



City of Los Angeles Department of Recreation and Parks  
**Palisades Recreation Center**  
 851 Alma Real Drive, Pacific Palisades CA 90272 (310) 454-1412  
[Palisades.RC@lacity.org](mailto:Palisades.RC@lacity.org)



Scan me for Permit Applications & more



**Outdoor Permit Instructions**  
 Picnics, Sports Classes, Tennis & School Events.  
 (Moon bounces are only allowed in the lower picnic)



**\*Due to a storage of staffing during the holiday season Palisades Rec. Center will not process any permit applications between Dec. 11 2023-Jan 2th, 2024\***

- 1) To obtain a Permit Packet visit: [laparks.org/reccenter/palisades](http://laparks.org/reccenter/palisades) You may also download the **LA Parks app**. or scan the **QR code** above.
- 2) Email completed Permit Application (**4 weeks in advance**) to: [Palisades.RC@lacity.org](mailto:Palisades.RC@lacity.org)

**\*If your event will have a vendor of any kind, please read the following\***

**Insurance Instructions for Patrons/Vendors:**

- Vendors insurance broker must visit: [kwikcomply.org](http://kwikcomply.org)
- Click "Let's Get Started" and "New Register"
- Follow steps to input the Certificate of Liability Insurance & the required Endorsement to add the City of LA as an Additional Insured, as per the requirements.
- Upon completion, patrons should record the Certification Approval Number (CA#).
- Patron must include the CA# on the top left of the Permit Application.

- 3) Palisades R.C. staff will generate an invoice and email/call you so you may pay over the phone and email you the receipt.

**Important Permit Information You Should Know**

- All vendors need to have insurance on file with the City of L.A. & food vendors must have a fire extinguisher when cooking.
- No's:** No alcohol, No driving on grounds, No stakes into the grounds, No amplified sound, No smoking, No petting zoo allowed, Food vendors cannot have open flames, and must be on the cement or parking lot side of the park. No applications that require insurance will be accepted until the insurance info is uploaded. No Pickleball allowed on Tennis Courts 5-8. No Tennis Lessons allowed other than from the tennis Center.
- For Baseball Field Permits Monday-Saturday after 7pm and all-day Sundays please contact the Municipal Sports Office at (818) 246-5613.
- All permits may include staffing fees. There is a 50% refund issued if the event is canceled more than 2 weeks prior to the event. No refund will be issued if the event is canceled less than 2 weeks prior to the event.
- All private coaching lessons, clinics, practices of groups or games must have a permit.
- Park BBQ's are locked during wind and fire season and red flag days. They may be unlocked and used in proper weather conditions during the months Nov.2-April 2. Please check with the park office to unlock if the area is available. A fire extinguisher is not required however, the park office has one if needed.