

Let's Start Creating Unforgettable Moments



Hello!

We are excited for the opportunity to host your special event at The Savanna Rooftop!

Below are some high level details about our venue, please don't hesitate to share your wishes with us and any details.

Our dedicated team will do our utmost best to make it work for you. :)



Connect With Us!

INSTAGRAM: [@savannadtla](#)

FACEBOOK: [@savannadtla](#)

EMAIL: Info@dontbesour.com

PHONE: (714) 494-6949

Located in Downtown Los Angeles, at 612 S Broadway Los Angeles, CA 90014.

Here's a peek at what you can expect:

01.

Schedule your call.

During your call with us we'll chat about your specific event needs, answer any questions you may have, and share our expertise on the best options and packages available to suit your event.

02.

Receive custom invoice.

After our call we will review your budget, goals, and the vision we discussed on the call and curate a customized proposal for you and your event.

03.

Sign, Pay and confirm.

Then, review the rental agreement so you can see all of the terms clearly outlined, sign the contract, and pay the amount to make it official, your Booked!

Pricing

This pricing is for an 8 hour booking, including load in and event duration

Venue Rental

Venue Weekday \$5,000

Venue Weekend (Fri&Sun) \$8,000

Venue Weekend (Saturday) \$9,500

Production (Weekdays only)

\$400 per hour. 0-10 crew

\$600 per hour 11-15 crew

\$800 per hour 16-capacity

*Pricing may vary for special holidays

Continue For More Venue & Preferred Vendor Information

For Vendors & Event Planning Services

We partnered up with [Eventors](#) who provides our potential clients with complimentary vendor matching and a 1-hour planning consultation.

To browse through our preferred vendor list [Click Here](#)

or

To schedule your 1-Hour Free Consultation

Call Jessica, our Designated Eventors Planner, at 818-213-3647

Email, our Designated Eventors Planners, at Planning@Eventors.com

We do allow outside vendors

VIRTUAL TOUR

(click below)

[Savna Rooftop Walk Through Video](#)

Event Insurance Required

We do require every event or production to have event insurance to be at our space. We provide a link here for you, it is a very easy process with a few questions online.

-Click here for quote-

[Event Insurance Link](#)



Frequently Asked Questions

YOU'VE GOT QUESTIONS AND I'VE GOT THE ANSWERS

How many guests can Savanna Rooftop accommodate?

The venue can accommodate up to 200 guests standing cocktail style, 130 seated depending on the event setup and requirements. Or there is an extra space add on where we can accommodate up to 300 guests!

Is there parking available at Savanna Rooftop?

Yes, there is parking garages and self parking lots available nearby. We have partnered with local parking facilities to provide convenient parking options for our guests including valet packages.

Can we bring our own catering and beverages?

Savanna Rooftop can refer you to amazing vendors from our Preferred Vendor list. However, we understand that some events may require specific catering arrangements, so we allow outside catering with approval. Please discuss your requirements with our event coordinator or contact Planning@Eventors.com

Do we need to book any staffing or security?

Yes, but we provide the staff to operate the event venue.

1 Host & 2 Guards & 1 Cleaner: 100 guests

1 Host & 3 Guards & 1 Cleaner: 150

2 Hosts & 4 Guards & 2 Cleaners: 200 guests

How late can we go?

The Savanna Rooftop can go as late as 2:00am, but music shuts off 1:30am.

What comes with the space?

The venue comes with 2 portable bar booths, a DJ booth and surround sound Sonos system. You will need to bring in tables, chairs and linens or any other rentals. You will also need to choose food and beverage options. (March 1st we will be providing bar packages)

Rentals, Food, and Beverage Options:

[-Click Here-](#)

Can we bring speakers into the venue?

Savanna Rooftop is equipped with a built in sound system. As well as Sonos App with a complementary iPad, Indoor and Outdoor Sound Systems with adjustable volume levels.

If you would like to incorporate a DJ at your event you will need to add our Audio DJ package.

We don't allow speakers other than the ones we provide in the space, unless approved with management.

Do you allow a live band or instruments?

Yes, we do allow a live band or instruments when approved with management. All live music or instruments must be performed indoors. We can't allow speakers or instruments outdoors on the patio / deck.

Can I put a hold on the date?

