



Evecina Cultural & Educational Foundation

15560-A Rockfield Blvd., Irvine, CA 92618

Phone: (949) 454-1555 . Fax: (949) 716-5527 . www.ecef.org

Rental Application for Using ECEF Facility

Name or DBA: _____ Phone: _____ Fax: _____

Address: _____ City: _____ Zip: _____

Contact: _____ Phone: _____ Title: _____

Nature of the Event: Memorial Business Educational Seminar Religious/ Spiritual

Other (please specify): _____

Date of the Event: __/__/__ Time From: __: __ AM / PM To: __: __ AM / PM Number of Attendees: _____

Recurring Event: __/__/__ to __/__/__ Day: _____ Time From: __: __ AM / PM To: __: __ AM / PM

Fees and Services:

Room Category (Please place a checkmark next to the room size you would like to rent – Minimum 2 hrs)

Capacity: 20 people (\$50/hr) 30 people (\$70/hr) 60 people (\$100/hr) 200 people (Lecture Hall) (\$200/hr)

Special package: \$950 (includes using lecture hall for minimum 4 hrs, kitchen and lobby use, and serving food – Additional \$50 for every extra hour).

Speaker (additional fee)

My guest speaker is: _____ I would like to get information about speakers recommended by ECEF

Catering (additional fee)

I would need catering service. I would need _____ servers for my event.

I would need to use the kitchen.

Flowers (additional fee)

I would need floral arrangement. I would need someone to do my floral arrangement.

Cleanup:

After the event, it is the host responsibility to clean all of the facilities used during the event to its original state. In case of failure, ECEF charges a flat fee of \$100 to hire staff to cleanup accordingly on behalf of the host.

Deposit:

One half of the total renting cost is required upfront to reserve the facility and the other half is required just prior to the event. In case of cancellation, the ECEF need to be formally informed a week prior to the event for the full deposit to be returned. 20% of the deposit will be deducted for any cancellation less than a week prior to the event.

Terms, Conditions and Liability Agreement:

Consuming alcoholic beverages and smoking is absolutely forbidden inside the Building.

Use of candles or any flammable fixtures, hanging pictures or frames on the walls, and distributing any materials inside the facility needs to be approved by the ECEF Management prior to the Event.

The undersigned, both individually and on behalf of the above named applicant, agrees to indemnify, defend and hold the ECEF and it's officers, employees and agents harmless and free from liability of any nature, including but not limited to liability for damage or injury to any person or property, costs and attorney fees, arising out of or in connection with the use of ECEF facility, whether ECEF was actively or passively negligent, either solely or by contribution in connection with such liability. I further abide by the policy governing the use of this facility and will be responsible for any damages to the facility, furniture and equipment caused by our occupation of the facility.

Name (Print): _____ Title: _____ Date: _____

Signature: _____