



LOS ANGELES CENTER STUDIOS
TENANT INFORMATION PACKET



LOS ANGELES CENTER STUDIOS

Dear Tenant,

On behalf of the entire staff of Los Angeles Center Studios, Nora Robles and I welcome you to our campus. Our goal here is to create a resort hotel experience for the entertainment industry. We take pride in enhancing your stay while you are on campus, and we will do our best to make your short-term or long-term residence as pleasurable as possible.

If this is your first time on the lot, we hope you will take advantage of all the things that make Los Angeles Center Studios LA's premier independent studio. We have been home to some of Hollywood's most high profile productions, including Everything, Everywhere All At Once, Top Gun: Maverick, Beverly Hills Cop 4 – just to name a few. In addition, countless television shows (The Rookie, For All Mankind, Mad Men, etc.), commercials, and music videos film on lot. We are also LA's foremost special event venue and have hosted such clients as Bethesda, Sony PlayStation, Los Angeles Food and Wine, Activision, and Maxim.

We offer the following amenities to our Tenants:

- Flix Café
- Fitness Center
- Spa
- Auto Detailing
- LED Volume Stage
- Secure Bicycle Lounge
- Dry Cleaning
- 350-Seat Theater & Presentation Stage
- Multiple Conference Rooms
- 2Gig Internet and 1gbps redundant circuits.

Thank you again for choosing Los Angeles Center Studios. This Tenant Information Packet contains all the information you will need for your stay at Los Angeles Center Studios. Please do not hesitate to contact us if we could be of any assistance.

Sincerely,

Charles Koyama
Vice President Studio Operations
(213) 534-3000

Nora Robles
Manager, Tenant Services
(213) 534-2306



LOS ANGELES CENTER STUDIOS

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TENANT INFORMATION SHEET

Please Return To
Los Angeles Center Studios
1201 West 5th Street
Los Angeles, CA 90017
tenantservices@lcenterstudios.com

Date: _____

Business Name: _____ **Suite #** _____

Non-LACS Business Telephone: _____

On-Site Contact Name: _____

E-Mail Address: _____

Accounting Contact (if different): _____

Accounting Telephone: _____ **Accounting Fax:** _____

Accounting Address (if different): _____

Accounting E-Mail Address: _____

YES I WANT INVOICES E-MAILED TO THIS ADDRESS.

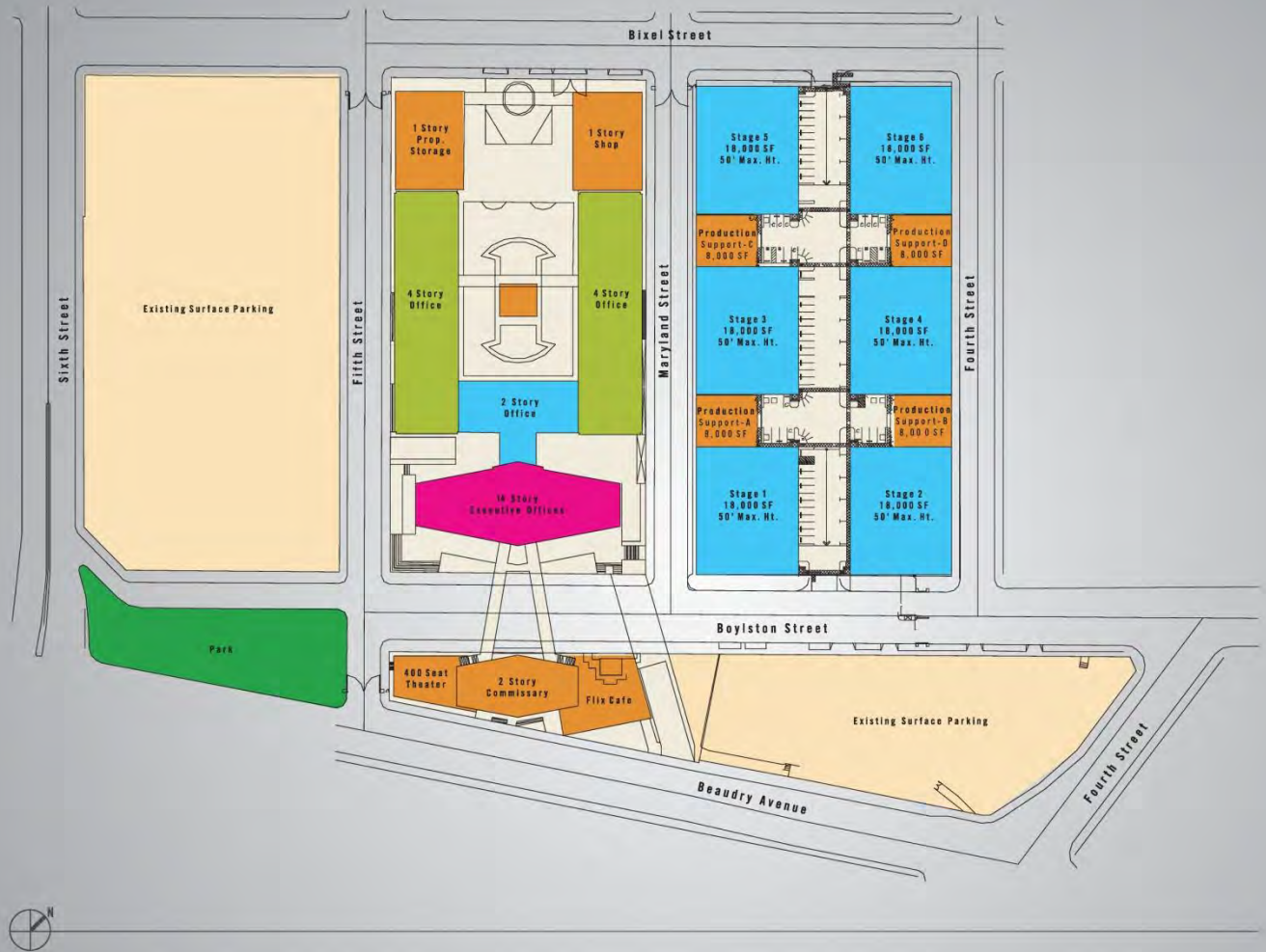
After-Hours Emergency Contact Names (in order to be contacted):

Name: _____ **Cell Phone:** _____ **Other (Home, alt Cell.):** _____

1. _____

2. _____

CAMPUS MAP



FACILITIES DIRECTORY

Los Angeles Center Studios

(213) 534-3000

Extensions

Accounting	2308
Billing and invoice inquiries	
Car Detailing/Wash	3744
Wash, interior, detailing, wax, leather conditioning, mat shampoo and more (Located on lot)	
Catering	2337
Private catering for conventions or events.	
Dry Cleaning/Shoe Shine and Repair	213-239-9185
Dry cleaning, laundry, tailoring and shoe repair at your door. Call for pickup and information.	
Flix Café	2337
Many choices served daily for breakfast and lunch. Hours: M-F 8:30-3:00pm	
Marketing	2334
LACS marketing	
Operations	2306
Office furnishings, maintenance requests, access badges, janitorial, keys, etc.	
Production Services (Stage and Locations Management)	2370
Heavy equipment, stage questions, base camp and transportation parking.	
Main switchboard.....	3000
Leasing	2334
Office & storage leasing (stage & location rental see below)	
Security Console	2397
24 hour security desk (located in main Tower lobby)	
Spa	3550
Table and chair massage available on campus, on stage, on location, in your office.	
Special Events	2318
Event location rentals, theater rental, venue rentals, outdoor patio rentals	
Stage Rental	2355
Sound Stage, LED Volume, swing stage, and location filming rentals	
Technical Services	3100
Internet, networking, telephone service and repair, a/v rentals	

MOVE-IN/OUT PROCEDURES

MOVE-IN PROCEDURES

- Movers
 - Certificate of Insurance is required for all vendors coming on-site
 - Send COI to Tenant Services prior to vendor's arrival; requirements on Page 5
- Move-In Hours
 - Monday – Friday, before 6:00 a.m. and after 6:00 p.m.
 - Saturday – Sunday, 24 hours
- Contact Tenant Services at least 5 days prior to move in date to reserve:
 - Loading dock and/or Freight elevator
- Loading Dock Information
 - Located on Beaudry St. between 4th St. and 6th St.
 - Clearance height: 15 feet
 - Hours of Operation 5:30 AM – 6:00 PM Monday - Friday
 - Time is subjected to change without notice
- Freight Elevator
 - Front Door dimensions: 84" x 42"
 - Rear Door dimensions: 84" x 59"
 - Interior dimensions: 95" x 54"
 - Interior height: 91"
- Lay ¼ inch of masonite on floor and provide wall protection from suite to elevator to protect common areas from damage
 - Security will inspect for damage before and after move-in
 - LACS can provide this service for a fee, contact Tenant Services for costs

MOVE-OUT PROCEDURES

- Schedule furniture and equipment pick up for after hours.
- Contact Tenant Services 5 days prior to move-out date to do the following:
 - Turn in ID's and Parking Hang Tags
 - Arrange for a suite walk through
 - Provide forwarding address
- Contact Technical Services to turn off Telephone, Fax, DirecTv, and Internet services
- Submit a Change of Address Form with United States Post Office & all Vendors



LOS ANGELES CENTER STUDIOS

CERTIFICATE OF INSURANCE REQUIREMENTS

(Vendors)

1. LIST ADDITIONAL INSURED AS FOLLOWS:

(i) Downtown Center Studios, LLC, (ii) LA Studios Operating Company, LLC, (iii) Hollywood Location Management Company, LLC and (iv) Bristol Group, Inc.

* An Additional Insured Endorsement form is **required**. It is **unacceptable** to name the above in the "Description" section of the certificate itself.

2. LIST CERTIFICATE HOLDER AS FOLLOWS:

Downtown Center Studios, LLC
c/o Los Angeles Center Studios Management Company
1201 W. 5th Street, Suite T-100
Los Angeles, CA 90017

Attention: Property Manager
Telephone: 213-534-3000
Fax: 213-534-3001

3. GENERAL LIABILITY
\$2,000,000 Minimum

4. AUTO
\$1,000,000 Minimum

OWNER, NON-OWNED, HIRED, SCHEDULE

5. WORKERS COMPENSATION
\$1,000,000 Minimum

ENTERING & EXITING THE CAMPUS

GETTING AN ACCESS CARD &/OR THE SMARTPHONE APP

- Every person here longer than 1 week must maintain an access card or smartphone app to authorize access to enter and exit the studio.
- Each individual needs complete and submit an *Access Card & Bluetooth* Application to Tenant Services.
 - All applications must be signed by authorized manager
- Smartphone Users can opt to use a Bluetooth app on your phone to open the entry & exit gates.
 - Please note that ID badges will still be required when using the Tower elevators and to open some suite doors.
- **Unreturned or lost parking hang tags or ID badges will be charged \$20 each.**
 - Parking rates cannot be prorated; All prices are subject to change.

