

TERMS AND CONDITIONS OF CONTRACT:

Your event at the **VETERANS MEMORIAL COMPLEX**, hereinafter "**FACILITY**", is controlled by the Terms and Conditions of the contract. Read it carefully. Failure and/or violation of any Term and/or Condition may result in the loss of your damage deposit, and/or immediate cancellation of your event.

I. PAYMENT CONDITIONS

- 1) No rental is considered final until all fees and deposits are paid in full. A minimum payment of fifty (50%) of the expected total fees as determined by FACILITY Manager must be paid at the time reservations are made. All fees and damage deposits must be paid in full 30 days prior to Auditorium events, and 14 days prior to events booked in all other rooms. If full payment is not received on time, the event will be canceled and any payments LESSEE has already made will not be refunded. There will be a \$25.00 additional charge for all returned checks. If an Auditorium reservation is made within 30 days of the event, or if a reservation for any other room is made within 14 days of the event, full payment must be made at the time of reservation. If a reservation is made within 14 days of an event or meeting, payment must be made **IN CASH**. **No Exceptions.** _____Initial
- 2) If LESSEE must cancel LESSEE's event after LESSEE has made a reservation and paid all or part of the fees, LESSEE must notify the FACILITY Office in writing. Cancellations must be made a minimum of 60 days prior to your scheduled event date for Auditorium bookings, and a minimum of 30 days prior to dates scheduled in all other rooms. If the event is canceled after these deadlines, **regardless of when the event was booked**, there will be no refund of monies paid. LESSEE may not "postpone" or change reserved dates. All date changes will be treated as cancellations. **No Exceptions.** _____Initial
- 3) All rooms rented are to be left "broom clean". If in the sole discretion of FACILITY Manager or her designee, the clean-up from your event is in excess of normal cleaning, you may be charged additional cleaning fees at \$25.00 per/hour.
- 4) Damage deposit will be returned to LESSEE within 30 days following event, provided that none of the Terms and Conditions of the contract have been violated.
- 5) **Off-Duty Police Officers are required at any event where alcohol is served. Payment for all Officers will be made the night of the event (CASH / MONEY ORDER ONLY) directly to the Officers, as soon as they arrive. If payment is not made when the Off-Duty Police Officers arrive, the event will end immediately.** _____Initial

II. PERMIT AND INSURANCE REQUIREMENTS

- 1) LESSEE is responsible for the procurement of and payment for all permits, licenses and insurance required by Federal, State and Municipal Law.
- 2) LESSEE must supply this office with a copy of LESSEE's Culver City permit if the event is open to the public, whether admission fees are charged or not. An additional permit is necessary if LESSEE or any of LESSEE's attendees will be selling merchandise, souvenirs etc. at the event. An application for permit may be obtained through the City Treasurer's office in City Hall. Call 310-253-5870 for hours and information. Please allow 45 working days for permit approval. Permit must be posted at the rental space.
- 3) LESSEE may not broadcast; telecast, video tape for future broadcast, or authorize or permit such, without the written consent of FACILITY Management. LESSEE must obtain the appropriate permits from the Police Department for all filming and videotaping. Call the Film Permit Office at 310-253-6216 for information.
- 4) LESSEE must have a permit from the Culver City Fire Department to bring the following into FACILITY: candles, fire, fireworks, vehicles containing petroleum/gasoline (i.e. motorcycles, automobiles, generators, etc.). Call 310-253-5900 for information.
- 5) All events open to the public will be required to supply FACILITY Office with General Liability Insurance Coverage. In addition, the City of Culver City's Additional Insured Endorsement form, naming the City, its agents, employees and elected and appointed officials, as additional insured shall be submitted. This Endorsement form may be obtained from the rental office. All insurance policies must be approved by the City Attorney prior to an event. Insurance certificate must be submitted to FACILITY Office a minimum of two weeks prior to the event or meeting.

