



# GARDENA VALLEY JAPANESE CULTURAL INSTITUTE

## FACILITY RESERVATION REQUEST

1. Date of Event: \_\_\_\_\_
2. Name of Event to be Held: \_\_\_\_\_
3. A Brief Description of Event: \_\_\_\_\_  
\_\_\_\_\_
4. Name of Organization/Individual(s): \_\_\_\_\_  
\_\_\_\_\_
5. Have you previously used GVJCI's facilities?  Yes  No  
If so, when? \_\_\_\_\_  
If not, please advise how you were referred to us:  
\_\_\_\_\_
6. Contact name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
7. Fee or Admission Charged to attend the Event if any: \_\_\_\_\_
8. Expected Attendance: \_\_\_\_\_

(CONTINUED ON OTHER SIDE)



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9. Set-up Time \_\_\_\_\_ Departure Time (includes enough time for clean-up) \_\_\_\_\_

Times of Actual Event: \_\_\_\_\_ to \_\_\_\_\_

10. Facility Requested:  Single Classroom  Double Classroom  
 JCI Hall  Nisei Veterans Hall  Kitchen

11. Special Requirements (Subject to approval):  JCI Hall Stage  Projector Screen

Security (if required) \_\_\_\_\_ Other: \_\_\_\_\_

12. Rental Fee: \_\_\_\_\_

Additional Fees if any: \_\_\_\_\_

Certificate of Liability\*: \_\_\_\_\_ Copy Received: \_\_\_\_\_

Tear Down/Maintenance Fee (\$50) \_\_\_\_\_

Security Deposit (\$300) \_\_\_\_\_  
(refundable)

TOTAL: \_\_\_\_\_

Deposit Amount Received (\$150)	_____ Ck# _____
Balance Due: (2wks prior to event)	_____ Ck# _____



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13. Applicant: I have read and understand the general policy itemized on the Facility Usage Agreement. Individuals and/or organizations utilizing GVJCI's facilities are liable and I/we accept responsibility for all damages and liability.

Signature of Responsible Party

Print Name

Title

Telephone

Address

City

State

Zip

\*LIABILITY INSURANCE (Mandatory for all events on the GVJCI premises) Please provide a Commercial General Liability Insurance in the form of a Certificate of Insurance naming the GVJCI as the additional insured (Certificate Holder) in the amount of \$1,000,000 for the day of the event.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Renter's Reservation Form Confirmed via: EMAIL FAX MAIL Date: \_\_\_/\_\_\_/\_\_\_

Hall/Classroom Walk Through: Completed Date: \_\_\_/\_\_\_/\_\_\_

Renter's Initials: \_\_\_\_\_ JCI Staff: \_\_\_\_\_



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INDEMNITY AGREEMENT

The undersigned hereby represents he/she is authorized representative of

\_\_\_\_\_, to wit, its \_\_\_\_\_
(Name of Organization/Responsible Party) (Title of Signator)

The undersigned further agrees said renter, in consideration of use of facilities of Gardena Valley Japanese Cultural Institute (GVJCI), situated at 1964 W. 162nd Street, Gardena, California, on the below-mentioned date(s), shall be responsible, and indemnify GVJCI for any and all damages/losses resulting from use of said facilities; and that said renter shall further be solely responsible and save and hold GVJCI harmless from any and all claims and causes of action resulting from injuries to person or persons and property of others arising out of the use of said facilities by said organization/individual.

In regards Indemnity Deposit, GVJCI Facilities Committee inspects premises following conclusion of rental event; making necessary charge/deduction from deposit, if any, determined by status of hall condition inspection; renter to provide own clean-up supplies and paraphernalia.

\_\_\_\_\_  
Print Organization/Responsible Party Name Date(s) of Facilities Rental

\_\_\_\_\_  
Signature of Representative Date of Signature