

# HAVING AN EVENT ON CAMPUS?

WE CAN HELP WITH:



- ➔ PARKING ARRANGEMENTS
- ➔ TRAFFIC CONTROL
- ➔ DIRECTIONAL SIGNAGE

**UCLA** *Transportation*

## Special Events Q&A

### What is a special event?

Any on-campus event with more than 25 cars expected is considered a special event. Expecting more than 25 cars for event? Call the Special Events office at (310) 825-1286 for your parking arrangements.

### What if I am expecting 25 cars or less?

For 25 or fewer cars, call Courtesy Parking at (310) 825-3169. 48-hour advance notice is requested. If you are making arrangements on behalf of a UCLA department, please use our on-line reservation system (go to [www.ucla.edu](http://www.ucla.edu) and search "courtesy parking"). Pay stations are also available throughout campus for your convenience.

### What services does the Special Events office provide?

The Special Events office assures that parking is available and convenient for your guests. Your event will appear on the Parking Services event sheet so that attendees can smoothly obtain their permit on the day of the event.

For events larger than 250 cars, we also arrange for attendants to distribute passes at the parking area entrance. We also provide expertise regarding traffic control and directional signage to ensure safe and efficient access for your guests. After 4:30 pm and weekends and holidays, we strongly encourage our customers to use the pay stations located throughout campus, [www.transportation.ucla.edu/maps](http://www.transportation.ucla.edu/maps).

### How far in advance should I make arrangements?

Arrangements should be made as far in advance as possible. Remember, in addition to our daily campus population, UCLA is also a popular event site. Although parking may not be available in the areas you prefer, calling the Special Events office well in advance will give you the best options available. Please make sure to contact us prior to notifying your guests of available parking areas.

### What options are available for payment?

Guests can pay parking on entry at pay stations, or parking can be prepaid by the event organizer. Events can be charged through the UCLA recharge system or be prepaid by check, money order, or credit card.

## Notification Requirements

# Vehicles	Services Provided	Minimum Timeframe
0-25	Parking provided from kiosk or pay stations; no signs or additional staffing	1 business day
26-499	Varies depending upon event	2 weeks*
500-2,499	Varies depending upon event	First event: 6 weeks* Recurring event: 2 weeks*
2,500+	Varies depending upon event	6 weeks*

\*25% non-compliance surcharge if minimum timeframe is not met

## Options

Venue signs	Call for options/rates
Parking attendants	\$60/hour per attendant (call for details)
Traffic control	\$52/hour per officer with 3-hour minimum
VIP setup	\$60/hour per attendant (call for details)
Custom event maps	Request estimate
Guest Identifiers and placards	Request estimate

\*25% non-compliance surcharge if minimum timeframe is not met

## UCLA Referral Numbers

<b>BruinCar Rentals*</b> Rent a car, truck or van for a day or longer	(310) 825-5977
<b>BruinBus Driver &amp; Charter Services*</b> Arrange driver services for VIP guests or charter a bus	(310) 825-2963
<b>UCLA Events Office</b> Obtain expertise on how to plan a successful event at UCLA	(310) 825-8989

\*Services only available for UCLA student groups and departments paying through UCLA recharge system

# Special Events A-Frame Signage Rate Structure

Standard Single-Sided
Text only; 1 vinyl color; 5-7 words (no graphics)
\$50   10 working days
Standard Double-Sided
Text only; 1 vinyl color; 5-7 words (no graphics)
\$65   10 working days
Basic Image Single-Sided
Text with stock 1-color clipart or logo; 2 vinyl colors; 5-7 words
\$55   10 working days
Basic Image Double-Sided
Text with stock 1-color clipart or logo; 2 vinyl colors; 5-7 words
\$80   10 working days
Custom Order
Image/logo modification with 2+ colors on vinyl or 4-color process direct to substrate
One proof included \$37 per hour with 2-hour minimum   15 working days
Additional Proofs
\$37 per hour with 2-hour minimum   5 working days
Large Volume Order
20+ signs per event Ask for quote   25 working days
Late Order
50% surcharge

## Contact Information

Special Events Office	(310) 825-1286
Courtesy Parking	(310) 825-3169
www.transportation.ucla.edu	