



Event Reservation Form

Department of Military and Veterans Affairs – Bob Hope Patriotic Hall
1816 South Figueroa Street, Los Angeles, CA 90015



COMPLETE ALL AREAS HIGHLIGHTED IN BLUE, INITIAL SPACES PROVIDED, REVIEW THE TERMS AND CONDITIONS ON REVERSE SIDE OF FORM, SIGN AND EMAIL BACK FOR PROCESSING ALONG WITH ALL THE SUPPORTING DOCUMENTATION TO DYANCY@MVA.LACOUNTY.GOV WITH A CC TO JREYNOSO@ISD.LACOUNTY.GOV

Event Organizer's Contact Information

Name:			
Telephone Number:			
Email Address:			
County Department or Veteran Services Organization's (VSO) Name:			
Event Name:			
Event Date:			
On-Site Point of Contact Day of The Event:		Email:	Cell Number:
Time In:		Time Out:	
Allow for Set-Up and Break Down Time of Equipment			

Event Information

Meeting <input type="checkbox"/>	Training <input type="checkbox"/>	Community Event <input type="checkbox"/>	Play/Theater/Film Screening <input type="checkbox"/>
Conference Call <input type="checkbox"/>	Vendor Fair <input type="checkbox"/>	Press Conference <input type="checkbox"/>	Ceremony <input type="checkbox"/>
Basketball Game <input type="checkbox"/>	Other (Please Describe) <input type="checkbox"/>		
Number of Guests:		GIVEN OUR ON-SITE PARKING LIMITATIONS, OFF-SITE PARKING ARRANGEMENTS WILL NEED TO BE COORDINATED BY THE EVENT ORGANIZER PRIOR TO THE EVENT.	

Equipment Requested (Check all Applicable)

Table Linens * <input type="checkbox"/> *Rectangular Tables Blue (10 Max) <input type="checkbox"/> White (10 Max) <input type="checkbox"/> (Subject to Availability)	Qty:		Table Linens * <input type="checkbox"/> *Round Tables Black (20 Max) <input type="checkbox"/> (Subject to Availability)	Qty:	
INITIALS *SEE BELOW FOR CLEANING FEES					

Areas Available for Use and Maximum Occupancy

Location	Room Name	Maximum Occupancy	Room Layout (*As is)	A/V?
Basement	Dining Hall	150	Dining	<input type="checkbox"/>
Basement	Doolittle Room	30	Classroom	<input type="checkbox"/>
First Floor	Auditorium	450	Theater	<input type="checkbox"/>
First Floor	Lobby Area	200	None	<input type="checkbox"/>
Second Floor	Lincoln Room	30	U-Shape	<input type="checkbox"/>
Fourth Floor	Marine Room	20	Rectangular Table	<input type="checkbox"/>
Sixth Floor	Bradley Room	50	Classroom	<input type="checkbox"/>
Sixth Floor	Interview Rooms	3	Private Office	N/A
Eighth Floor	Wilson Room	50	Classroom	<input type="checkbox"/>
Eighth Floor	Nimitz Room	100	Theater	<input type="checkbox"/>
Tenth Floor	Basketball Court	200	None/Open Court	N/A

APPLICABLE RECOVERABLE FEES – After-Hours and Large Events (25+ People)

Any and all applicable fees are due five (5) business days prior to the day of the event payable to: Department of Military and Veterans Affairs by Cashier's Check. County Departments may pay via DSO, Journal Voucher, IFTA, check, or County Warrant.

ADMINISTRATIVE SERVICES AND FEES	RECOVERABLE FEES				
	Fixed Fee	Fees /4 Hours Min (M-F)	Fees /8 Hours Min (Sat & Sun) Time and A Half	Fees /8 Hours Min (Holidays) Double Time	Staffing Level*
Administrative Support		\$225	\$675	\$900	1 Support Staff
Custodial Services		\$160	\$480	\$640	1 Custodian
Armed Security Services		\$106	\$318	\$636	1 Armed Guard
Utility Services		\$150	\$300	\$300	
Audio/Visual Technical Support		\$244	\$732	\$1,464	1 Technician
Administrative Fee		\$183	\$183	\$183	
Linens – Cleaning Fee	\$20 EA				
Set-Up/Dismantling Fee	\$250				

*Staffing levels are subject to change based on event type and size. This model is based on events scheduled after hours of up to 50 people. However, fees may be applicable during regular or extended business hours if additional support is needed from the above administrative services to support your event. Recoverable fees are subject to change every July 1st of the current year.

Based on the above request, the amount of \$_____ in recoverable fees will be due five (5) business days prior to the event payable to the Department of Military and Veterans Affairs. Please see reverse for method of payment.

