



## THE CULVER STEPS EVENTS & ACTIVATION REQUEST FORM

<b>DATE OF SUBMITTED REQUEST:</b>	Click or tap to enter a date.	<b>REQUESTED ACTIVATION DATE:</b> Click or tap to enter a date.

<b>Name:</b>	<b>Company:</b>
<b>Email:</b>	<b>Phone Number:</b>
<b>Licensee Name &amp; Address:</b>	<b>3 Names &amp; Contact Numbers for Event/Activations:</b>

<b>PROPERTY NAME:</b>	Culver Steps/ HC 9300 LLC
<b>PROPERTY ADDRESS/LOCATION:</b>	9300 Culver Blvd
<b>CITY/STATE:</b>	Culver City, CA 90232
<b>SECTOR/CLASSIFICATION:</b> (i.e., Retail, Office, etc.)	Retail

**REQUESTED ACTIVATION:** Check all that apply and provide request details. Provide description and attach layout and photos when possible.

**NOTE:** *Incomplete information will delay approval*

*\*Any activation request that requires a space greater than 10' x 10' must be open to the public (free or ticketed)*

	<b>Are you part of a non-profit 501c3? If yes, list the name</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>List name of 501c3 here</i>
<input type="checkbox"/>	<b>Event*</b> <input type="checkbox"/> Brand Activation <input type="checkbox"/> F&B Festival (specify if alcohol will be served) <input type="checkbox"/> 5K/10K Race <input type="checkbox"/> Show/Movie Release <input type="checkbox"/> Meet & Greet <input type="checkbox"/> Music Series/Festival	<i>Describe event/activation details here</i>
<input type="checkbox"/>	<b>Advertising</b> – No event	<i>Provide details here</i>
<input type="checkbox"/>	<b>Sampling*</b>	<i>Provide details here</i>
<input type="checkbox"/>	<b>Filming Request</b>	<i>Provide details here</i>



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### ACTIVATION DETAILS

<b>ACTIVATION DATE(S)</b> Include: Set-up date and time Take down date and time	Click or tap to enter a date. Click or tap to enter a date.
<b>ACTIVATION TIME</b> (Time that event will be in progress – If installation, disregard)	
<b>SPACE REQUIREMENTS</b> Attach copy of event layout	
<b>STAFFING</b> (Including any security needed)	
<b>ELECTRICAL NEEDS</b> List of what will need electricity	
<b>NUMBER OF PEOPLE EXPECTED</b> (Throughout the course of the activation. Provide daily number)	
<b>MAXIMUM NUMBER OF PEOPLE AT ANY GIVEN TIME</b>	
<b>HOW WILL THE ACTIVATION BE PROMOTED?</b>	

### **ACTIVATION WILL REQUIRE: (CHECK ALL THAT APPLY)**

- |   |  |
|---|--|
| <input type="checkbox"/> VENDORS/BOOTHS             | <input type="checkbox"/> DANCING                 |
| <input type="checkbox"/> CATERERS/FOOD TRUCKS       | <input type="checkbox"/> SERVE ALCOHOL           |
| <input type="checkbox"/> TENTS                      | <input type="checkbox"/> CHARGE FOR ALCOHOL      |
| <input type="checkbox"/> ENTRANCE FEE               | <input type="checkbox"/> VALET PARKING           |
| <input type="checkbox"/> LIVE MUSIC/AMPLIFIED SOUND | <input type="checkbox"/> RESERVED PARKING SPACES |

<b>NAME OF CATERERS/FOOD TRUCKS</b>	
<b>NAME OF VALET BUSINESS</b>	
<b>NAME OF ENTERTAINMENT</b>	

### **PLEASE SEND COMPLETED REQUEST FORM TO THE FOLLOWING TEAM MEMBERS:**

- **Fran Segura** ([fran.segura@avisonyoung.com](mailto:fran.segura@avisonyoung.com))
- **Melanie Sturgis** ([melanie.sturgis@avisonyoung.com](mailto:melanie.sturgis@avisonyoung.com))

*NOTE: All Event and activation requests will be reviewed upon receipt. Once determined someone from the Avison Young Team will provide approval. Once approved, the Avison Young Team will provide guidance on city permitting.*



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**[INSERT EVENT LAYOUT](#)**



## THE CULVER STEPS EVENTS & ACTIVATION REQUEST FORM

### HARD COSTS – APPLIED TO ALL EVENTS

Includes	# OF UNITS	HOURS	RATE CARD	COST
Site Fee (up to 10 Mbps basic network included) *Fee dependent on activation		Daily	*\$5,000 – 10,000.00	
Event manager (prep/event/strike)			\$100.00	\$0.00
Security			\$60.00	\$0.00
Off duty officer			\$90.00	\$0.00
Parking Validations			\$13.00	\$13.00
Janitorial			\$75.00	\$0.00
Electric (if more than convenience power is needed)			\$0.00	\$0.00
Standby Electrician			\$175.00	\$0.00
Trash - (1) 3-yard trash bin			\$150.00	\$150.00
<b>TOTAL</b>				<b>\$</b>
<i>*Rates are contingent upon terms set for the above and may be subject to change accordingly. Anything not specifically set forth herein as included shall be subject to the rates set forth on the current rate card.</i>				

**\*Please note: All payments, security deposit, and COI will be due 48 hours prior to event/activation date.**