III. LIABILITY

- 1) By acceptance of this contract, LESSEE shall and hereby does covenant and agree to indemnify, defend, hold harmless, release and discharge the City, and each of its officers and employees from any and all liability, claim, losses or judgements arising out of any personal injury, death, or damages to real or personal property resulting from LESSEE'S use of the FACILITY. At the discretion of the City, the LESSEE may be required to acquire liability insurance in amounts and endorsed as required by the City.
- 2) LESSEE agrees to pay for any and all damages to FACILITY and/or loss of any property and/or equipment of FACILITY resulting directly or indirectly from such occupancy and/or use of FACILITY. At the discretion of the City, the LESSEE may be required to acquire insurance in an amount designated to indemnify the City against liability and/or damage to FACILITY's property and/or equipment.
- 3) FACILITY assumes no responsibility for loss and/or damages of any material or equipment brought onto City property. No overnight storage for meeting materials/equipment is permitted in FACILITY.

IV. DESIGNATED RENTAL AREAS, TIMES, AND LESSEE'S RESPONSIBILITIES FOR LESSEE'S GUESTS

- 1) All activities will end at the designated time on the rental 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 facilities vacated no later than 1:00 A.M. Use of FACILITY beyond the specified rental period will result in overtime rental and staffing charges.
- 2) LESSEE, LESSEE's guests, and employees shall at all times strictly comply with and abide by all laws and ordinances, Federal and/or State and/or Municipal and applying to or affecting the use and occupancy of FACILITY.
- 3) LESSEE IS RESPONSIBLE FOR THE CONDUCT OF LESSEE'S GUESTS. Disorderly conduct by LESSEE or any of LESSEE's guests may be cause for losing your damage deposit and/or cancellation of your event. In the event FACILITY Management, in their sole reasonable discretion and after a reasonable warning, is of the opinion that such disorderly conduct is continuing, FACILITY Management may immediately terminate the event and order LESSEE and LESSEE's guests to vacate the FACILITY. Failure to vacate the premises will be grounds for arrest for trespass. Disorderly conduct includes but is not limited to excessive noise as determined by the FACILITY Manager or her designated appointee. Common courtesy is expected to be shown to neighboring renters and residents. ALL noise and music must be at a minimum level while in the hallways, rooms and parking lots. If a complaint is received regarding your event and the Culver City Police are called in to maintain order, LESSEE may be held liable for the cost incurred by the Police Department for Officers' time.
- 4) ALL CHILDREN MUST, UNLESS UNDER ADULT SUPERVISION, REMAIN IN THE ROOM WHERE THEIR EVENT IS TAKING PLACE. Adults are responsible for watching, controlling and keeping their children from disrupting others at all times.
- 5) RENTAL IS FOR DESIGNATED ROOM ONLY. THE LOBBIES, HALLWAYS AND PARKING LOTS ARE NEVER PART OF RENTAL AND ARE PUBLIC ACCESS WAYS. No tables, chairs or other equipment may be placed outside of the rooms you have rented. No loitering in halls, lobbies, parking lots or other outside park areas. Hallways may not be used for organized "waiting" or rehearsal areas for casting sessions, etc.
- 6) LESSEE shall not prop or block fire doors open at any time.
- 7) The specific number of guests attending the event may not exceed the number indicated on LESSEE's contract. LESSEE may be required to provide FACILITY Management with an alphabetized guests list, including children, so that FACILITY Staff may monitor attendance at your event. FACILITY Management may also require a ticket sale manifest and/or ticket sale authorization codes.
- 7) City certifies FACILITY is a place of public accommodation and is accessible to persons with disabilities and in compliance with Title II & III of the Americans with Disabilities Act (ADA). LESSEE shall not render or allow any LESSEE's guests, contractors, agents, invitees to render the FACILITY inaccessible to persons disabled, or otherwise cause the FACILITY to be out of compliance with the ADA. In the event that LESSEE or any of LESSEE's guest, contractors, agents, invitees or other persons it permits on the premises render FACILITY inaccessible to persons disabled or otherwise cause the FACILITY to be out of compliance with ADA, LESSEE shall immediately remedy the cause and return FACILITY to compliance. LESSEE shall pay and hold the City harmless from any and all damages, loss or liability of any kind whatsoever resulting from its actions or those exhibitors, contractors, agents, invitees or other persons its permits on the premises in rendering FACILITY inaccessible to persons disabled or otherwise causing FACILITY to be out of compliance with the ADA, and LESSEE will, at LESSEE's own cost and expense, defend and protect the City against any and all such claims or demands.
- 9) If you anticipate that a participant in your program will be unable to participate because some aspect of the FACILITY is inaccessible to them, please notify the FACILITY Management at the time that you reserve the FACILITY.

