



CITY HALL RENTAL PERMIT

–Fees are subject to change–

Page 1 of 2

1. APPLICANT INFORMATION

Name:		Business/Organization:	
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: <input type="checkbox"/> AM <input type="checkbox"/> PM	To: <input type="checkbox"/> AM <input type="checkbox"/> PM
SET UP	Date:	From: <input type="checkbox"/> AM <input type="checkbox"/> PM	To: <input type="checkbox"/> AM <input type="checkbox"/> PM
BREAK DOWN	Date:	From: <input type="checkbox"/> AM <input type="checkbox"/> PM	To: <input type="checkbox"/> AM <input type="checkbox"/> PM

NOTES: City staff will be scheduled 30 minutes prior to set up for a walkthrough of City Hall and verify set up.
Security Guard will be scheduled 30 minutes prior to event start time and scheduled until end of cleanup.

3. CITY HALL RENTAL LOCATION (CAPACITY)

LOCATION	# OF PEOPLE		
<input type="checkbox"/> CONFERENCE ROOM ANACAPA	20		
<input type="checkbox"/> CONFERENCE ROOM SANTA CRUZ	33		
	# OF PEOPLE WITH TABLES/CHAIRS	CHAIRS ONLY	STANDING
<input type="checkbox"/> *COMMUNITY MEETING ROOM	75	120	175
<input type="checkbox"/> *ATRIUM	69	120	210
<input type="checkbox"/> *ATRIUM PATIO ONLY	72	140	210
<input type="checkbox"/> *FRONT STEPS	-	20	50
<input type="checkbox"/> *FOYER	20	50	100

* 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 in addition to the janitorial set up/break down. If you plan on using the city equipment please include a set up map and the amount of each item requested below. Final set up map is due two weeks prior to the rental date. Check with the Special Events Office as availability may vary.

	# AVAILABLE	SIZE	QUANTITY
<input type="checkbox"/> CHAIRS	135	-	
<input type="checkbox"/> TABLES	16	18"x96"	
	8	24"x96"	
	6	60" round	

4. CATERING

Yes No If yes, complete the following:

Company Name:		Contact:	
Email:		Phone:	Cell Phone:
SET UP	Date:	From: <input type="checkbox"/> AM <input type="checkbox"/> PM	To: <input type="checkbox"/> AM <input type="checkbox"/> PM
BREAK DOWN	Date:	From: <input type="checkbox"/> AM <input type="checkbox"/> PM	To: <input type="checkbox"/> AM <input type="checkbox"/> PM

NOTES: Food Trucks are not permitted after 8:00pm in front of City Hall on Poli Street.

5. ALCOHOL

Yes No If yes, complete the following:

ALCOHOL SERVICE	<input type="checkbox"/> Yes, if yes \longrightarrow <input type="checkbox"/> No	Contact Ventura Police Department ABC Officer at (805) 339-4453.
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Company Name:	Contact:
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Address:	City:	State:	Zip:
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Email:	Phone:	Cell Phone:
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SET UP	Date:	From:	<input type="checkbox"/> AM <input type="checkbox"/> PM	To:	<input type="checkbox"/> AM <input type="checkbox"/> PM
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BREAK DOWN	Date:	From:	<input type="checkbox"/> AM <input type="checkbox"/> PM	To:	<input type="checkbox"/> AM <input type="checkbox"/> PM
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NOTES: Alcohol is not permitted in the conference rooms and on the City Hall lawn.

6. FLORIST

Yes No If yes, complete the following:

Company Name:	Contact:
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Email:	Phone:	Cell Phone:
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DELIVERY	Date:	From:	<input type="checkbox"/> AM <input type="checkbox"/> PM	To:	<input type="checkbox"/> AM <input type="checkbox"/> PM
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NOTES: Flowers must be removed after event.

7. RENTAL EQUIPMENT

Yes No If yes, complete the following:

Company Name:	Contact:
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Address:	City:	State:	Zip:
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Email:	Phone:	Cell Phone:
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SET UP	Date:	From:	<input type="checkbox"/> AM <input type="checkbox"/> PM	To:	<input type="checkbox"/> AM <input type="checkbox"/> PM
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BREAK DOWN	Date:	From:	<input type="checkbox"/> AM <input type="checkbox"/> PM	To:	<input type="checkbox"/> AM <input type="checkbox"/> PM
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EQUIPMENT ITEMS BEING DELIVERED:	<input type="checkbox"/> CHAIRS:	<input type="checkbox"/> TABLES:	ROUND:	<input type="checkbox"/> TRASH CAN:	OTHER:	BANQUET:	<input type="checkbox"/> HEAT LAMP:
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NOTES: Heat lamp propane must be disconnected if stored inside City Hall. Rentals must be removed by 9:00 am on the next business day.

