



DEPARTMENT OF MILITARY AND VETERAN AFFAIRS
BOB HOPE PATRIOTIC HALL
1816 S. FIGUEROA STREET, LOS ANGELES, CA 90015

BUILDING GUIDELINES

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- Smoking of any type to include e-cigarettes is prohibited inside the building pursuant to County Code.
- Consumption and/or sale of alcohol is prohibited on the premises pursuant to County Code.
- Regular Business Hours: Monday through Friday from 8:00AM – 5:00PM
- Extended Business Hours: 1st Friday, 3rd Tuesday and Wednesday of every month from 5:00PM – 9:00PM; and 3rd Saturday of every month from 10:00AM – 2:00PM.

GENERAL DISCLOSURES

- The use of Bob Hope Patriotic Hall is for the strict use of County Departments, other Government Agencies, and non-profit Veteran Services Organizations to honor the services of veterans by providing services directly to the veteran community. Therefore, the sale of tickets online, onsite or otherwise for profit is prohibited.
 - Reservation priority will be given to County Departments and non-profit veteran organizations with the primary intent to provide direct services to the veteran community.
 - The use of the Basketball Court for the purpose of playing basketball is available to organizations only during extended business hours. However, the use of the Court is not available to walk-ins.
 - A Hold Harmless form must be completed by each player and emailed back along with this form.
 - The use of the Kitchen Area is available only as an area to prepare food. Cooking of food is not allowed.
- Event Reservation Form must be completed and submitted via email at least fifteen (15) business days prior to the day of the event.
- Coordination of all events must be finalized 72 business hours prior to the day of the event.
- **All events will require Special Events Insurance naming the County of Los Angeles and the Department of Military and Veterans Affairs as additional insured. If you are unable to obtain your own Special Events Liability Insurance 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 72 business hours prior to the day of the event.**
 - **Certificate of Liability Insurance Limits:**

Each Occurrence	\$1,000,000	General Aggregate	\$2,000,000
Damages to Rented Premises (Each occurrence) ...	\$100,000	Products – Comp/OP AGG	\$2,000,000
Med Exp (Any one person)	\$10,000	Combined Single Limit (Each Accident) ...	\$1,000,000
Personal & Adv Injury....	\$1,000,000	Aggregate	\$1,000,000
 - User will be liable for any and all damages to County property and/or equipment the day of the event.
- The Department of Military and Veterans Affairs will not be responsible for any misplaced business and/or personal property.
- Parking is extremely limited and available on a first-come first-serve basis. However, special arrangements may be coordinated subject to parking availability the day of the event for VIP guests.
- 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. However, should on-site parking be available the day of the event, the Event Coordinator shall be responsible for assisting with managing the parking lot.
 - Designated/Reserved parking spaces must remain free and clear at all times.
- All cancellations must be submitted in writing via email 48 business hours prior to the day of the event.
- Changes and/or additional requests will not be honored the day of the event.
- Event Coordinators are solely responsible for providing their own equipment such as computers, laptops, HDMI cables, USBs, extension cords or any other accessories, and for ensuring the area is free of any safety hazards.
- All available areas are fully equipped with audio and visual except the 1st floor lobby.
- Copying and/or faxing of documents is not available on the premises.
- Food and/or drinks are not allowed inside the Auditorium.
- Pets are not allowed on the premises unless registered as a service animal.
- Relocation of fixed furniture is not permissible.

SAFETY DISCLOSURES

- 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.
- 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.

BUILDING MANAGEMENT CONTACT INFORMATION/QUESTIONS

Jaime Gomez-Beltran – Building Manager
Jgomez-beltran@mva.lacounty.gov
213.765.9227

Chuck Jester – Building Maintenance
Cjester@mva.lacounty.gov
(213) 290-7535

Event Reservations
EventRegistration@mva.lacounty.gov

Jose Garcia – IT and A/V Support
Jgarcia@mva.lacounty.gov
(213) 221- 9267