

# Veteran's Memorial Stadium

## Pre-Event Checklist

Date:

Thank you for choosing Long Beach City College as the venue for your upcoming event scheduled on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ in the \_\_\_\_\_. In order to plan for a successful event, we need you to provide information below with 15-calendar days of your requested date.

- A DEPOSIT payment, normally equal to 50% of the estimated costs for your event in the amount of \$\_\_\_\_\_ payable to Long Beach Community College District, sent to Veterans Stadium G-9, Long Beach Community College District, 4901 E. Carson Street, Long Beach, CA. 90808. (**Payment in full or a larger deposit may be required at the sole discretion of the District.**)
- A **Certificate of Insurance AND Endorsement page** evidencing general liability coverage of \$1 million each occurrence and \$3 million aggregate, naming Long Beach Community College District and its Board of Trustees as additional insured's with a 30-day notice of cancellation. These documents must be sent or faxed to LBCCD from your insurance broker, not directly from you.
- A **copy of your I.R.S. Letter** indicating your organization's tax exempt status pursuant to Section 501(c3) of the tax code, if your group claims non-profit status.
- A detailed **SECURITY PLAN** with a fairly accurate estimate of the number of attendees (e.g. 700-800) including the name, address, phone, and contact person of the BONDED Security Company you plan to hire for your event. (**LBCCD can arrange for City of Long Beach Police to be present at your expense as part of your facility use, at your request.**)
- At the time of the application you must let us know if you require food service and the college will arrange for its concessionaire for the Stadium to provide such services. There is a **prohibition against selling or serving food and beverages, or allowing cooking or barbecuing or food brought in from the outside by participants, unless administratively waived in writing by LBCCD.**
- **Parking is enforced 24/7** and vehicles not displayed a valid parking ticket will be cited. If your event includes your group paying to rent the parking lot, you have the option of charging or your customer/participants for parking. (LBCCD will no longer provide support in collection parking entrance fees.)
- There is **prohibition against selling auto parts, unless administratively waived in writing by LBCCD.**
- There is a **prohibition against music (live DJ, recorded or other), unless administratively waived in writing by LBCCD.**
- As needed custodial services/parking lot sweeping to be provided LBCCD, and charged to your event.
- No music, PA system, or any type of amplification before 8:00am or after 10:00pm.
- Other requirements as listed: \_\_\_\_\_.

Signature:

Name of Group:

Date:

Please sign and return a copy of this checklist to acknowledge your agreement to the restriction within 15-days or sooner of the date of this notice. Failure to do so may result in the cancellation of your Facility Use Permit. All requested documents must be RECEIVED by the Stadium Office as soon as possible. All documents must be received NO LATER THAN 15 DAYS PRIOR TO YOUR EVENT. Thank you for your cooperation.