

*The*  
**CULVER HOTEL**  
*Since 1924*

Wednesday, August 09, 2017

**Regarding: Request for use of Town Plaza for Centennial FINALE – September 23<sup>rd</sup> 2017.**

Dear Mr. John Nachbar, City Manager.

The Culver Hotel has agreed to organize and execute the Centennial FINALE at our Hotel on Saturday night the 23<sup>rd</sup> of September 2017.

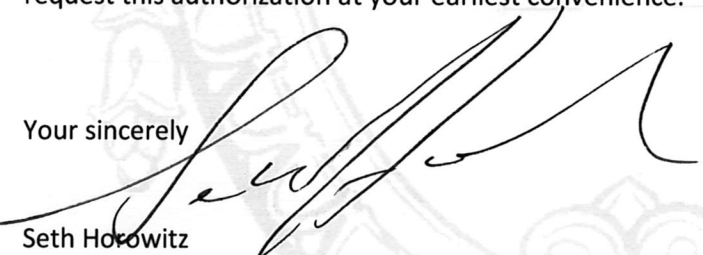
We are planning on having between 450-550 attendees, using all of our public spaces to throw a magnificent party in celebration of the City of Culver City. The party is in the planning process right now and we are expecting the "Save The Date" to go our soon. The start time is likely to be 7:30pm or 8pm and will go until midnight or 1am.

Due to the fact that the construction fence is up against our Main Entrance to the East of our Hotel, we are planning our main arrival to make use of the Town Plaza to the South of the Hotel. We will use our regular Valet spots and have our guests directed around the West corner of our Hotel to a dramatic arrival experience. This will include antique vehicles on display in the Town Plaza, search lights recreating the "Opening Night" at a movie, a red carpet running the length of the building, music/entertainers and our "Step & Repeat" with registration. The sketch of our the area gives you an idea of what we are planning will follow shortly.

This will not interfere with the access to the other businesses off the Town Plaza. I have reached out to these businesses to ensure that they will not be negatively impacted. We will be providing our own security. We are not asking for any out of pocket costs to the City. We would like to have the authorization to make use of the Town Plaza and for permit fees to be waived.

Time is of the essence as we need to arrange for the vendors and other contractors and respectfully request this authorization at your earliest convenience.

Your sincerely



Seth Horowitz  
**General Manager**

CC: Maya Mallick – Owner.