



**PARKS, RECREATION & COMMUNITY SERVICES
DEPARTMENT**

**Veterans Memorial Building Rental Operation
4117 Overland Avenue, Culver City, California 90230
vmc.booking@culvercity.org / 310-253-6625**

RENTAL QUESTIONNAIRE

Today's Date: _____ Event Days & Dates: _____

Applicant's Name: Mr. / Ms. _____ (applicant must be at least 18 years old)

Company/Organization: _____ Do you have a 501(c) 3? Yes _____ No _____

Address: _____

Daytime Telephone: () _____ Evening Telephone: () _____

Email Address: _____

Type of event: Meeting _____ Reception _____ Party _____ Dance _____ Banquet _____
Baby Shower _____ Religious Service _____ Exhibition _____ Rehearsal _____ Performance _____
Support Group _____ Other _____

What is the title of your event as you would like it listed on our building directory and on the room sign? _____

Your event and location will be listed on the building directory in the Auditorium lobby.

Room(s) Requested: _____

How many people will be attending (including caterers, staff, and musicians)? _____

What time will the event start? _____ **End?** _____

The rental period begins when the room is opened for you, and ends when you have left the room "broom clean" and you and your guests have left the facility. You may not enter the room to decorate, etc. until the time designated on your contract. **ALL EVENTS MUST END NO LATER THAN 12:00 A.M. Sunday through Thursday and 1:00 A.M. Friday through Saturday.** The load-out of equipment and personal belongings must be completed and the facility must be vacated or the designated rental ending time on your contract, whichever is earlier.

Will you have food or beverages (including coffee service) at your event? Yes _____ No _____

If you are planning on having food or beverages at your event, you must sign a separate form and obtain Management approval. Inquire about food clean-up fees with our office. If you bring food or beverages of any kind into the building without prior permission from Management, you may lose your damage deposit and/or rental privileges.

Will alcohol be served at your event? (Beer, Wine or Spirits, Champagne Toast) Yes_____ No_____

If you are planning on having alcoholic beverages at your event, you must sign a separate form. No renter or guest of a renter may bring alcoholic beverages into the Veterans Memorial Complex without Management approval. Culver City Police Department Officers and City-contracted security guards, in a number to be determined by the Culver City Police Department, are required at any event where alcohol is served. Payment of the following fees for Police Officer assignments shall be made concurrently with the room rental fees: Mon-Fri events: \$350 per Officer per event; Sat/Sun/Holidays: \$450 per Officer per event.

Is your event open to the public? Yes_____ No_____

An event is considered open to the public if you promote and/or require an admission charge for the event. If your event is open to the public, you are required to submit a **Certificate of Insurance, obtain a Culver City Business Tax Certificate and/or complete a Special Event Permit.**

Are you advertising, sending flyers or running ads? Yes_____ No_____

All advertisements, flyers etc. must be approved by the Management prior to release to the public.

Are you charging admission, accepting donations, or is there a fee to participate in your event?

Yes_____ No_____

If yes, you must obtain a Culver City Business License. See "Terms & Conditions" for details.

Will there be any vendors selling merchandise of any kind? Yes_____ No_____

If yes, they may be required to obtain a permit from the City Treasurer's Office at City Hall.

Call 310-253-5870 for information.

Will you have music at the event? Yes_____ No_____ DJ_____ Live_____

If a DJ is planned, security guards are required.

Do you need room for dancing? _____ Table for DJ Yes_____ No_____

How do you need your room set up? *If no style is selected, room will automatically be set up theatre style.* If you have special setup needs (i.e. an exhibition), please check here and Rental Staff will contact you. _____

Theatre Style_____ Classroom Style_____ Conference Style_____ Banquet Style_____

Head table(s) for how many people? _____

Equipment: *(Additional fee will apply)* Podium_____ Microphone(s) _____ PA System _____
Projector_____ Easel_____ Riser_____ Mirrors_____ Acoustic Shells_____

Other setup requests: _____

(Print) I, _____ the rental applicant, confirm that all of the above information is accurate. If the information in this questionnaire is found to be untrue, the Management has the right to cancel any contract at any time between the applicant and the Culver City Parks, Recreation and Community Services Department. This questionnaire is not a contract for rental but is used to develop and establish the contract.

By: _____ **Date:** _____

Renter