V. FOOD, BEVERAGE AND ALCOHOL REGULATIONS

- 1) If LESSEE or an outside caterer hired by LESSEE brings food and non-alcoholic beverages into the FACILITY, LESSEE must obtain prior approval from FACILITY Management and pay all applicable food cleanup fees. If LESSEE hires an outside caterer to come on to the FACILITY premises, the caterer must provide the FACILITY office with a Culver City Business License and Insurance Certificate for one million dollars general liability naming the City of Culver City as additionally insured. If LESSEE brings food or beverages into FACILITY buildings without prior permission from FACILITY Management, LESSEE may lose damage deposit and/or rental privileges.
- 2) No food or beverages may be sold to the public during the event by LESSEE, any vendor contracted by LESSEE, or any of LESSEE's guests. All rights to concessions at FACILITY are the sole property of the City of Culver City.
- 3) LESSEE must sign a separate form and obtain Management permission to bring alcoholic beverages into FACILITY. No alcoholic beverages may be brought into or sold in FACILITY by a renter or guest of a renter without written consent from management. Call 310-253-6625.
- 4) If alcohol is served at your event, FACILITY Management will require a Guest List, Off Duty Police Officers and Security Officers pursuant to Section VI, Item 3, below.
- 5) All alcohol service must conclude one half-hour prior to the rental ending time or at 12:00 A.M., whichever is earlier.

VI. CITY AND FACILITY STAFF RIGHTS AND RESPONSIBILITIES

- 1) The Chief Administrative Officer of the City may cancel your rental contract without prior notice when in the sole discretion of the CAO, the proposed use of FACILITY will be contrary to the public interest or LESSEE has misrepresented itself or the event.
- 2) Any authorized City representative has the right to enter any event at any time during the occupancy of the lease.
- 3) SECURITY may be required for any event at the sole discretion of FACILITY Management. FACILITY Management requires Off-Duty Police Officers for any event where alcohol is served. When required, Police and security will be provided by FACILITY at LESSEE's expense. **Outside security companies are prohibited.** Security officers are at all times under the

supervision and direction of FACILITY management. At no time are security officers under the supervision or direction of LESSEE, nor are they available to serve as house staff for LESSEE's event. (See Section VI, Item 5 below.)

- 4) FACILITY Staff handle the entire complex with no one assigned exclusively to each event, but available for maintenance purposes. FACILITY Management may in their sole discretion require LESSEE to hire a FACILITY worker to be dedicated to LESSEE's event at LESSEE's expense.
- 5) Services not included in this rental contract, including but not limited to electrical installments, ushers, ticket takers, security, stage crew and projectionist and, may be obtained subject to prior approval of FACILITY Management. Such services may be acquired through arrangements with FACILITY Manager or obtained by LESSEE. In either case LESSEE is responsible for payment of such services.

