

MEETING DATE:

July 27, 2015

AGENDA ITEM:

Consideration of the Culver City Centennial Celebration Committee Inc.'s (CCCCC) Quarterly Status Report, Budget Request for Fiscal Year 2015/2016, and Other Related Activities.

ATTACHMENTS

	<u>Pages</u>
1 Supporting Documents from the CCCCC.	1-15

June 17, 2015

To: Mayor O'Leary & Members of the City Council
From: Jim B. Clarke, President, Culver City Centennial Celebration
Committee, Inc.
Subj: **Quarterly Status Report on the Culver City Centennial**

This is to report on the activities of the Culver City Centennial Celebration Committee since our previous report at the end of March 2015.

Development of Centennial Website

Following the adoption of the Centennial logo and guidelines for its use by the Committee and the Council, the Committee focused its attention on the development of a website. Working with our consultants, the Zehner Group, the Centennial website has been created. The Committee is in the process of populating the website with content. We are reaching out to the Culver City Historical Society, City staff, businesses and individuals to provide historical articles and photographs. The website plans not to just focus on our historical past but also will equally emphasize our present and our future. The website will also reflect our informal theme for the Centennial - Culver City: a great place to live, work, learn and play - and will devote equal portions of the website to each of those areas. The website will include a calendar of events and ways to become involved in and donate to the Centennial. We anticipate the launch of the website to occur in August.

Revised Centennial Budget

At the March Council meeting, the Committee presented a draft budget which admittedly was a work in progress. Since then the Committee has revisited and revised the budget. A copy of the revised budget is attached.

The budget is broken down into four fiscal years - September 2014 - June 2015; July 2015 - June 2016; July 2016 - June 2017 (Centennial year); July 2017 - December 2017 (Centennial year and wrap up). Revenues are front-end loaded in order to pay for expenses which will be occurring primarily during the Centennial year. Total revenues are projected at \$271,000 and projected expenses are \$228,263. If we are able to meet our fundraising goals and stay within expenses, we anticipate being able to return just under \$43,000 to the City. We believe the goal of \$100,000 in sponsorship revenues is attainable and not overly optimistic.

Culver City Centennial Celebration Committee

Board of Directors

Jim B. Clarke
President

Paul A. Jacobs
Vice President

Darrel Menthe
Secretary/Treasurer

Mike Cohen

Göran Eriksson

Barbara Honig

Terry Robins

Judy Scott

Jozelle Smith

Phillip L. Tangalakis

Scott Wyant

Advisory Board

Julie Lugo Cerra

Chris Wilde

Kathleen J. Tepley

City Liaison

Shelly Wolfberg

CCCCC is a 501c3 non-profit
Organization which is organized
To plan and coordinate activities
For Culver City's Centennial.
Celebration is from:
Sept. 20, 2016 – Sept.20, 2017.

All donations are tax deductible
under 501 c3 IRS regulations.

The Committee appreciates the continued support and funding for the Centennial by the City, especially as it helps up to ramp up our efforts. As stated before, any City funds provided to the Committee are to be used solely for the establishment of the Centennial and activities committed to the overall marketing and promotion of the Centennial. All other funds necessary to carry out Centennial activities will be raised through sponsorships, merchandise, licensing, individual donations and activity participants own fundraising.

Development of Sponsorship Packages

The Committee continues to work on a the development of various levels of sponsorships. We seem to be settling on corporate sponsorships ranging from \$1,000 to \$5,000 and above for select sponsors and individual sponsorships ranging from \$50 to \$500 with benefits associated at each level. Various businesses have already indicated an interest in becoming a sponsor. We anticipate commencing our personal outreach to sponsors this next quarter and in conjunction with launch of our website.

