

## RENTAL RESERVATION FORM

Reservations for the Harlyne J. Norris Pavilion are accepted on a first-come, first-served basis. A signed rental reservation form along with a Non-Refundable Booking fee, paid via personal check or money order (made to PVPA), is required to reserve a date. Your date is not confirmed until we receive both items.

### Client & Event Info

Name(s): \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Non-Profit:  Yes  No \*Proof of 501(c)3 is required to be submitted with this form.

**Rental Date Requested:** \_\_\_\_\_  Ceremony  Reception  Other

**Event Package Choice:**  Bronze  Silver  Gold  Platinum

**Rental Time-Block (8 hrs):**  3PM-11PM  4PM-12AM  5PM-1AM  Other \_\_\_\_\_

**Potential Additional Rental Items:** \_\_\_\_\_

**Non-refundable Booking Fee: \$1,000 (applied to Rental Package Fee)**

**Check #** \_\_\_\_\_ Payable to: Palos Verdes Performing Arts or PVPA

### AGREEMENT

To reserve an event date at the Pavilion the client must agree and adhere to the following:

- Submit the Non-Refundable Booking Fee of \$1000.00 via check or money order with this form.
- Rental Package Fee: Contract & Payment are due in full within fourteen (14) days of receipt of contract, unless otherwise stated. If Contract & Payment are not received within fourteen (14) days, or date stated, you will forfeit your deposit and rental date hold.
  - Prices are subject to change until the Rental Contract has been signed and remitted with payment for the full amount of the rental fee to secure the pricing.
- Rental Enhancements: Any additional rental items selected, including the \$1000.00 Security Deposit (refundable), Security personnel, extra hours, lighting, etc. must be paid at least forty-five (45) days prior to your event. Payments are non-refundable.
- Cancellation Policy: All payments, except for the security deposit, are non-refundable. If you cancel your event, you forfeit ALL payments made prior to the time of cancellation. A change of date is considered a cancellation.

**PVPA reserves the right to terminate the rental agreement if any of the above deadlines are not met. By signing this form, you acknowledge the terms and conditions listed herein.**

\_\_\_\_\_  
*Print Name and/or Organization*

\_\_\_\_\_  
*Signature and Date*