



REDONDO BEACH HISTORICAL SOCIETY, 302 Flagler Ln,
Redondo Beach, CA 90277

Linda Aust, Facility Director (310) 379-6409

APPLICATION TO RESERVE MORRELL HOUSE

Morrell House					Purpose:	ADULTS	YOUTHS UNDER 18
DAY	DATE	TIME IN	TIME OUT	TOTAL HOURS	YOUTH NON-PROFIT ORGANIZATION		
					NON-PROFIT ORGANIZATION		
Will you charge group fees and / or be accompanied by paid staff for the purpose of your visit?					PRIVATE PARTIES		
Note: time should include set-up and clean-up.					TOTAL ATTENDANCE		

Make check payable to:

Redondo Beach Historical Society

Mail to: Linda Aust, 2103 Havemeyer,
Redondo Beach, CA 90278

TOTAL FEES

DEPOSIT

BALANCE

REFUND POLICY

I understand that the fee paid by me / organization in the amount of \$_____ on _____ is NON-REFUNDABLE unless requested in writing and submitted at least seven days before date of reservation. Also, that an administration fee of \$25.00 will be deducted from all refunds requested. No refund will be given for amounts less than \$5.00

ALCOHOLIC BEVERAGES PROHIBITED

I do hereby agree to not bring or consume any alcoholic beverage, beer, or other intoxicants in the Morrell House, patio or lawn area and so advise members of my group, and will not permit them to do so.

If I or any other member of my group violates this agreement, I forfeit my reservation privilege and will leave the area without contest.

QUIET HOURS AFTER 10:00 PM

My signature below confirms that I agree that I and all persons associated with this reservation are or will be made aware of all rules set forth on this reservation sheet and will leave the area in as good a condition as we found it. If the area is not left as found or if any items are broken, I understand I will forfeit my security deposit.

Name _____ Organization _____ Driver's Lic. or ID _____

Address _____ City _____ Proof of Residency _____

Home Phone _____ Work Phone _____ Signature (I agree to be responsible for the actions of my group) _____

VALIDATED RESERVATION NO.	APPROVED BY:	DATE:



Rules for Use of the Morrell House

Applicant's Responsibilities:

- Close all windows; Historical Society representative will lock-up.
- Pick up trash and empty all barrels into trash bins located outside.
- Everything brought into the facility, including rented equipment is to be removed at the time of your departure.
- Accompany attendant on walk-through prior to return of security deposit
- No decorations are allowed on walls, ceilings, or floors.
- Tables may be decorated with centerpieces and/or balloons.
- Use only flameproof decorations. Candles and open flames are not permitted.
- No paper or plastic confetti may be used.
- Coffee maker or another beverage is to be kept on tiled kitchen counter only...nothing wet or hot should be placed on wood surfaces.
- Dishes are for display only....please do not use!
- All decorations must be removed at event's conclusion.
- City/Historical Society property and equipment, is to be handled with care and may not be removed from premises.
- No City/Historical Society property will be modified by applicant.
- Extended reservation privileges are not assured beyond the times on the application. Applications are subject to City/Historical Society cancellation at any time.
- The initial fee is refundable upon written request at least seven days prior to the date of the reservation. An administrative fee of \$25.00 will be deducted from all refund requests.
- Premises must be vacated by 10:00 p.m. on weekdays and 12:00 midnight Friday and Saturday in consideration of the residential neighborhood around the park.
- Amplified sound is not permitted at any time.
- TOBACCO PRODUCTS OF ANY KIND ARE STRICTLY PROHIBITED.
- ALCOHOL BEVERAGES ARE STRICTLY PROHIBITED.
- IMPORTANT: Application for the Morrell House does not include the lawn area unless a separate permit has been filed with and approved by the City for use of lawn area
- Please notify the Linda Aust, Facility Director, (310-379-6409) of any breakage, equipment malfunction, or other problems encountered with the building.

Please note that the Morrell House is a museum and the historical artifacts displayed will create a unique atmosphere for your event. Many of these items are irreplaceable so applicant is responsible for ensuring that guests do not touch or break anything on display.

READ AND SIGN: I hereby agree to indemnify and hold harmless the City of Redondo Beach, the Redondo Beach Historical Society, its officers, elected and appointed officials, employees, and members of boards, commissions, and volunteers from any and all liability from damages, loss or injuries, either to persons or property which may be sustained while engaged in activity conducted by or in connection with the City of Redondo Beach and/or sponsored by the City of Redondo Beach.

I have read and understand the Morrell House rules:

Signature: _____ **Date:** _____



Morrell House

302 Flagler Lane, Redondo Beach, CA 90277
Linda Aust, Facility Director
310-379-6409

The Morrell House includes a first floor of 1,170 sq feet and a second floor of 1,176 sq feet. The home was built in 1906 and has completed a meticulous renovation in 2006. Many of the furnishings were donated by the Morrell family, and many other items have been donated from other historic private homes.

The maximum occupancy for the entire house is 40 people (standing room only). The lower level can accommodate 30 for meetings or 8 for dining. The second floor is not to be used for dining. There are no kitchen facilities available on-site, however, a list of local caterers can be provided upon request. Available onsite are 20 folding chairs, an antique formal dining table with 8 dining chairs, and 2 folding banquet tables which can be used by the applicant.

Reservations must be made by persons 21 years of age or older with photo ID, no more than six months in advance. You may have only one reservation on the books at a time. **Reservations do not include lawn area (a separate application must be made to and approved by the City of Redondo Beach).** Reservations must be paid in full at time of application; including hours allocated for decoration and clean-up. Non-profit groups must pay with organization checks, no cash accepted. Alcoholic beverages and tobacco products of any kind are strictly prohibited. Amplified sound is not permitted at any time. No live bands.

Morrell House Fees

Private Parties and Organizations:

House Rental	\$75.00/hr
Refundable security deposit	\$100.00

Note: \$25.00 per hour additional charge for events after 9:00 pm weekends. If your event continues beyond your scheduled reservation time, you will also be charged for the additional \$25.00 per hour fee. Please note that reservation time must include any time needed for set-up and clean-up.

Government Agencies/Non-Profit Organizations:

Restricted to organization events only, no private events are permitted under this fee arrangement (private events are subject to fee structure above). The deposit check, payment check and name of organization must all correspond. Proof of non-profit status is required. No exceptions. Any organization charging/collecting fees for an event, and/or offering food or merchandise for sale must pay for their reservation.

House Rental	No Fee
Refundable security deposit	\$100.00