Identification of Potential Centennial Activities

At the March Council meeting, we reported we had received written applications for 34 activities (events and projects) associated with the Centennial. The Committee revised the application (copy attached) to provide more specific information about the purpose of the Centennial, the use of the logo and the requirements for insurance and permits. The revised Participant Agreement form was resent to all those individuals and organizations which had previously applied, as well as those individuals who had proposed activities but had not yet applied. We are just now receiving completed applications. While we intend to vet these proposals to ensure they are viable before making them public, we can assure the Council that the community has responded with significant interest in celebrating the Centennial with events and projects that are festive, family-friendly and that will showcase Culver City.

Opening Ceremonies & Gala Event

We are pleased to announce that we have set Saturday, September 24, 2016 as the date for the Centennial Opening Ceremonies. The planned activities consist of a formal program to be held outside the Culver Hotel near the Harry Culver and family statue facing out toward Main Street (site of the original 1.5 square miles of Culver City). We plan to invite the Governor, our U.S. Senators and our state and local elected officials along with the mayors of our four Sister Cities. We will require the City's assistance in obtaining various permits for the street closure of Culver Blvd./Washington Blvd. and Main Street as well as formal invitations to elected officials

and Sister City mayors. (The Culver family living outside the area plan to attend the closing ceremonies in 2017.) Preceding the ceremony will be a community parade (either from Media Park to Kirk Douglas Theater and past City Hall to Culver Hotel or from the Culver Police Department past City Hall to the Culver Hotel). All sorts of community groups will be invited to march in the parade with signage for each group. We will also invite the high school marching band to participate and obtain some vintage cars for dignitaries. We anticipate more than 300 people participating which will also produce a crowd for the ceremony. Following the ceremony, we hope to have a downtown picnic with food stations. A week later on October 1, we plan to hold a Centennial Gala at the Doubletree by Hilton. This would be a fancy dress-up event that will include dinner, entertainment and dancing. We plan to show a video on the history of Culver City and have a presentation by our City Historian Julie Lugo Cerra. We are planning to sell out with 400 attendees. We also hope to be able to keep ticket prices at \$100 for the Centennial.

CCUSD Coordination

Our CCUSD Liaison Committee has met with the CCUSD Superintendent, principals of the schools, head of the PTA Council, AVPA director and executive director of CCEF to solicit their ideas for involvement in the Centennial both with on-site and off-site activities. We intend for the schools to be very involved in the Centennial and appreciate their enthusiasm for participation.

Centennial "Heritage Trail"

Our Fundraising Committee has met with City staff to discuss a fundraising project for the Centennial involving the selling of commemorative bricks. We are currently looking at two possible locations for the placement of the bricks - within Parcel B or at City Hall, once grass areas are removed. We will be meeting with City staff and the Parcel B developer to explore that possibility.

Selection of New Board Member

Following the March Council meeting, we received a resignation letter from our board member and Secretary Laura Stuart. The Committee solicited interest from among those who had previously applied for the board and from recommendations by the Committee. We are pleased to announce the Committee has selected Barbara Honig as our newest board member.

