



## Event Reservation Form

Department of Military and Veterans Affairs – Bob Hope Patriotic Hall  
1816 South Figueroa Street, Los Angeles, Ca 90015



### Organizer's Contact Information

Name:			
Telephone Number:			
Email Address:			
County Department or Veteran Services Organization's (VSO) Name:			
Event Name:			
Event Date:			
Time In:		Time Out:	Allow for Set-Up and Break Down Time of Equipment

### Event Information

Meeting <input type="checkbox"/>	Training <input type="checkbox"/>	Community Event <input type="checkbox"/>	Play/Theater/Film Screening <input type="checkbox"/>
Conference Call <input type="checkbox"/>	Vendor Fair <input type="checkbox"/>	Press Conference <input type="checkbox"/>	Ceremony <input type="checkbox"/>
Basketball Game <input type="checkbox"/>	Other (Please Describe) <input type="checkbox"/>		
Number of Guests:		Number of Requested VIP Parking Spaces: <small>(Subject to Availability)</small>	

### Equipment Requested (Check all Applicable)

6' Rectangular Tables (20 Max) <input type="checkbox"/>	Qty:	72" Round Tables (20 Max) <input type="checkbox"/>	Qty:	Chairs <input type="checkbox"/>	Qty:
Table Linens Blue (10 Max) <input type="checkbox"/> White (10 Max) <input type="checkbox"/> <small>(Subject to Availability)</small>	Qty:	Table Linens Black (20 Max) <input type="checkbox"/> <small>(Subject to Availability)</small>	Qty:	Podium <input type="checkbox"/>	Qty:
				Mic <input type="checkbox"/>	Qty:
				Easel <input type="checkbox"/>	Qty:
Projector <input type="checkbox"/>	Flags: US <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> All 5 Branches of the Military + POW <input type="checkbox"/>				

### Areas Available for Use and Maximum Occupancy

Location	Room Name	Maximum Occupancy	Existing Configuration	Is Area Reconfigurable?	A/V?	Configuration Requested (If so, Describe Below)
Basement	Dining Hall	200	Any	Yes (Full)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Basement	Doolittle	40	Classroom	No (Minimal)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
First Floor	Auditorium	450	Theater	No (Minimal)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
First Floor	Lobby Area	200	Any	Yes (Full)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Second Floor	Lincoln Room	150	Any	Yes (Full)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fourth Floor	Marine Room	20	Rectangular Table	No (Minimal)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sixth Floor	Bradley Room	60	Classroom	No (Minimal)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sixth Floor	Interview Rooms	3	Private Office	No	N/A	
Eight Floor	Wilson Room	60	Classroom	No (Minimal)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Eight Floor	Nimitz Room	150	Any	Yes (Full)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tenth Floor	Basketball Court	200	Any	Yes (Full)	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Note any special requests, room configuration instructions, ADA accommodation, etc. (submit a configuration sketch if possible), minimal configuration does not allow for moving of existing furniture:

**COMPLETE ALL AREAS HIGHLIGHTED IN BLUE, REVIEW THE TERMS AND CONDITIONS ON REVERSE SIDE OF FORM, SIGN AND EMAIL BACK FOR PROCESSING ALONG WITH ALL THE SUPPORTING DOCUMENTATION.**

Based on the above request, the amount of \$ \_\_\_\_\_ in recoverable fees will be due 72 business hours prior to the event payable to the Department of Military and Veterans Affairs. Please see reverse for method of payment.

Approved by \_\_\_\_\_  
(To be approved by Event Organizer)

Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

**BUILDING GUIDELINES**

- 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: 1<sup>st</sup> Friday, 3<sup>rd</sup> Tuesday and Wednesday of every month from 5:00PM – 9:00PM; and 3<sup>rd</sup> Saturday of every month from 10:00AM – 2:00PM.

**APPLICABLE COST RECOVERABLE FEES – After-Hours and Large Events (50+ People)**

- Any and all applicable fees are due 72 business hours prior to the day of the event payable to: Department of Military and Veterans Affairs by Cashier’s Check. County Departments may pay via DSO, Journal Voucher, IFTA, check, or County Warrant.
- Any applicable refunds will be processed within 30 business days from the day of the event.

ADMINISTRATIVE SERVICES	COST RECOVERABLE FEES				
	Fixed Fee	Fees /4 Hours Min (M-F)	Fees /8 Hours Min (Sat & Sun)	Fees /8 Hours Min (Holidays) Double Time	Staffing Level*
Administrative Support		\$ 213	\$ 426	\$ 852	1 Support Staff
Custodial Services		\$ 170	\$ 340	\$ 680	1 Custodian
Armed Security Services		\$ 189	\$ 378	\$ 756	1 Armed Guard
Utility Services		\$ 100	\$ 200	\$ 200	
Audio/Visual Technical Support		\$ 223	\$ 446	\$ 892	1 Technician
Linens – Rental and Cleaning Fee	\$12 EA				
Set-Up/Dismantling Fee	\$250				

**\*Staffing levels are subject to change based on event type and size. This model is based on events of up to 50 people scheduled after hours. However, fees may be applicable during regular or extended business hours if additional support is needed from the above administrative services to support your event.**

**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 serve the veteran community.
  - The use of the Basketball Court for the purpose of playing basketball is available to organizations only during extended business hours and after 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 it can be purchased from the County sponsored SELIP Insurance Program. Please contact them at 800.420.0555 or [www.2sparta.com](http://www.2sparta.com). Submittal of proof of insurance will be required 72 business hours prior to the day of the event.**
  - 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.
  - A cancellation fee of \$350 will be assessed without the proper notification.
- 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 1<sup>st</sup> 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.
- **All forms to include the Event Reservation Form, Press Release (if any), proof of insurance, list of names for VIP parking, cancellations and/or questions must be submitted via email to building management at [EventRegistration@mva.lacounty.gov](mailto:EventRegistration@mva.lacounty.gov) within the stipulated timeframes.**

**SAFETY DISCLOSURES**

- Upon request, in-house staff may be available to go over any housekeeping items such as emergency evacuations, ADA restrooms, 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.

**Your signature below hereby acknowledges both sides of this form AND agrees to the above terms and conditions.**

\_\_\_\_\_  
Event Coordinator’s Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Management (or designee) Review and Approval

\_\_\_\_\_  
Date

**Upon review and approval, Building Management will email this form back to the Event Coordinator to confirm this reservation.**