Approved by _____
(To be approved by Event Organizer)

Date: _____

TERMS AND CONDITIONS

BUILDING GUIDELINES

- 1. Smoking of any type to include e-cigarettes is prohibited inside the building pursuant to County code.
2. Consumption and/or sale of alcohol is prohibited on the premises pursuant to County code.
3. Regular Business Hours: Monday through Friday from 8:00AM – 5:00PM
4. Extended Business Hours: 1st Friday, and 3rd Wednesday of every month from 5:00PM – 9:00PM.

GENERAL DISCLOSURES

- 5. The use of Bob Hope Patriotic Hall is for the strict use of County Departments and non-profit Veteran Services Organizations to honor the services of veterans by providing services directly to the veteran community at no cost. Therefore, the sale of tickets online and fundraisers, onsite or otherwise for profit is prohibited.
a. All Rooms are reserved as is.
b. Reservation priority will be given to County Departments and non-profit veteran organizations with the primary intent to serve the veteran community at no cost to the veteran and their families.
c. The use of the Basketball Court for the purpose of playing basketball is available to non-profit veteran organizations only during the extended business hours as specified above. However, the use of the Court is not available to walk-ins.
d. A Hold Harmless form must be completed by each player and emailed back along with this form 5 business days prior to the day of the event. The use of rubber soled shoes is mandatory while on the court.
e. Kitchen area is off limits to all while culinary school is in session.
6. The Event Reservation Form must be completed and submitted via email at least fifteen (15) business days prior to the day of the event for review and approval.
7. Coordination of all events must be finalized 5 business days prior to the day of the event.
8. All events will require Special Events Liability Insurance naming the County of Los Angeles and the Department of Military and Veterans Affairs as additional insured. Special Events Liability Insurance it can be purchased from the County sponsored SELIP Insurance Program. Please contact them at 800.420.0555 or www.2sparta.com. Submittal of proof of insurance will be required 5 business days prior to the day of the event.

Certificate of Liability Insurance Limits:

Table with 4 columns: Description, Amount, Description, Amount. Rows include: Each Occurrence (\$1,000,000), Damages to Rented Premises (Ea. Occurrence) (\$100,000), Med Exp (Any one person) (\$10,000), Personal & Adv Injury (\$1,000,000), General Aggregate (\$2,000,000), Products – Comp/OP AGG (\$2,000,000), Combined Single Limit (Each Accident) (\$1,000,000), Aggregate (\$1,000,000).

- a. The policy must be for the day of the event (including additional time to setup and dismantle).
b. User will be liable for any and all damages to County property and/or equipment.
c. Additional policies will be required for contracted services (e.g. catering or valet)
9. The Department of Military and Veterans Affairs will not be responsible for any misplaced business and/or personal property.
10. Event Coordinators are solely responsible for securing off-site parking, for notifying their guests prior to the event, and for redirecting attendees to an alternate parking location the day of the event.
a. Designated/Reserved parking spaces must remain free and clear at all times.
11. All cancellations must be submitted in writing via email 72 business hours prior to the day of the event.
a. A cancellation fee of \$350 will be assessed without the proper notification.
12. Changes and/or additional requests will not be honored the day of the event to include additional furniture.
13. Event Coordinators are solely responsible for providing their own equipment such as computers, laptops, HDMI/VGA cables, USBs, adaptors, extension cords or any other accessories, and for ensuring the area is free of any safety hazards.
14. All available areas are fully equipped with audio and visual except the 1st floor lobby.
15. Copying and/or faxing of documents is not available on the premises.
16. Food and/or drinks are not allowed inside the Auditorium and Marine Room.
17. Pets are not allowed on the premises unless registered as a service animal. Effective March 2011, only dogs are recognized as service animals under Titles II and III of the American Disability Act; and miniature horses under 100 lbs. when and where reasonable. A copy of the policy can be provided upon request.
18. Relocation, and/or rearranging of furniture is not permissible.

SAFETY DISCLOSURES

- 19. Upon request, in-house staff may be available to go over any housekeeping items such as emergency evacuations, ADA accommodations, location of baby changing stations, and lactation room.
20. The facility is not equipped with defibrillators. A CPR/First Aid certified staff member of your group is highly recommended to be in attendance the day of the event in case of an emergency.

Your signature below hereby acknowledges both sides of this form AND agrees to the above terms and conditions.

Event Coordinator's Name Signature Date
Building Management (or designee) Review and Approval Date

Upon review and approval, Building Management will email this form back to the Event Coordinator to confirm this reservation.

Revised 1/2020.