USING AN ACCESS CARD OR BLUETOOTH

Users will have slightly different experiences depending on what is presented to the readers. See **Pro Tips** below.

- **Bluetooth users:**
 - Proceed to the card reader
 - Wait for the card reader to capture your Bluetooth signal.
 - Your phone will vibrate and the gate will open
 - No vibration? Move your phone closer to the reader.
 - Gate doesn't open? Make sure the app is running on your phone.
- **Access Card users:**
 - Wave your card in front of the card reader located by the gate arm.
 - The light will turn green and the gate will lift up; proceed through the gate.
 - If you experience any problems, please notify the security officer at the gate.

ENTERING & EXITING THE CAMPUS (cont'd)

CAMPUS ENTRANCES AND EXITS

You will need an Access Card or your Bluetooth App at these entrances to the campus.

● BIXEL GATE ENTRY & EXIT

- **Bluetooth users: Place phone 1 foot from the reader.**
- **Pro-Tip Bluetooth users:** You don't need to roll down your window.

● LOADING DOCK ENTRY GATE

- 5:30 A.M. to 6:00 P.M. Mon - Fri
- Available to **monthly** parkers (no guest access)
- Enter from Beaudry Avenue; leads directly to B-level of the parking garage

Pro-Tip Bluetooth users: You don't need to roll down your window



● LOADING DOCK EXIT GATE ONLY

- (5:30 A.M. to 6:00 P.M. Mon-Fri)
- Due to traffic patterns around this reader, the **reader range has been reduced** to avoid inadvertently opening the gate from random traffic.
- **Bluetooth users: Place phone 1 foot from the reader.**

● PEDESTRIAN GATES

- Found on Bixel St and Maryland & Beaudry Ave and 5th Street
- **Bluetooth users: Place phone 1 foot from the reader**

● BEAUDRY BUILDING (Flix Café building)

- **Pro-Tip Bluetooth users:** the phone should work from your purse or pocket.
- **The security officer will allow you to enter.**

● FREIGHT ELEVATOR

- Will only work if you have access to this elevator
- **Bluetooth users: Place phone 1 foot from the reader.**

● Tower elevator usage -**Access badges only**

- Wave your card in front of the card reader located under the pushbuttons.
- Go to the Elevator indicated on the LCD screen.
- To get to parking, push the buttons to the floor that you want first. Then present your access card. The LCD screen will tell you which elevator to use.



ACCESS CARD & BLUETOOTH APPLICATION

Pass # _____

This form is for parking and access privileges with security operations at LACS. All Vehicles entering LACS property must display an authorized LACS parking pass hanging from the rear view mirror or displayed on the dashboard (driver's side, lower corner). Vehicles without a pass will be cited and/or towed away (at the vehicle owner's expense) according to LACS policy. All persons must have their ID card visible at all times while on studio lot. Any person not displaying the proper ID card will be detained while their access privileges are verified.

ALL information must be filled in and legible in order for this form to be processed

Check One: Unreserved VIP Reserved Reserved ID card only

Print which Door (s) Access is to be added to this access card: _____

Employee's Last Name _____ Employee's First Name _____ MI _____

E-mail address _____ **YES. SEND THE EMAIL FOR THE BLUETOOTH APP, SAFETRUST.** Work Phone/Extension _____

Company/Production Name _____ Suite Number _____ Department _____ CREW

Supervisor's Last Name _____ Supervisor's First Name _____

- Vehicle #1 should be the one you drive 51% or more of the time.
- Pass can only be used on vehicles registered on your LACS parking record.

Vehicle Make	Vehicle Model	Color	License
_____	_____	_____	_____
_____	_____	_____	_____

This parking pass & ID card are property Of Los Angeles Center Studios and may be confiscated at any time without prior warning. If this pass or card becomes lost or stolen, please notify Operations immediately at extension 2306. There will be a replacement charge for any lost pass/card. Passes must be returned to Tenant Services, in Suite T-100 on your last working day at Los Angeles Center Studios. Do not leave them with the officer at the exit gate.

By signing I affirm that I have read and understand all information embodied within this application and agree to comply with LACS' security and parking policies.

Applicant Signature _____ Date _____

Authorized Company/Production Representative Signature _____ Date _____

PLEASE EMAIL TO TENANTSERVICES@LACENTERSTUDIOS.COM or DELIVER TO T-100

To be completed with delivery/pick-up

Accepted by _____ Date _____

Delivered by _____ Date _____

REPLACEMENT ACCESS CARD & BLUETOOTH APPLICATION

Pass # _____

This form is for parking and access privileges with security operations at LACS. All Vehicles entering LACS property must display an authorized LACS parking pass hanging from the rear view mirror or displayed on the dashboard (driver's side, lower corner). Vehicles without a pass will be cited and/or towed away (at the vehicle owner's expense) according to LACS policy. All persons must have their ID card visible at all times while on studio lot. Any person not displaying the proper ID card will be detained while their access privileges are verified.

ALL information must be filled in and legible in order for this form to be processed

Replacement Needed for:

(Check One): ID Card Hang tag Both Resend App Invite

Print which Door (s) Access is to be added to this access card: _____

Employee's Last Name Employee's First Name MI

Company/Production Name Department CREW

Contact Number Suite Number

There will be a \$20.00 charge for any replacement card or hang tag.

PLEASE EMAIL TO TENANTSERVICES@LACENTERSTUDIOS.COM or DELIVER TO T-100

To be completed with delivery

Accepted by Date

Delivered by Date

CREATING GUEST ACCESS PASSES

GET SET UP AS A REGISTRAR

- Fill out an Authorized Registrar form and turn it in to Tenant Services at tenantservices@lcenterstudios.com or in Suite T-100.
 - You will receive an email from Tenant Services with your log-on name and the temporary password: hello123.
- You will then be able to log into the system and create Access Passes.
 - Please customize your password once you log-in.
 - Your password must have at least 8 characters, 1 number, 1 symbol, 1 lower case letter, and 1 upper case letter
- If you register directly through the Tenant Page on the LACS website, Tenant Services will be notified and will authorize you as a registrar. Once complete, you will get an email confirming your authorization.

***Pro Tip** – Use the same password for the Tenant Page and the Access Pass Creation program to keep it simple.

GUEST ACCESS PASS REGISTRAR FORM

Guest Access Passes, AKA Drive-ons, are billed as the guest arrives and are subject to standard rates. There are no in-and-out privileges.

Registrars should be added or removed in concurrence with staffing changes. Those not on the registrar list, will not be able to request drive-ons for visitors. To add or remove registrars, send an updated list to Tenant Services at tenantservices@lcenterstudios.com.

The following people are authorized to submit drive-on requests.

Company/Production Name

Telephone Number

Suite Number (s)

First & Last Name	E-mail address	After Hours Contact Number

Submitted by

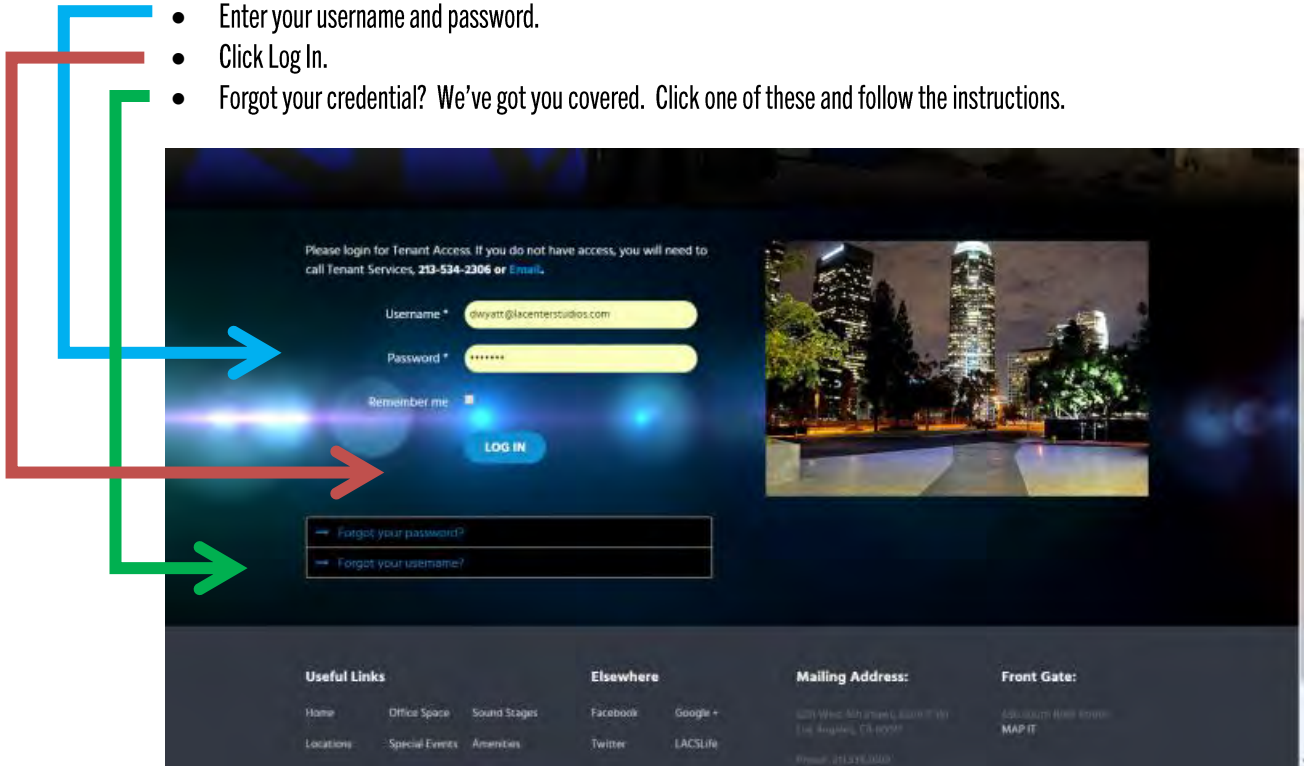
Date

CREATING GUEST ACCESS PASSES (cont'd)

LOGIN TO THE TENANT PAGE

- Go to www.lacenterstudios.com and click on the Tenant Access button. It will take you to the log-in page.

