



WARRIOR HERITAGE  
FOUNDATION



**Bob Hope Patriotic Hall – Veteran Event Use Guidelines**

## **Eligibility Criteria**

Only federally recognized 501(c)(19) veterans' organizations or 501(c)(3) nonprofits serving veterans are eligible.

Organizations must demonstrate at least two years of operational history or sponsorship by a recognized partner (e.g., LA County Department of Military & Veterans Affairs).

## **Mission Alignment**

Events must directly support veteran welfare, such as:

- Mental health or wellness support
- Housing assistance programs
- Job training, career placement, or education initiatives
- Community recognition (e.g., memorials, award ceremonies)
- Collaboration among veteran service providers

## **Use Limitations**

Free use is limited to:

- One (1) event/meeting per quarter for qualified 501(c)(3) nonprofits
- One (1) event/meeting per month for 501(c)(19) Veteran Service Organizations

Additional events beyond the cap are billed at the discounted nonprofit rate.

Free use does not apply to:

- Fundraisers or events with ticket sales
- Events involving alcohol without proper permits
- Events charging entry fees

## **Scheduling & Availability**

Free access is subject to availability and follows a priority system:

- Tier 1: County/DMVA-sponsored events
- Tier 2: Partnered nonprofit events
- Tier 3: Other vetted veteran organizations (first-come, first-served)

Booking Requirements: Minimum 1-month advance booking

Blackout dates: High-demand periods (Memorial Day week, Veterans Day, holidays) require joint programming or partnership.

Veteran & Patriotic Holidays (County/WHF programming only):

- Memorial Day Weekend – Friday–Monday, late May
- Independence Day Weekend – July 3–5 (varies annually)
- Patriot Day (9/11) – September 11
- Veterans Day Week – November 7–12 (varies annually)

Peak Rental Seasons (Private/Corporate Demand):

- Graduation Season: Mid-May through Mid-June
- Holiday Party Season: December 1–20
- New Year’s Eve/Day: December 31–January 1
- Spring Conference Season: March–April (select weekends)
- Every Saturday in May

## **Cost Recovery**

Organizations are responsible for direct costs, including:

- Site Management – \$300/day
- Security – \$50–100/hour\*
- Custodial Services – \$25/hour\*
- AV Equipment (if applicable)
- Mandatory refundable cleanup deposit

\*Applies when events occur outside normal business hours or exceed standard use.

## **Evaluation Process**

Applicants must submit a short application including:

- Event purpose and veteran benefit
- Expected attendance
- Funding sources
- Proof of insurance (COI) and necessary permits (e.g., filming, alcohol)

An annual review of event outcomes will guide future approvals.

## **Room Pricing & Discount Tiers**

Tiers 1 & 2: 25% discount for veterans, veteran organizations, and County employees

Available Rooms: 8th Floor, Basketball Court, Auditorium, The Library, Lincoln Room, Bradley Room, Marine Room

Tier 3 (Free Use): Purple Heart Inn

\*Rates increase after business hours.

## **Booking Information**

To book an event at Bob Hope Patriotic Hall:

Email: [info@warriorheritagefoundation.org](mailto:info@warriorheritagefoundation.org) or [kendall@warriorheritagefoundation.org](mailto:kendall@warriorheritagefoundation.org)

Business Hours:

- Mon, Tue, Thu, Fri: 8:00 AM – 5:00 PM
- Wed: 8:00 AM – 8:00 PM