

The Hangars At Hawthorne

# Tech Pack & Guidelines

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Version 1.0

JetCenterLosAngeles

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## Venue Information

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The Hangars at Hawthorne / JetCenter Los Angeles

12101 S. Crenshaw Blvd., Hawthorne, CA 90250

www.JetCenterLA.com

Email: Events@jetcenterla.com

Phone Number: (310) 567-8136

## Directions

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- Exit I-105 at Crenshaw Blvd
- Take a Right on Crenshaw Blvd
- Second Driveway on Right off of Crenshaw Blvd (look for signs to Eureka! and JetCenterLA)

## Venue Overview

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- Brand new 40,000+ sq. ft. indoor facilities at Hawthorne private airport
- 82,000 sq. ft. of total event space
- Unique location, 100 ft. from runway, in the heart of Hawthorne's blossoming auto and aviation community, next to SpaceX and Tesla's Creative Headquarters
- Adjacent to 105 Freeway
- Flexible layouts, able to accommodate a range of events and capacities (corporate events, parties, concerts, ride & drives, tradeshow, etc.)
- The 80-acre property lies three miles from LAX and ten miles from downtown Los Angeles, located near the intersection of the 405 and 105 freeways
- Steps from Hawthorne's newly built Metro station
- Additional hangar spaces available upon inquiry
- Full kitchen, production offices, and green room
- Unique advertisement signage space available, viewable from 105 FWY

## Advance Work

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- Please advance your production with the assigned Venue Manager

## Capacity

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- Hangar 1 - Standing: 3,500 | Reception: 2,333
- Hangar 2 - Standing: 3,500 | Reception: 2,333
- Hangar 1 & 2 - Standing: 7,000 | Reception: 4,666
- Outdoor Space - Standing: 7,000 | Reception: 4,666
- Hangars & Outdoor Space - Standing: 14,000 | Reception: 9,332
- All capacities pending final layout and Fire Marshal approval

## Deliveries (FedEx, UPS, DHL, USPS, etc)

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- JetCenter LA will not be responsible for any deliveries
- Client must accept all deliveries once on site.
- Venue must be notified of all deliveries prior to load-in per timeline
- Deliveries must be included on production timelines

## Environment Lighting

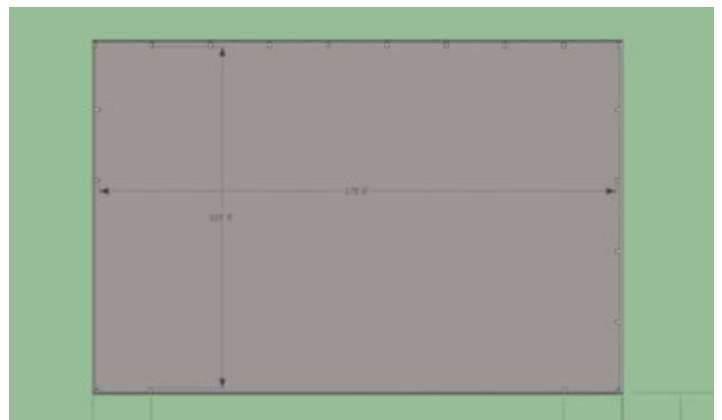
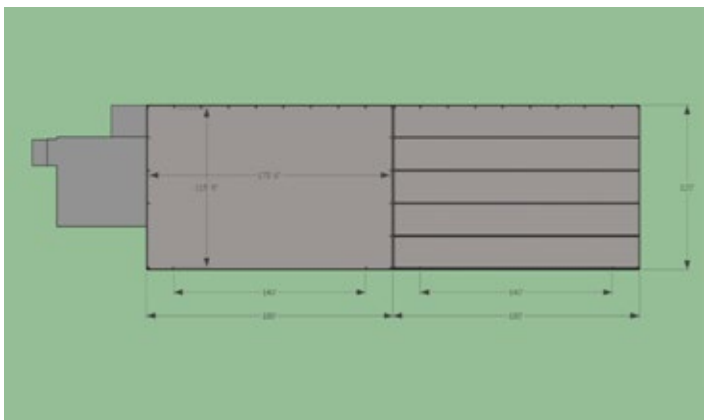
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- Exterior general purpose lighting provided

## Floor Plans & Layouts

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- Please contact your Venue Manager for Scaled PDF Floorplans
- Dimensions - Hangar 1
  - Length - 180'
  - Width -120'
  - Height - Exterior at ridge =42' Exterior at eave = 36' Interior clear height = 32'
- Dimensions - Hangar 2
  - Length - 180'
  - Width -120'
  - Height - Exterior at ridge =42' Exterior at eave = 36' Interior clear height = 32'
- Event layouts must be provided 4 - 6 weeks in advance prior to permit submission.



