CITY OF
VENTURA
PARKS, RECREATION &
COMMUNITY PARTNERSHIPS
www.cityofventura.net

Application for Use of Olivas Adobe Facility

Note: Applications must be received at least thirty (30) working days prior to request use.

To Make a Reservation:

1. Copy this form to your desktop, complete items 1-12 and mail a printed version to: City of Ventura – Olivas Adobe – P.O. Box 99 – Ventura, CA 93002
2. Enclose a $500 refundable deposit and $25 application non-refundable fee (see back) payable to "City of Ventura" _____

1. Purpose for which facility/equipment is requested:
   ❑ Wedding/Reception ❑ Family Reunion/Birthday ❑ Charity Event ❑ Business Event ❑ Other _____
2. Are you a Resident: ❑ non-profit ❑ private individual ❑ commercial
   Non-Resident: ❑ non-profit ❑ private individual ❑ commercial
3. Name of Group or Organization_____ Contact Person _____
4. Name of Applicant _____ Address _____
5. City _____ Zip _____ Phone (Bus.) _____ (Res.) _____ Email _____
6. Will use be open to the general public? ❑ Yes ❑ No Estimated attendance _____ Will a fee be charged? ❑ Yes ❑ No
7. Would you like to request docent tours of Olivas Adobe? (Must be during docent scheduled hours) ❑ Yes ❑ No
8. Applicant will: ❑ Provide own liability insurance ❑ Purchase insurance through city's broker
9. Will food or beverage be sold? ❑ Yes ❑ No Will there be entertainment? ❑ Yes ❑ No What type? _____
10. Will alcohol be sold? ❑ Yes ❑ No Consumed? ❑ Yes ❑ No
11. Other special requirements, needs or uses _____
12. The minimum booking time for Olivas Adobe rental is two hours. **Booking time includes: set-up, preparation, event times and clean up. The renter is responsible for set-up, tear down and clean up of the site.**

Date(s) Requested	Time From To	Total Hours

AGREEMENT STATEMENT (PLEASE READ CAREFULLY)

Permittee indemnifies, will defend (at CITY's request and with counsel satisfactory to CITY), and holds CITY harmless from and against any claim, action, damages, costs (including without limitation, attorney's fees), injuries, or liability, arising out of Permittee's acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit. For purposes of this section "CITY" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers. Applicant agrees to all terms and conditions of this completed permit.

Signature of Applicant _____ Date _____

Staff Accepting Request _____ Date _____ Telephone _____

Complete this information AFTER initial reservation. For staff assistance, contact Gina Reyes at 805/658-4728.

FACILITY RENTAL RATES FOR PRIVATE USE

		RENTAL FEE
Facility rental $_____/hour (hourly rate below: 2 hour minimum) x _____ hours Resident: ❑ $125 non-profit ❑ $175 private individual ❑ $245 commercial Non-Resident: ❑ $150 non-profit ❑ $210 private individual ❑ $294 commercial	=	_____
Staff: $20/hour x _____ hours (Two (2) staff people will be required for groups of 200 and over)	=	_____
Security Guard: $25/hour x _____ hours required with staff person. (Minimum of 4 hours)	=	_____
Liability Insurance ❑ No charge if applicant provides (see back for requirements) or	=	_____
❑ Applicant to purchase through city broker (staff determines fee)	=	_____
Alcohol liability insurance: $_____ (alcohol is not allowed outside of courtyard)	=	_____
Kitchen use: $10/hour x _____ hours	=	_____
Folding plastic stacking chairs: ❑ $50 (1-100) ❑ $100 (101-200) ❑ $300 (201-300)	=	_____
4' x 4' Card Tables (40 available) _____ x $5 per table	=	_____
8' Tables (10 available) _____ x $8 per table	=	_____
Stage ❑ $250 (See back: July to mid-September only)	=	_____
Dance Floor ❑ $450 (See back: July to mid-September only)	=	_____
Mail (address above) separate check for **TOTAL RENTAL FEES**	=	$0.00

The deposit check (separate from your rental fees) secures your reservation. ***The deposit check will be cashed.***

After the event, your deposit will be mailed to you within three weeks unless there has been damage to the site or equipment, or the event has exceeded the scheduled rental time. In this case, the cost will be deducted from the check, and the balance will be returned to the renter.