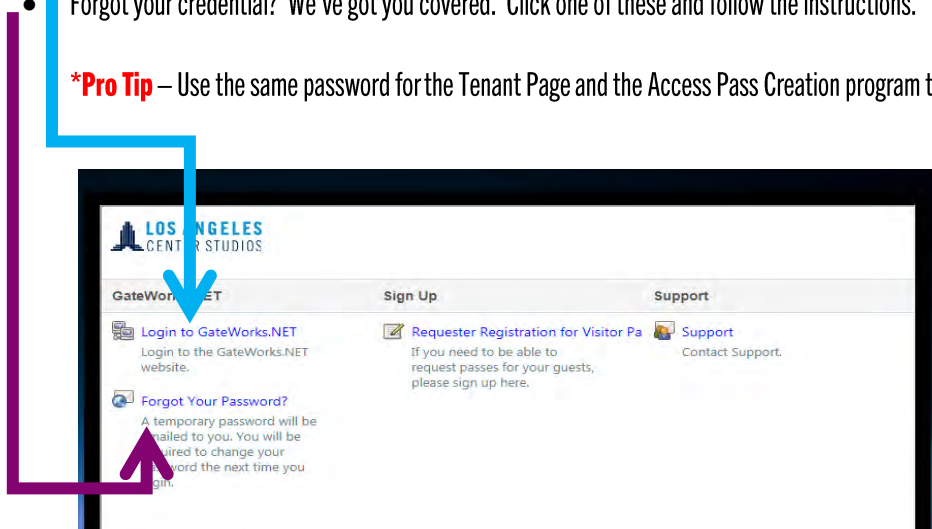
- Enter your username and password.
- Click Log In.
- Forgot your credential? We've got you covered. Click one of these and follow the instructions.



LOGIN TO THE ACCESS PASS CREATION SITE

- Enter your username and password. Please customize your password once you log-in.
- Forgot your credential? We've got you covered. Click one of these and follow the instructions.

***Pro Tip** – Use the same password for the Tenant Page and the Access Pass Creation program to keep it simple.



CREATING GUEST ACCESS PASSES (cont'd)

SELECT NEW VISITOR REQUEST



New Visitor Request

- Enter all of the pertinent information regarding the pass.
 - Required fields have a red asterisk * and are highlighted in blue.

- Select Pass Type: **DAILY** (parking) **DROP-OFF**, or **WALK-ON**

- Enter your guest(s)' information.

- Select the type of parking needed (**VIP** or **GENERAL**)

- Use 'Submit and Copy' to enter multiple guests' names if they are all going to the same place.

- Click on the **SUBMIT**. Your pass is now in the system.

- Click on the **CANCEL** button to cancel the pass.

LOS ANGELES CENTER STUDIOS

Home Contact Us Logoff Name DOLLY K. WYATT

New Visitor Pass...

Submit Submit & Copy Cancel Upload Visitors

Requester

Requester WYATT, DOLLY K. * Pass Type: DAILY

First Name * Last Name * Pass Type: DAILY

Purpose of Visit Visitor Email * Pass Type: DROP-OFF

Additional Email * Pass Type: WALK-ON

Company

Parking Requested

Destination Building: TOWER TOWER Lot: Parking Lot

Room: T110 Parking Lot: GENERAL

VIP

EDIT DESTINATION...

Pass Dates

Start Date: 02/02/2018 * End Date: 02/02/2018 *

Pass Times

Expected Time: 11 : 30 AM

Departure Time: 11 : 45 PM

SUBMIT CANCEL

CREATING GUEST ACCESS PASSES (cont'd)

MULTIPLE ACCESS PASSES

- If you have a large list of drive-ons, you may enter the information in Excel form and upload to the system.
- You will need to complete the basic information for a pass first. Then, select Upload Visitors and Submit

The screenshot shows the 'New Visitor Pass...' form on the Los Angeles Center Studios website. The form includes a navigation bar with 'Home', 'Contact Us', and 'Logoff' links, and a user name 'DOLLY K. WYATT'. The form has several buttons: 'Submit', 'Submit & Clear', 'Submit & Copy', 'Cancel', and 'Upload Visitors' (which is circled in purple). The 'Requester' section contains a 'Requester' field with 'WYATT, DOLLY K.', a 'Pass Type' dropdown menu set to 'DAILY', and a 'Phone' field with '(213) 534-3000'. There is also a checkbox for 'Notify Me By Email' and an 'EDIT PHONE...' button. The 'Visitor' section is partially visible at the bottom.


- The form will have these headings, in this order.


First Name	Last Name	Building	Floor	Room	Lot	Space	Company	Expected Time

CREATING GUEST ACCESS PASSES (cont'd)


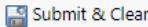
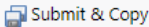

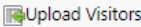
QR Code Visitor Passes

- Enter your visitor's email address when you submit a drive-on.
- A QR code will be emailed to them which security can scan upon arrival for quick and easy entry!



 [Home](#) | [Contact Us](#) | [Logoff](#)


Name 

New Visitor Pass...


    | 

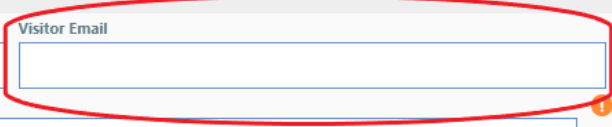
Requester

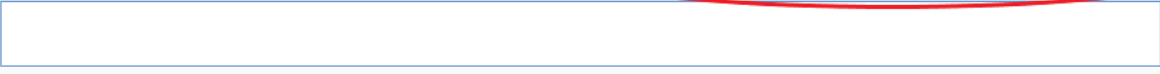
Requester *  * Pass Type *  *

Phone  Notify Me By Email

Visitor

First Name * Last Name *  * Suffix +

Purpose of Visit Visitor Email * 

Additional Email * 

Company Visitor Mobile Phone

Destination **Parking Requested**

CREATING GUEST ACCESS PASSES (cont'd)

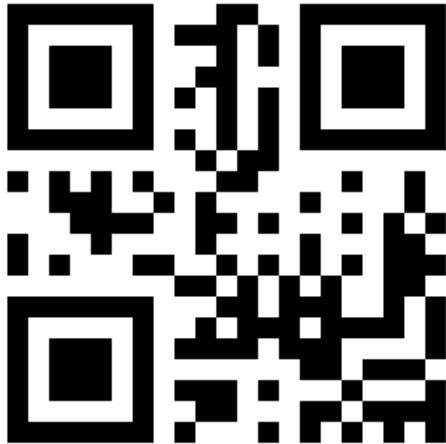
Example of what the email will look like:

[REDACTED]

Dear TEST TEST 2,

Your Visitor Pass to see [REDACTED] from 11/10/2020-11/10/2020 at LA Center Studios is included in this email.

Option 1: Display the following visitor pass from your mobile phone.



Also available here: [Mobile Visitor Pass](#)

Option 2: Print out the attached PDF.

The attachment is designed for printing and will not display well on a mobile phone.

Also available here: [Printable Visitor Pass](#)

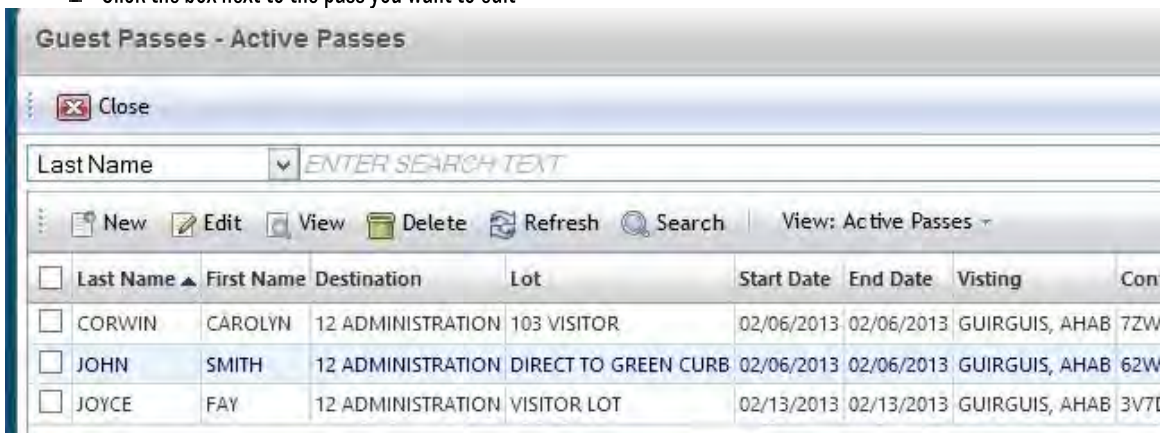
VIEWING AND EDITING ACTIVE PASSES

FIND THE PASS

● Click On The Active Passes Icon

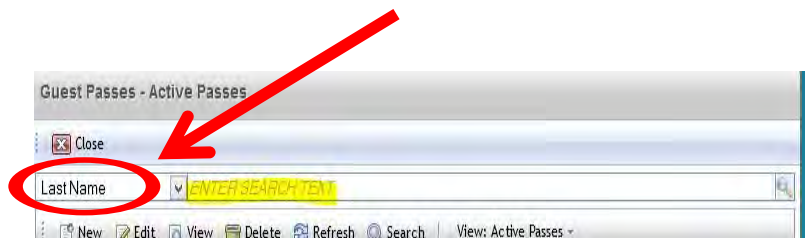


● Click the box next to the pass you want to edit



● Use the search area to find the name.

*Notice that in this example the search is set to 'last name'.



**ALL passes that match your search criteria will display.
You can add a pass from this screen as well.**

VIEWING AND EDITING ACTIVE PASSES (cont'd)

EDIT THE PASS:

Make your changes directly into the fields displayed

FAY JOYCE

Submit Submit & Clear Submit & Copy Cancel Upload Visitors

Requester
Requester GUIRGUIS, AHAB Pass Type DAILY F
Phone (111) 111-1111 Edit Phone...

Visitor
First Name FAY Last Name JOYCE
Company Instructions
Show

Destination
Building 12 ADMINISTRATION
Floor
Room Edit Destination...

Parking Requested
Other VISITOR LOT
Default

Pass Dates
Start Date 02/13/2013
End Date 02/13/2013

Pass Times
Expected Time 11 : 15
Departure Time 06 : 00

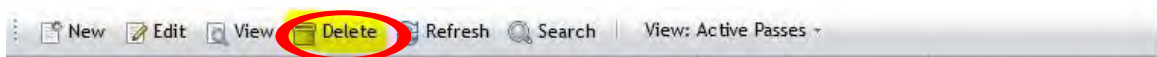
Pass Office Instructions

Submit

Once your changes are completed click the SUBMIT button, located at the top or the bottom of your screen. Your pass has now been successfully updated.