## Flooring & Weight Loads

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- 500lbs per square foot for inside space
- 500lbs per square foot for all outside areas
- No materials can be used that could damage the floor
- JetCenter LA requires client to use low tact vinyl floor tape or painter's tape first, and then use any tape directly onto low tech or painter's tape in order to avoid/minimize floor damage

## HVAC

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- Currently no heating or cooling
- Coming soon: the addition of radiant gas heaters on the ceiling of the hangars

## Internet

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- Basic Wi-Fi maximum is 100mbs
- Client will need to bring in additional bandwidth if required

## Labor

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- Non-union venue
- No labor included with venue rental
- Client must provide labor - see preferred vendor list

## Load-In / Load-Out Restrictions

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- Trucking schedule subject to approval
- 24 hour access with approval from JetCenter LA Management pending approved pickup & drop off schedule
- Venue Management to escort all non-JetCenterLA staff / guests / vendors on and off property

## Parking

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- Limited Crew / Staff parking available - staff parking plan must be approved by Venue Management.
- Ample space included for load-in / load-out
- Additional parking available upon request at an additional charge
- Parking against hangar in tenant spaces will not be permitted

## Power

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- Power must be provided by the client
- Very limited power is available for load-in / load-out
- Power plot must be submitted 4 - 6 week in advance for permit submission.
- See vendor list

## Special Considerations / Pyrotechnics

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- Please note, this is a functioning airport and special considerations will apply
- Pyrotechnics are permitted with proof of certification, prior rehearsal, and approval by LA County Fire Department
- The events team at JetCenter must be notified of any events involving stunts, rigged acrobatics or animals
- A stand by fire safety officer will be required for all events
- Balloons; Helium balloons are not permitted on the exterior of premises
- All regular balloons in hangar must be removed end of event
- Lighting into sky is strictly not permitted due to FAA regulations
- No structure is permitted above highest hangar roof top, (42') A ratio of 7:1 slope starts 100' from edge of runway
- Additional permits may be required based on the scale event, type of event, and additional temporary structures
- Any elements outside of the hangar space (structures, branding elements, installations) must be approved by the venue team at JetCenter

## Storage

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- Available on site with prior approval
- No advanced storage without prior approval

## Tents

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- Pending Venue Management approval, tents can be installed in the outside areas of the hangars (weather permitting)
- A ratio of 7:1 slope starts 100' from edge of runway
- Staking into the concrete is not allowed
- Additional tented space available at a maximum of 140'x75'
- Additional permit and fees may apply
- Weather insurance strongly recommended
- See Vendor List

## Truck Parking & Staging

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- Truck parking available based on request/need
- Ample space available for load-in / load-out
- Additional truck parking available upon request at an additional charge
- Parking in tenant spaces will not be permitted
- All parking should be agreed upon prior to load-in / load-out
- No loading dock available - Recommend trucks with lift gates
- Recommend client provide forklift



## Dumpsters & Recycling

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- Client is responsible for rental and maintenance of dumpsters throughout the entire contracted period, which may include additional dumpster pickups
- No dumpsters can overflow and lids on small dumpsters must be able to fully close
- Contracting for sufficient dumpsters is mandatory and is the responsibility of the client
- Client must provide any additional trash cans, liners and maintenance of all interior and exterior areas during the contracted time on the premises
- Recycle, Reuse, Reduce
- See Vendor List

## Event Staffing

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- Site Manager is required whenever client is on the premises
- Management staff hours are Monday - Friday, 8:30am - 5:30pm
- Management needed outside these hours is considered overtime and will be billed accordingly
- Site Manager is billed thirty minutes before and thirty minutes after daily occupancy use

## Fire & Evacuation

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- A fire and evacuation plan must be submitted for each event 48 hours before move-in

## Furniture & Décor

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- Client is responsible for all furniture and décor rentals including delivery and pick up
- All décor elements must be removed prior to the end of the agreement
- See Vendor List

## Guest Parking

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- Additional parking available upon request (additional charges could apply)
- Client is responsible for guest parking solutions with approvals from The Hangars at Hawthorne

