



DOHENY MANSION RESERVATION FORM

DOHENY MANSION USAGE REQUEST FORM Outside Event

TODAY'S DATE _____

DATE OF PROPOSED EVENT _____ NAME OF EVENT _____ NUMBER OF GUESTS _____

CONTACT PERSON _____ TELEPHONE (____) _____

FAX (____) _____

DESCRIPTION OF EVENT (ITS PURPOSE, WHO WILL ATTEND) _____

REFERRAL: _____

ROOM(S) REQUESTED _____ ARRIVAL / DEPARTURE (INCLUDES SET-UP/STRIKE) _____

FEES

- See the attached itemization of Facilities Expense Reimbursement and Contribution fees.
- A minimum of 3 officially-designated Site Representatives (\$25/hour; 4-hour minimum) are required to be present at all times during the event. There will be at least one Representative per 25 guests. Additional Representatives may be required depending on the number of rooms used.
- A fee of \$250 will be charged for the use of the Pompeian Room Steinway, plus a fee for tuning of the piano.

We would like to use the piano We will not use the piano

• **INSURANCE:** The College requires a Certificate of Insurance which names Mount St. Mary's College as additional insured for all dates of usage including set-up, rehearsal and clean-up. The certificate must specify a minimum of \$2,000,000.00 in coverage for personal liability and property damage. Do you have insurance coverage which will provide the above comprehensive coverage for the dates of your tenancy while at Mount St. Mary's College?

Yes No

If your answer is YES, please forward the Certificate of Insurance to the Office of Campus Events. If your answer is NO, please contact the Office of Campus Events (310-954-4330) for further information.

• **SECURITY:** Additional security is required for all non-College events. The number of guards will depend on the number of guests attending the event. There will be a charge for Security coverage, and current fees will be quoted at the time of Contract preparation. All security staffing will be handled by the Office of Campus Events.

Approval for use of the Doheny Mansion has been Granted Not Granted

Signature of Mansion Curator _____ Date _____

PLEASE SUBMIT THIS FORM TO THE DOHENY OFFICE OF CAMPUS EVENTS

FAX: (213) 477- 2557

