



City of Ventura City Hall Rental Permit

1. Applicant Information

Name: _____ Business/Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: (____) _____ Cell Phone: (____) _____

Day of Event Contact: _____ Cell Phone: (____) _____

2. Event Information

Type of Event: _____ Estimated Attendance: _____

Event Date: _____ From: _____ am / pm To: _____ am / pm

Set Up Date: _____ From: _____ am / pm To: _____ am / pm

Break Down Date: _____ From: _____ am / pm To: _____ am / pm

3. City Hall Rental Location (Capacity)

- Conference Room Anacapa (20 people)
- Conference Room Catalina (15 people)
- Conference Room San Miguel (8 people)
- Conference Room Santa Cruz (33 people)
- *Community Meeting Room (75 people with tables and chairs; 120 with chairs only; 175 standing)
- *Atrium (69 people with tables and chairs; 120 with chairs only; 210 standing)
- *Foyer (20 people with tables and chairs; 50 with chairs only; 100 standing only)

* Tables & Chairs

The City has a limited number of tables and chairs for use in the Atrium, Foyer and Community Meeting Room. The fee for use is included in the janitorial set up/break down. If you plan on using the city equipment please include a setup map and the amount of each item requested below. Check with the Special Events Office as availability may vary.

_____ Chairs (135 available) # _____ Tables (16 available) size: 18" x 96"

_____ Tables (8 available) size: 24" x 96" # _____ Tables (6 available) size: 60" round

4. Catering

No Yes, we will have food brought in from an outside source:

Company Name: _____ Contact Name: _____

Email: _____ Phone: (____) _____ Cell Phone: (____) _____

Set Up Date: _____ From: _____ am / pm To: _____ am / pm

Break Down Date: _____ From: _____ am / pm To: _____ am / pm

5. Alcohol

No Yes, we will be serving alcohol at our event:

Company Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: (____) _____ Cell Phone: (____) _____

Set Up Date: _____ From: _____ am / pm To: _____ am / pm

Break Down Date: _____ From: _____ am / pm To: _____ am / pm

No Yes, we will be selling alcohol at our event:

If alcohol is sold a State of California Alcohol Beverage Control Permit (ABC) is required through Ventura Police Department ABC Officer Bernadette Compean at (805) 339-4453.

6. Florist

No Yes, we will have a floral delivery from:

Company Name: _____ Contact Name: _____

Email: _____ Phone: (____) _____ Cell Phone: (____) _____

Set Up Date: _____ From: _____ am / pm To: _____ am / pm

Break Down Date: _____ From: _____ am / pm To: _____ am / pm

Rental Equipment

No Yes, we will have a rental equipment delivery from:

Company Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: (____) _____ Cell Phone: (____) _____

Set Up Date: _____ From: _____ am / pm To: _____ am / pm

Break Down Date: _____ From: _____ am / pm To: _____ am / pm

Please indicate the total number of equipment items being delivered:

_____ Chairs # _____ Tables (round) # _____ Tables (banquet)
 # _____ Trash Cans # _____ Heat Lamps # _____ Other: _____

Entertainment

No Yes, we will have a entertainment from:

Company Name: _____ Contact Name: _____

Email: _____ Phone: (____) _____ Cell Phone: (____) _____

Set Up Date: _____ From: _____ am / pm To: _____ am / pm

Break Down Date: _____ From: _____ am / pm To: _____ am / pm

Begins Date: _____ From: _____ am / pm To: _____ am / pm

Ends Date: _____ From: _____ am / pm To: _____ am / pm

Amplified? No Yes: electrical wattage is limited, please verify with city staff prior to setup.

*Amplified sound is not permitted after 8 pm on the Atrium patio.

Insurance Requirements

- The applicant must purchase insurance through the City of Ventura for an additional fee. Insurance fees are based on the type of event, estimated attendance and if alcohol is served or not.
- A State of California Alcohol Beverage Control Permit (ABC) is required if alcohol will be sold.

Terms of Rental & General Conditions

Payments

_____ Initial your agreement to these terms:

- a. A non-refundable application fee of \$25 is due at the time of booking in order to reserve a room/rooms within City Hall. Payments can be made in cash, check, credit card, money order or certified check.
- b. 50% of the rental fee – including the non-refundable application fee – is due and payable (60) days prior to the event and the remaining balance is payable (10) business days prior to the event.
- c. The Director or designee will refund all collected fees, except the application fee, if an applicant cancels an event no later than (10) business days before the date of the event.
- d. If an applicant cancels a permit less than (10) business days before the scheduled event, the Director or designee will refund 50% of the collected fees, excluding the non-refundable application fee and any fees for cancelled services such as security, staff, police, or special event insurance.
- e. A refundable security deposit will be collected as part of the rental fee. The amount of the security deposit will be determined by the size and nature of the event. In the event of building, property, or grounds damage, or excessive cleaning is required following an event, the deposit will be used for repair and remediation and the balance will be refunded to the applicant within (30) days of the event date. In the event that cleaning requirements or damage exceed the amount of the refundable deposit, the deposit will be used in full with additional charges billed and due within (30) days of the billing. Damages to facilities, equipment, or grounds will be assessed based on replacement costs, including labor.

Supplies, Furniture & Decorations

_____ Initial your agreement to these terms:

- a. The City of Ventura does not provide catering supplies or linens. Rental and use of the Atrium kitchen is included in the rental of the Atrium & patio.
- b. The use of nails, tacks, tape or similar materials to affix decorations to the marble or terra cotta is prohibited. Painters tape may be used.
- c. Applicant must remove all decorations and flowers from the building by the end of the reservation period.
- d. Rice, bubbles, flower petals (on the floor), confetti, birdseed, potpourri, fireworks, and fog/smoke machines are prohibited as part of the event.
- e. The use of candles is not allowed inside City Hall.
- f. Heat lamps are allowed on the Atrium patio only and must be 20-feet from building walls.
- g. All rentals must be removed by 9 am on the following business day.