## Janitorial

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- At completion of client use of the facility, client is required to restore the hangar floor and all interior and exterior areas to its move-in condition, including tape removal and rigging marks from the floor
- Client will be responsible for all litter and debris removal from all exterior areas, interior areas and rooms of use each day
- If the hangar is not restored to its move in condition additional cleaning fees may apply
- A walk through inspection is welcomed to identify any markings prior to taking possession of the venue
- All move-out conditions must be met before any deposit or funds are returned
- If any unsafe, unclean or unsanitary conditions are not repaired in a timely manor, The Hangars at Hawthorne will remedy the condition(s) and charge the cost to the client
- Outdoor washing of vehicles and equipment is strictly prohibited unless specific precautions are taken and approved
- See Vendor List

## Media

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- No event or performance presented at The Hangars at Hawthorne shall be broadcast, televised or in any manner recorded for reproduction without the express written consent of The Hangars at Hawthorne / JetCenter LA, or without payment of JetCenter LA broadcasting, recording, televising, filming or taping fees
- A location credit is also required
- All media are required to be registered with JetCenter LA seventy-two hours prior to event and may be subject to fees, restrictions and/or additional insurance and film permits

## Media & Promotional Services

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- Approval must be obtained for the use of any The Hangars at Hawthorne / JetCenter LA media
- Applicant agrees that announcement of dates and publicity regarding the event referenced will not be made public until a formal permit between the applicant and JetCenter LA has been fully executed and approved
- Client must provide an information phone number if inquiries are expected regarding event
- A complete list of advertising and promotion must be submitted for approval to The Hangars at Hawthorne / JetCenter LA management prior to the release
- Client cannot release any of the above without a license agreement

## Medical Services

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- Client is responsible for providing first aid supplies and/or personnel
- Depending on event, EMTs or Paramedic may be required

## Permits

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- All permits must be filed with the city four to six (6) weeks from event
- No permits will be processed less than three (3) weeks from event date
- Building and Safety may require an inspection, building permit and/or engineer drawings for stages or platforms over 30 inches high, tents/canopies over 10' high, bleachers, or electrical work
- All suppliers and service providers (e.g., caterer, valet, rental, etc.) are required to obtain/have a valid business license
- Special permitting may be required for catering
- Special permitting may be required for liquor services
- Client is responsible for all trash and waste removal. The Hangars at Hawthorne do not provide dumpster services for event waste
- All events and event sites must be ADA compliant or reasonable accommodations must be made. If a portion of the event area cannot be made accessible, an alternative area must be provided with the same activities. The alternate site cannot be offered only to patrons/guests with disabilities
- Additional insurance certificates will need to be provided naming 'City of Hawthorne'
- One (1) police officer for every 100 guests

## Restrooms

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- Restrooms not available on site
- Client must hire portable restrooms for load-in, event, and load-out
- Contact your Venue Manager for number of restrooms needed based on size and event details
- See Vendor List

## Security

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- The Hangars at Hawthorne work with approved security personnel. Please contact your Venue Manager for additional vendor information
- Client is required to retain a professional security company experienced in managing crowd control and pedestrian flow
- Additional Security may be required per event floor plans and layout
- The mandatory number of security varies depending on a range of factors including crowd size, age range, alcohol service, publicity, celebrity, etc.
- Client may not substitute volunteers or production assistants for mandatory security officers
- If an audience is involved, additional security personnel will be required
- A security layout/timeline must be approved by management ten working days prior to event move-in
- The layout and overall event description will determine the number of Police and Fire Department personnel that may be required per the City of Hawthorne's application, at client's expense
- Overnight security access is possible, however, only JetCenter LA personnel is authorized to allow access to the premises
- Changeover of 24-hour security guard is acceptable
- Security plan must be provided 4 - 6 weeks in advance for permit submission
- See Vendor List

## Timelines / Schedules

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- A 24 hour/7 day a week schedule is possible
- Venue manager is required whenever client is on site
- Venue management hours are based on a 12-hour work day. Overtime rates could apply after 12 hours.
- Schedule subject to change based on airport availability
- Venue management must be provided with a detailed timeline prior to load-in: including daily in/out times
- Draft timeline must be submitted at least 7 days prior to move-in
- Final timeline must be submitted 3 days prior to move-in: including each vendor arrival and departure
- All clients are required to schedule at minimum: 1 walk-through meeting, 1 production and planning meeting, 1 parking plan meeting and 1 security meeting with venue management

## Alcohol

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- Liquor liability insurance is required for all events where alcohol will be served
- All State Liquor rules and restrictions apply to any event serving alcohol

## Damage

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- You will be responsible for any and all damage caused to the venue. You will be financially responsible for any equipment and/or property damage that arise from any guest, talent, crew and overall event
- Any damage caused to the venue will be deducted from your deposit and client will be billed accordingly.
- Pre and Post event walk-throughs encouraged with Venue Manager