Culver City Centennial Budget		FY = July 1- June 30.									
FY 2014/15		FY 2015/16		FY 2016/17		FY 2017/18					
Expense Type	Amount	Comments	Amount	Comments	Amount	Comments	Amount	Comments			
Administrative											
Insurance (D&O)	\$ -		\$ 500.00	Estimate	\$ 500.00		\$ 500.00				
Accounting	\$ 139.00	Quickbooks Online	\$ 139.00		\$ 139.00		\$ 139.00				
Legal Filings	\$ 867.45	Initial permits/taxes/incc	\$ 20.00		\$ 20.00		\$ 20.00				
Post Office Box	\$ 94.00		\$ 94.00		\$ 94.00		\$ 94.00				
Postage	\$ -	Estimate	\$ 250.00	Estimate	\$ 500.00		\$ 500.00				
Accounting services	\$ -	Estimate. May be in-kind	\$ 750.00		\$ 750.00		\$ 500.00				
Stationery	\$ -	Estimate	\$ 500.00	Estimate	\$ 500.00		\$ 500.00				
Meeting rooms	\$ -	City- MOU	\$ -	City - MOU	\$ -		\$ -				
Domain Name Renewal	\$ 48.00	Multiple reserved	\$ 16.00		\$ 16.00		\$ -				
Photographer	\$ -		\$ 500.00	Estimate	\$ 500.00	In kind/supplies	\$ 500.00				
Videographer	\$ -		\$ -	For Centennial Year	\$ 5,000.00		\$ 5,000.00				
Office space	\$ -		\$ -	None or in-kind.	\$ -		\$ -				
Administrative Staffperson	\$ -		\$ 10,000.00	Part time/start 2016	\$ 20,000.00	Full year/ more duties	\$ 5,000.00	Partial year			
Total Administrative	\$ 1,148.45		\$ 12,769.00		\$ 28,019.00		\$ 12,753.00				
Events											
Event insurance	\$ -		\$ -		\$ 2,000.00		\$ 1,000.00				
Opening Ceremonies	\$ -	Planning	\$ 7,500.00	Estimate	\$ 7,500.00		\$ -				
Opening Gala	\$ -		\$ -		\$ 20,000.00		\$ -				
Closing Ceremonies	\$ -		\$ -		\$ 10,000.00	Estimate	\$ 15,000.00				
Total Events	\$ -		\$ 7,500.00		\$ 39,500.00		\$ 16,000.00				
Publicity/Marketing											
Web development/design	\$ 3,750.00	Zehner Group	\$ 3,750.00		\$ -		\$ -				
Logo	\$ 3,750.00	Zehner Group	\$ -		\$ -		\$ -				
Chamber Directory/Ad	\$ -		\$ -		\$ 2,750.00		\$ 2,750.00				
Web Hosting	\$ 595.00		\$ 595.00		\$ 595.00		\$ 149.00				
Marketing strategy/support	\$ -	Zehner Group	\$ 3,750.00		\$ -		\$ -				
Constant Contact	\$ -		\$ 240.00		\$ 240.00		\$ 120.00				
Streetlight Banners (Labor)	\$ -		\$ -	Estimate	\$ 3,000.00	Estimate	\$ 3,000.00	Estimate			
Streetlight banners (40) creation	\$ -		\$ -		\$ 5,100.00		\$ 5,100.00				
Cross-street banners (40/year)	\$ -		\$ -		\$ 2,500.00	Opening	\$ 2,500.00	Closing			
Fiesta La Ballona Booth	\$ -		\$ -		\$ 300.00		\$ 300.00				
Centennial Flags (10 flags)	\$ -		\$ 900.00	May be in-kind sponsorship	\$ -		\$ -				
Posters	\$ -		\$ -		\$ 3,000.00	Estimate	\$ 1,000.00	Estimate			
Brochures	\$ -		\$ -		\$ 2,000.00	Estimate	\$ -				
Chamber Business Expo	\$ -		\$ 170.00		\$ 170.00		\$ -				
Vets Tower Banner	\$ -		\$ -		\$ 3,500.00		\$ -				
Bus Wraps	\$ -		\$ -		\$ 40,000.00	May be donated by City Transp.	\$ 1,000.00	Estimate			
City Vehicle Stickers	\$ -		\$ -		\$ 1,000.00	Estimate	\$ -				
Total Publicity/Marketing	\$ 8,095.00		\$ 9,405.00		\$ 64,155.00		\$ 15,919.00				
Fundraising											
Outreach / Contest Prizes	\$ -		\$ 1,500.00		\$ 1,500.00		\$ 1,000.00				
Sponsorship Items/Gifts	\$ -		\$ 4,000.00	sponsorship package	\$ 4,000.00	sponsorship package	\$ 1,000.00	sponsorship package			
Total Fundraising Costs	\$ -		\$ 5,500.00		\$ 5,500.00		\$ 2,000.00				
Total Annual Expense	\$ 9,243.45		\$ 35,174.00		\$ 137,174.00		\$ 46,672.00				
Expenses Total	\$ 228,263.45										
Sponsorship Packages	\$ -		\$ 50,000.00		\$ 50,000.00		\$ -				
Licensing Centennial Logo (Merchandising)	\$ -		\$ 5,000.00		\$ 10,000.00		\$ 5,000.00				
Bus Wraps Provided by CC Transportation	\$ -		\$ -		\$ 40,000.00		\$ -				
Culver City Funds	\$ 15,000.00		\$ 15,000.00		\$ 20,000.00		\$ -				
Centennial Bricks (Location TBD) (\$100/margin)	\$ -		\$ 10,000.00	Est. 100 bricks.	\$ -		\$ -				
Individual Donors	\$ -		\$ 1,000		\$ 5,000		\$ -				
Opening Gala Tickets (\$100x300)	\$ -		\$ -		\$ 30,000		\$ -				
Closing Ceremony Revenue/Fundraising	\$ -		\$ -		\$ -		\$ 15,000				
Revenue Total	\$ 15,000.00		\$ 81,000.00		\$ 155,000.00		\$ 20,000.00				
Annual Net Revenue	\$ 5,756.55		\$ 45,826.00		\$ 17,826.00		\$ (26,672.00)				
Total Projected Expenses	\$ 228,263.45										
Total Projected Revenue	\$ 271,000.00										
Net Revenue	\$ 42,736.55	(Return to City)									



