



# HERMOSA BEACH HISTORICAL SOCIETY

## EVENT AND PROJECT PROPOSAL FORM

**PLEASE COMPLETE THIS FORM AND SUBMIT TO HERMOSA BEACH HISTORICAL SOCIETY (HBHS) STAFF AT [HERMOSABEACHMUSEUM@GMAIL.COM](mailto: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: \_\_\_\_\_  
HBHS Point of Contact/ Referral: \_\_\_\_\_

### RESERVATION INFORMATION

Event Title: \_\_\_\_\_  
Number of Volunteers: \_\_\_\_\_ Number of Guest Attendance (*max capacity of 180*): \_\_\_\_\_  
Event Co Host/ Sponsors: \_\_\_\_\_  
Reservation Date (*proposed*): \_\_\_\_\_  
Reservation Time In: \_\_\_\_\_ Reservation Time Out: \_\_\_\_\_  
Will you require tables or chairs? (*We have 4 six foot tables & 80 chairs*) \_\_\_\_\_  
Will you require a screen, projector or microphone? \_\_\_\_\_  
Will there be food and drink served at the event? \_\_\_\_\_  
Will you be applying for an ABC License to serve alcohol at the event? \_\_\_\_\_

### FEES

Reservation Deposit / Application Processing:	\$100.00 ( <i>non refundable</i> )
Floor Cleaning Fee:	\$50.00 ( <i>post event</i> )
Staff Fee:	\$50.00 per hour ( <i>minimum 4 consecutive hours</i> )

**LIABILITY:**

Applicant agrees to obtain all required licenses, pay all licensing fees and secure permits necessary for the event.

Applicant agrees to furnish the HBHS 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 Historical Society. 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 Historical Society, its officers, employees, agents, and volunteers (hereinafter, "Society") of any duty to me/us. By this Release, and by virtue of the grant of the HBHS rental 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 HBHS rental. By this Release I/we also intend to release, discharge, and forever absolve the HBHS from any and all liability for any active or passive negligence whatsoever by the HBHS or any third parties, and to waive and relinquish any claim or cause of action against the HBHS 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 HBHS 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 HBHS 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](mailto: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, 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 HBHS staff at the Museum to ensure an adequate clean-up and load out will be added to the staff fee.

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

☐ Applicant acknowledges that the use of glitter, confetti, rice, bird seed, smoke machines, an open flame or paint is prohibited.

☐ Applicant acknowledges that filming is prohibited in the Museum facility.

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

☐ Applicant acknowledges that the HBHS 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 HBHS 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 to our museum are greatly appreciated, and will contribute towards the preservation of our collections and outreach to the community.*