

RUSH:TO EVENTS COORDINATOR
CHURCH OF SCIENTOLOGY
CELEBRITY CENTRE INTERNATIONAL



EVENT BOOKING FORM

1. Fill out this form completely. Do not leave any section blank.
2. Once you have filled in this form, return it to the Church of Scientology Celebrity Centre International front desk in person or mail it to: Events Coordinator, Church of Scientology Celebrity Centre Int., 5930 Franklin Avenue, Hollywood, CA 90028. You can fax this form to (323) 960-3232.
3. A date is not considered as booked until confirmed as such by the Events Coordinator or a staff of Celebrity Centre's Showcase Department. Do not send out any promotion on any event held at Celebrity Centre Int. until you are informed in writing by the Events Coordinator that you are authorized to do so.
4. If you need assistance filling out this form or you would like to check on the status of a particular booking you may call the Events Coordinator at (323) 960-3100.
5. Once an Event Booking Data Sheet is sent please allow three to four days to get an answer. You are encouraged to invite others to hold events here as well.

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1. PERSON OR GROUP RESPONSIBLE FOR CREATING THIS EVENT:

NAME: _____ TITLE: _____

ORGANIZATION: _____

PHONE NUMBERS: (H) _____ (W) _____

(CELL) _____

FULL MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

2. CELEBRITY CENTRE INTERNATIONAL CALENDAR:

Exact name of event as you would like it to appear in our monthly calendar:

3. WHAT HAPPENS AT THIS EVENT:

(Please note sequence of event, opening, body and finale. Use additional paper as needed)

TIME:

On the day of your event

What time would you like to arrive and start setting up for your event? _____

What time do the doors open to the public for your event? _____

What time will the event actually start? _____

What time does the event end? _____

How long will the public stay in the event facility after the event? _____

Any additional data to provide regarding the dates or the start or end times:

8. LOCATION:

Location: _____

(Choice of: Garden Pavilion, Theatre or a lecture room)

Any additional data to provide regarding the location: _____

9. SET UPS:

Set ups of event facility: (This includes chairs, tables, sign in, dance floor, signage, displays, etc. Please be specific.) _____

Lighting for the event facility: (give a basic description, full workout will be done later)

A lighting technician WILL WILL NOT be necessary to deliver the event.

Sound set up for the event facility: (give a basic description, full workout will be done later)

A sound technician WILL WILL NOT be necessary to deliver the event.

Video: for the event facility: (give a basic description, full workout will be done later)

A video technician WILL WILL NOT be necessary to deliver the event.

10. FOOD AND BEVERAGE:

Are you planning on having any refreshments, meals, passed hors d'oeuvres? Do you need a cash bar? Please coordinate with the Events/Catering Manager Manor Hotel and she will service you with what is needed. We do not allow any outside catering/brought in food. Please check off:

No food and beverages needed

Yes, we require a cashbar only (subject to availability)

Yes, we require more than a cashbar

Brief description of the needs: _____

(Note: All food and beverage arrangements, including a cashbar, need to be made through the Catering Manager Manor Hotel. A cashbar is subject to a setup fee.)

11. ENTERTAINMENT:

What exactly will the entertainment be? Style of music, dancing, readings, magic show, etc. If this is a Showcase of several artists, simply include as much data as possible about each artist.

12. PERFORMERS:

Name the professional-, celebrity-and/or VIP performers or those who will attend:

13. RULES:

Please initial that you have read each of the points below and agree to them:

_____ IN KEEPING WITH THE PURPOSE OF THE FACILITIES PROVIDED BY THE CHURCH OF SCIENTOLOGY CELEBRITY CENTRE INTERNATIONAL THERE WILL BE NO PROFANITY, NUDITY OR DISPARAGING REMARKS AGAINST ANY RELIGION, RACE, COLOR OR CREED AS PART OF ANY ENTERTAINMENT OR AS PART OF ANY PORTION OF THE EVENT. ACTS OR PERFORMANCES PORTRAYING A NEGATIVE / DESTRUCTIVE MESSAGE WILL NOT BE ALLOWED.

