



## VENUE RENTAL RATES & FEES

### **TICKET CONCOURSE** (500 seated or 2,000 standing)

Venue Rate (may vary based on actual usage)	\$9,200
Site Representative	\$850
Security Officers (2)	\$800
Porter Service and Post-Event Cleaning	\$650

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**Total Daily License Fee** **\$11,500**

### **SOUTH PATIO** (300 seated or 700 standing)

### **NORTH PATIO** (250 seated or 350 standing)

Venue Rate (may vary based on actual usage)	\$5,250
Site Representative	\$850
Security Officer (1)	\$400
Porter Service and Post-Event Cleaning	\$500

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**Total Daily License Fee** **\$7,000**

### **SOUTH OR NORTH PATIO WHEN RENTED WITH TICKET CONCOURSE OR FRED HARVEY**

**\$2,500**

For wedding ceremony or cocktail hour

### **FRED HARVEY** (250 seated or 500 standing)

Venue Rate (may vary based on actual usage)	\$10,200
Site Representative	\$850
Security Officers (2)	\$800
Porter Service and Post-Event Cleaning	\$650

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**Total Daily License Fee** **\$12,500**

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# EVENT RENTAL INFORMATION

## **RATES & FEES**

Rates and fees are subject to change based on your individual event requirements.

## **HOLDING DEPOSIT & EVENT LICENSE AGREEMENT**

A non-refundable 50% holding deposit and fully executed event license agreement reserves the event space.

## **BALANCE & SECURITY DEPOSIT**

The balance and refundable security deposit are due 30 days before the event. The security deposit will be refunded in full within 30 working days if no additional fees have been incurred.

## **PREP & STRIKE**

Prep and strike days are charged at 50% of the Total Daily License Fee. All events are one day in and one day out, unless arranged otherwise.

## **PARKING & VALET**

On-site parking and valet arrangements can be made through Metro Auto Parks at (213) 620-0685. Metro Auto Parks is the exclusive partner for on-site parking. Self-parking options provided upon request.

## **CATERING & RENTALS**

Catering vendors are at the discretion of the client; there is no additional charge to bring in your own caterer. Rentals are not provided by or available through Union Station or its partners. All rentals (i.e. tables, chairs, dinnerware) should be rented from an event rental company and brought in. Catering and rental companies provided upon request.

## **TIME IN & TIME OUT**

Your event is based on a 14-hour day, which is 14 hours after you access the property. After 14 hours, you will be charged \$100 per hour until everything is loaded out and the property site representative assigned to your event locks up. The site representative is first in and last out for your event.

## **MUSIC**

DJs and bands are permitted.

## **INSURANCE & SECURITY DEPOSIT**

Insurance, including liquor liability and vendor insurance, is required for all events. Security deposits (\$2,000 minimum) are refunded in full within 30 working days provided there is not any damage, restoration, additional cleaning or labor charges.

Any damage, restoration, additional cleaning or labor charges will be charged against your deposit.

## **TRASH**

Trash receptacles and trash bags are not provided. Use of on-site compactor is permitted provided space is available and that all trash is in garbage bags and tied securely. Excessive trash and/or clean up may be billed additional cleaning charges.

## **SECURITY**

Security officer fees are for an 8-hour shift. Additional security may be provided at an additional cost or you may provide your own security or ushers. Licensor is not responsible for any lost or stolen equipment, furniture, or personal items left unattended.

## **POWER**

Power for electrical needs is provided in each room on a limited scale. If additional power is needed for extra lighting, etc., it is recommended that a small generator be rented.