Event Setup & Cleanup

_____ **Initial your agreement to these terms:**

- a. All vendors supplying equipment or supplies for scheduled events must be listed on the city hall rental permit.
- b. Vendor equipment deliveries and pick up times are strongly encouraged to take place within the rental period. Any deliveries before or after the rental period must be coordinated with the Special Event Coordinator to avoid potential conflicts.
- c. The City of Ventura is not responsible for the security of rental equipment and/or supplies. All rentals must be picked up by 9 am. the following business day.
- d. Applicants are responsible for ensuring the clean up of their event area prior to their departure from the facility. This includes all spillage that occurs on the floors inside and outside of the building. **City Hall cleanup must take place before 11 pm and all items must be removed through the back entrance of the Atrium off the alleyway.**
- e. The applicant, caterer, and/or designated vendor must remove all trash, debris, decorations, and food items generated by the event from the premises at the conclusion of the event.
- f. City Hall signage is not to be removed from the building walls or windows.
- g. City Hall assigned staff will arrive at the designated time on your final agreement; any changes made to this time must be submitted ten business days prior to event.

Parking

_____ **Initial your agreement to these terms:**

- a. Parking is on a first come, first-served basis in the public parking lots below and behind City Hall. Applicant, vendors, and guests are responsible for adhering to posted time limits within each lot.
- b. Applicant will ensure that all public right-of-ways remain open and vehicles are legally parked so that they in no way create traffic or safety hazards for regular or emergency vehicle access or pedestrians.
- c. Loading zones are to be used solely for the short term loading and unloading of equipment and vehicles must be attended at all times pursuant the California vehicle code.

Additional Rules & Regulations

_____ **Initial your agreement to these terms:**

- a. Applicant is subject to the City's noise regulations, which prohibits intrusive noise in residential neighborhoods before 7 am and after 8 pm. At any time during the event a noise complaint(s) is received and is judged to be intrusive (contain a steady, audible tone such as a whine, screech, or hum, or is a repetitive noise such as music or speech) by the Enforcing Officer, he/she may request the noise level to be lowered or may require the event to be suspended or terminated to maintain and preserve the quiet atmosphere of the City. Amplified music is not allowed after 9 pm.
- b. On the Atrium Patio: speakers must face towards the building and not the street. After 8 pm amplified sound is not permitted on the Atrium Patio, **only acoustic music between 8 and 9 pm.**
- c. Amplified music is allowed inside the Atrium but the doors leading outside to the patio must remain closed after 8 pm.

d. Food trucks may be set up on Poli Street in front of City Hall, or in the parking lot behind City Hall, but must cease operations at 8 pm.

e. City Hall event rentals cannot go past 9 pm; staff has the right to terminate an event that runs after 9 pm, which will incur extra costs deducted from the deposit.

f. Children are to be supervised at all times during rental.

g. Smoking is not permitted within City Hall or within 20 ft of all building entrances/exits.

h. The serving of beer and wine is permitted within the designated rental areas of City Hall. No persons under 21 years of age may consume any alcoholic beverage. Caution is strongly urged in the serving and consumption of alcoholic beverages. The applicant is responsible for all actions resulting from alcohol consumption.

i. Alcoholic beverages if served/sold are to remain within the Atrium Patio and inside of the building. Alcohol is not allowed on the lawn or in the sidewalk in front of City Hall.

j. An Alcohol Beverage Control Permit (ABC) is required if alcohol is sold.

k. An authorized representative of the City of Ventura shall have the right to enter the facility and all parts thereof at any and all times during a scheduled event. Said representative has the authority to temporarily suspend the event whenever there is an emergency that requires such action to protect public safety. Should this occur, the applicant and event participants must immediately comply with the authorized representative's instructions.

I, _____, the below signed, do hereby certify that all information supplied here is true and correct to the best of my knowledge and belief, that I have read and understood the agreements, rules, and regulations governing the proposed activity on this application and that this application is made subject to the terms and conditions established by the Ventura City Council and the Parks, Recreation & Community Partnerships Director or his/her designee.

 Signature of Applicant

 Date

FOR OFFICE USE ONLY

Date Submitted _____

Payment type and amount Cash \$ _____ Check No: _____ \$ _____

Credit Card \$ _____ Name on Card _____

Expiration Date _____ Card Number _____

Fees

The fees listed below are provided as an estimate only and not all fees apply to every event/meeting. A detailed list of all applicable fees will be outlined in the Facility Use Permit.

- Application Fee:** \$25 (non refundable)
- Security/Cleaning Deposit:** \$500+ (refundable - this amount is collected as a minimum)
- Facility Rental Fee:** \$20 - \$150 per hour per room (rate determined by room rented)
- Facility Set Up/Cleaning Fee:** \$80
- Security Services Fee:** \$25 per hour per guard - This fee does not apply for events held Monday-Friday between 5 pm and 9 pm. A four-hour minimum does apply for weekends, holidays & alternate Fridays when City Hall is closed.
- Facility Monitor:** \$20 per hour - This fee does not apply for events held Monday-Friday between 5 and 9 pm while City Hall is open.
- City Purchased Insurance:** \$100-\$400 – Rates are determined by number of participants, type of event, alcohol and insurance company annual rates.

Return completed application: Special Events Office
501 Poli St · P.O. Box 99 - Room 226
Ventura, CA 93002-0099
(805) 654-7749
FAX (805) 648-1030
mgodoy@cityofventura.net