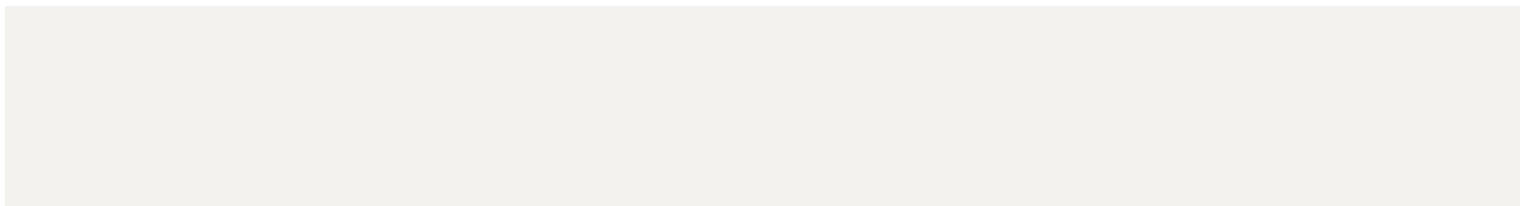
Unfortunately, we can't save a date or time slot, we work on a first come first serve basis. As soon as you are ready to lock down your time slot and date, please reply to this email. We will update the invoice for payment!

Is the venue wheelchair accessible?

Yes, Savanna Rooftop is wheelchair accessible. We have elevators to ensure all guests can comfortably access the venue.

Can we decorate the venue for our event?

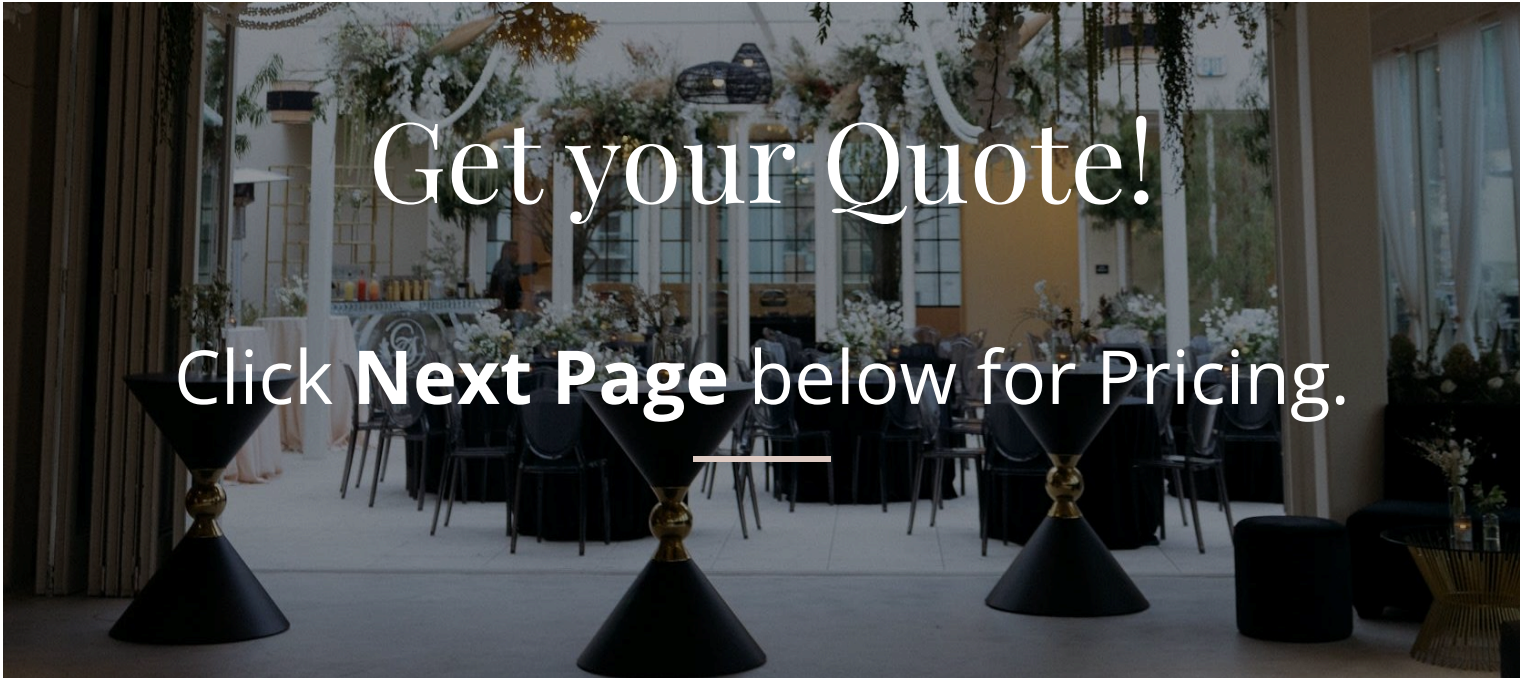
Absolutely! We encourage you to personalize the space to suit your event's theme and vision. However, please consult with our event coordinator regarding any restrictions or guidelines for decorations.



