



HERMOSA BEACH MUSEUM

EVENT REQUEST FORM

**PLEASE COMPLETE THIS FORM AND SUBMIT TO HERMOSA BEACH MUSEUM (HBM)
STAFF AT hermosabeachmuseum@gmail.com**

Submission Date (*must be at least one month in advance of event*) : _____

APPLICANT INFORMATION	
Name:	_____
Phone:	_____ Email: _____
Organization:	_____
(we currently are only able to facilitate events for nonprofits) 501(c)3#:	_____
Address:	_____
City:	_____ State: _____ Zip Code: _____
Phone:	_____ Email: _____
HBM Point of Contact/ Referral:	_____

RESERVATION INFORMATION	
Event Title:	_____
Number of Volunteers:	_____ Number of Guest Attendance (<i>max capacity of 180</i>): _____
Co Host/ Sponsors:	_____
Reservation Date / Schedule (<i>proposed</i>):	_____
Reservation Time In:	_____ Reservation Time Out: _____
Will you require tables or chairs? Estimated quantity?	_____
Will you require a screen, projector, and/or microphone?	_____
Will there be food and drink served at the event?	_____
Will you require an ABC License to serve alcohol at the event?	_____

EVENT FEES	
Reservation Deposit:	\$100.00 (<i>non refundable, due upon approval of event date</i>)
Post-Event Floor Cleaning Fee:	\$100.00

Staff Fee:

\$50.00 per hour (*minimum 4 consecutive hours*)

LIABILITY:

☐ Applicant agrees to obtain all required licenses, pay all licensing fees, and secure permits necessary for any event as applicable.

☐ [For nonprofit organized events] Applicant agrees to furnish the HBM with a copy of your current Liability Insurance and Tax Exemption information. Liability insurance must have an endorsement for the City of Hermosa Beach, and for the Hermosa Beach Museum. It must also cover \$1,000,000 of general liability.

By this liability waiver and release (hereinafter, "Release,") it is my/our intention to relieve the Hermosa Beach Museum, its officers, employees, agents, and volunteers (hereinafter, "HBM") of any duty to me/us. By this Release, and by virtue of the grant of the HBM space for which I/we have applied, I/we do assume the entire risk of any injuries or losses that might occur during, as a result of, or in connection with the HBM use of space. By this Release I/we also intend to release, discharge, and forever absolve the HBM from any and all liability for any active or passive negligence whatsoever by the HBM or any third parties, and to waive and relinquish any claim or cause of action against the HBM for any loss, claim, damage, personal injury, disability, death, medical expense, and any other type of expense, property damage, or loss caused by any negligence of the Museum or any third parties. I/we promise not to sue or exercise any legal right to seek damages from the HBM in connection with any injuries I/we may sustain in connection with my permitted activity. I/we hereby acknowledge, understand, and agree that no oral representations, statements or inducements apart from the foregoing written certification have been made, and further agree this Release shall be binding on me/us and my/our personal representatives, heirs, assigns, and next-of-kin. I/we further acknowledge, understand, and agree that this Release constitutes a single, integrated, written contract and expresses the entire agreement of the Parties with respect to the subject matter of this Release. I/we further acknowledge, understand, and agree that I/we are age 21 or older.

Signature: _____ Date: _____

RULES & REGULATIONS:

☐ Applicant may submit a fee waiver request to the HBM Executive Committee in writing at a minimum of one calendar month in advance. Submit your request in writing along with this form to Museum Staff at hermosabeachmuseum@gmail.com for consideration.

☐ Applicant agrees to pay the Reservation deposit after being notified that the application is approved. The date will not be secured until this fee is paid. The applicant also agrees to pay the additional Museum fees by check, Venmo or PayPal to Museum Staff within 5 business days after the Event.

☐ Applicant agrees to treat Museum equipment and facility with the utmost respect. If anything has

been damaged or is not in working order, the applicant agrees to cover the cost of any damages and staff wages during scheduled repair.

Applicant understands that they are responsible for setting up and taking down all tables, chairs and personal supplies, removing all trash, and cleaning of any large spills or food debris. Staff will assist in making cleaning supplies available for your use. Additional time spent by the applicant or HBM staff at the Museum to ensure an adequate clean-up and load out will be added to the staff fee.

Applicant acknowledges that the HBM is not responsible for any items left at the Museum at the conclusion of the event. HBM staff will facilitate their retrieval at their convenience.

Applicant acknowledges that the use of glitter, confetti, rice, bird seed, smoke machines, an open flame, cooking appliances / food warmers, or paint is prohibited.

Applicant agrees that the HBM holds the irrevocable and unrestricted right to use and publish photographs or video of the event and any and all participants and attendees for HBM publications, electronic reproductions (websites, social media) and/or promotional materials or any other purpose and in any manner or medium. In addition, you grant permission to alter the same without restriction; and to copyright the same.

Applicant agrees that they will not receive any financial compensation of any type associated with the taking or publication of photographs and/or videos or participation in company marketing materials or other publications. You acknowledge and agree that publication of said photos and or videos confers no rights of ownership or royalties whatsoever. [May add clause asking or requiring that any official photos or videos be provided to the museum for promotional use].

Applicant acknowledges that the HBM will not change any exhibition spaces or display cases for the event.

Applicant (main contact) has completed an HBM mandated safety training, or watched the safety training instructional video.

Applicant acknowledges that the HBM may be required to alter any event space regulations in the event of any COVID-19 policy changes or updates as put forth by LA County or the State of California. Applicant also agrees to abide by the HBM COVID-19 policy during event planning, set up and execution. If the event has to be canceled due to COVID-19 restrictions, all fees will be fully refunded.

Applicant is mindful of other calendared events taking place at the Community Center, and is conscious of how that will affect parking availability. The Museum is not able to guarantee or provide parking.

Signature: _____ Date: _____

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