

Contact Information:

Contact Name:

Company:

Contact Phone Number:

Contact Email:

(If you do NOT fill out the CONTACT information above you will NOT receive a cost estimate. Please make sure you fill out the contact information above before moving forward with the questionnaire.)

General Questions:

- 1) How did you find us?
- 2) What kind of event are you hosting?
- 3) What is the name of your event?
- 4) Event date(s)?
- 5) Start and end time for event?
- 6) What event space are you interested in? *(Cost per hour is for space ONLY. Furniture, set up, and all services, and equipment additional. Please circle all spaces of interest.)*
 - a. The Living Room \$350 hr. *(Max. capacity theater style approx. 200)*
 - b. Bar Area \$250 hr. *(Max. capacity approx. 80)*
 - c. ATELIER \$350 hr. *(Max. capacity theater style approx. 130)*
 - d. The Gold Room \$200 hr. *(Max. capacity theater style approx. 100)*
 - e. Breakout rooms? How many?
- 7) What time will you need access to the space?
- 8) What time will the space be completely empty?
- 9) How many guests are you expecting? *(Air-conditioning is required for events of 50+ guests. Additional Security Guard is required for Events with 100+ guests)*
- 10) Will there be food and drinks? *(Requires janitorial service. *No open-flames, grills, or Panini presses allowed)*
- 11) Will you be serving or providing alcohol?
 - a. Is your event private invite only? *(Private events require guest list in advance)*
 - b. Is your event open to the public through online ticket vendor? *(All Public events require a pre-registration link)*

****If your event is open to the public you will be required to have a permit to serve alcohol. Please continue to next page...***

Set Up:

- 1) **What type of set-up you do you require? (Choose one)**
 - a) Theater/Conference/Speaking Panel
 - b) Classroom/Workshop
 - c) Banquet/Cocktails
 - d) Pop-Up/Showroom
 - e) Fashion Show with or without runway
 - f) Other (Please describe)
- 2) **Do you need a Projector and Screen?** *(Equipment will be set-up prior to event, please bring your own adapters and cables. We do not offer AV assistance.)*
- 3) **Do you need speakers and 2 microphones? Additional strip plug?**
- 4) **Rent furniture list?** *(Please select your choice and include quantity)*

Item	Quantity Needed
1. Cocktail High-table \$15 per table	
2. Red bar chairs \$5 per table	
3. Chair \$5 per chair	
4. Director's Chairs \$15 per chair	
5. Black stool/chrome legs \$10 per stool	
6. 6 ft. workstation \$15 per table	
7. 5' round banquet tables \$15 per table	
8. 6' round banquet tables \$20 per table	
9. 4' rectangle table \$20 per table	
10. 6' rectangle table \$20 per table	
11. 8' rectangle table \$20 per table	
12. White table drape \$5 per table	
13. Black table drape \$5 per table	
14. Registration Table \$20 per table	
15. Runway \$100 per table	
16. Podium \$5 per podium	
17. Light boxes \$500	
18. Soft wall \$20 soft wall	
19. Black stanchions \$12 per table	
20. Easels \$5 per easle	
21. Refrigerator	

\$15 per day	
22. Tall fans \$5 per fan	
23. Dry-erase board \$5 per dry erase board	
Other: Internet Cost depends on request	

- 1) Will you need Internet access? (Circle what you need) Hard line / Wifi / Both
- 2) What kind of decorations or modifications to the space, are you anticipating?
- 3) Will you need assistance placing your Directional signage/Poster/flyers to direct your guests on the floor?

Freight Elevators, Passenger Elevators, Dock, Holdings:

- 1) Will you need to utilize the building dock or freight elevator to load-in/load out?
- 2) What are your load-in and load-out times?
- 3) Will you be loading in heavy items (e.g. film equipment)? (Heavy items are not allowed through passenger elevators)
- 4) Will you be sending packages prior to you event? (\$50 acceptance fee/per package. Additional \$30 holding fee/per day/per package.
- 5) Will you be sending pallets prior to your event? (Not to exceed 2,000lbs or 5'10" high and 5' wide)
- 6) Will you be sending crates prior to your event? (Must not exceed 2,000lbs or 5'10" high and 5' wide)

Parking:

- a) Would you like to purchase parking validations? (\$250 for a pack of 50 validations. We do not validate parking.)
- b) Parking attendants are required for events with 50+ guests.

Please fill out this questionnaire and return it to events@makercityla.com at your earliest convenience. If Maker City LA can accommodate the event, an itemized cost estimate will be issued within 2-3 business days. **Event insurance, TSE, and Fire permits are required for all events. ABC Permit required for all public events serving alcohol.**