Book your call!

Go ahead and grab a spot on my calendar so we can chat about your event, availability, and schedule a tour of the space.

If you can't find a time that works for you be sure to reply to this email so we can try to set something up outside of our available hours.



Continue to next page for Quote.



Build your Quote

Select the Weekday or Weekend package to auto-populate

Please note that staffing hourly fees (cleaner, security, and additional staff) will be adjusted to match your event time frame. Refundable Security Deposits are refunded 4-5 days after booking if no damages.

The "hours of venue time" includes setup / load in.

Reminder! These prices are for 200 **guests**, please go back and **schedule a call** so we can discuss pricing and event budget.



Weekday Venue Rental - (Mon-Thur)

Our special event package includes:

- 8 hours of venue time, including setup and cleanup
- Use of our 4,000 sq ft rooftop event space
- Up to 200 guests
- 1 on-site venue representative

\$5,000

Cleaning Fee (Post Event)

Standard professional clean after event.

\$350

On-site Venue Representative

1 on-site venue rep/host that is there day of through load-in, event, and load-out

8 hours, \$35/hour **\$280**

Security Staff (Event Duration)

3 security up to 5 hours (Event Time Frame)

\$600

Cleaning Staff (Event Duration)

1 cleaner up to 5 hours. (Event Time Frame)

\$150

Audio DJ Package

Includes an audio tech to help the DJ plug their deck into our 14 speaker indoor outdoor setup. Controlling / adjusting the systems volume and levels for an optimal sound experience for you and your guests.

\$300

Refundable Security Deposit

Refunded 4-5 days after booking.

\$2,500

Total: **\$9,180**



Weekend Venue Rental - (Fri-Sun)

Our special event package includes:

- 8 hours of venue time, including setup and cleanup
- Use of our 4,000 sq ft rooftop event space
- Up to 200 guests
- 1 on-site venue representative

\$9,500

Cleaning Fee (Post Event)

Standard professional clean after event.

\$350

On-Site Venue Representative

1 on-site venue rep/host that is there day of through load-in, event, and load-out

8 hours, \$35/hour **\$280**

Security Staff (Event Duration)

3 security up to 5 hours. (Event Time Frame)

\$600

Cleaning Staff (Event Duration)

1 cleaner up to 5 hours (Event Time Frame)

\$150

Audio DJ Package

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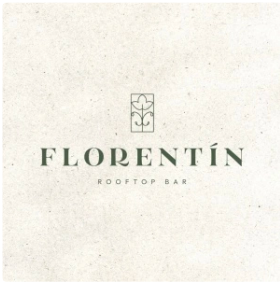
Total: **\$13,680**



Visual Projector Package

Includes our Outdoor Rooftop Billboard-sized projector (25'x25') and trained staff to help set up your personal visuals for the best experience.

\$300



Florentín (Required)

Florentín Bar Packages - [Click Here](#)

\$0

Tap NEXT below to view YOUR INVOICE

INVOICE

Invoice #	PO #	Date issued	Next payment due
---	---	Jun 6, 2023	2 weeks after invoice (TBD)

SERVICE INFO

QTY	UNIT	UNIT PRICE	PROC...	TOTAL
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Subtotal	\$0
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Processing Fee 3.5%	\$0
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Total (USD)	\$0
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PAYMENT SCHEDULE

AMOUNT	DUE DATE	PAYMENT DATE	PAYMENT ID	STATUS
\$0	2 weeks after invoice (TBD)			UPCOMING
\$0	Midway (TBD)			UPCOMING

Tap NEXT below to review and sign the agreement.

Client Name: First Client Full Name Phone: First Client Phone Number

Email Address: First Client Email

Event Details

Venue Address: Project Location

Event Date: Project Date End Date: Project End Date

Time Frame: Project Time Start to Project Time End

Event Start Time: Event Start Time

Guest Count: Guests

Event Type: Project Type

Service(s):

Payment Schedule

50% of the total due on TBD, in the amount of \$TBD

50% of the total due on TBD, in the amount of \$TBD

Terms Of Use

By signing this rental agreement, Renter(s) agree to the following: The full amount of the rental must be paid in full to secure the booking. This amount, not including the separate refundable security deposit, is non refundable in case of a cancellation.