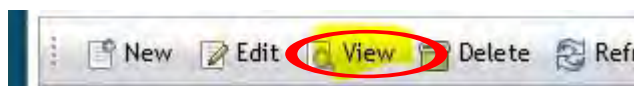
REMOVE/DELETE THE PASS:

Locate the pass, check the checkbox to the left of the name and select Delete in the icon bar



VIEW AN EXISTING PASS:

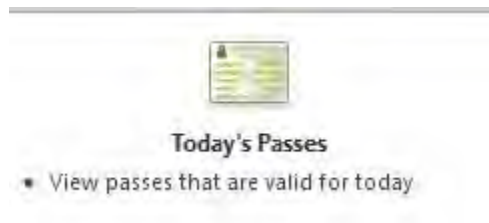
Select the pass you wish to view and click on the View icon.



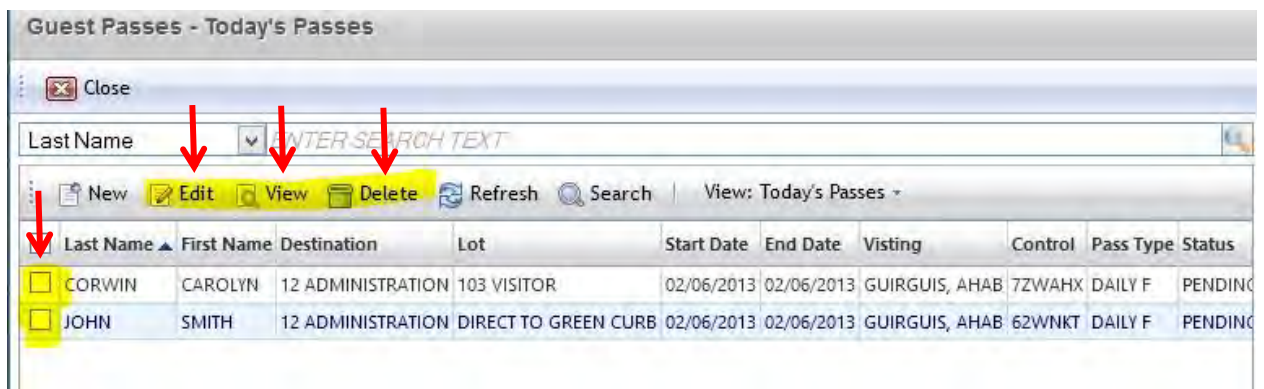
TODAY'S PASSES REPORT

VIEW, EDIT OR DELETE PASSES FROM WITHIN TODAY'S PASSES

- Click on the Today's Passes icon from the dashboard to see used and unused passes real time.

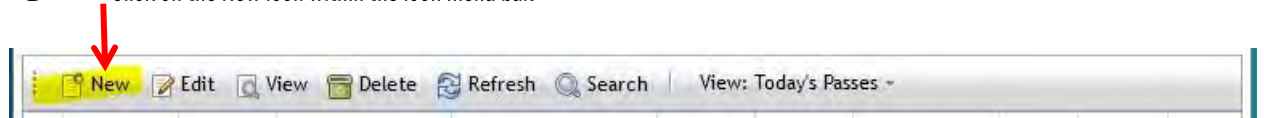


- Click the checkbox to the left of the person's name and then select the appropriate action from the icon bar:



TO ADD A PASS FROM TODAY'S PASSES

- Click on the New icon within the icon menu bar.



TODAY'S ARRIVALS REPORT

Today's Arrivals displays all of your passes ISSUED for TODAY as of the time of inquiry, meaning the pass has been printed and given to your guest. You can also Add, Edit, View, and Delete passes from within this function.



Today's Arrivals

- View passes that are valid for today and have been issued at the gate

TODAY'S NON-ARRIVALS REPORT

Today's Non-Arrivals displays all of your valid passes requested for TODAY, but have NOT been ISSUED as of the time of inquiry, meaning the pass has not been printed. You can also Add, Edit, View, and Delete passes from within this function.



Today's Non-Arrivals

View passes that are valid for today and have not been issued at the gate

SUITE KEY PROCEDURES

- You may not copy keys or re-key the suite under any circumstances
 - Lease may be subject to termination

- Additional Keys
 - Cost: \$6/key
 - Ordered from Tenant Services

- Lock Outs
 - LACS staff may unlock doors after accidental lock-out; \$25 fee may apply

- Re-Keying Locks
 - New lock-set cost: contact Tenant Services for a quote
 - Existing lock-set cost: \$105/door (includes 2 keys)
 - Re-programming an access badge lock: \$70

- Moving-Out
 - Return all keys to Tenant Services
 - Suggestion: Office Manager should keep inventory of which employees possess suite keys.

WATER

- Los Angeles Center Studios provides the following at standard rates:
 - Water filtration unit \$95 per month, 3-month minimum suite must have plumbing
 - Floor and counter units have hot & cold taps.
 - Water coolers \$6 per month
 - 5-gallon water bottles; \$11.00 each
 - Half-liter cases of bottled water; \$11.00 each (includes CSV)

- Order must be placed with receptionist no later than 3 PM the day prior to delivery
 - Drop off in T-100
 - Email: tenantservices@LACenterStudios.com

- Delivered weekly; schedule available from Tenant Services

- Delivered Water is charged weekly. Filtered water units are charged monthly and are not prorated.

- Outside vendors are not allowed to deliver water
 - LACS security will refuse delivery

WATER REQUEST FORM

- Please fill out all the information below to complete your water order.
- All water orders must be turned in NO later than 3:00 P.M. the day prior to delivery.
- Please e-mail this form with a Purchase Order to receptionist@lcenterstudios.com
- Water Orders will not be completed if P.O.'s are not sent.
- If separate P.O.'s are used for multiple suites, please submit separate request forms.

Company: _____

P.O. # _____

Suite #	Amount	
	5 Gallon bottles	½ Liter cases
Total \$		

5 Gallon bottles are \$11.00
 ½ Liter cases are \$11.00

We agree to pay the above stated charge for the water requested upon receipt of said water.

SIGNATURE: _____ DATE: _____
 (Authorized Tenant Verification)

Please email all water requests and Purchase Orders to receptionist@lcenterstudios.com.

EMAIL LIST AUTHORIZATION

Memos, reminders, new Flix Café menus, and other general information are sent out via email. Please let us know which e-mail lists you would like to be added to by checking the appropriate box(es) and filling out email address information. Return this form to Tenant Services.

Company Name: _____ Suite # _____

Name 1 _____ Name 2 _____

Email 1 _____ Email 2 _____

E-mails can be added or removed at any time.
Send additional requests to Tenantservices@lcenterstudios.com

LACS Studio Memos
*(any announcements that affect all tenants
and relate to studio operations)*

Fire & Emergency Suite Monitor
(must have one per suite)

Weekly Water Order Reminders

Be Well Spa Specials and Updates

LACS Studio Memos
*(any announcements that affect all tenants and relate
to studio operations)*

Fire & Emergency Suite Monitor
(must have one per suite)

Weekly Water Order Reminders

Be Well Spa Specials and Updates

E-mails can be added or removed at any time. Send additional requests to
Tenantservices@lcenterstudios.com

NEWSPAPER & MAGAZINE DELIVERY

- If a newspaper / magazine is not delivered by the United States Post Office, instruct them to deliver to the following address.

450 South Bixel Street
Los Angeles, CA 90017

RECYCLING PROGRAM

PAPER PRODUCTS, BOTTLES AND CANS

- Each suite contains bins for paper and bottles and cans
- Recycling is emptied nightly by the Janitorial Team.
- **NO GARBAGE! / NO FOOD! / NO STYROFOAM!**
- Allowable Items:

White Paper
Colored Paper
Computer Paper
Envelopes
Junk Mail

Glossy Paper
File Folders
Magazines
Newspaper

E-WASTE RECYCLING

- Your e-waste can be dropped off at anytime to our storage room; contact Tenant Services.
- **WE DO NOT ACCEPT BATTERIES, CDS, DVDS OR VHS TAPES**

MAIL PROCEDURES

- The mailing address for your company/production should be in this format

Company/Production Name
1201 West 5th Street, Suite _____
Los Angeles, CA 90017-2019
- The name *Los Angeles Center Studios* should **NOT** be used with tenant's company name and/or shipping address
- Give Tenant Services the company/production name the will be used consistently
- Check key and mail box on C-Level for any front label errors or lock malfunctions
- If you have concerns in regards to receiving mail or delivery issues, please contact the **United States Postal Service** toll free telephone number 1-800-ASK-USPS
- When Moving-Out, mailbox key must be returned to Tenant Services.
- Fill out Change of Address form found at any post office or online at www.usps.com.
 - Post Office will give two (2) weeks before sending mail back to sender.

STUDIO AMENITIES

STUDIO LOUNGE

- South side, indoor and outdoor upper Beaudry Building, above the Theater
 - Lounge seating, tables and wi-fi.
 - Use your suite wi-fi account or the posted password.

ATM MACHINE

- Located next to the Women's Restroom on ground floor of the Beaudry Building

DRY CLEANING/SHOE REPAIR

- Picked up and delivered to your suite
 - E-mail pickup@cleanersdepot.com to request a pick-up

CAR WASH

- Wash, interior and detailing on the lot
 - call ext. 3744

COMMISSARY - FLIX CAFÉ

- Located on the ground floor of the Beaudry Building
 - Patio dining
 - Online ordering via ChowNow.com or LACS website
 - Free Wi-fi available while visiting Flix Café

THEATER

- Located on the ground floor of the Beaudry Building
 - 350-Seat theater, digital projector and stage
 - Call Tenant Services for details and rates

SPA

- Be Well Spa at Los Angeles Center Studios, ext. 3550
 - Massages, Body treatments, Aromatherapy Wraps, Facials
 - On campus treatment room
 - Mobile service to office or on set

STUDIO AMENITIES (cont'd)

BICYCLE LOUNGE

- Located off the Turn Court
 - ID Badge Secure day-use bicycle storage
 - Repair tools available.
 - Pool table and TV
 - Complimentary Use for Tenants

FITNESS CENTER

- Membership to all tenants is compliments of LACS
 - Open 24 hours
- Membership Procedures
 - Fill out application/liability release and turn in to 1st Floor reception
 - Access will be added to LACS ID Badge
 - The badge must be present while working out.

RESISTANZ FITNESS TRAINERS

- Located in the 5th Street Building on the 1st floor in F-100
- Training sessions on with personal trainer
- Health consultation and weight training overseen by a trainer
 - Initial consultation for goals
 - Nutrition suggestions
 - Individual progress reports
- Corporate packages available

FITNESS FACILITIES AGREEMENT AND RELEASE OF LIABILITY

Deliver completed form to Tenant Services or email to tenantservices@lacenterstudios.