Refunds:

1. All fees will be refunded, except for the $25 application fee, if a Permittee cancels a Permit not later than ten business days before the date of an event.
2. 50% of the Basic Rate and all other fees, excluding the application fee, will be refunded if a Permittee cancels a Permit later than ten business days before the date of an event.

The Olivas Adobe is an ideal, tranquil setting for any special occasion. This historic site will be opened for a limited number of rentals this year, so be sure to make your reservations as soon as possible. Due to the historic importance of this site, some restrictions must be adhered to for the preservation of this Ventura landmark for future generations.
These include the following:

1. A staff person and one security guard is required on-site to enforce all restrictions and make sure the event is safe and presents no danger to the historic site or its collections. Two (2) staff people may be required for large groups.
2. Groups are not permitted inside the historic rooms of adobe buildings, unless you make advance arrangements for an Olivas Adobe Docent to conduct a tour for your guests, during specified tour hours.
3. No live animals (with the exception of guide dogs) are permitted.
4. Only twelve people permitted on the balcony at one time.
5. Though acoustic instruments are preferred, amplified instruments and amplified music must be played at moderate to low levels (due to potential damage to the adobe walls). The staff person will determine whether or not the sound levels are acceptable.
6. Weekend tours will be on-going during posted hours (11 am - 4 pm).
7. No event items can be left at the adobe overnight or past pick-up times. The City of Ventura can not be responsible for vehicles or property left on site after closing time.
8. **Any items beyond chairs and tables used for an Olivas Adobe rental must be pre approved by Gina Reyes and added to the permit. Please discuss decoration ideas with Gina before your scheduled event.**
9. Decorations cannot be hammered or attached to the walls of the historic structure. This includes the Bell Arch and trees.
10. Items brought to the adobe site (chairs, tables, arches, podiums, flowers, stages or raisers) must be removed at the end of the event.
11. The staging/costume room is provided for the bride and her party. This group must be limited to six people due to space limitations.
12. Rice is not permitted to be thrown. Birdseed can be used as long as it is swept up.
13. No items or persons are permitted in the fountain.
14. Photography, set-up, breakdown and cleanup of the event must be included as part of your rental time.
15. **Smoking is prohibited on the grounds of the park including any structures and the parking lot.**

From the second week of July through the first week of September, the stage and dance floor will be installed in the Courtyard. They will remain in the Courtyard, covered with tarps, even if you do not wish to rent them. Rental fees for the stage are $250 and for the dance floor, $450.
The Olivas Adobe provides the grounds, the use of electrical outlets, a private room for the bride and her party, bathroom, and parking for 45 cars (more can be accommodated by arrangement). In addition, four hundred folding plastic stacking chairs, forty card tables and ten 8' tables are available for rental.

REQUIRED INSURANCE

Organizers will need to supply an insurance certificate naming the City of San Buenaventura, its officers, employees, agents, and registered volunteers as additional insureds. If alcohol consumption has been approved as part of the permit process additional insurance may be required. Permittee shall supply proof of public liability insurance from an insurance company licensed to do business in the state of California and having a financial rating in Best's Insurance Guide of not less than AA VII. Such insurance shall provide "occurrence" coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Such insurance shall be in the minimum amount of **$1,000,000** combined single limit. A copy of the policy or a certificate of insurance along with an endorsement page shall be filed with the City of Ventura Community Partnership Office at a minimum of fourteen (14) business days prior to the scheduled event. The Certificate of Liability must include the following language in the Certificate Holder box: City of Ventura, Olivas Adobe, P. O. Box 99, Ventura, CA 93002. The Endorsement page MUST state that the insurance is **Primary and Noncontributing** with respect to any other insurance available to the City and shall include a severability of interest (cross-liability) clause. It is important to note that insurance, including an Additional Insured Endorsements are required for the event host and all vendors participating in the proposed event. The additionally insured endorsement page must also include the following language in the "schedule" section: City of Ventura, its officials, volunteers, employees, P. O. Box 99, Ventura, CA 93002.