Culver City Centennial Budget		
FY 2014/15		
Expense Type	Amount	Comments
Administrative		
Insurance (D&O)	\$ -	
Accounting	\$ 139.00	Quickbooks Online
Legal Filings	\$ 867.45	Initial permits/taxes/incorp.
Post Office Box	\$ 94.00	
Postage	\$ -	Estimate
Accounting services	\$ -	Estimate. May be in-kind.
Stationery		Estimate
Meeting rooms	\$ -	City- MOU
Domain Name Renewal	\$ 48.00	Multiple reserved
Photographer	\$ -	
Videographer	\$ -	
Office space	\$ -	
Administrative Staffperson	\$ -	
Total Administrative	\$ 1,148.45	
Events		
Event insurance	\$ -	
Opening Ceremonies	\$ -	Planning
Opening Gala		
Closing Ceremonies	\$ -	
Total Events	\$ -	
Publicity/Marketing		
Web development/design	\$ 3,750.00	Zehner Group
Logo	\$ 3,750.00	Zehner Group
Chamber Directory/Ad	\$ -	
Web Hosting	\$ 595.00	
Marketing strategy/support		Zehner Group
Constant Contact	\$ -	
Streetlight Banners (Labor)	\$ -	
Streetlight banners (40) creation	\$ -	
Cross-street banners (40/year)	\$ -	
Fiesta La Ballona Booth	\$ -	
Centennial Flags (10 flags)		
Posters	\$ -	
Brochures	\$ -	
Chamber Business Expo	\$ -	
Vets Tower Banner		
Bus Wraps	\$ -	
City Vehicle Stickers	\$ -	
Total Publicity/Marketing	\$ 8,095.00	

Fundraising		
Outreach / Contest Prizes	\$ -	
Sponsorship Items/Gifts	\$ -	
Total Fundraising Costs	\$ -	
Total Annual Expense	\$ 9,243.45	
Sponsorship Packages	\$ -	
Licensing Centennial Logo (Merchandising)	\$ -	
Bus Wraps Provided by CC Transportation		
Culver City Funds	\$ 15,000.00	
Centennial Bricks (Location TBD) (\$100/each)		Est. 100 bricks.
Individual Donors		
Opening Gala Tickets (\$100x300)	0	
Closing Ceremony Revenue/Fundraising		
Revenue Total	\$ 15,000.00	
Budget Balance FY 14/15	\$ 5,756.55	
Budget Balance (Multi-Year)	\$ 5,756.55	

