

# RENTAL QUESTIONNAIRE

Veterans Memorial Complex, 4117 Overland Ave., Culver City, CA 90230

Phone: 310-253-6625, Fax: 310-253-6629

Today's Date \_\_\_\_\_ Weekday(s) of Event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Applicant's Name: Mr / Ms. \_\_\_\_\_ (applicant must be at least 18 years old)  
(please circle)

Company/Club Name \_\_\_\_\_ Do you have a 501c3? Yes \_\_\_\_\_ No \_\_\_\_\_

Address \_\_\_\_\_ Day time telephone ( ) \_\_\_\_\_

\_\_\_\_\_ Night time telephone ( ) \_\_\_\_\_

\_\_\_\_\_ FAX number ( ) \_\_\_\_\_  
City State Zip

Type of event: Meeting \_\_\_\_\_ Wedding Reception \_\_\_\_\_ Birthday party \_\_\_\_\_ Dance \_\_\_\_\_ Dinner Dance \_\_\_\_\_

Other \_\_\_\_\_ If this is a birthday party, how old will the birthday person be? \_\_\_\_\_

What is the title of your event as you would like it listed on our building directory? \_\_\_\_\_

Your event and location will be listed on the building directory in the Auditorium lobby. You may not place directional signs anywhere inside or outside of the facility.

Room(s) Requested \_\_\_\_\_

How many people total will be attending, including staff & entertainers? \_\_\_\_\_ Will there be children in attendance? \_\_\_\_\_

What time do you need the room open? \_\_\_\_\_ What time will the event start? \_\_\_\_\_ End? \_\_\_\_\_ Cleanup finished? \_\_\_\_\_

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 12:30 A.M. The load-out of equipment and personal belongings must be completed and the facility must be vacated no later than 1:00 A.M. or the designated rental ending time on your contract, whichever is earlier.

Will you have food or beverages (even if it's only 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. YOU MAY NOT SELL FOOD AT YOUR EVENT. All food and beverage concessions are the sole property of the City of Culver City. For information on how to arrange for food and beverage concessions, contact the our rental office.

Will alcohol be served at your event? (Beer, wine or spirits) 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 VMB Complex without Management permission. Off-Duty Officers and Security Guards are required at any event where alcohol is served.

Is your event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

An event is considered open to the public if you do not know exactly who is attending ahead of time. You may be required to provide a guest list, which may be checked by security at the door, if your event is not open to the public. If your event is open to the public, you may be required to purchase a one million dollar general liability insurance policy naming the City of Culver City as additionally insured, and you may be required to obtain a Culver City Business Tax Certificate. See "Terms & Conditions" for details.

Are you advertising, mailing flyers or running radio ads? Yes \_\_\_\_\_ No \_\_\_\_\_

All advertisements, flyers etc. must be approved by the Auditorium Supervisor prior to release to the public. Call 310-253-6633.

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 Tax Certificate. See "Terms & Conditions" for details.

Will you be selling or will there be any vendors selling merchandise of any kind? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Where have you held your events in the past? \_\_\_\_\_

Telephone & contact person at that location: \_\_\_\_\_

How do you need your room set up? *If no style is selected, your room will automatically be set up theatre style.*

If you have special setup needs (i.e. a trade show), please check here and Auditorium Staff will contact you. \_\_\_\_\_

Theatre Style \_\_\_\_\_ Conference Style \_\_\_\_\_ Classroom Style \_\_\_\_\_ Banquet Style \_\_\_\_\_

Head table(s) For how many people? \_\_\_\_\_ Food, DJ, or materials table(s) How many? \_\_\_\_\_

Podium \_\_\_\_\_ Microphone(s) How many? \_\_\_\_\_ Blackboard \_\_\_\_\_ Easel \_\_\_\_\_ Overhead \_\_\_\_\_

Do you need room for a dance floor? \_\_\_\_\_

Other setup requests: \_\_\_\_\_

I, \_\_\_\_\_, the rental applicant, swear that all of the above information is true.

**If the information in this questionnaire is found to be untrue, the Facility Manager has the right to cancel any contract between the applicant and the Veterans Memorial Building Complex. This questionnaire is not a contract for rental.**