



LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

CHECK-IN-CENTER PLAN November 3, 2026 General Election

The following constitutes the mutually agreed upon Check-In-Center Plan for the November 3, 2026 General Election by Redondo Beach Performing Arts Center and the Los Angeles County Registrar-Recorder/County Clerk (RR/CC) for the use of the facility space specified below:

Redondo Beach Performing Arts Center
1935 Manhattan Beach Blvd.
Redondo Beach, CA 90278

Contact List – Host

Primary Contact Name	Anthony Wilson	Phone #	(310) 318-0643
Email Address	Anthony.Wilson@redondo.org	Alternate Phone #	(323) 833-6730
After Hours Emergency Contact Name	Eleanor Manzano	Phone #	(310) 344-5934
Email Address	eleanor.manzano@redondo.org	Alternate Phone #	(310) 318-0646

Contact List – RR/CC

Primary Contact Name	Leanna Allende	Phone #	626-828-2910
Email Address	Lallende@rrcc.lacounty.gov	Alternate Phone #	562-410-5363
After Hours Emergency Contact Name	Gabriela Amezcua	Phone #	626-828-2975
Email Address	Gamezcua@rrcc.lacounty.gov	Alternate Phone #	562-412-3108

Access Schedule:

Host has agreed to grant exclusive access to the designated space for the following dates:

Start Date	End Date
October 24, 2026	November 3, 2026

During the above period, RR/CC staff shall have vehicle access to the designated space from 6:00pm – approximately 10:00pm. On Election Day, November 3, 2026, RR/CC staff shall have vehicle access to the designated space from 6:00pm – approximately 12:00am.

Designated Space, Parking, and Public Access

Host will provide RR/CC with access to five (5) continuous parking stalls to set up a Check-In Center. This space will accommodate one (1) supply van and the tables and equipment needed by the RR/CC.

Host will permit Election Workers access to Check-In-Center during the designated dates and hours. Election Workers will drive up to a Check-In-Center where staff will retrieve voted ballots and other election materials.

RR/CC shall limit signage and vehicle traffic to the mutually agreed upon areas.

Amendment of the Agreement

No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by both parties. This agreement may be modified or amended only upon a subsequent amendment executed by both Host and the RR/CC.

Indemnity Agreement: Host will indemnify, defend and hold harmless RR/CC, its trustees, elected and appointed officers, agents, employees, and volunteers from and against any and all liability, including, but not limited to, claims for injury or damages, demands, actions, fees, loss, costs and expenses (including reasonable attorney and expert witness fees) arising out of or incurred in connection with the performance of this agreement, but only in proportion to and to the extent such liability, loss demands, actions, fees, costs and expenses are caused by or result from the grossly negligent or willful misconduct of the Host, its officials, officers, agents, employees, or volunteers.

RR/CC shall indemnify, defend and hold harmless Host, its officials, officers, agents, employees, independent contractors and volunteers from and against any and all liability, including, but not limited to, claims for injury or damages, demands, actions, fees, loss, costs and expenses (including reasonable attorney and expert witness fees) arising out of or incurred in connection with the performance of this agreement, but only in proportion to the extent such liability, loss, demands, actions, fees, costs and expenses are caused by or result from the negligent or intentional acts or omissions of the RR/CC, its trustees, officers, agents, employees, or volunteers.

Notwithstanding the foregoing, RR/CC acknowledges and understands that certain parties will have access to the designated space, including but not limited to, custodial contractors and emergency staff. In no event shall Host be liable for any access to the designated facility space by these parties.

Additional Access Considerations

The following details represent any additional considerations necessary in providing RR/CC access to the designated space (Alarm Codes, Gate keys, Access Badges, Parking Passes, etc.):

Electronic Signatures: The Host and RR/CC agree to facsimile and electronic scanned versions of original signatures of authorized signatures of each party have the same force and effect as original signatures such that the parties need not follow up facsimile or electronic transmissions of executed documents with original wet-signature versions.

THE ABOVE CHECK-IN-CENTER PLAN APPLIES TO ONLY ELECTION PROGRAMS CONDUCTED BY LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this agreement, and it is effective as of the date of last signature below.

