident)	$
		GARAGE LIABILITY ANY AUTO					
		EXCESS / UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $					$ $ $
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below		3/28/2008	3/28/2009	X WC STATU-TORY LIMITS / OTH-ER	
						E.L. EACH ACCIDENT	$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A		OTHER PROFESSIONAL		11/1/2008	11/1/2009	$1,000,000	$1,000,000

Policy Number clearly visible and matches endorsement?

Policy Expiration Date current?

Insurance Limits same as contract requirement?

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS FOLLOWS: CITY OF SANTA CLARITA ITS RESPECTIVE ELECTED AND APPOINTED BOARDS, OFFICIALS, OFFICERS, AGENTS, EMPLOYEES ARE ADDED AS ADDITIONAL INSURED UNDER THE GENERAL LIABILITY COVERAGE AS REQUIRED BY CONTRACT WITH THE NAMED INSURED WITH RESPECT TO LIABILITY BY THE NAMED INSURED FOR THE CITY OF SANTA CLARITA.

Is the City named as the Certificate Holder?

CERTIFICATE HOLDER

CITY OF SANTA CLARITA
23920 Valencia Blvd., Suite 300
Santa Clarita, CA 91355

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ~~ENDEAVOR TO~~ MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, ~~BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.~~

AUTHORIZED REPRESENTATIVE

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Policy Number:

This Endorsement Changes The Policy. Please Read It Carefully.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – PRIMARY AND NONCONTRIBUTORY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:	
City of Santa Clarita 23920 Valencia Blvd. Santa Clarita, CA 91355	

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

A. Section II – Who Is An Insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

B. With respect to the insurance afforded to these additional insureds, the following exclusion is added:

2. Exclusions

This insurance does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the site of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

If the contract between the additional insured and you requires that the insurance afforded by this policy be primary and noncontributory, this insurance shall be primary and noncontributory but only as to the general liability policy(ies) where that additional insured is listed as the named insured on the declaration page(s) of such policy(ies).

All other terms and conditions of this policy remain unchanged.

SAMPLE

SAMPLE 501(c) 3

Internal Revenue Service

Date:

NAME OF ORGANIZATION

ADDRESS OF YOUR ORGANIZATION

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Ms. Lumpkins 31-08344
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
95-4790280

Dear Sir:

This is in response to your request of November 30, 2006, regarding your organization's tax-exempt status.

In April 2001 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a school under sections 509(a)(1) and 170(b)(1)(A)(ii) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

SAMPLE

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

Employer Identification Number:

DLN:

Contact Person:
R ID#

Name and address of organization

Contact Telephone Number:
(877)
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(i)
Form 990 Required:
No
Effective Date of Exemption:
March 1, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

Kenneth C Corbin

Kenneth Corbin
Acting Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)