_____ THERE WILL BE NO DRUGS OR ALCOHOL PERMITTED ON THE PROPERTY OR THE EVENT WILL BE IMMEDIATELY TERMINATED.

_____ AT THIS TIME THIS PRIVATE FACILITY DOES NOT ALLOW PERFORMANCES THAT INCLUDE RAP, HEAVY METAL, PUNK ROCK, ETC.

_____ CELEBRITY CENTRE INTERNATIONAL RESERVES THE RIGHT TO INSIST THAT THE PERSON RESPONSIBLE FOR CREATING THE EVENT PROVIDE ADDITIONAL SECURITY PERSONNEL AT OUR REQUEST.

_____ ALL EVENT PROMOTIONAL MATERIALS (FLYERS, POSTERS, MAILINGS, PRESS RELEASES, ETC) MUST HAVE DESIGNS AND COPY SUBMITTED TO AND APPROVED BY CELEBRITY CENTRE INTERNATIONAL ISSUE AUTHORITY PRIOR TO ISSUANCE.

_____ CELEBRITY CENTRE INTERNATIONAL RESERVES THE RIGHT TO INSIST THAT ALL PERFORMANCES ARE BEING REHEARSED AT CELEBRITY CENTRE PRIOR TO THE ACTUAL EVENT AND THAT NO UNREHEARSED PERFORMANCES MAY BE ALLOWED AT AN EVENT.

_____ IN CONSIDERATION TO OUR NEIGHBORS, PERFORMANCES IN THE GARDEN PAVILION OR THE GARDENS CANNOT GO PAST 10:00PM TO 10:30PM.

_____ ONCE AN EVENT IS BOOKED, IT CANNOT BE CANCELLED WITHIN LESS THAN 6 WEEKS NOTICE. CELEBRITY CENTRE INTERNATIONAL RESERVES THE RIGHT TO CANCEL A BOOKED EVENT WITH DUE NOTICE.

_____ THAT THE GUIDELINES IN REGARDS TO THE PROMOTION AND THE EXCHANGE WITH THE CELEBRITY CENTRE INTERNATIONAL AS LAID OUT IN THE ATTACHMENT WILL BE ADHERED TO.

14. ATTENDANCE:

Expected type of public? _____ Quantity: _____

Whose responsibility is it to get the attendance to the event? _____

How is this event going to be promoted? _____

12. FINANCES:

Cost to the attendees: _____ Who gets this money? _____

What does this include? _____

If this is a benefit fundraiser, exactly who is donating what, how much (% or amount) and to whom? _____

I attest that all of the above is true.

(Date)

ATTACHMENT # 1

A) CORRECT ADDRESS

The correct address for the Church of Scientology Celebrity Centre International which is to be used in the promotion is:

Church of Scientology
Celebrity Centre International
5930 Franklin Ave.
Hollywood, CA 90028

after the street address you should add:
(corner of Franklin and Bronson)

you may also add the name of the facility such as:

...Garden Pavilion of the
Church of Scientology
Celebrity Centre International

...

or

...Theatre of the
Church of Scientology
Celebrity Centre International

...

If needed for the promotion, our phone number is: (323) 960-3100

Please do not abbreviate the name to “Celebrity Centre” as this is not the full and correct name.

B) COPYRIGHT NOTICE

As the terms “Celebrity Centre”, “Scientology” and “Dianetics” are trademarks, it is important that the correct trademark notice is part of the promotional pieces you are planning to put out. The following is a sample wording of the copyright notice:

© 2004 CSCCI. All Rights Reserved. SCIENTOLOGY and CELEBRITY CENTRE are trademarks and service marks owned by Religious Technology Center and are used with its permission.

As covered in the “Rules” section of the Event Booking Data Sheet, your promotion must get submitted to the Events Coordinator Celebrity Centre before printing to ensure all is correct.

