



Korean American Education Foundation Inc.
Korean Education Center in Los Angeles

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Jeonhoon Kang
President

Venue Reservation Form (Must be submitted 90 days prior to the rental date)

Organization Name: _____
Event Title: _____ Number of Participants: _____
Event Date: _____ / _____ /2025 Time: _____
Name of Event Organizer: _____
Name of Key Personel: _____
(ex: key personel giving congratulatory remarks, community leader, etc)
Venue (Room#): _____

Purpose/Activity: _____

* Political-related events cannot be held, and if the event details at the time of reservation do not match the details on the day of the event, the rental will be canceled and the event organizer will be fully responsible for all problems and costs arising as a result.

*** There is a grace period of an hour before and after the event for preparation/clean-up. No access is allowed other than those hours. If needed, please notify the building management.**

Please check for necessary items: piano(), mic.(), projector(), DVD player(), tables(), chairs(), *MARKERS and ERASERS are not provided.

Total Amount: \$ _____ Deposit: \$ _____ Balance: \$ _____

The venue is reserved upon submission of the completed Reservation Form with deposit of \$ _____ (25% of total amount) which will be deducted from total amount. The balance is due 7 days prior to the event date.
(Pay to the order of - K A E F)

Cancelations: Since the room is no longer available to others once reserved, following provisions apply to cancelation.

**30 days before the event date: full refund / 7 days prior to the event date: 50% refund of Deposit
From 7 days prior to the event: No refunds**

- * In case of damage or loss of property that occurs during the event, the event organizer must compensate.
- * If necessary, liability insurance certificate must be submitted before the event.
- * The rental location may change depending on the circumstances of KAEF.
- * Bringing in food or drinks other than bottled water is prohibited at the rental location.

However, in the case of general classrooms excluding Jungsil Hall, only refreshments permitted through prior consultation with the person in charge may be brought in. Violation of this will result in immediate eviction without refund of usage fee.

- * If a venue is reserved at the non-profit organization rate, but there are for-profit activities such as selling tickets or products at the event or fundraising such as donations, the for-profit organization rental rate will be applied.
- * If you park in the KAEF parking lot outside of the contracted hours, a parking fee of \$1 will be charged for every 30 minutes.
- * If the above regulations are not followed, daily rental is not possible for up to 3 years.
- * We reserve the right to refuse service to anyone.

I understand and agreed to terms above. Date: _____ / _____ /2025

Name:	Title:
Address:	E-mail:
	Tel:
Signature:	Fax:

KAEF / KECLA USE ONLY

Approved by

In Charge	Vice President	President