

**PALOS VERDES LIBRARY DISTRICT**  
**APPLICATION FOR USE OF THE MALAGA COVE LIBRARY – GALLERY & GARDEN**  
**Social Event**

2400 Via Campesina, Palos Verdes Estates, CA 90274 (310) 377-9584 x247

Organization or Customer Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Day of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Purpose of Event: \_\_\_\_\_ Expected Attendance for Gallery (Max 70): \_\_\_\_\_

Contact Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Name & Telephone: \_\_\_\_\_, \_\_\_\_\_ Email \_\_\_\_\_

**Rentals of the Malaga Cove Gallery & Garden for Social Events occur on a per-hour basis, 3 hour minimum, no half hours. The rental time includes set up, clean up, and materials/outside vendor pick up. Reservation of the date of the event is completed only after receipt of the security deposit (refundable based on a post-event inspection), reservation deposit of 50% of the rental fee, and signed Private Social Event Rental Agreement. The rental fee is refundable for cancellations received 15 days prior to the event date, minus a \$45 administration fee. Final payment is due 45 days in advance of the event date.**

**Not-for-profit private social parties/memorial services/receptions, facility open-----\$130/hr.; Facility closed-----\$250/hr.\***

**Security Deposit** (50% of rental fee) in the amount of: \_\_\_\_\_ Received date: \_\_\_\_\_

➤ **Security Deposit** in the amount of: \_\_\_\_\_ Returned date: \_\_\_\_\_ (after post-event inspection)

**Reservation Deposit** (50% of rental fee) in the amount of: \_\_\_\_\_ Received date: \_\_\_\_\_

➤ Copy of receipt is attached to application.

Balance of: \_\_\_\_\_ is due 45 days before Event on date: \_\_\_\_\_

Total Balance received date: \_\_\_\_\_ ➤ Copy of receipt is attached to application.

Special Events Insurance Coverage - Minimum Liability Limit of \$1,000,000 naming Palos Verdes Library District as an additional insured Received Date: \_\_\_\_\_

(Event canceled 15 days prior to Event Date/Refund Issued on: \_\_\_\_\_ in the amount of: \_\_\_\_\_)

**PLEASE READ AND SIGN THE ATTACHED GALLERY & GARDEN ROOM POLICY AND RENTAL AGREEMENT. A COPY OF YOUR SIGNED APPLICATION WILL BE GIVEN TO YOU.**

The undersigned hereby makes application to the Palos Verdes Library District for the use of the Gallery & Garden premises and certifies that the information given is correct. The undersigned further states that they have the authority to make this application and agree that the applicant will assume all responsibility for any infraction of the terms and conditions stated in the **Rental Agreement**. They assume full responsibility for damage to or loss of equipment or furnishings. The undersigned has read and understands the Rental Agreement and Library Gallery & Garden Room Policy.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Daytime Phone Number

**Return signed copy to:**

**Administration Office  
Palos Verdes Library District  
701 Silver Spur Road, Rolling Hills Estates, CA 90274  
(310) 377-9584 Ext 247/Fax: (310) 541-6807**

**For Office Use Only: (initial all that apply)**

☐ paid \_\_\_\_\_  
☐ confirmed \_\_\_\_\_  
☐ no charge \_\_\_\_\_  
☐ approved by Director \_\_\_\_\_  
☐ approved by Facilities \_\_\_\_\_  
☐ MC staff notified \_\_\_\_\_

Form updated 5/10/24