

Ventura Avenue Center Facility Use Application



Parks, Recreation & Community Partnerships Department
550 N. Ventura Ave, Ventura, CA 93001
Office (805) 654-7554 Fax (805) 654-7583

1. APPLICANT INFORMATION

Name: _____ Email: _____

Business/Organization Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____

2. PERMITTEE CATEGORY

Category 1

- 501(c)3
- Government Agency
- Ventura Public Schools/Colleges

Category 2

- Community Service Groups without 501 (c)3

Category 3

- Private Event

Category 4

- For Profit Event

3. EVENT/MEETING ROOM SELECTION

Select all that apply

- | | | |
|---|---|----------------------------------|
| <input type="checkbox"/> Two-Trees Banquet Room | <input type="checkbox"/> Rincon Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Section A, B & C | <input type="checkbox"/> Solimar Room | <input type="checkbox"/> Patio |
| <input type="checkbox"/> Section A only | <input type="checkbox"/> Topa Topa Room | |
| <input type="checkbox"/> Section C only | | |

4. EVENT/MEETING INFORMATION

Type of Event: _____ Est. Attendance: _____ (per day)

**Room rental fees are charged from the time you access the building to the time you exit the building. Please factor in any pre & post event/meeting prep time when estimating the total number of hours you will be renting the facility.*

Set Up Time (from): _____ am/pm (to): _____ am/pm

Event/Meeting Time (from): _____ am/pm (to): _____ am/pm

Breakdown Time (from) _____ am/pm (to): _____ am/pm

- Open to the Public? No Yes
- Entertainment? No Yes, type: _____
- Food/Beverage Sold No Yes
- Will Alcohol Be Sold? No Yes Consumed? No Yes

8. INSURANCE REQUIREMENTS

As a condition of the rental permit, the applicant/permittee will assume all liability for the event and will 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 will provide 'occurrence' coverage against liabilities for death, personal injury or property damage arising out of or in any way connected with the event. Insurance will be in the minimum amount of **\$1,000,000 combined single limit**. A copy of the page will be filed with the City of Ventura Community Partnerships Office at a minimum of (5) business days prior to the scheduled event. **The Certificate of Liability must include the following language in the Certificate Holder Box: City of Ventura, Ventura Avenue Center, 550 N. Ventura Avenue, Ventura, CA 93001.** 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.**

The applicant may also choose to 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 will be *served*. A State of California Alcohol Beverage Control Permit (ABC) is required if alcohol will be *sold*.

Please check the type of insurance you wish to provide/purchase:

Commercial Carrier City of Ventura Liability Insurance

9. AGREEMENT STATEMENT

As the Applicant/Permittee of this facility use application, I agree to defend, indemnify, and hold harmless the City of Ventura ("CITY") and its officers, employees, agents and volunteers, from and against any and all claims, injuries, suits, actions, damages, costs (including, without limitation, attorney's fees), 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.

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, and Community Partnerships Director or his/her designee.

Signature of Applicant

Date

Signature of City Staff Accepting Application

Date

Supervisor/Manager Approving Application

Date

Official Use Only Staff Notes/Comments

Ventura Avenue Center Facility Use Fees

550 N. Ventura Avenue ▪ Ventura ▪ CA ▪ 93001 ▪ Office (805) 654-7554 ▪ Fax (805) 654-7583

Category 1

- Non-Profit with 501(c)3 status
- Ventura Public Schools/Colleges
- Government Agencies

Category 2

- Service Organizations/Community Groups without 501 (c)3 status

Category 3

- Individuals, groups, business, organizations holding private functions

Category 4

- Businesses using the facility for profit

Room	Category 1	Category 2	Category 3	Category 4
Topa Topa	\$5.00/hr	\$7.50/hr	\$10.00/hr	\$12.50/hr
Rincon	\$10.00/hr	\$15.00/hr	\$20.00/hr	\$25.00/hr
Solimar	\$15.00/hr	\$22.50/hr	\$30.00/hr	\$37.50/hr
Two Trees Banquet Hall				
• Section A, B, & C	\$25.00/hr	\$37.50/hr	\$50.00/hr	\$62.50/hr
• Section A only	\$15.00/hr	\$22.50/hr	\$30.00/hr	\$37.50/hr
• Section C only	\$15.00/hr	\$22.50/hr	\$30.00/hr	\$37.50/hr
Kitchen	\$17.50/hr	\$26.25/hr	\$35.00/hr	\$43.75/hr
				\$100 per day \$1000 per week
Patio *patio fee's waived if renting Two Trees A, B & C	\$15.00/hr	\$22.50/hr	\$30.00/hr	\$37.50/hr

Additional Fees	
Application Fee	\$25.00 (non-refundable)
Staff Fee	\$12.50/hr - \$15.00/hr
Security Deposit	\$0-\$500.00
Liability Insurance	TBD
Cleaning Fee	\$0-\$25/hr (2/hr min)
Security Guard Services	\$0-\$25/hr (3/hr min)