

# Annenberg Community Beach House

AT SANTA MONICA STATE BEACH

## Event Inquiry Form

We are pleased that you are considering holding your meeting or event at the Beach House.  
To begin the booking process, email this completed form to [beachhouseevents@smgov.net](mailto:beachhouseevents@smgov.net).  
A member of our Event Services Team will contact you shortly.

### Tell Us About Your Event

Note event details below, including any special requirements (i.e. audio/visual).

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Alternate Date(s): \_\_\_\_\_

We will make every effort to accommodate your preferred event date.

Alternate dates will be considered only if the requested space has already been committed.

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Estimated Number of Cars: \_\_\_\_\_

Brief Event Description (for example, "a cocktail reception and silent auction, followed by a seated dinner"):

The event is:  Free and open to the public  By invitation only  Ticket for purchase

Is this the first time you are holding this event?  Yes  No

If no, please tell us where & when this event has been held before: \_\_\_\_\_

### Location Request

We hope you have had a chance to become familiar with our unique oceanfront facility. If so, please specify your preferred event space below. If you are not familiar with the Beach House, our Event Coordinator would be happy to tour the site with you.

Indoor (check all that apply):  Marion Davies Guest House  Sand & Sea Room  Event House

Outdoor (check all that apply):  Pool/Pool Deck  View Deck  Garden Terrace

### Tell Us About You

Client and/or Business Name: \_\_\_\_\_ Type of Business:  Corporate  Nonprofit

Designated Contact (if different from client): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

How did you hear about event space at the Annenberg Community Beach House? \_\_\_\_\_

What are the key factors that will influence your decision? (for example, location, rates, etc) \_\_\_\_\_

