

**ATTACHMENT 9****Permit Contract**

**Veterans Memorial Complex**  
 4117 Overland Avenue  
 Culver City, CA 90230  
 Phone: (310) 253-6625  
 FAX: (310) 253-6629  
 Email: daniel.jassim@culvercity.org

**Permit #XXXXX approved**  
 Jan 18, 2017 2:47 PM

**Culver CITY**

Customer Type: VMC- Cat C, Non Re  
 Prepared By: Martin Santacruz

XXXXXXXXXXXXX  
 XXXXXXXXXXXXX  
 XXXXXXXXXXXXX  
 XXXXXXXXXXXXX  
 XXXXXXXXXXXXX  
 XXXXXXXXXXXXX  
 XXXXXXXXXXXXX

Home XXXXXXXXXXXXX

| Charges    | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance |
|------------|-------|-----------|---------------|----------|---------------|----------------|---------|---------|
| \$2,233.00 | \$0   | \$0       | \$2,233.00    | \$0      | \$0           | (\$2,233.00)   | \$0     | \$0     |

**RESERVATIONS**

| Event                                                   |              | Resource     | Center                                                                                        |              | Notes   |
|---------------------------------------------------------|--------------|--------------|-----------------------------------------------------------------------------------------------|--------------|---------|
| XXXXXX<br>Type: Meeting/Event Rental<br>Attend/Qty: 120 |              | Rotunda Room | Veterans Memorial Building<br>4117 Overland Avenue<br>Culver City, CA 90230<br>(310) 253-6625 |              | --      |
| Days Requested                                          |              | Event Begins | Duration                                                                                      | Event Ends   |         |
| Day                                                     | Date         |              |                                                                                               | Date         | Time    |
| Sunday                                                  | Mar 19, 2017 | 1:30 PM      | 4 hours                                                                                       | Mar 19, 2017 | 5:30 PM |
| Sunday                                                  | Jun 18, 2017 | 1:30 PM      | 4 hours                                                                                       | Jun 18, 2017 | 5:30 PM |
| Sunday                                                  | Jul 16, 2017 | 1:30 PM      | 4 hours                                                                                       | Jul 16, 2017 | 5:30 PM |
| Sunday                                                  | Aug 20, 2017 | 1:30 PM      | 4 hours                                                                                       | Aug 20, 2017 | 5:30 PM |
| Sunday                                                  | Sep 17, 2017 | 1:30 PM      | 4 hours                                                                                       | Sep 17, 2017 | 5:30 PM |
| Sunday                                                  | Oct 15, 2017 | 1:30 PM      | 4 hours                                                                                       | Oct 15, 2017 | 5:30 PM |
| Sunday                                                  | Dec 17, 2017 | 1:30 PM      | 4 hours                                                                                       | Dec 17, 2017 | 5:30 PM |
| Summary                                                 |              |              | Notes                                                                                         |              |         |
| Total Number of Dates: 7                                |              |              | Floor Diagram Attached                                                                        |              |         |
| Total Time: 28 hours                                    |              |              | Theatre Style for 120                                                                         |              |         |
|                                                         |              |              | 1 Riser                                                                                       |              |         |
|                                                         |              |              | 1 Podium                                                                                      |              |         |

**RESERVATIONS**

| Event                                                   |              | Resource     | Center                                                                                        |              | Notes   |
|---------------------------------------------------------|--------------|--------------|-----------------------------------------------------------------------------------------------|--------------|---------|
| XXXXXX<br>Type: Meeting/Event Rental<br>Attend/Qty: 120 |              | Garden Room  | Veterans Memorial Building<br>4117 Overland Avenue<br>Culver City, CA 90230<br>(310) 253-6625 |              | --      |
| Days Requested                                          |              | Event Begins | Duration                                                                                      | Event Ends   |         |
| Day                                                     | Date         |              |                                                                                               | Date         | Time    |
| Sunday                                                  | May 21, 2017 | 1:30 PM      | 4 hours                                                                                       | May 21, 2017 | 5:30 PM |

|                          |              |         |                        |              |         |
|--------------------------|--------------|---------|------------------------|--------------|---------|
| Sunday                   | Nov 19, 2017 | 1:30 PM | 4 hours                | Nov 19, 2017 | 5:30 PM |
| <b>Summary</b>           |              |         | <b>Notes</b>           |              |         |
| Total Number of Dates: 2 |              |         | Floor Diagram Attached |              |         |
| Total Time: 8 hours      |              |         | Theatre Style for 120  |              |         |
|                          |              |         | 1 Riser                |              |         |
|                          |              |         | 1 Podium               |              |         |