VII. PUBLICITY, SIGNAGE, DECORATIONS, DELIVERIES AND ROOM SETUP

- 1) Lessee may not publicize FACILITY's office telephone number for event information. If LESSEE provides FACILITY Office with event details, event will be listed on the recorded information line, 310-253-6630.
- 2) All advertisements, including but not limited to flyers and radio, television or print ads, must be approved by FACILITY Management prior to release. Call 310-253-6632.
- 3) Arrangements for all exterior signage and banners must be pre-approved by FACILITY Manager a minimum of two weeks prior to event. Exterior signage and banners will only be approved for open-to-the public events scheduled in the main Auditorium, and may only be displayed during the time designated for LESSEE's rental of the FACILITY. Exterior signs and banners must be hung in predesignated areas, and must be of a size that has been predetermined by the City of Culver City's Planning Department. For banner specifications, please contact FACILITY office. LESSEE may not tape signs up on exterior walls, or doors or the walls of interior hallways, and except as outlined above, may not place any kind of signage in hallways, lobbies, or any part of the exterior of the FACILITY.
- 4) No tape, nails, pins or staples may be used in walls or wood. Nothing may be hung from curtains. Absolutely no glitter, confetti, birdseed or rice is permitted on the property. Clean-up fees pursuant to Section I, Item 3, above will be charged for the use of glitter, confetti, birdseed and rice.
- 5) LESSEE must have a permit from the Culver City Fire Department to bring the following into FACILITY: candles, fire, fireworks, and vehicles containing petroleum/gasoline (i.e. motorcycles, automobiles, generators, etc.) pursuant to Section II, Item 4, above. Incense burning is not permitted in FACILITY.
- 6) All setup arrangements must be submitted to FACILITY office a minimum of two weeks prior to event. Any changes in arrangements following these dates (i.e. equipment needs, room setup changes etc.) may result in additional charges. All large Auditorium, Auditorium foyer, and lobby setups must be approved by FACILITY Supervisor and the Culver City Fire Department. FACILITY will not store diagrams from past shows. Fees charged for setups are for one setup only; additional fees will be charged for changes and breakdowns during an event. If setup instructions are not provided, FACILITY staff will set the room up theater-style with the equipment you have requested.
- 7) LESSEE or LESSEE's guests shall not at any time allow any item, including but not limited to merchandise, tables, chairs and wheelchairs, to be placed in any aisle or hallway, or to block doors in any way. LESSEE or LESSEE's guests may not move tables and chairs out of setup arrangements approved pursuant to Section VII, Item 6 above, without the approval of FACILITY Management. LESSEE or LESSEE's guests may not at any time place additional tables, chairs or merchandise outside of vendor's areas as approved by FACILITY Management pursuant to Section VII, Item 6 above.
- 8) LESSEE must be present for delivery and/or pickup of any items at FACILITY. FACILITY Management will not accept or release items without an authorized person present. Items must be delivered and picked up the day of the event unless otherwise contracted with FACILITY Management.

VIII. SPECIAL LIMITATIONS

- 1) Amplified or loud music is not permitted in the Kaizuka, Yanji City, Iksan, Uruapan, or in Rooms A, C or D.
_____ Initial
- 2) Multipurpose Room Rentals are for the Multipurpose Room and Patio only. LESSEE and LESSEE's Guests must enter through the patio gates, not through the front doors of the Teen Center. The Teen Center game room and kitchenette are strictly off-limits. _____ Initial
- 3) Senior Center rental hours are limited. Evening rentals do not begin until 6pm. Under no circumstances will LESSEE or LESSEE's Guests have access to the Senior Center prior to 6pm for deliveries, decorating or any other purpose. Weekend morning rentals of the Senior Center end at 11am. The building must be completely vacated by that time. The Senior Center Pool Room, Patio, and kitchen are not part of the rental and are not available to LESSEE or LESSEE'S GUESTS for any purpose. Senior Center property, including but not limited to decorations, wall hangings, flyers and books may not be moved or removed for your event. _____ Initial

I, _____, the LESSEE, agree to abide by all Terms and Conditions attached and on the front and back of this contract. I understand that if I or anyone attending my event violates any of the above Terms and Conditions that I may lose all or part of my Security deposit and/or future rental privileges.