- 1) In consideration of being allowed to use the fitness facilities, equipment and machinery located at Los Angeles Center Studios, I do hereby waive, release and forever discharge LA Studios Operating Company, LLC, Downtown Center Studios, LLC, Hollywood Location Company, Inc., and their respective affiliates, members, directors, partners, officers, agents and employees (collectively, the "Related Parties", from any and all responsibilities or liabilities from injuries or damages arriving out of or connected with my use of the fitness facilities, my participation in all activities, my use of equipment or machinery, or any act of omission, including negligence by the related Parties.

(Initials _____)

- 2) I understand and I am aware that strength training, flexibility and aerobic exercise including use of equipment, are potentially hazardous activities. I also understand that fitness activities involve a risk of injury and even death, and that I am voluntarily participating in these activities and using equipment and machinery with knowledge of the dangers involved. I hereby agree to expressly assume and accept any and all risks of injury or death.

(Initials _____)

- 3) I do hereby further declare myself to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would prevent my participation or use of equipment or machinery. I do hereby acknowledge that I have been informed of the need for a physician's approval for my participation in an exercise/fitness activity or in the use of exercise equipment and machinery. I also acknowledge that it has been recommended that I have a yearly or more frequent physical examination and consultation with my physician as the physical activity, exercise and use of exercise and training equipment so that I might have his/her recommendations concerning these fitness activities and equipment use. I acknowledge that I have either had a physical examination and been given my physician's permission to participate, or that I have decided to participate in activities and use of equipment and machinery without the approval of my physician and do hereby assume all responsibility for my participation, activities and utilization of equipment and machinery in my activities.

(Initials _____)

By signing I affirm that I have read and understand all information embodied within this application and agree to comply with LACS' policies.

Date	Applicant's Name - PLEASE PRINT	Applicant's Signature
Company/Production Name	Suite #	Contact Number

Passes must be returned to Tenant Services in Suite T-100 on your last working day on the campus.

STUDIO SERVICES

FURNITURE

- Los Angeles Center Studios provides standard office furniture for wing building Offices.
- After initial move-in, charges will apply for additional furniture requests and for studio labor requests (see rate sheet on page 35).

JANITORIAL

- Janitorial services provided by LACS
- If extra attention is needed, contact Tenant Services
- Above standard services can be provided for additional fees

LABOR

- Furniture moves, Celotex installation, etc.
 - Labor charges will apply, contact Tenant Services

SIGNS

- Any Signage other than suite sign inserts must be made by LACS
 - E-mail requests, including wording for the signs, to tenantervices@lcenterstudios.com

PRODUCTION

- For Production Services, call ext. 2370
- Production Services can provide the following:
 - Heavy equipment (fork lifts, scissor lifts, condors, etc.)
 - Portable A/C
 - Hot Lock a Stage

SECURITY

- Security is 24 hours a day, 365 days a year
- For Security, call ext. 2397 or Tenant Services at ext. 2306
- Security may NOT sign for any package

EXTENDED LIGHTING HOURS REQUEST

Lights are on during business hours, 7:00 AM – 7:00 PM. To request lights on outside of these hours, please enter the date, time and suite affected below.

Lighting recurrence:

You can use one form to request extended lighting hours for multiple suites as long as the requests have the same lighting schedule. If times vary, please complete one form for each area.

- Single Day
- Repeats consecutive days
- Repeats weekly
- Repeats on another schedule than above (please explain) _____

Date(s) for extended hours _____

Time Lights on _____ Time Lights off _____

Requesting company _____

Suite where lights need to remain on _____

Contact person _____ E-mail _____

Telephone number or campus extension _____

Turn this form into Tenant Services at tenantservices@lcenterstudios.com; or in Suite T100.

TENANT RATE SHEET

PARKING

Monthly Unreserved:	\$170
Monthly Reserved:	\$300
Monthly VIP Reserved:	\$395
Daily:	\$18
Daily VIP Parking:	\$25
Replacement Access Card and/or Hang Tag: 1st Card or Hang Tag	\$20

POWER RATES

After Hours HVAC:	\$100 per hour
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ANCILLARY FEES

Keys:	\$6 per key
Re-Key Existing Lockset:	\$105 per lockset (includes 2 keys)
Re-Program Badge Access Lockset:	\$70 per re-programming
New Lockset:	Contact Tenant Services for a quote Ext. 2306
Replacement Mailbox Key:	\$70 per mailbox (includes box key and mail room key)
Furniture Rental:	
Celotex	\$50 per sheet with installation and restoration
Folding Chairs	\$2.50 per day \$7.50 per week
6-Foot Table/8-Foot Table	\$8 per day \$24 per week
AV/Computer/Copier Rental:	See Technical Support Services Rates or Call ext. 3100 for quote
Water:	
Water Filtration Unit	\$95 per month - min. 3 month rental, or add'l \$45 cleaning charge
5 Gallon	\$11 per 5 gallon, \$6 per month cooler rental
Case	\$11 per case (includes CSV)
Carpet Cleaning:	Ask Tenant Services for a quote.

PERSONNEL

Engineer/Electrician:	
Standard Time	\$100 per hour (1 hour minimum)
Overtime	\$150 per hour (1 hour minimum)
Weekends	\$200 per hour (1 hour minimum)
General Labor:	
1st Hour	\$50 per hour
Overtime	\$75 per hour (1 hour minimum)
Janitorial:	
Standard Time	\$50 per hour (1 hour minimum)
Overtime	\$75 per hour (1 hour minimum)
Weekends/Holidays	\$100 per hour (4 hour minimum)

Rates as of 3/1/23 (subject to change without notice)



LOS ANGELES CENTER STUDIOS

T 213.534.3000 F 213.534.3001 WWW.LA-CENTERSTUDIOS.COM
1201 West Fifth Street, Suite T-110, Los Angeles, California 90017-2019

CONFERENCE & SCREENING ROOM RENTALS

SMALL CONFERENCE ROOM

Hourly:	\$260
Daily:	\$575

LARGE CONFERENCE ROOM

Hourly:	\$280
Daily:	\$700

4th Floor Conference Room Technical Rentals:

LCD TV/DVD/DirecTV	\$75 per day
Internet Connection	\$25 per user
AV Labor (Mon-Fri 9am-5pm)	\$375/half day (minimum) \$675 full day
AV Labor (After Hours)	\$750 per day (7 hours)

BEAUDRY THEATER

Room Rental:	\$750 per day
Digital Projector Rental:	
Hourly Rental	\$125
Daily Rental	\$500
Room Setup/Strike:	\$ 50
AV Labor (Mon-Fri 9am-5pm)	\$375/half day (minimum) \$675 full day
AV Labor (After Hours)	\$750 per day (7 hours)

Lavalier Mic Kit:

Daily Rental	\$225
AV Labor (Mon-Fri 9am-5pm)	\$375/half day (minimum) \$675 full day
AV Labor (After Hours)	\$750 per day (7 hours)

(If your conference/screening event is After Hours associated
HVAC/Engineering Costs will also apply)

Rates as of 3/1/23 (subject to change without notice)



LOS ANGELES CENTER STUDIOS

T 213.534.3000 F 213.534.3001 WWW.LA-CENTERSTUDIOS.COM
1201 West Fifth Street, Suite T-110, Los Angeles, California 90017-2019

TECHNICAL SERVICES

- Technical Services Support & Technicians
 - Set up telephones
 - Set up access to public and private computer networks
 - Field requests and scheduled Telecom Technicians and support.
 - Extension 3100 or (213) 534-3100
 - Monday – Friday, 9:00 A.M. to 6:00 P.M.

- Technical Services provide the following services:
 - Telephone, fax and internet installation and service
 - Voicemail support
 - Computer support
 - Direct TV installation and service
 - Cabling
 - Networking
 - Audio/Visual support

TELECOM RATE SHEET

TELECOM RENTALS	ACTIVATE	RECURRING	PERIOD
16 Button Feature Phone:	\$150	\$35	Monthly
Fax/Modem Location:	\$150	\$25	Monthly
Voice Mail Box:	\$ 20	\$ 5	Monthly
Dedicated Phone Line (DID):	\$150	\$55	Monthly
Rollover Line:		\$35	Monthly

Long Distance & Local calls are commensurate with SBC and AT&T Direct Dial Rates. All rate increases or decreases for usage will be in accordance with SBC and AT&T. Direct Dial rate changes granted by the CA Public Utilities Commission and the FCC.

UP/DOWN BANDWITH	PER COMPANY	PERIOD
10Mb	\$220	Monthly
20Mb	\$440	Monthly
40Mb	\$880	Monthly
60Mb	\$1,220	Monthly
80Mb	\$1,505	Monthly
100Mb	\$1,741	Monthly

ADDITIONAL SERVICES	PER COMPANY	PERIOD
VPN Setup/Change	\$500 + licensing fees if applicable	
Firewall Changes	\$150 per change request	

*Up to 2 changes, except VPN setup/charge

IP address and router are provided. Network Level Antivirus, Antispam, and Intrusion Prevention System services can be provided at additional cost based on number of users.

All services are provided without a long term contract and rollout within 24 hours of signed request. Please see the Technical Support Services sheet for additional support rates as well as other services that can be provided.

Rates as of 3/1/23 (subject to change without notice)



T 213.534.3000 F 213.534.3001 WWW.LA-CENTERSTUDIOS.COM
1201 West Fifth Street, Suite T-110, Los Angeles, California 90017-2019

TECHNICAL SUPPORT SERVICES

TELEPHONE SUPPORT

	RATE	PER
Dispatch Charge:	\$25	Incident
Telecom Labor Rate:	\$50	First Half Hour
Telecom Labor Rate:	\$75	Every Additional Half Hour
Telecom Labor Rate (After Hours):	\$250	Hour
Add/Move and Changes:	\$50	Device
Additional Phone/Internet Jack Installation:	\$150	Jack
Damaged or Missing Phone:	\$350	Device

INTERNET SUPPORT

	RATE	PER
Dispatch Charge:	\$25	Incident
IT Labor Rate:	\$50	First Half Hour
IT Labor Rate:	\$75	Every Additional Half Hour
IT Labor Rate (After Hours):	\$250	Hour
Network Printer Setup:	\$150	Up to Five Workstations
Network Printer Setup:	\$35	Workstation after the first Five
Replacement Cat 5 Patch Cable:	\$1	Foot of Cable

CABLE ONLINE STREAMING

	ACTIVATE	RECURRING	PERIOD
Service:	\$75	\$100	Monthly
Device rental (firestick, etc if needed)		\$25	Monthly
Damaged or Missing Remote:		\$75	Remote

AV RENTALS

	HOURLY	DAILY
DVD Player:	\$25	\$50
AV Labor (Mon-Fri 9am-5pm)	\$85 per hour (minimum of 1 hour for AV Support)	
AV Labor (After Hours)	\$750 per day (7 hours)	

CONSULTING SERVICES

	RECURRING	PERIOD
Fixed Price Support:	\$50 per device	Monthly

Rates as of 3/1/23 (subject to change without notice)



LOS ANGELES CENTER STUDIOS

T 213.534.3000 F 213.534.3001 WWW.LA-CENTERSTUDIOS.COM
1201 West Fifth Street, Suite T-110, Los Angeles, California 90017-2019

TELEPHONE INSTRUCTIONS

CONFERENCE CALLS

With 1st party on line, press Transfer and dial 2nd party. When 2nd party answers, press Conf. Both parties will be connected.

