

ATTACHMENT 4

Hello,

Thank you for your interest in booking a room with us here at the Veterans Memorial Complex. Per your request, please let us know if you would like to tour or book this room by replying to this email.

We have attached a copy of our current category/hourly rate list, along with our room capacity chart in the email for your reference. Refundable Damage Deposit and Non-Refundable Food fees apply in addition to the hourly room rate.

Please note that we are able to book reservations at the Culver City Senior Center before or after City programming occurs. We require a minimum of 2 hours for any Senior Center rental. Reservations at the Senior Center will include an additional staffing fee if the rental is the sole room user in the facility. Senior Center rental hours are: Monday through Thursday: 6:00pm-12:00am, Friday: 6:00pm-1:00am, Saturday: 9:00am – 11:30am; 5:00pm-1:00am, Sunday: 9:00am – 11:30am; 5:00pm-12:00am

All Veterans Memorial Complex room rentals include tables and chairs at no additional charge; however, we do not provide table linens or chair covers. Also, please note that our staff will unlock the doors 15 minutes prior to the event. If you are planning to decorate, we recommend that you book additional time prior to the start of your event. There is an additional charge for room setup changes on the day of the event. We ask for the room setup diagrams 14 days before the event, so that our staff can confirm the floor diagrams.

If you are serving alcohol, Police AND Security officers will be required at additional costs (Culver City Police Officers - \$350 Monday - Friday; \$450 Saturday/Sunday/Holidays and City-contracted security guards - \$20 per hour, per officer, with a minimum of 6 hours). We require security for events that are in larger rooms with multiple exits, feature dancing or a DJ, or have other elements to be considered.

If you are having food in the room, there is a flat food fee. You may have any catering company drop off food for your event. If the catering company has its employees working at your event and serving your guests, then we require liability insurance and a Culver City Business Tax Certificate from the catering company. The Business Tax Certificate is obtained at the Culver City Treasury Department.

All open flame heating devices and candles must comply with the following conditions:

- No flammable or combustible liquids or gases allowed in the area, except those necessary for a safe process.
- Combustible materials to be kept at a safe distance.
- All tablecloths must be treated with flame-retardant or be an approved flame-resistant material.
- Fire extinguishers, class A (water) and multi-purpose (ABC) type to be immediately available in the event of a fire emergency.
- A 30 minute fire watch is required after use of open flame.

- Smoking is prohibited in City facilities.
- All permits are subject to revocation at discretion of CCFD.

Polystyrene food service ware is banned from City facilities. Our Terms and Conditions state: Neither LESSEE nor LESSEE's guests shall use, distribute or sell prepared food in any polystyrene food service ware while using FACILITY pursuant to this contract. LESSEE assumes responsibility for preventing the use, sale and /or distribution of polystyrene food service ware by LESSEE's guests while using FACILITY pursuant to this contract. Any security deposits will be forfeited if the City Manager of Culver City or his/her designee determines that polystyrene food service ware was used, sold or distributed in violation of this provision.

The Veterans Memorial Complex Rental Operation accepts check, cash, credit cards and money orders. Checks are made payable to: City of Culver City. We require 50% of the hourly rate upon completion of a contract. The damage deposits are refunded approximately four weeks after the event if there has not been any damage or additional charges incurred. Damage deposit refunds are payable to the renter or organization stated on the contract. 3rd party payments (checks or credit cards) are not accepted.

If you are not familiar with the rooms, please enjoy a virtual tour at <http://www.culvercity.org/city-hall/information/facility-rentals/veterans-memorial-building-rentals>

We hope this information is helpful and that we will be able to assist you as you plan your event. Our facility reservations are first come, first serve. If you are interested in touring our facilities or booking a room, please make an appointment with us during our office hours.

Thank you for your interest in Veterans Memorial Complex.

Sincerely,

Veterans Memorial Complex
VMC Booking Staff
vmc.booking@culvercity.org
310-253-6625

Office Hours:

Monday, Wednesday, Thursday & Friday
10am – 6pm
Tuesdays
10am – 7:30pm
Saturdays
9am – 1pm