Venue Use

The venue may be used for legal business activities only. There is absolutely NO ALCOHOL to minors and no direct sales of alcohol. Smoking is allowed at the outdoors areas only. No smoking indoors.

Arrive and Leave on Time

The lease shall start and end as set forth in this Agreement; set-up and clean-up time must take place during the hours set forth in this Agreement.

An hourly charge of \$750/per hour will be applied for each additional hour that extends beyond rental terms, as set forth in this Agreement.

Be Respectful of Our Neighbors

- Be present at all times during the rental.
- Keep the event or session contained within the venue.
- Maintain adult supervision of minors at all times.
- Clean up trash and other items on premises prior to leaving and return the venue layout to it's original state.

Leave No Trace

Your cleaning fee only covers basic preparation and clean up (floors and bathroom) You'll have to pick up all trash around the venue (trash bags provided) and leave the bags inside for the cleaners to take out.

Additional cleaning fee will be added to your booking to cover any required additional cleaning is.

Mandatory Site Representative

We require an on site representative. The representative will be welcoming your guests and escorting them up to the venue. During the event, they will be standing outside monitoring the entrance and will be available to assist and answer any questions you may have. This will add great value to your event and will ensure the success of our format as a hidden "speakeasy".

Your Site Representative will unlock and lock up the door for us at check in and check out. This is a separate cost on top of the rental fee and it is mandatory.

DJ

We allow DJ's to this venue for an additional \$300, which will include full indoor/ outdoor speaker system and AV sound technician. It's under the renters responsibility to make sure the DJ has all the necessary connections in order to connect to our system.

Refundable Deposit

We require a refundable security deposit (\$2500) to cover any potential damages or theft of the property and any extra time for cleaning if required. We will collect the security deposit at the time of booking using a credit card only. If any damage to the property exists, we will deduct the cost of the repair or replacement from the security deposit.

If no damage or theft exists, the client is responsible to send us a writing refund request via email with a preferred payment method. We may refund the deposit in full within 4-5 business days from receiving client's payment request.

Insurance

Lessee agrees that it shall, at its sole cost and expense, procure and maintain a policy of commercial general liability insurance (including contractual liability) in an amount not less than \$1,000,000.00 per occurrence, \$2,000,000.00 in the annual aggregate.

- The Landlord: **MPC 612 BROADWAY SPE LLC, ROYVA Broadway Inc, Private Venue Management LLC** must all be listed as Additional insured (Certificate Holder) on event insurance as well as for each Vendor.
- The Vendors' (event tenant) insurance is Primary and Non-Contributory.
- The Vendors' Insurance must contain a waiver of all rights of recovery or subrogation
- The Vendors' insurance must be based by occurrence.
- The General Liability limit on the Vendors' insurance must be equal or higher than \$1M per occurrence \$2M aggregate.

Such insurance policies shall be carried with companies licensed to do business in the state, reasonably satisfactory to Lessor and shall be non-cancelable and not subject to material change except after thirty (30) days written notice to Lessor. Lessee shall deliver to Lessor duly executed certificates of insurance upon request. Lessor shall not at any time be liable for damage or injury to persons or property in or upon the Facility.

You will not be allowed on the premises until proof of event insurance is approved.

Use of Venue, Equipment, and Furniture

The venue agrees to provide the venue in good working order but makes no special guarantees as to said venue functionality or suitability to Renter's purposes.

The Renter is entitled to use the entire venue and any furniture in the venue at the time of rental.

The venue is not liable for acts out of its control that affect the event, such as power outages, weather, emergencies, or Acts of God.

Renter agrees to return all equipment, venue, and furniture in the condition it was provided and to immediately notify the venue of any damage, failure, or change in equipment provided.

Rental furniture may be taken outside, one piece at a time. If there is inclement weather in the forecast (rain, snow, etc.) then the furniture may not be taken outdoors.

Please do not move any pieces larger than a single chair without two people present to move it without dragging the legs.

Damage to Venue, Equipment, of Furniture

If damage exceeds the amount of the security deposit the Renter agrees to pay for any repair or replacement costs of equipment, furniture, or venue that Renter damages within 3 business days.

In the event that the Renter's employees, Renter's contractors, Renter's clients, or any and all Renter's visitors damage any equipment or studio, Renter agrees to pay for any repairs or replacements necessary within 3 business days.

