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Garden Room B Rental Form

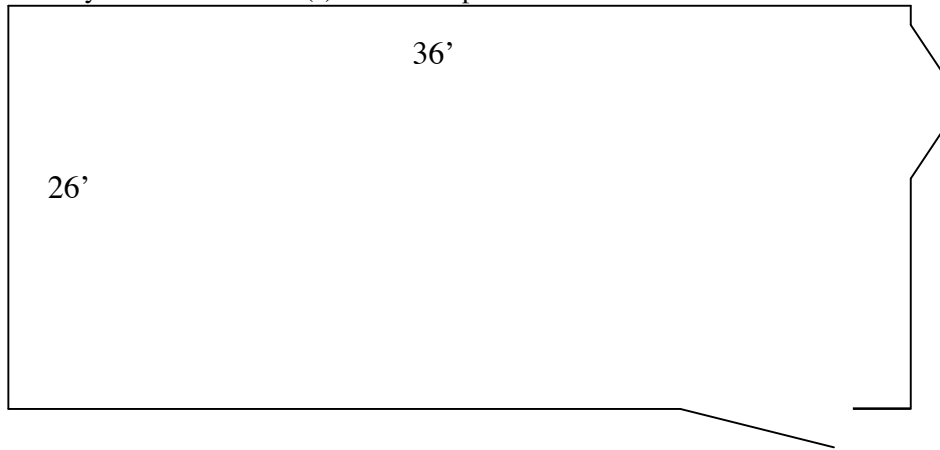
Date(s) of Event _____
 Event _____
 Organization/Individual _____
 Contact Person _____
 Address _____

Date reservation made _____
 Preset Time _____
 Time/Event _____ - _____
 Telephone _____
 Fax _____
 E-mail _____

Number of people _____ number of table _____ number of chair _____

Tenant Non-Profit

Please diagram below how you wish the room(s) to be set up.



Additional service / equipment requested:

- ___ Coffee Service
- ___ Coffeemaker (50-cup)
- ___ Blackboard
- ___ Whiteboard
- ___ Projection Screen
- ___ Podium
- ___ VCR(Beta) & Monitor
- ___ Overhead projector
- ___ Other

- ___ Garden Room B _____
- ___ Food Surcharge _____
- ___ Less _____
- ___ Coffee Service _____
- ___ Coffeemaker _____
- ___ Blackboard _____
- ___ Whiteboard _____
- ___ VCR & Monitor _____
- ___ Projection Screen _____
- ___ Podium _____
- ___ Other _____

Note: If food is served, there will be an additional 50% food surcharge to cover clean up.

Total Fee: _____

Term of Room Rental:

- *Room reservations should be made in writing at least two weeks before scheduled date, or room reservation will be cancelled.
- *If you use electrical appliances, please make certain they are turned off when you leave.
- *The lessee agrees to hold harmless the Japanese American Cultural and Community Center as respect to injury to person or property in or about the premise or arising out of use of the premise by lessee.
- *No alcoholic beverages shall be served, unless liability insurance is provided.
- For more information, please contact Marlene Lee at 213 628-2725 ext. 113 FAX: 213 617-8576
- *Room rental rates are based on 4 hours of usage. After 4 hours there is a prorated per hour charge.
- * Full payment is expected prior to usage of the room.

Signature of Lessee _____ **Date** _____

FOR OFFICE USE ONLY	Invoice#	Billed on	Paid on	Check #