



Party / Special Event Request

Los Angeles Live Steamers Railroad Museum

5202 Zoo Drive, Los Angeles, CA • P.O. Box 2156, Toluca Lake, CA 91610-0156

A Party Request is required for parties with 10 or more guests.

Please check that you have read and understand the following requirements:

- 1. Host is required to remain on the property for the entire duration of the Party/Event.
- 2. Host will provide personnel to man gates.
- 3. Host is to make sure that guests do not climb on static displays, steaming bays, trees and fences. Guests will not walk or play on train tracks or in tunnels. Guests may not touch members' equipment without permission.
- 4. Host is required to provide at least one person who has a current First Aid/CPR certification.
- 5. LALSRRM engines may NOT be used for members' private parties.
- 6. Only engineers & conductors Level 1 qualified may run trains for guests.
- 7. Only cars meeting LALSRRM Level 1 or Level II standards are to be used.

Please complete and submit form to the Club Secretary.

Requested by _____ Date Request Submitted _____

Telephone # of Host _____ Email of Host: _____

Organization, Group, or Event _____ Number of guests expected _____

Requested Party/Event Date _____ Circle One: **Mon Tues Wed Thurs Fri Sat Sun**

Time Party/Event will start: _____ Time Party/Event will end: _____

If Party/Event is on a Work Day, General Superintendent Signature _____

What are the Host's plans for compliance to Safety Rules?

Host's plans to provide train rides as follows:

Host agrees to:

- 1. Return all Museum tables & benches to the place they belong at the end of the event.
- 2. Empty all trash containers and put plastic bags in dumpster in parking lot.
- 3. Clean up kitchen if used.

Special Request for the following party / picnic areas:

Old Gazebo Goudie Pavilion Disney Picnic Area West End Meadow

Kountry Kitchen (specify use) _____

(The above areas may only be used if there are no Museum-sponsored events scheduled.)

Host Member Signature _____

BOD approved Yes No

Secretary's Signature _____ Date _____