

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.
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) _____

