

26300 Crenshaw Blvd.
Palos Verdes Peninsula, CA 90274
www.southcoastbotanicgarden.org

Phone: (310) 544-1948
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events@southcoastbotanicgarden.org

EVENT USE AGREEMENT

CLIENT INFORMATION

Contact:	<u>Becky Egan</u>		
Organization:	<u>Palos Verdes Peninsula Unified School District</u>		
Address:	<u>375 Via Almar, Palos Verdes Peninsula, CA 90274</u>		
Phone:	<u>310-378-9966 x703</u>	Cell:	<u></u>
Fax:	<u></u>		
Email:	<u>eganr@pvpusd.net</u>		

EVENT INFORMATION

Event Name:	<u>Palos Verdes Peninsula Science & Engineering Fair</u>	Venue(s):	<u>Frances Young Hall (2/13/20 & 2/14/20) Classrooms A and B, Kitchen (2/14/20)</u>
Type of Event:	<u>High School Science & Engineering Fair</u>	Attendance:	<u>150-175</u> (Confirm attendance two weeks prior to event.)
Event Date:	<u>Friday, February 14, 2020</u>	Event Hours:	<u>8:00 am – 4:00 pm</u>
Setup Begins:	<u>February 13, 2020, 7:00 am – 5:00 pm February 14, 2020, 6:00 am – 8:00 am</u>	Guests May Enter Facility at:	<u>8:00 am</u>
End of Rental:	<u>Friday, February 14, 2020 @ 8:00pm</u>	(All guests, decorations & materials must be out of rental venue by this time.)	
Additional Event Details:	<u></u>		

EVENT SETUP

6 ft Rectangular Tables:	<u></u>	Rectangular Linens:	<u></u>	60" Round Tables:	<u></u>	Round Linens:	<u></u>	Chairs:	<u></u>
Other:	<u>Client is responsible for setup and breakdown of tables and chairs.</u>								

FEES

Rental Fee:	\$ <u>7,000.00</u>	Hall Conference Pricing for Two Days	Fee Schedule:
Insurance Fee:	\$ <u>N/A</u>	Provided by Organization	50% due at signing: <u>N/A</u> \$ <u>Waived</u>
Damage Deposit:	\$ <u>500.00</u>	*Refundable based on terms and conditions	Balance due on: <u>N/A</u> \$ <u>Waived</u>
Additional Charges:	\$ <u></u>	<u></u>	
	\$ <u></u>	<u></u>	
Total:	\$ <u>0.00</u>	Fees Waived	

This contract shall act as your invoice. By signing this contract and the attached Terms and Conditions, the undersigned acknowledges that they have read, accept and agree to abide by the terms stated in these agreements. This agreement is not valid until a signed copy, fifty percent (50%) of the total due to SCBGF, which includes a \$100 non-refundable deposit, is received by the South Coast Botanic Garden Foundation Special Events Department within one week of the application date.

Balance is due two months prior to the event. IF THE BALANCE IS NOT RECEIVED TWO MONTHS PRIOR, YOUR EVENT MAY BE CANCELLED. For further information, please contact the Special Events and Programs Department at (310) 544-1948. **Make Payments payable to: South Coast Botanic Garden Foundation**

Client/Authorized Representative

Date

South Coast Botanic Garden Foundation Representative

Date