Culver City Centennial Budget		
FY 2015/16		
Expense Type	Amount	Comments
Administrative		
Insurance (D&O)	\$ 500.00	Estimate
Accounting	\$ 139.00	
Legal Filings	\$ 20.00	
Post Office Box	\$ 94.00	
Postage	\$ 250.00	Estimate
Accounting services	\$ 750.00	
Stationery	\$ 500.00	Estimate
Meeting rooms	\$ -	City - MOU
Domain Name Renewal	\$ 16.00	
Photographer	\$ 500.00	Estimate
Videographer	\$ -	For Centennial Year
Office space	\$ -	None or in-kind.
Administrative Staffperson	\$ 10,000.00	Part time/start 2016
Total Administrative	\$ 12,769.00	
Events		
Event insurance	\$ -	
Opening Ceremonies	\$ 7,500.00	Event early FY 16/17
Opening Gala		
Closing Ceremonies	\$ -	
Total Events	\$ 7,500.00	
Publicity/Marketing		
Web development/design	\$ 3,750.00	
Logo	\$ -	
Chamber Directory/Ad	\$ -	
Web Hosting	\$ 595.00	
Marketing strategy/support	\$ 3,750.00	
Constant Contact	\$ 240.00	
Streetlight Banners (Labor)	\$ -	
Streetlight banners (40) creation	\$ -	
Cross-street banners (40/year)	\$ -	
Fiesta La Ballona Booth	\$ -	
Centennial Flags (10 flags)	\$ 900.00	
Posters	\$ -	
Brochures	\$ -	
Chamber Business Expo	\$ 170.00	
Vets Tower Banner		
Bus Wraps	\$ -	
City Vehicle Stickers	\$ -	
Total Publicity/Marketing	\$ 9,405.00	

Fundraising		
Outreach / Contest Prizes	\$ 1,500.00	
Sponsorship Items/Gifts	\$ 4,000.00	sponsorship package
Total Fundraising Costs	\$ 5,500.00	
Total Annual Expense	\$ 35,174.00	
Sponsorship Packages	\$ 50,000.00	
Licensing Centennial Logo (Merchandising)	\$ 5,000.00	
Bus Wraps Provided by CC Transportation		
Culver City Funds	\$ 15,000.00	Initial funds
Centennial Bricks (Location TBD) (\$100/each)	\$ 10,000.00	
Individual Donors	\$1,000	
Opening Gala Tickets (\$100x300)	\$ -	
Closing Ceremony Revenue/Fundraising		
Revenue Total	\$ 81,000.00	
Budget Balance FY15/16	\$ 45,826.00	For Centennial Year
From FY 14/15	\$ 5,756.55	
Budget Balance (Multi-Year)	\$ 51,582.55	

Culver City Centennial Budget		
FY 2016/17		
Expense Type	Amount	Comments
Administrative		
Insurance (D&O)	\$ 500.00	
Accounting	\$ 139.00	
Legal Filings	\$ 20.00	
Post Office Box	\$ 94.00	
Postage	\$ 500.00	
Accounting services	\$ 750.00	
Stationery	\$ 500.00	
Meeting rooms	\$ -	
Domain Name Renewal	\$ 16.00	
Photographer	\$ 500.00	In kind/supplies
Videographer	\$ 5,000.00	
Office space	\$ -	
Administrative Staffperson	\$ 20,000.00	Full year/ more duties
Total Administrative	\$ 28,019.00	
Events		
Event insurance	\$ 2,000.00	
Opening Ceremonies	\$ 7,500.00	
Opening Gala	\$ 20,000.00	
Closing Ceremonies	\$ 10,000.00	Estimate
Total Events	\$ 39,500.00	
Publicity/Marketing		
Web development/design	\$ -	
Logo	\$ -	
Chamber Directory/Ad	\$ 2,750.00	
Web Hosting	\$ 595.00	
Marketing strategy/support	\$ -	
Constant Contact	\$ 240.00	
Streetlight Banners (Labor)	\$ 3,000.00	Estimate
Streetlight banners (40) creation	\$ 5,100.00	
Cross-street banners (40/year)	\$ 2,500.00	Opening
Fiesta La Ballona Booth	\$ 300.00	
Centennial Flags (10 flags)		
Posters	\$ 3,000.00	Estimate
Brochures	\$ 2,000.00	Estimate
Chamber Business Expo	\$ 170.00	
Vets Tower Banner	\$3,500	Estimate
Bus Wraps	\$ 40,000.00	May be donated CC
City Vehicle Stickers	\$ 1,000.00	Estimate
Total Publicity/Marketing	\$ 64,155.00	