Los Angeles County
Registrar-Recorder/County Clerk

City of Redondo Beach – A Chartered
Municipal Corporation

Signature & Date

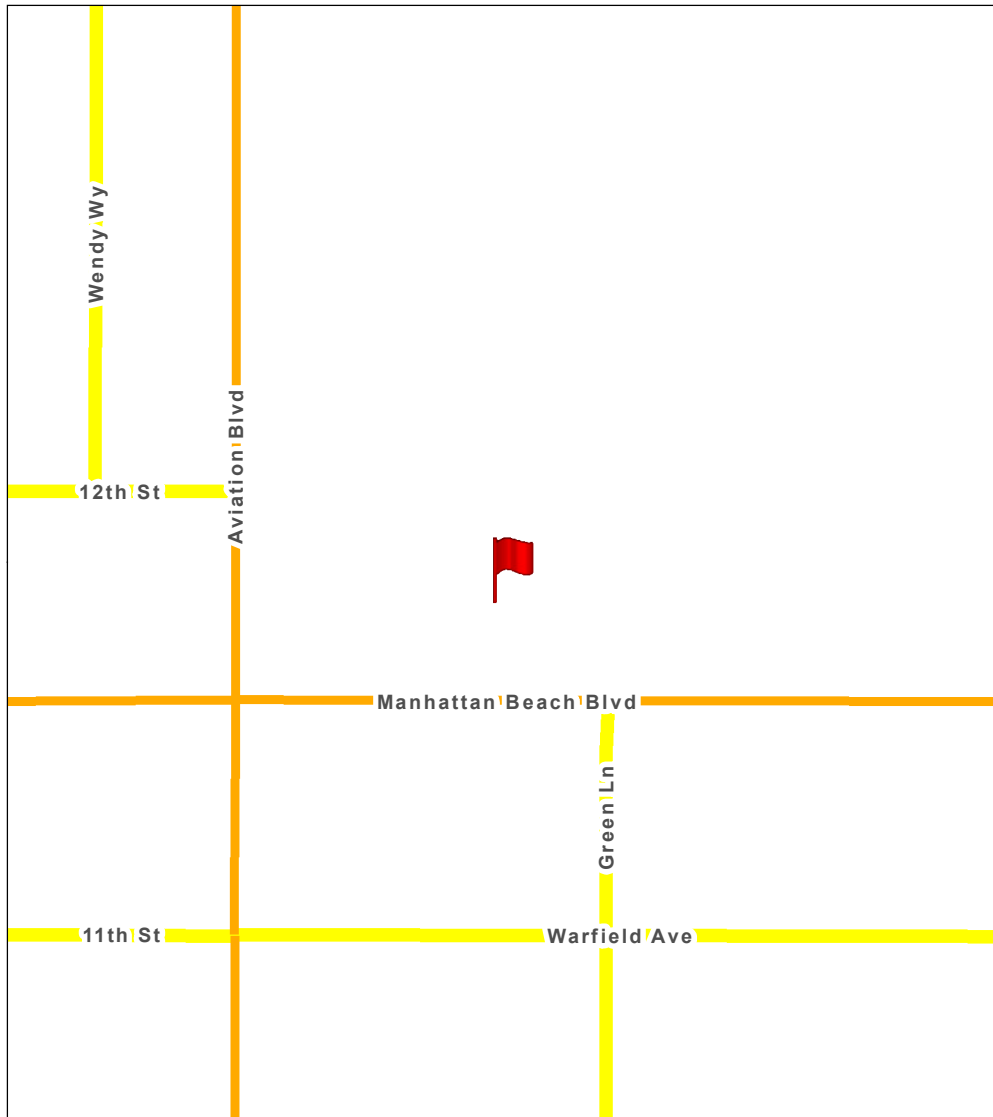
Signature & Date

Printed Name

Printed Name

CHECK-IN-CENTER INSTRUCTIONS AND MAP

CIC # 801



During Early Voting each night you and one clerk will return your Ballot Transport Box(es) Ballot Security Envelope(s) directly to:

**Redondo Beach Performing Arts Center
1935 Manhattan Beach Blvd
Redondo Beach CA, 90278**

The Clerk should hold the sealed:

- Ballot Transport Box(es)
- Ballot Security Envelope(s)
- Green Stripe Envelope (Final night only)



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