Renter agrees to leave the venue in the condition it was found, or an additional \$250 cleaning fee will be assessed and invoiced.

There is no warranty that rented items are free of defects.

The Renter agrees that the venue holds no liability for any damage or injury caused by use of rental items to Renter or any third party. The Renter assumes all risk of personal property damage or personal injury.

If any accident involving the Studio's rental items has occurred while it is in the Renter's possession, Renter shall make the venue aware by written statement of details of occurrence of event including police report and names and addresses of witnesses, if applicable.

Content Policy

Repost Policy:

- Reposting is allowed, but there are restrictions on content taken by venue staff. Please refer to the specific guidelines provided below.

Posting Restrictions:

- Setup and Post recap content is allowed for the event unless specified in writing from the client.

Setup Videos:

- Setup videos, which showcase behind-the-scenes production without revealing clear faces, are allowed. These videos should only depict the production buildup and the finished product before the arrival of the first guest.

Celebrity/Influencer Clients:

- No posting or tagging of celebrity/influencer clients is allowed unless explicitly approved by the client/planner or if the celebrity has shared event details on their social media.

Staff Interactions:

- Venue staff/employees/contractors are prohibited from taking pictures with guests to maintain a professional environment.

Professional Photographers/Videographer:

- The venue will not engage a professional photographer/videographer on behalf of the venue without prior written agreement with the client/planner.

Social Media Posting:

- Staff/employees/contractors of the venue are not allowed to post content directly from their personal social media accounts. All posts must be reposted from the official venue account.

Liability

The venue and the staff will not be held liable for any injuries or accidents to the Renter, Renter's employees, Renter's contractors, Renter's clients, renters guests or any and all Renter's visitors that occur within or outside the venue premises.

The premises are to be used for the purpose of a photography/videography, private gathering and off-site meetings, including such activities, as are necessary and usually incidental to such use.

The venue team shall have the right to inspect the equipment, venue, and furniture at any time during the rental term. Renter shall make any and all arrangements necessary to permit a representative of the venue access to the equipment and venue.

If a breach of any of the provisions of the Rental Agreement occurs, the venue has the right to revoke Renter's access to the equipment and venue without any liability to and without prejudice to the venue, the right to receive rent due or accrued to and including date of revocation.

We are not responsible for anything left behind unless its been arranged ahead of time and overnight fee has been paid prior to the booking

RULES AND REGULATIONS

Outside Vendors

All vendors must have insurance to operate in this space and add ROYVA Broadway DBA Savanna to their policy and provide proof before event date.

Set Up

Any large set ups such as tents/vendor displays and decorations must be approved prior to the event.

Set up must be done within booking hours or pick up at an agreed time prior to the event and before we have any next day events you will be charged an overnight storage fee for any rentals left without approval.

Additional Charges

Overnight rentals fee - we charge \$500 for leaving any equipment overnight without approval.

Overtime - We charge \$750 per hour for any additional time outside of the booking agreement time frame.

Additional cleaning - We charge \$250 extra in case extra cleaning is required.

Fire alarm fee - \$2000 fine will be applied if client or clients guests trigger the fire alarm.

Rules

- No open flames or candles unless approved for a special event like wedding, must only be lit for the duration of ceremony or approved times.

- All burners and open flame for food must be approved before the event. If approved they must be set on a mat or cover so no furniture or turf is damaged.
- No smoking indoors. Smoking is only allowed on the outside patio areas.
- No glitter.
- No food trucks and or lines in the front of the building or lobby.
- No vehicles can be parked or block the back alley.
- No food prep can be in the back alley.
- Nothing can be placed in entrance lobby or in front of the building.
- No Hookah inside, only approved electric hookah from our preferred vendor list.
- No throwing items or trash off the side of the building.
- No tape on walls or nails or screws, you will be charged for any damages.
- All cables must be taped or covered for safety.
- We provide ambiance music for no additional cost.
- OR you can add DJ for \$300 which will include full indoor/ outdoor sound system and AV sound technician. Sound must be tested at check in before the event.
- The backdoor (mirror door wall) must be closed by 10:30pm.
- No speakers are allowed inside venue other than the ones we provide. (Unless approved)
- You are not allowed to operate any of the window curtains without approval first, we can set the curtains up or down for you or a host can during the event but you can't touch them.
- We are not responsible for any adaptors and cables for the DJ and AV.
- Projector must be tested during check in so it is ready for the event.
- No sales of alcohol are allowed.
- No ticket sales at the door.
- We are not responsible for any adapters for the music and projectors. Make sure the device you are using is compatible with our rentals prior to the event.
- In the case someone takes an item from the space, it will have to be returned within the next day. We will charge you for the item plus the inconvenience. These charges will be taken out of your security deposit.
- If you break our agreed capacity agreement, and have more guests show up, the event will be shut down and full deposit taken. We need to be fully staffed at this time and extra prepared.