Fundraising		
Outreach / Contest Prizes	\$	1,500.00
Sponsorship Items/Gifts	\$	4,000.00
		sponsorship package
Total Fundraising Costs	\$	5,500.00
Total Annual Expense	\$	137,174.00
Sponsorship Packages	\$	50,000.00
Licensing Centennial Logo (Merchandising)	\$	10,000.00
Bus Wraps Provided by CC Transportation	\$	40,000.00
		line item bus wraps
Culver City Funds	\$	20,000.00
		Initial funds
Centennial Bricks (Location TBD) (\$100/each)		
Individual Donors		\$5,000
Opening Gala Tickets (\$100x300)		\$30,000
Closing Ceremony Revenue/Fundraising		
Revenue Total	\$	155,000.00
Budget Balance FY16/17	\$	17,826.00
FY 14/15	\$	5,756.55
FY 15/16	\$	45,826.00
Budget Balance (Multi-Year)	\$	69,408.55

Culver City Centennial Budget		
FY 2017/18		
Expense Type	Amount	Comments
Administrative		
Insurance (D&O)	\$ 500.00	
Accounting	\$ 139.00	
Legal Filings	\$ 20.00	
Post Office Box	\$ 94.00	
Postage	\$ 500.00	
Accounting services	\$ 500.00	
Stationery	\$ 500.00	
Meeting rooms	\$ -	
Domain Name Renewal	\$ -	
Photographer	\$ 500.00	
Videographer	\$ 5,000.00	
Office space	\$ -	
Administrative Staffperson	\$ 5,000.00	Partial year
Total Administrative	\$ 12,753.00	
Events		
Event insurance	\$ 1,000.00	May be pro-rated
Opening Ceremonies	\$ -	
Opening Gala		
Closing Ceremonies	\$ 15,000.00	
Total Events	\$ 16,000.00	
Publicity/Marketing		
Web development/design	\$ -	
Logo	\$ -	
Chamber Directory/Ad	\$ 2,750.00	
Web Hosting	\$ 149.00	
Marketing strategy/support	\$ -	
Constant Contact	\$ 120.00	
Streetlight Banners (Labor)	\$ 3,000.00	Estimate
Streetlight banners (40) creation	\$ 5,100.00	
Cross-street banners (40/year)	\$ 2,500.00	Closing
Fiesta La Ballona Booth	\$ 300.00	
Centennial Flags (10 flags)		
Posters	\$ 1,000.00	Closing
Brochures	\$ -	
Chamber Business Expo	\$ -	
Vets Tower Banner		
Bus Wraps	\$ 1,000.00	Estimate
City Vehicle Stickers	\$ -	
Total Publicity/Marketing	\$ 15,919.00	

