**JACCC Cultural Room Rental Form**

Date(s) of Event ___________________________ Date Reservation Made ________________

Event ___________________________ Preset Time ________________

Organization/Individual ___________________________ Time/Event ________________-

Contact Person ___________________________ Telephone ___________________________

Address ___________________________ Fax ___________________________

Email ___________________________

Number of People ______ Number of Tables ______ Number of Chairs ______ ☐ Tenant ☐ Non-Profit

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

---

50'  
24'

---

**Additional Service / Equipment Requested:**

☐ Garden Room A

☐ NP/Tenant

☐ Food Surcharge

☐ Coffee/Tea Service

☐ DVD Monitor

☐ Easel/Pad

☐ Whiteboard

☐ Projector

☐ Screen

☐ Podium

☐ Other

**Total Fee:** ___________________________

**Term of Room Rental:**

* If food is served, there will be an additional $50.00 surcharge to cover the clean up cost.

* 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 the Japanese American Cultural and Community Center harmless, 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. 148 FAX: 213 617-8576

* Room rental rates are based on 4 hours of usage. After four 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 # ______ Date _______ Paid On _______ Check# _______