**CHARGES**

| Description                      | Event / Resource                      | Unit Fee | Units | Tax | Charge     |
|----------------------------------|---------------------------------------|----------|-------|-----|------------|
| VMC: Damage Deposit (Refundable) | <del>XXXXXXXXXX</del><br>Rotunda Room | \$300.00 | 1.00  | --  | \$300.00   |
| VMC: Food Fee                    | <del>XXXXXXXXXX</del><br>Rotunda Room | \$25.00  | 1.00  | --  | \$25.00    |
| EQUIP: Risers & Set-Up Units     | <del>XXXXXXXXXX</del><br>Rotunda Room | \$20.00  | 10.00 | --  | \$200.00   |
| EQUIP: Podium                    | <del>XXXXXXXXXX</del><br>Rotunda Room | \$10.00  | 10.00 | --  | \$100.00   |
| VMC: Room- Hourly Rate           | <del>XXXXXXXXXX</del><br>Rotunda Room | \$48.00  | 28.00 | --  | \$1,344.00 |
| VMC: Room- Hourly Rate           | <del>XXXXXXXXXX</del><br>Garden Room  | \$33.00  | 8.00  | --  | \$264.00   |

**Payments and Refunds**

| Receipt #   | Date         | Charge Description               | Resource Event                                                          | Payment      |
|-------------|--------------|----------------------------------|-------------------------------------------------------------------------|--------------|
| 1015965.004 | Jan 18, 2017 | VMC: Damage Deposit (Refundable) | Rotunda Room<br><del>XXXXXXXXXX</del>                                   | \$300.00     |
| 1015965.004 | Jan 18, 2017 | VMC: Food Fee                    | Rotunda Room<br><del>XXXXXXXXXX</del>                                   | \$25.00      |
| 1015965.004 | Jan 18, 2017 | EQUIP: Risers & Set-Up Units     | Rotunda Room<br><del>XXXXXXXXXX</del>                                   | \$200.00     |
| 1015965.004 | Jan 18, 2017 | VMC: Room- Hourly Rate           | Rotunda Room<br><del>XXXXXXXXXX</del>                                   | \$1,536.00   |
| 2002873.004 | Mar 23, 2017 | VMC: Room- Hourly Rate           | Rotunda Room<br>Credit for <del>XXXXXXXXXX</del> VMC: Room- Hourly Rate | (\$1,536.00) |
| 1015965.004 | Jan 18, 2017 | EQUIP: Podium                    | Rotunda Room<br><del>XXXXXXXXXX</del>                                   | \$100.00     |
| 2002873.004 | Mar 23, 2017 | VMC: Room- Hourly Rate           | Rotunda Room<br><del>XXXXXXXXXX</del>                                   | \$1,344.00   |
| 1015965.004 | Jan 18, 2017 | VMC: Room- Hourly Rate           | Garden Room<br><del>XXXXXXXXXX</del>                                    | \$264.00     |

**DISCLAIMERS**

I the lessee agree not to bring or allow my guest to bring alcohol beverages onto FACILITY property, either for personal or for guests' consumption.

You are required to obtain a business license and/or event permit from the Culver City Treasurer's Office. You must make application at City Hall a minimum of 45 days prior to your event.

The City Council sets the fees annually. Fees may be adjusted every July 1st and any increases shall be applied to all facility rentals regardless of when booked.

I, \_\_\_\_\_, the LESSEE, or as authorized signor for the Lessee,  
(PRINT NAME)

have read this contract and the Terms and Conditions for Veterans Memorial Complex use completely. I agree to abide by all rules and regulations. I understand that this document, is binding on the Lessee as a contract and failure to follow all rules, regulations, policies, and terms and conditions of this contract may result in the loss of my damage deposit and/or rental privileges.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
CITY (LESSOR) City of Culver City

**CANCELLATION POLICY:** Refunds will not be given without more than 30 days notice. There is a \$25.00 processing fee to move permit dates or locations.