Cancellation Policy

Clients may cancel their Booking until 30 days before the event start time and will receive a full refund (including all Fees) of their Booking Price. Clients may cancel their Booking between 30 days and 7 days before the event start time and receive a 50% refund (excluding Fees) of their Booking Price. Cancellations submitted less than 7 days before the Event start time are not refundable. See *Additional Terms* section below for more information. Where this policy is applied, any Booking made within 30 days before the event start time will only be eligible for a 50% refund (excluding Fees) of their Booking Price if cancelled 7 or more days before the event, otherwise the Booking will be non-refundable.

COVID-19 Safety Information

Because COVID-19 is extremely contagious and is spread mainly from person-to-person contact, ROYVA BROADWAY INC. Venues have put in place preventative measures to reduce the spread of COVID-19. However, We cannot guarantee that its participants, volunteers, partners, or others in attendance will not become infected with COVID-19.

In light of the ongoing spread of COVID-19 you certify that you agree to the following:

- You understand that accessing a ROYVA BROADWAY INC property may be dangerous or unsafe and (i) could expose you or others to COVID-19. You are voluntarily accessing the property;
- To the best of your knowledge, you are not currently afflicted with COVID-19.
- To the best of your knowledge, you have not knowingly, within the last 14 days, been in contact with someone afflicted with, COVID-19.
- You are not experiencing a fever, or signs of respiratory illness such as cough, shortness of breath or difficulty breathing, or other COVID-19 symptoms.
- You understand that persons may be afflicted with COVID-19 and: (i) not exhibit symptoms, (ii) not be aware that they are afflicted or (iii) may not voluntarily agree to disclose their condition.
- You will inform venue representative if, after the date this document is signed, there is a change in your health condition or knowledge that potentially puts others at risk or invalidates the representations made in this document.
- You or Individuals attending any event at ROYVA BROADWAY INC Venues who currently or within the past fourteen (14) days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath among others.

You or Individuals attending any event at ROYVA INC Venues who have traveled at any point in the past fourteen (14) days either internationally or to a community in the U.S. that has experienced or is experiencing sustained community spread of COVID-19; or

You or Individuals attending any event at ROYVA INC Venues who believe that they may have been exposed to a confirmed or suspected case of COVID-19 or have been diagnosed with COVID-19 and are not yet cleared as non-contagious by state or local public health authorities or the health care team responsible for their treatment.

We are not responsible if the event gets shut down or for any fines enforced due to covid restrictions.

1. **RISKS OF EXPOSURE:** The Coronavirus (COVID-19) pandemic is a worldwide risk to human health. COVID-19 is highly contagious. While people of all ages are at risk of catching COVID-19, persons with compromised immune systems and older persons may be at particular risk.
2. **GOVERNMENT ORDERS:** In order to reduce the spread of COVID-19, elected representatives and health officials from the State of California, as well as many California cities and counties have issued "Stay Home" Orders and other mandates and recommendations (collectively, "COVID-19 Directives"), limiting activities that can be engaged in by businesses and members of the public. Some city and county orders are more restrictive than, and may take precedence over, Federal and State guidelines.
3. **VISITOR ADVISORY:** Visitors are advised that if you engage in any activities in violation of any COVID-19 Directives, you are acting against the advice of Broker. Brokers and agents (i) will comply with COVID-19 Directives, notwithstanding any Party's instructions and (ii) will obey all Fair Housing laws while pursuing safe COVID-19 practices.

Nothing contained in this form shall be construed to allow an activity that is otherwise prohibited by any law. You are required to take all reasonable steps necessary to protect yourself and others.

Savanna Rooftop: closes at 2:00AM

Full Buyout: South mirror wall doors will be closed by 10:30pm for noise.

I have read all of the above and fully understand and agree to strictly adhere to each section.

Renter

Full Name

Venue Owner

Full Name Oshri Elmorich, Royva Broadway Inc.

Venue Management

Full Name Maximilian Wong, Royva Broadway Inc.

* Signature required

* Signature required

Let's secure your event!

Tap NEXT below to go to the payment page.