C) EXCHANGE

Our facilities exist primarily to promote the arts, to showcase talent or hold other functions befitting the image of the Church. The use of the facilities also have the purpose to make the Celebrity Centre and Scientology known, to introduce it to people who are new to it and to give them the opportunity to find out more about the Celebrity Centre International, Scientology and/or Dianetics.

Therefore at events or functions which are attended by people who are new to Scientology, one of our representatives will address the artists and the audience at an opportune time within the event’s program to introduce to them the Celebrity Centre, Scientology and what it stands for. Thus those people who are interested have an opportunity to find out more about it.

Further, those participating at the event may receive a book or books by L. Ron Hubbard. A wide array of subjects are covered by different books and the appropriate one will be worked out with you for your talent. The books are being made available through your payment for the use of the facilities, which usually ranges between \$200.00 to \$500.00 depending on the event and circumstances. This payment for the facilities is to be paid to Celebrity Centre International 6 weeks prior to the event. The payment is not refundable.

(Note: Rentals have to be paid at least two working days before the event.)

ATTACHMENT # 2

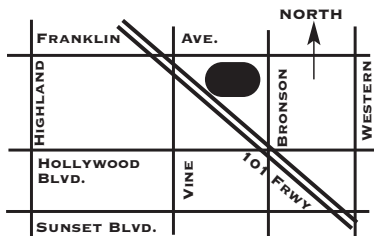
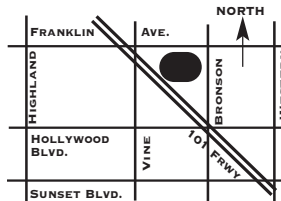
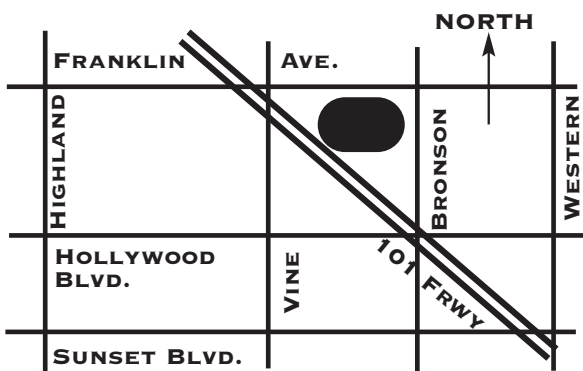
A) USE OF CELEBRITY CENTRE LOGO

You may use the Celebrity Centre logo in your promotion. If you do so, please notice the TM notice and include the use of the logo in the copyright notice as covered in Attachment #1.



B) USE OF MAP

It is advisable to include a small map in your promotion so that your attending public can find the Celebrity Centre more easily.



ATTACHMENT # 3

PRICE LIST

Showcases, concerts, fashion shows or other artistic events in the Garden Pavilion

Events with no admission being charged: Flat fee \$200.00

Events with admission being charged: Flat fee \$350.00 minimum
\$500.00 maximum

Plays or other artistic events in the Theatre: Flat fee \$50.00

Other fees:

| | |
|--|------------------------------------|
| Video or audio recording by Celebrity Centre staff | \$50.00 each |
| Wireless microphone use at event | \$20.00 each (up to 4 microphones) |
| Rental of smoke machine | \$25.00 |
| Rental of video projector | \$80.00 (subject to availability) |
| Rental of a follow spotlight | \$60.00 |
| Table cloth -- green | \$ 4.25 each |
| Table cloth -- small white | \$ 2.25 each |

Payment for the event is to be made 6 weeks prior to the event.

Payment for rentals has to be made at least 2 working days before use so that the equipment can be gotten on time.

Parking:

It is recommended, that additional parking valets get hired, especially on events with over 100 people and on the weekends as parking is scarce. The hired valets can only be arranged on a flat fee ranging between \$300 to \$500. Please make the arrangements through the Events Coordinator or Events Planning.