Fundraising		
Outreach / Contest Prizes	\$	1,000.00
Sponsorship Items/Gifts	\$	1,000.00
		sponsorship package
Total Fundraising Costs	\$	2,000.00
Total Annual Expense	\$	46,672.00
Sponsorship Packages		
Licensing Centennial Logo (Merchandising)	\$	5,000.00
Bus Wraps Provided by CC Transportation		
Culver City Funds		\$0
		No Request FY17/18
Centennial Bricks (Location TBD) (\$100/each)		
Individual Donors		
Opening Gala Tickets (\$100x300)		
Closing Ceremony Revenue/Fundraising		\$15,000
Revenue Total	\$	20,000.00
Net Revenue FY 17/18	\$	(26,672.00)
FY 14/15	\$	5,756.55
FY 15/16	\$	45,826.00
FY16/17	\$	17,826.00
Net Revenue (Multi-Year)	\$	42,736.55
		Return to City



CULVER CITY CENTENNIAL PARTICIPANT APPLICATION

INTRODUCTION

The City of Culver City will turn 100 on September 20, 2017. The entire community is invited to an exciting year-long celebration comprised of events and community activities that will pay tribute to Culver City, past, present and future, recognizing its rich heritage and special character.

The Culver City Centennial Celebration Committee (CCCCC), a nonprofit corporation has been created to assist in the planning, preparation, promotion, organization and coordination of events and activities occurring during the duration of the Centennial Celebration, which will commence on September 20, 2016, and end on September 20, 2017.

CCCCC will develop a logo for the Centennial Celebration, review proposed events and projects and determine which events and projects will be authorized to use the Centennial logo in a manner consistent with CCCCC policy. Those events/activities which are authorized to use the Centennial logo must be open to the public.

Issuance of the logo will be based upon how the event/activity recognizes the history and special character of Culver City. Use of the logo will be limited to promotional materials related to the event and activity.

HISTORICAL OVERVIEW

In 1913 a young Nebraskan, Harry H. Culver announced his plans for a city. Culver's yearlong study pointed to this area as a prime location—halfway between Los Angeles and Venice Beach. The open land traversed by Native Americans, then transformed into ranchos, offered mild climate, open space begging for development. The railroad and the beginning of a street system prompted Culver's early ads to read "All Roads Lead to Culver City."

Mr. Culver's goal was a balanced community. He recognized the popularity of the emerging movie industry and found land for the first of the City's three major studios. Harry Culver's dream city came true on September 20, 1917.

Today Culver City has developed into a Charter City with its own city government, police and fire departments, parks, school district and commerce to support it. It is a City of diverse people, and strong service, charitable and civic organizations.



Culver CITY
CENTENNIAL
CELEBRATION

1. Name of Organization/Individual: _____
2. Contact Person: _____
3. President: _____
4. Address: _____
5. Tele. No. _____ Fax No. _____ Email _____
6. Date and Time of the event/activity: _____
7. Describe the details of your proposed event on page 3 of this Application.
8. Insurance: Name, address and telephone, and policy number of your General Liability Insurance Carrier and your coverage:

9. Insurance: If you do not presently have in effect a general liability insurance policy, are you willing to obtain such an insurance policy if required as a condition to the endorsement of your event/activity and name Culver City and CCCCC as additional insureds?
10. All written materials, products and any other items that contain the Centennial logo will be subject to review by CCCCC.
11. All applicants must comply with all Culver City permit and licensing requirements.

I have read and I understand the limitations and conditions for the use of the CCCCC Logo, should it be authorized. Further, in the event that use of the CCCCC Logo is approved the CCCCC has authority to use the Participant's name, likeness and logo on the CCCCC website. No other use of the Participant's name, likeness and logo are authorized by this Participant.

Date: _____

Signature and title, if any

Logo Approved _____

Mail this form to the Culver City Centennial Celebration Committee at:
P.O. Box 4521, Culver City, CA 90231-4521 or email to culvercity100@gmail.com



Culver CITY
CENTENNIAL
CELEBRATION

Please describe in detail how your event/activity celebrates the history and uniqueness of Culver City (you may include attachments)
