



PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT
Culver City Municipal Plunge
 4175 Overland Avenue, Culver City, California 90230
 john.adams@culvercity.org / 310-253-6684

RENTAL QUESTIONNAIRE

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

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

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

Address: _____

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

Email Address: _____

Type of Organization:

Organization Type	Resident	Sport	Event Type
Novice Youth Program	Yes No		Limited Term Lane Rental
Competitive Youth Program	Yes No		Year Round Lane Rental
Adult Aquatics Program	Yes No		Special Event
Youth Camp Program	Yes No		Fundraiser
Individual	Yes No		Filming/Photoshoot
Company/Business	Yes No		Other: Please Specify Below
Public School	Yes No		
Private School	Yes No		

LIMITED TERM AND/OR YEAR ROUND RENTAL INFORMATION

How many people will be participating in your program in the water? _____

How many coaches will you have on deck? _____

Residency

Novice Youth Programs: Are 40%+1 of your active participants Culver City Residents? Yes No

All Other Programs: Are 50%+1 of your active participants Culver City Residents? Yes No

Please list the days and times and number of lanes you are requesting in the chart below.

Day	Course	1 st Choice time	# of Lanes	Course	Alt Time	# of Lanes
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

SPECIAL EVENT RENTAL INFORMATION

What is the title of your Program/Event as you would like it listed on your permit?

How many people will be participating in your event in the water? _____

How many people will you have on deck? _____

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

The rental period when the room is opened for you, and ends when you have left the pool facility "broom clean" and you and your guests have left the facility. You may not enter the facility to decorate, etc. until the time designated on your contract. **ALL EVENTS MUST END NO LATER THAN 11:00 P.M.** The load-out of equipment and personal belongings must be completed and the facility must be vacated by 11:00 P.M. 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 rental privileges.

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 will 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. Table for DJ Yes _____ No _____

How do you need the deck set up? If you have special setup needs (i.e. an exhibition), please check here and Rental Staff will contact you.

Table(s) for how many people? _____

Chair(s) for how many people? _____

Equipment: *(Additional fee will apply)* Key Log _____ Microphone(s) _____ PA System _____

Projector _____ Easel _____ Dive Blocks _____ Diving Boards _____ Slide _____

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 Signature