FORWARD CALLS

Obtain dial tone and press Call Forward. Short beeps will be heard. Enter number and hang up. Light will go on. To forward to voicemail, dial 3111. Light will be lit to show that line is forwarded. To cancel call forwarding, press Call Forward button and hang up. Light will go out.

TRANSFER CALLS

With party on the line, press Transfer key and dial party to be transferred to. Stay on the line to announce the call, or hang up when line rings.

HOLD

Press the Hold key to put a call on hold. Line will flash. Press button again to retrieve call.

SPEED CALLING

To program, press Feature key, then press Speed Call button. Enter telephone number. Display will show digits dialed. Press Feature key again to save the number. To verify, press Feature key, press Speed Dial button. Display will show digits programmed.

REDIAL

Press this key to scroll through the last 5 numbers dialed on your phone. Press * to dial number shown on your display.

ADJUST HANDSET RECEIVER VOLUME

Lift handset and listen. Press Feature key and 2.

CHANGE RINGER TONE

Press Feature key and 3.

RECALL

Press Recall to terminate call immediately and re-establish dial tone.

SPEAKER

Press Speaker to answer or place a call hands free. MIC light must be lit in order to pick up your voice.

TURN MICROPHONE ON/OFF FOR SPEAKER CALLS

Press Speaker, Feature key and 1 to turn on or off microphone. Option 2 – Press Speaker, then push button under display MIC. MUTE VOICE will show on the display. When the red light in the bottom right hand corner over MIC is lit, microphone is active.

UP/DOWN ARROWS

When phone is idle, press to adjust display. When phone is ringing, press to adjust ringing volume. When speaking on phone, press to adjust speaker/handset volume.

VOICEMAIL INSTRUCTIONS

INITIAL VOICEMAIL SETUP

- Dial 3111 from your extension
- The voicemail system will prompt you to first record your name
- Follow the prompts to record your personal greeting – when completed enter #
- Next, you will be asked whether you would like to set up a Security Code.

TO RESET THE SECURITY CODE

- To set a new security code at any time, press 431 from the main menu.
-

RE-RECORD PERSONAL GREETING

- Press 411
- The system will play your standard greeting; Press 1 if you would like to change it
- Record your greeting; Press * to end recording or # to re-record
- Continue with greeting menu options or press * to return to the Main Menu

MESSAGES

- The top right hand corner of your phone will be lit when you have a voicemail. Your phone display will also read “VMM”.

Checking Message From Your own Phone

- Dial 3111 – if you have set up a Security code, you will be prompted to enter it immediately
- To play messages, press 1
- To delete a message immediately, press 3
- To save a message immediately, press 2

Checking Messages From Another Phone on the Campus

- Dial 3111
- Dial 9, then your extension

Checking Messages From a Remote Location

- Dial (213) 534-3111
- Dial 9, then your extension

While Listening to Messages, Press...

- 1 Repeat
- 2 Save
- 3 Delete
- 5 Change volume
- 6 Rewind
- 8 Pause or Continue
- 9 Fast Forward

After Listening to a Message, Press...

- 3 Delete
- 4 Reply
- 5 Forward Message
- 6 Mark as New
- 9 Hear message summary

NOTE

- You may enter selections at any time while the system is playing prompts
- In voicemail, press 1 for Yes and 2 for No

DRIVING DIRECTIONS TO CAMPUS

for GPS services our address is 450 S. Bixel St.

FROM WESTSIDE

- > 10 Fwy East
- > 110 Fwy North
- > Exit 3rd St., follow over Fwy heading West
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM HOLLYWOOD

- > 101 Fwy South
- > 110 Fwy South
- > Exit 3rd St., Left on Beaudry, Right on 3rd St.
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.



FROM SAN FERNANDO VALLEY

- > 101 Fwy South
- > 110 Fwy South
- > Exit 3rd St., Left on Beaudry, Right on 3rd St.
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM BURBANK/GLENDALE/PASADENA/VALENCIA

- > 5 Fwy South
- > 110 Fwy South
- > Exit 3rd St., follow over Fwy heading West
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM ORANGE COUNTY

- > 5 Fwy North
- > 101 Fwy North/West
- > 110 Fwy South
- > Exit 3rd St., Left on Beaudry, Right on 3rd St.
- > Left on Bixel St.
- > Left into Studio b/w Maryland + 5th St.

FROM MID-WILSHIRE

- > East on 6th St. or Wilshire Blvd.
- > Left on Bixel St.
- > Right into Studio b/w 5th St. + Maryland

DRIVING DIRECTIONS EXITING CAMPUS

for GPS services our address is 450 S. Bixel St.

TO WESTSIDE

- > Exit Studio, Left on Bixel St.
- > Bixel turns into 110 Fwy South
- > 10 Fwy West

TO HOLLYWOOD

- > Exit Studio, Right on Bixel St.
- > Right on 3rd St.
- > Veer Right at fork to Figueroa St.
- > Go down hill, Left on Figueroa St.
- > 110 Fwy North to 101 Fwy North/West



TO SAN FERNANDO VALLEY

- > Exit Studio, Right on Bixel St.
- > Right on 3rd St.
- > Veer Right at fork to Figueroa St.
- > Go down hill, Left on Figueroa St.
- > 110 Fwy North to 101 Fwy North/West

TO BURBANK/GLENDALE/PASADENA/VALENCIA

- > Exit Studio, Right on Bixel St.
- > Right on 3rd St.
- > Veer Right at fork to Figueroa St.
- > Go down hill, Left on Figueroa St.
- > 110 Fwy North to 5 Fwy North

TO ORANGE COUNTY

- > Exit Studio, Right on Bixel St.
- > Right on 3rd St.
- > Veer Right at fork to Figueroa St.
- > Go down hill, Left on Figueroa St.
- > 110 Fwy North to 5 Fwy South

TO MID-WILSHIRE

- > Exit Studio, Left on Bixel St.
- > Right on 6th St. or Wilshire Blvd.

DOWNTOWN INSIDER'S GUIDE



- 71 Above \$\$\$\$ - American 633 W 5th. St, 71st floor
- Café Pinot \$\$\$ - French 700 W. 5th St.
- Chaya Downtown \$\$\$ - Japanese 525 S. Flower St.
- Grand Reserve Club \$\$\$ - American 1111 S Figueroa St.
- Katsuya L.A. Live \$\$\$ - Japanese 800 W. Olympic Blvd.
- La Boucherie \$\$\$ Steak – 900 Wilahire Blvd.
- L.A. Prime \$\$\$ - Steak 404 S. Figueroa St.
- Morton's The Steakhouse \$\$\$ - Steak 735 s. Figueroa St. #3207
- Nick & Stef's Steakhouse \$\$\$ - Steak 330 S. Hope St.
- Noe Restaurant & Bar \$\$\$ - Modern French 251 S. Olive St.
- TheNoMad \$\$\$ - Tapas 649 S. Olive St.
- Pacific Dining Car \$\$\$\$ – Steak 1310 W. 6th Street
- Patina \$\$\$ - French Walt Disney Cocert Hall 141 S. Grand Ave.
- Perch \$\$\$ - French 448 Hill St.
- Q Sushi \$\$\$ - Sushi 521 W 7th St
- Vespaio \$\$\$ - Italian 225 S. Grand Ave.
- Water Grill \$\$\$ - Seafood 544 S. Grand Ave.
- WP24 by Wolfgang Puck \$\$\$\$ - Asian-fusion 900 W. Olympic Blvd.

DOWNTOWN INSIDER'S GUIDE



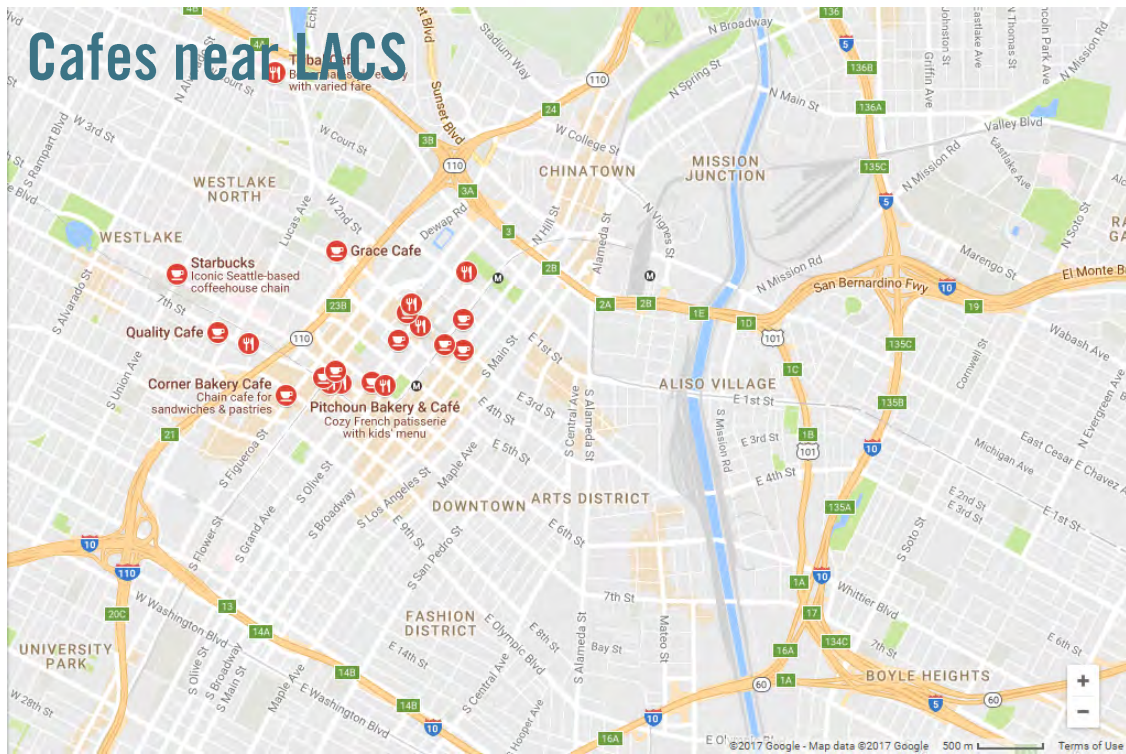
- Arashi Sushi \$\$ · Sushi 1111 S Hope St #100
- Bestia \$\$ · Italian 2121 E 7th St
- Blue Cow Kitchen Bar \$ · New American Restaurant 350 S Grand Ave
- Bottega Louie · \$\$ · Italian 700 S Grand Ave
- B.S. Taqueria \$ · Mexican 514 W 7th St
- Engine Co. No. 28 \$\$ · Traditional American 644 S Figueroa St
- Fullhouse Seafood \$\$ · Seafood 963 N Hill St
- Hatch \$\$ · Yakitori 700 W 7th St.
- Joey DTLA \$\$ · American 700 W 7th St.
- Las Anitas Restaurant \$ · Mexican 26 Olvera St
- New Dragon Sea Food Restaurant \$\$ · Chinese 934 N Hill St
- Ocho Mexican Grill \$\$ · Mexican 630 W 6th St
- Philippe The Original \$ · Sandwiches 1001 Alameda St
- Plan Check \$\$ · American 1111 Wilshire Blvd
- Rock'n Fish \$\$ · Seafood 800 W Olympic Blvd #160
- San Antonio Winery \$ · Winery 737 Lamar St
- Smeraldi's Restaurant \$\$ · Italian 506 S Grand Ave
- SUGARFISH BY SUSHI NOZAWA \$\$ · Sushi 600 W 7th St #150
- Wokcano \$\$ · Asian Restaurant 800 W 7th St
- Wurstküche Restaurant \$\$ · German 800 E 3rd St
- Yard House \$\$ · Grill 800 W Olympic Blvd A-115

