

COASTAL ROOTS FARM
NOURISHING COMMUNITY

Event Facility Guide

<i>Contacts</i>	<i>Title</i>	<i>Phone</i>
Jess Arroyo	Events Manager	(626) 487-4895
On-Site Security	Leichtag Commons Security	(760) 330-6937

TRANSPORTION & PARKING

In order to conserve parking spots and save gas emissions, guests are encouraged to carpool and utilize ridesharing options.

All guests arriving by car should enter onto the property through the **441 Saxony Road** entrance.

Groups arriving by bus must enter through the 800 Ecke Ranch Road entrance. Please inform the Events Manager ahead of time of your planned mode of transportation.

Your event is taking place on a 67.5 acre private property, so it's important your guests receive clear and concise navigational communication ahead of time. A map of the property is included in this document to help you and your event guests navigate to your event location. Please review the parking and navigation plan with the Events Manager before your event.

Additional parking and directional signage will be visible on the day of your event to help direct guests to the parking lot and event space. You may park in front of the event space to unload any supplies, but you must move your vehicle to a designated lot as quickly as possible.

WI-FI/AUDIO/VIDEO

Wi-Fi is available for you and your guests. You can find the domain and password posted throughout the event spaces. If you have trouble getting onto our Wi-Fi or need the current password, let your Event Staff know and they will assist you.

Event Organizer should present Audio/Vision plan to the Events Manager at least 2 weeks prior to the event which may include sound system and video/projector setup.

SUSTAINABILITY / SUSTAINABLE INITIATIVES / OUR ENVIRONMENTAL IMPACT

Coastal Roots Farm is dedicated to environmentally friendly practices that reduce our negative footprint. In order to maintain these practices, we request all events that will be enjoying food, use reusable or compostable dinnerware & flatware. See attached list of acceptable compostable items that have been pre-approved for our on-site composting facility.

Post-Event Check List

___ Your event space fee covers only basic janitorial services. It is your responsibility to make sure the space looks the same as you found it when you leave. If the space requires additional janitorial services, a minimum fee of \$125 (or costs of damages) will be enforced to restore the space to a usable condition. You may leave all furniture and linens if applicable.

___ If you wish to leave anything you brought in (for donation or storage), you must obtain prior permission from the Events Manager.

___ Leftover food should be removed from the event space, composted, or you may get permission to donate your leftovers to the Hive. Please do not put discard in the trash bin.

___ All trash disposed of in proper receptacles (including extra event collateral). If you have an excess of bagged trash, it should be piled in one place (ask Event Staff for the best location).

___ All supplies and decorations should be removed from site

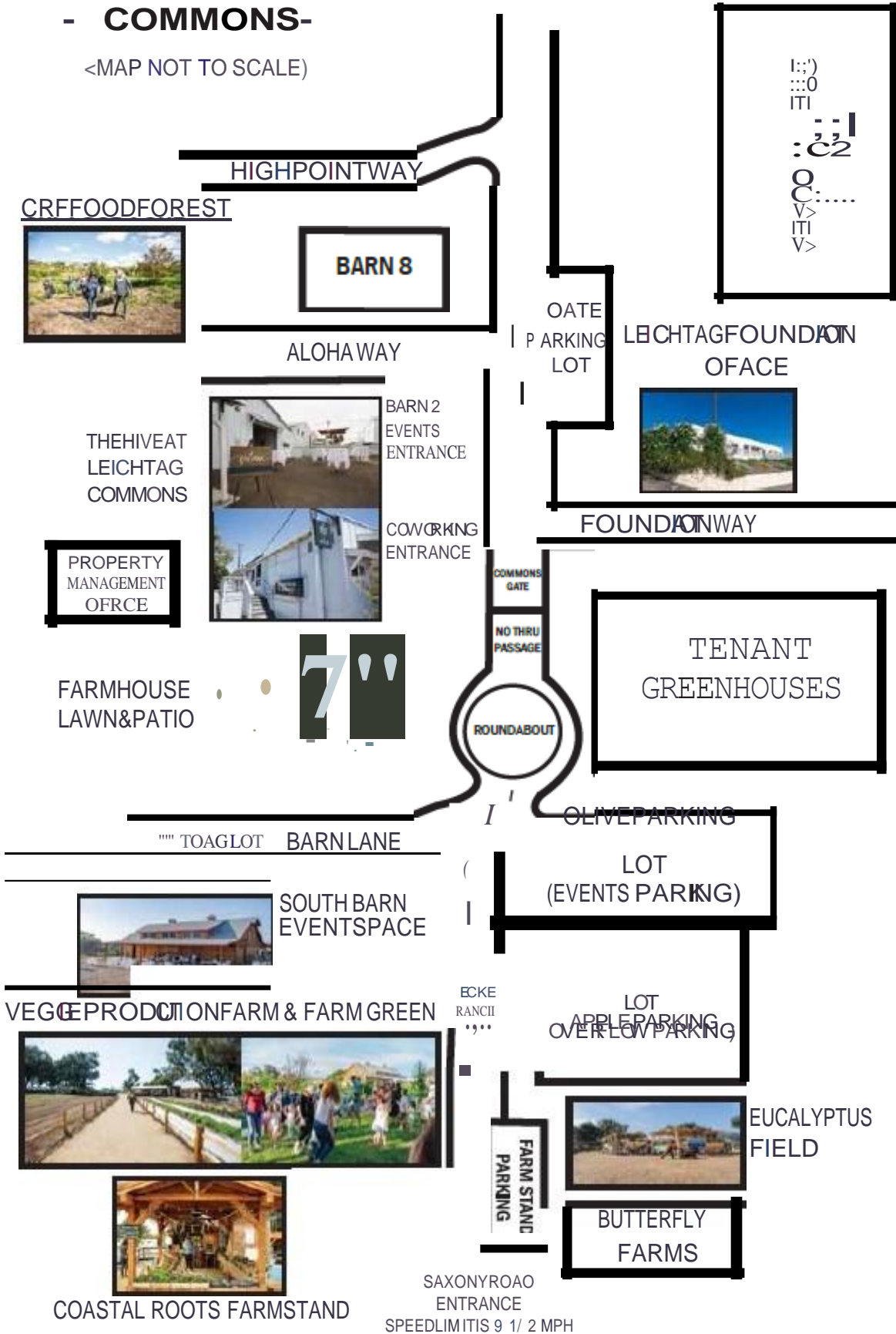
___ Turn off all A/V equipment if applicable. Ask Event Staff for help if necessary.

___ Removal of all posted signage

LEICHTAG - COMMONS-

<MAP NOT TO SCALE>

QUAIL GARDENS DRIVE
ENTRANCE
SPEED LIMIT IS 9 1/2 MPH



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