



# HERMOSA BEACH HISTORICAL SOCIETY

## EVENT AND PROJECT PROPOSAL FORM

*The Hermosa Beach Historical Society was founded in 1987 with the mission to engage, delight, and educate the community through the presentation and exploration of history. The collection is extended to the public as a source of lifelong learning.*

- Event / Project Name:
- Proposed Event / Project Date(s):
- Today's Date:
- Overview:
  
- Event Background and Description:
  
- Project Leaders:
- Project Partners, Contractors & Caterers:
- Estimated Attendance (*max capacity of 180 for Museum*) :
- Desired Audiences/Attendees:
- Advertising and other (*if HBHS entity*):
- Estimated Budget (*if HBHS entity*):
- Timeline/Schedule (*set up entry, event hours, tear down completion*):

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PLEASE COMPLETE THIS SECTION IF YOU ARE NOT A COMMITTEE OR  
SUBDIVISION OF THE HERMOSA BEACH HISTORICAL SOCIETY & MUSEUM:

- Who is your point of contact/ reference from the HBHS? This individual may be asked to open and close the facility for your event.
- Will there be food and beverages served at this event, and if so, please include a \$50.00 cleaning fee for the facility that will be arranged by the Museum.
- Will you be requiring availability of tables, and if so, how many? (The museum has 4 six-foot tables).
- Will you be using any museum media equipment, such as a microphone, projector, or speaker? If so, please detail below.
- If using any museum equipment, do you accept responsibility for its safe use and return to museum in working condition upon the conclusion of your event?
- The HBHS reserves the right to request event alterations in the event of any COVID-19 policy changes. Do you accept responsibility to abide by any and all COVID procedures required by the HBHS, LA County and the State of California for indoor spaces and Museums during you event planning, set up, and execution?

*Any donations to our museum are greatly appreciated, and will contribute towards the preservation of our collections and outreach to the community.*