DOWNTOWN INSIDER'S GUIDE



- Asian Fast Food & Grocery - 1260 W 6th St
- Burger King - 230 S Alvarado St
- Burger King - 700 W Cesar Estrada Chavez Ave
- Carl's Jr. / Green Burrito - 2110 W 7th St
- Chipotle- 1122 W 6th St
- El Pollo Loco - 260 S Broadway
- Five Guys - 735 S Figueroa St
- Golden Burger Teriyaki - 1938 W 3rd St
- Indus - 735 S Figueroa St
- Jack in the Box -516 N Beaudry Ave
- Jack in the Box - 1900 W 6th St
- KFC - 708 S Broadway
- McDonald's - 405 N Alvarado St
- McDonald's - 1625 W Wilshire Blvd
- Quiznos - 645 W 9th St #107
- Quiznos -201 N Los Angeles St #22
- Subway - 630 W 6th St
- Subway - 508 W 7th St
- Subway - 404 S Figueroa St, Ste 608, Westin Bonaventure Hotel
- Togos – 1111 W Wilshire Blvd.

DOWNTOWN INSIDER'S GUIDE



- 85C Bakery Cafe - Downtown Los Angeles - 700 Wilshire Blvd a
- Blue Bottle Coffee - 300 S Broadway
- Caffe Primo - 612 S Flower St
- Cherry Pick Café - 208 Hill St
- The Coffee Bean & Tea Leaf - 801 W 7th St
- Corner Bakery Café - One California Plaza, 300 S Grand Ave
- Corner Bakery Café - 801 S Figueroa St # 150
- Etchea Café Bakery & Catering - 254 S Hope St
- G & B Coffee - 317 S Broadway C19
- Grace Café - 1221 W 3rd St
- Market Café - 330 S Hope St #1
- Marie's Coffee Deli - 731 W 7th St
- Panorama Café - 9th Floor, 111 N Hill St
- Pitchoun Bakery & Café - 545 S Olive St
- Quality Café - 1238 W 7th St
- René Café - 1123 W 7th St
- Starbucks - 1601 Wilshire Blvd
- Starbucks - 523 W 6th St
- Tribal Café - 1651 W Temple St

DOWNTOWN INSIDER'S GUIDE



Americas Best Value Inn - Los Angeles W 7th Street 2-star hotel

City Center Hotel- 2-star hotel

Courtyard by Marriott Los Angeles L.A. LIVE

Freehand LA 3-star hotel

Hilton Checkers Los Angeles 4-star hotel

Hotel Indigo Los Angeles Downtown- 4-star hotel

Hoxton 3-star hotel

InterContinental Los Angeles Downtown

JW Marriott Los Angeles L.A. LIVE · 4-star hotel

The L.A. Hotel Downtown · 4-star hotel

The Los Angeles Athletic Club- 3-star hotel

The Mayfair Hotel 3-star hotel

Millennium Biltmore Los Angeles 4-star hotel

The Milner Hotel Downtown Los Angeles- 2-star hotel

O Hotel- 3-star hotel

Omni Los Angeles Hotel at California Plaza4-star hotel

Residence Inn by Marriott Los Angeles L.A. LIVE- 4-star hotel

The Ritz-Carlton, Los Angeles 5-star hotel

The Standard, Downtown LA- 4-star hotel

Stillwell Hotel- 1-star hotel

Sheraton Los Angeles Downtown Hotel- 3-star hotel

The Westin Bonaventure Hotel & Suites- 4-star hotel

DOWNTOWN INSIDER'S GUIDE



- Bar Mattachine - 221 W 7th St
- Blue Moon Hookah Lounge - 1053 Hill St
- Bluewhale 123 Astronaut E S Onizuka St #301
- Crocker Club - 453 S Spring St
- D'Vine Lounge Bar - 821 S Flower St
- The Edison - 108 W 2nd St #101
- Elevate Lounge - 811 Wilshire Blvd
- Fuego Lounge - 1248 S Figueroa St
- Honeycut - 819 S Flower St
- Hyde Lounge at STAPLES Center - 1111 S Figueroa St
- Library Bar - 630 W 6th St #116a
- Mrs. Fish - 448 Hill St
- Onyx Lounge - 118 W 5th St
- The Rooftop - The Standard, Downtown LA, 550 South Flower Street
- Shoo Shoo Baby - 717 W 7th St
- Suede - 404 S Figueroa St
- The Vault Night Club & Lounge - 801 Hill St

DOWNTOWN INSIDER'S GUIDE



- Art Walk Lounge · 634 S Spring St
- Blue Ribbon Garden Walt Disney Concert Hall, 111 S Grand Ave
- Bradbury Building · 304 S Broadway
- The Broad 221 S Grand Ave
- Cathedral of Our Lady of the Angels 555 W Temple St
- Destination Downtown LA Tours 541 S. Spring Street, 307
- El Pueblo de Los Angeles Historical Monument 125 Paseo De La Plaza
- Grand Park LA 200 N Grand Ave
- GRAMMY Museum at L.A. LIVE 800 W Olympic Blvd A245
- Grand Hope Park 919 S Grand Ave
- James Irvine Japanese Garden at JACCC 244 S San Pedro St
- Little Tokyo 319 E 2nd St #202
- MOCA, Museum of Contemporary Art, Los Angeles 250 S Grand Ave
- OUE Skyspace LA 633 W 5th St
- Pershing Square Park · 532 S Olive Street
- The Triforium Sculpture · Fletcher Bowron Square
- Vista Hermosa Natural Park, Mountains Recreation & Conservation Authority 100 N Toluca St
- Walt Disney Concert Hall· 111 S Grand Ave

PUBLIC TRANSPORTATION FOR DOWNTOWN LOS ANGELES

LA DOT Transit Contact Information

6:30 AM - 7 PM, Monday-Friday (213, 310, 323 or 818) 808-2273
DASH, Commuter Express, City Hall Shuttle, Bunker Hill
Metrolink Shuttle, San Pedro Electric Trolley

Routing Assistance and Connecting Transit Services 1-800-COMMUTE
Hearing Impaired 1-800-252-9040

Cityride (213, 310, 323 or 818)
808-RIDE (7433)

Comments/Complaints (213, 310, 323 or 818) 808-2273

METRO Transit & Rail

Metro Information 1.800.COMMUTE
Wheelchair Lift Hotline 1.800.621.7828
Transit Information for the Hearing-Impaired 1.800.252.9040 (TTY)
Lost and Found 323.937.8920
Mailing Address: Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012-2952

Metro Schedule & Maps

For Metro Schedules & Maps please visit
Farmers Market
Seventh Street Marketplace
955-7150













http://www.mta.net/riding_metro/default.htm



LEGEND

- A** **Route A**
Little Tokyo - City West
6:30am - 6:30pm
Every 5 minutes
- B** **Route B**
Chinatown - Financial District
5:50am - 6:30pm
Every 8 minutes
- C** **Route C**
Financial District - South Park
6:30am to 6:30pm
Every 10 minutes
[schedule times](#)
- D** **Route D**
Union Station - South Park
5:50am - 7:00pm
Every 5 minutes
- E** **Route E**
City West - Fashion District
6:30am - 7:00pm
Every 5 minutes
- F** **Route F**
Financial District - Exposition
Park/USC
6:30am - 6:30pm
Every 10 minutes
[schedule times](#)

No service on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

-  [DASH Pico Union/
Echo Park](#)
-  [DASH Lincoln Heights/ Chinatown](#)
-  [DASH Southeast](#)
(Exposition Park inset)
-  [King-East](#)
-  **Bus Direction**
-  **Bus Stop**
(matches route color)
-  **Multiple Route Stops**
-  **Point of Interest**
-  **Metro Station and Entrances**
-  **Metro Red Line**
(subway)
-  **Metro Blue Line**
(light rail)
-  **Metro Gold Line**
(light rail)

EMERGENCY PROCEDURES

FIRE PROCEDURES

IF FIRE OR SMOKE IS DISCOVERED

1. SAFETY OF LIFE: If fire is in occupied room, remove anyone from immediate danger. Confine the fire or smoke by closing doors as you leave the area.
2. NOTIFICATION: Activate the manual pull station.
 - a) Notify the Fire Department. Dial 9-1-1.

Give them the following information:

Building Name: Los Angeles Center Studios

Building Address: 1201 W. 5th St., Los Angeles, CA 90017

Nearest Cross Street: Bixel Street _____

Floor Suite Number: _____

Nature of Emergency: _____

Your Call Back Telephone Number: _____

The following phone numbers are alternate emergency numbers, use only if a problem occurs in the 9-1-1 system. Dial 9 if needed for outside line.