## Inciting Behavior

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- In an effort to ensure public safety, event management will make no comments or statements at any time to intentionally incite or encourage the crowd to act in a manner that might cause injury or damage to any persons or property

## Smoking

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- No smoking anywhere inside the hangars per California's Smoke Free Air Act
- 10.80.252A Smoking prohibited at airport special events.
  - A. Smoking shall be prohibited at all airport special events held pursuant to Section 10.80.240 et seq. "Smoking" or "to smoke" shall mean the possession of a lighted tobacco product, lighted tobacco paraphernalia, or any other lighted weed or plant, including a lighted pipe, cigar, hookah pipe, or cigarette of any kind; and the lighting of a tobacco product, tobacco paraphernalia, or any other weed or plant, including a pipe, cigar, hookah pipe, or cigarette of any kind. Tobacco product and tobacco paraphernalia are defined in Section 8.48.010.
  - B. Posting of Signs. The permittee, at the city's request shall cause the installation of <sup>3</sup>No Smoking<sup>2</sup> signs at the location of the airport special event, with letters of no less than one inch in height and including the international "No Smoking" symbol consisting of a pictorial representation of a burning cigarette enclosed in a red circle crossed by a red bar. Such signs shall be clearly and conspicuously posted and maintained at all main entrances to the airport special event and additional signs shall be posted in a quantity and manner reasonably likely to inform individuals attending the airport special event. (Ord. 1971 § 9, 2010.)

## Hotels

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The Westin Los Angeles Airport  
 5400 W Century Blvd.  
 Los Angeles, CA 90045  
 \*4.5 Miles from JetCenter LA

Manhattan Beach Marriot  
 1400 Parkview Ave.  
 Manhattan Beach, CA 90266  
 \*6 Miles from JetCenter LA

The Belamar Hotel  
 3501 N. Sepulveda Blvd.  
 Manhattan Beach, CA 90266  
 \*6.5 Miles from JetCenter LA

Hilton Los Angeles Airport  
 5711 W Century Blvd.  
 Los Angeles CA, 90045  
 \*4.8 Miles from JetCenter LA

Shade Hotel  
 1221 N. Valley Drive  
 Manhattan Beach, CA 90266  
 \*8 Miles from JetCenter LA

Marina Del Rey Hotel  
 13534 Bali Way  
 Marina Del Rey, CA 90292  
 \*11.2 Miles from JetCenter LA

Ayres Hotel  
 14400 Hindry Ave.  
 Hawthorne, CA, 90250  
 \*5 Miles from JetCenter LA

Beach House  
 1300 The Strand  
 Hermosa Beach, CA 90254  
 \*9 Miles from JetCenter LA

Ritz-Carlton (Marina Del Rey)  
 4375 Admiralty Way  
 Marina Del Rey, CA 90292  
 \*11.6 Miles from JetCenter LA

## Local Businesses

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Lowe's Home Improvement  
 2800 W 120th St.  
 Hawthorne, CA 90250  
 \*Across the street from JetCenter LA

Target  
 2700 W 120th St.  
 Hawthorne, CA 90250  
 \*Across the street from JetCenter LA

Starbucks  
 2909 W 120th St.  
 Hawthorne, CA 90250  
 \*Across the street from JetCenter LA

## Certificates of Insurance

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Minimum general liability insurance requirements for JetCenter LA are \$2,000,000 per occurrence and \$5,000,000 aggregate. This insurance must name Hawthorne Airport, LLC, and its affiliates and agents; Willow Vista Rentals, LLC, its affiliates and agents; Advanced Air, LLC, and its affiliates and agents; and the City of Hawthorne, its agents and employees; 395 Park Place LLC, its affiliates and agents; and NCompass International, Inc, its agents and employees as additional insureds.

- A certificate of insurance must be filed with each office (2) business days prior to entry/setup on the premises.
- Insurance requirements will increase for events involving aircrafts
- Hawthorne Airport accepts a standard accord form
- Liquor Liability is required for all events serving alcohol
- Indemnification and hold harmless clauses are incorporated in The Hangars at Hawthorne / JetCenter LA event License Agreement



## Preferred & Approved Vendors

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- The Hangars at Hawthorne / JetCenter LA has Exclusive and Approved Vendors that must be used for all events. Please contact your Event Manager for additional information











# The Hangars At Hawthorne

## Thank You

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Please contact us with any questions.

[events@jetcenterla.com](mailto:events@jetcenterla.com) | (310) 567-8136

