

Host Venue Form

THIS IS NOT A BINDING LEGAL CONTRACT, BUT A PRELIMINARY AGREEMENT. ARTS ORGANIZATIONS APPLYING FOR MONETARY SUPPORT FROM THE CITY OF LOS ANGELES DEPARTMENT OF CULTURAL AFFAIRS NEED IT FOR THEIR APPLICATION.

Applicants should fill in the top half of the information below and collect one signed form for each venue. Organization applicants hosting their own projects should complete and sign the form for themselves.

I certify that the venue known as (Name of the *Venue*) _____

located at (Address of the *Venue*) _____

in Council District (mark one): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

will be made available to (Grant Applicant's Name) _____

for the following event:

If the applicant listed above is awarded a grant for the event listed above, I intend to honor this preliminary commitment.

Authorizing Official from the Host Venue listed above:

Signature

Date

Name (printed or typed)

Title (printed or typed)

Telephone

FAX

NOTE: Legible photocopies and photocopies of faxes of this form are acceptable grant application submissions

City Venue Reminder

The Department of Cultural Affairs owns and/or co-operatively operates more than 22 facilities in various districts of the City. Each community *venue* has different amenities and audiences.

The staff welcomes your collaboration in filling Cultural Affairs' Neighborhood Arts and Cultural Centers and theaters with exemplary educational programs and artistic/cultural presentations. In many instances, City *venues* offer the lowest rental rates for time and equipment. In some instances, Cultural Affairs will also co-market your services. Applicants are encouraged to call the Cultural Affairs Grant Program or attend a free grant workshop for a current contact list of Cultural Affairs' facilities.

If you plan to work with a Cultural Affairs' facility, please discuss your proposal with the Cultural Affairs staff manager of the intended site. Have the manager sign the *venue* form above as an indication of the partnership potential of your project.