Fire Department: (800) 668-8000

Paramedic: (800) 688-8000

Police: (800) 485-2681

NOTE: DO NOT HANG UP UNTIL THE EMERGENCY OPERATOR DOES SO FIRST.

- b) If time permits, notify the Building Management at (213) 534-3000 or Building Security at (213) 534-2397.
3. FIRE FIGHTING: Building policy is not to attempt to fight fire
 4. EVACUATION: Proceed to the safest exit or stairwell and begin to evacuate, unless told to otherwise by building staff or the Fire Department.

UPON HEARING A FIRE ALARM

1. When leaving a room, feel the doors before opening them and do not open any that are hot. Close doors behind you but DO NOT LOCK them.
2. Do not return to your office or area for personal belongings.
3. If smoke is present, stay low. The best quality air is near the floor. Do not attempt to run through heavy smoke or flames.

EMERGENCY PROCEDURES (cont'd)

FIRE PROCEDURES CONT'D

4. Do not use the elevators. If you are in an elevator when the alarm sounds, do not push the emergency stop button.
5. Proceed to the safest stairwell and exit the building, unless told to do otherwise by your floor warden or the building staff.

NOTE: You may be called upon to assist the floor warden with people who may need assistance on your floor.

IF TRAPPED INSIDE AN AREA OR YOUR OFFICE

1. Close as many doors as possible between you and the fire.
2. Wedge cloth material along the bottom of the door to keep out smoke.
3. Use telephone (if available) and notify Fire Department of your problem. Open window coverings. Stay by window and wave a bright object to attract the attention of emergency responders.
4. If windows can be opened and you must have air, open the window. Break windows only as a last resort as it will become impossible to close them if necessary.

NOTE: Smoke detectors are provided for your personal safety. Anyone who willfully and maliciously tampers with, damages, breaks or removes any required smoke detector shall be guilty of a misdemeanor. {L.A.M.C. SEC.57.112.05} Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire is guilty of a misdemeanor. {P.C. 148.3}

EMERGENCY PROCEDURES (cont'd)

EARTHQUAKE PROCEDURES

DURING THE EARTHQUAKE

During an earthquake you will usually be safer inside the building than you are outside. If you feel a tremor:

- DUCK - Drop down to the floor.
- COVER- Take cover under a sturdy desk, table or other furniture, If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
- HOLD- If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to move.
- DO NOT ENTER OR EXIT- Do not enter or exit the building during the shaking. There is a danger of falling debris.
- DO NOT USE ELEVATORS- Elevators will automatically move to the next floor in direction of travel and open.
- IF YOU ARE OUTDOORS- Move away from buildings, falling objects, and power lines.

AFTER THE EARTHQUAKE

- BE PREPARED FOR AFTERSHOCKS. If you are outside, do not return inside until authorized.
- CHECK INJURIES. Check injuries and administer first aid if necessary (and if qualified). Do not move victims unless absolutely necessary.
- REPLACE TELEPHONE HANDSETS. Place handsets on cradle if they have been shaken off, but do not try to use the telephones except to report fires or medical emergencies.
- DO NOT USE ELEVATORS. When exiting, make sure that the exit is safe to use.

EARTHQUAKE EVACUATION

Determine in advance the safest exit from your location and the route you will follow to reach that exit in the event an evacuation is necessary. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use.

- DO NOT evacuate unless told to do so if danger is imminent.
- CHECK DOORS for heat before opening.
- FOLLOW INSTRUCTIONS given by emergency personnel.
- DO NOT RUN. Walk and keep noise to a minimum.
- DO NOT USE ELEVATORS.
- DO NOT PUSH OR CROWD. Use handrails in stairwells and move to the right if you encounter emergency personnel.
- ASSIST NON-AMBULATORY, visually impaired, and hearing-impaired persons if they are present.
- MOVE to your designated evacuation area unless otherwise instructed. If you have relocated away from the building, DO NOT return until you are notified that it is safe to return.

EMERGENCY PROCEDURES (cont'd)

EARTHQUAKE PROCEDURES (cont'd)

WHAT IF YOU ARE IN AN ELEVATOR?

- If you are in an elevator, you are probably better protected than most people. The elevator is designated to not fall down the shaft, and nothing heavy can fall on you.
- Many elevators are designed to go to the nearest floor in the direction of travel and open.
- Elevator will stop in any moderate earthquake. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from Building Fire Safety Director or designee.
- If you have a medical or other emergency, pick up the telephone receiver and you will be automatically connected to the Elevator Company.

MEDICAL EMERGENCY

1. Do not move the person.
2. Call Paramedics **9-1-1**. *Give them the following information:*

Building Name: Los Angeles Center Studios
Building Address: 1201 W. 5th St., Los Angeles, CA 90017
Nearest Cross Street: Bixel Street _____
Floor Suite Number: _____
Nature of Emergency: _____
Your Call Back Telephone Number: _____

The following phone numbers are alternate emergency numbers, use only if a problem occurs in the 9-1-1 system. Dial 9 if needed for outside line.

Fire Department: (800) 668-8000
Paramedic: (800) 688-8000
Police: (800) 485-2681

3. Call the Office of the Building at (213) 534-3000.
4. Try to make the victim comfortable. If you are trained in first aid or CPR, assist as needed.
5. Gather as much information you can about the person and his/her injury, including the signs/symptoms and chief complaint of victim.
6. Send someone to the closest elevator lobby to you to direct Security Personnel and Paramedics to the victim's location.

EMERGENCY PROCEDURES (cont'd)

BOMB THREAT

1. Attract the attention of a co-worker. Have your co-worker call 9-1-1 to request the call on your line be traced and for Police Department response.
2. Get as much information as possible from the caller about the bomb's location, type and time of detonation.
3. Ask about the bomb's appearance and who is placing it.
4. Listen for background noises or distinguishing voice characteristics that might aide police.
5. Assure that the emergency services have been notified (**9-1-1**) and relay all information. As a secondary contact and **ONLY** if problem occurs in the 9-1-1 system call **(213) 485-2681**.
6. Survey your immediate work area and report all suspicious items to building security. Do not touch a suspected bomb or unusual device.

EMERGENCY PROCEDURES (cont'd)

BOMB THREAT REPORT

Name of operator, or person receiving call _____

Date of call _____ Time _____ am _____ pm _____

QUESTIONS TO ASK:

- 1) When is the bomb going to explode? _____
- 2) Where is the bomb right now? _____
- 3) What kind of bomb is it? _____
- 4) What does it look like? _____
- 5) Why did you place the bomb? _____

ORIGIN OF CALL:

Local Long Distance Cellular Internal

IDENTITY OF CALLER:

VOICE:

Male Female High Pitch Deep
 Loud Soft Nasal Raspy
 Pleasant Intoxicated. Other _____

SPEECH:

Fast Slow Distant Distorted
 Stutter Other _____

LANGUAGE:

Clean Foul

ACCENT:

Local Foreign Ethnicity Regional

MANNER:

Calm Angry Rational Incoherent
 Irrational Emotional Coherent Nervous Laugh
 Deliberate Righteous Other _____

BACKGROUND NOISE:

Office Machines Trains Factory Machines Music
 Animals Quiet Airplanes Voices
 Street Traffic Other _____

Who did you inform about the call? _____

If caller seemed familiar with the studio, building or operation; indicate how:

As well as you can, write what the caller said:

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE. DO NOT HANG UP! DO NOT PUT ON HOLD!

EMERGENCY PROCEDURES (cont'd)

POWER FAILURE

1. Remain calm and in place.
2. If possible, notify the Building Management at **(213) 534-3000** or the Security Console Desk at **(213) 534-2397**.
3. Unplug all electrical equipment, TV sets, computers, audiovisuals, and turn off light switches unless needed. When power returns it may surge and blow out light bulbs and other equipment.
4. Turn on battery-power radio to find out what is happening in the area.
5. Open window shades, as it will provide natural lighting.
6. If evacuation is necessary, use flashlights or light sticks to evacuate to your designated area(s).

STAIRWELL SAFETY INSTRUCTIONS

STAIRWELLS – *Building stairwells are not pressurized*

The building has two (2) stairwells for emergency use:

1. Stairwell #1 (North)- services lower plaza level through Penthouse. Has no roof access.
2. Stairwell #2 (South)- services lower plaza level through Penthouse. Has roof access.

Please see “Safe Area Refuge Map” provided within this section for stairwells and emergency exits and outside emergency refuge holding area(s).

Upon arriving at your emergency relocation refuge/holding area floor wardens will then take a head count. Remain at the refuge/holding area until further instructions are received by *Fire Safety Director* and/or the scene *Emergency Responders*.

REMEMBER TO ALWAYS PROCEED NO LESS THAN 300 FEET AWAY FROM THE BUILDING DURING ANY BUILDING FIRE EMERGENCY.

EMERGENCY PROCEDURES (cont'd)

SPECIFIC EVACUATION AND RELOCATION

WHEN EVACUATION IS REQUIRED

- Move quickly but DO NOT RUN.
- Go to the safest designated stairwell or exit. DO NOT USE ELEVATORS.
- Remove high heels to prevent injuries (carry them with you).
- Use handrail, which is most continuous (usually center).
- Each floor will relocate down a minimum of five floors below the floor of alarm (unless otherwise directed).
- Allow room for others to enter into an orderly flow of traffic without holding up others,
- Gain assistance for those who are slower moving or handicapped.
- Dispel any false information or rumors to prevent panic refrain from using the word **"FIRE"**.
- Treat any injuries incurred in the stairwell at the nearest floor landing when required and if practical.
- Complete relocation. DO NOT CONGREGATE IN STAIRWELL.

LOCKED STAIRWELL DOOR INFORMATION

- There is always access to the stair shaft from the tenant floor corridors.
- Building stairwell doors are unlocked from the stair shaft side at all times.

ATTENTION: California Code of Regulations Title 19 Section 3.09(d) 5(b)

Assures that the requirements of subsection (d)(4)(F), procedures to identify and assist the non-ambulatory and physically disable are accomplished as follows.

- (a) Hotels, motels and lodging houses shall maintain at the registration desk a list noting the guest rooms assigned to physically disabled guests who have special emergency evacuation requirements. The Inn-keeper shall provide a place on the registration form so that guests may be identified who may require special emergency evacuation because of a physical disability.
- (b) Owner(s) and operator(s) of buildings shall maintain a list of all permanent building tenants who have disabilities. Building owner(s) or operator(s) shall be notified in writing by those who have disabilities.

Information provided in the list shall include any special emergency evacuation needs and permanent work location of such physically disabled persons. The list shall be located in the Building Manager's Office.