8. ENTERTAINMENT

Yes No If yes, complete the following:

Type of Entertainment:

Company Name:	Contact:
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Email:	Phone:	Cell Phone:
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SET UP	Date:	From:	<input type="checkbox"/> AM <input type="checkbox"/> PM	To:	<input type="checkbox"/> AM <input type="checkbox"/> PM
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BEGINS	<input type="checkbox"/> AM <input type="checkbox"/> PM	ENDS	<input type="checkbox"/> AM <input type="checkbox"/> PM
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BREAK DOWN	Date:	From:	<input type="checkbox"/> AM <input type="checkbox"/> PM	To:	<input type="checkbox"/> AM <input type="checkbox"/> PM
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AMPLIFIED SOUND	<input type="checkbox"/> Yes, if yes \longrightarrow <input type="checkbox"/> No	Electrical wattage is limited, please verify with City staff prior to set up *Amplified sound is not permitted after 8:00pm on the Atrium patio.
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CITY HALL

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 or Visa/Mastercard.
- b. 50% of the rental fee is due and payable (60) days prior to the event and the remaining balance of 50% is payable (10) business days prior to the event. If booking is less than (60) days from the event date, 50% of the rental fee, including non-refundable application fee, is due and payable at the time of booking with the remaining 50% due (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 of \$250 is required at time of booking in order to secure date. 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 together.
- b. The use of nails, tacks, tape or similar materials to affix decorations to the marble or terra cotta is prohibited. Attachment of flyers, posters, signs, balloons, and similar items to the interior or exterior of the building, utility poles, or any plant materials is prohibited. Painters tape may be used.
- c. The 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 are 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 9:00am the following business day. Rentals can be picked up on the same day as the event but must use the alleyway entrance.

Event Set Up & Clean Up

_____ 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 9:00am the following business day.
- d. City Hall clean up must take place before 11:00pm and done through the back of the building in the alleyway. All trash must be removed at the end of the event.
- e. 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.
- f. 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.
- g. City Hall signage is not to be removed from the building walls or windows.
- h. City Hall assigned staff will arrive at the designated time on your final agreement; any changes made to this time must be submitted 10 business days prior to event and are subject to fee changes.





CITY HALL TERMS OF RENTAL & GENERAL CONDITIONS

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 to the California vehicle code.
- d. Overnight parking is at the discretion of the vehicle owner, the City of Ventura is not responsible for vehicles in the City Hall public lots.

Insurance Requirements

_____ Initial your agreement to these terms:

Indemnification and Insurance Requirements

Permittee agrees to indemnify and will defend the City against all losses arising from this event, and holds CITY harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, arising out of Permittee's or its vendors' and subcontractors' acts, errors or omissions, negligence, or wrongful conduct (regardless of CITY's passive negligence, if any) in connection with this Permit. "CITY" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers.

Permittee shall supply the City with evidence of General Liability, and, if alcohol is sold, distributed or served at the event, Liquor Liability insurance, from an insurance company licensed to do business in the State of California with an AM Best rating of not less than A-, VII. Such insurance shall be in the minimum amount of \$1 million per occurrence or as a combined single limit. Coverage shall be endorsed as Primary and Non-Contributory.

If Permittee has employees working at the event in any capacity, Permittee shall also supply City with evidence of a valid Workers' Compensation policy with statutory limits, and the policy must be endorsed with a Waiver of Subrogation in favor of the City.

The Certificate of Insurance must include the following language in the Certificate Holder box:

City of San Buenaventura, its officials, officers, agents, employees and volunteers
501 Poli Street
Ventura, CA 93001

The Certificate of Insurance must include the following language in the Description box:

The City of San Buenaventura, its officials, officers, agents, employees and volunteers shall be named as an additional insured under the General Liability and Liquor Liability policies. All Liability policies are Primary and Non-Contributory. 30 day notice of cancellation will be provided to the Certificate Holder

Special Risks or Circumstances

The City reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances. Some activities may require underwriter approval or be excluded from coverage, which could lead to the permit not being issued, or necessitate the purchase of additional insurance, or exclusion of the vendor/sponsor/activity from the event.

Permittee shall supply Certificate(s) of Insurance along with all applicable endorsements to the City of Ventura Community Partnership Office a minimum of fourteen (14) business days prior to the scheduled event. Failure to do so may result in the cancellation of your permit and event.

Claims

Permittee shall provide immediate notice to City of any claim against Permittee or any loss involving Permittee that could result in City or any of City's officials, officers, employees, agents, or volunteers being named as a defendant in any litigation arising out of such claim or loss. City shall not incur any obligation or liability by reason of the receipt of such notice. However, City shall have the right, but not the duty, to monitor the handling of any such claim or loss that is likely to involve City.



**CITY HALL
TERMS OF RENTAL
& GENERAL CONDITIONS**

Compliance

In the event of any loss that is not insured due to the failure of Permittee to comply with these requirements, Permittee will be personally responsible for any and all losses, claims, suits, damages, defense obligations, and liability of any kind attributed to City, or City's officers, officials, employees, agents, or volunteers as a result of such failure.

In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant, shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing will not apply of the Permittee prevails on every issue in the enforcement proceeding.

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/they 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.
- b. Amplified sound is not permitted on the Atrium Patio after 8pm and speakers must face towards the building and not the street.
- c. Acoustic music is the only music allowed in the Atrium patio after 8 pm.
- d. Amplified music is allowed inside the Atrium but the doors leading outside to the patio must remain closed after 8 pm.
- e. Food Trucks may be used but are not allowed after 8 pm. After 8 pm. Food Trucks may be set up in the west parking lot of City Hall.
- f. City Hall event rentals cannot go past 9 pm. Breakdown allowed up to 11 pm.
- g. Smoking, cigars, pipes and e-cigarettes are not permitted in City Hall, parking lots or public property.
- h. Children are to be supervised at all times during rental.
- i. 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.
- j. 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.
- k. An Alcohol Beverage Control Permit (ABC) is required if alcohol is sold.
- l. 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 representatives 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 Community Services Director or his/her/their designee.

Signature of Applicant

Date



CITY HALL
TERMS OF RENTAL
& GENERAL CONDITIONS

Office Use Only	
Date Submitted:	Staff Initial:

Payment Type:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card
Amount:			Check Number:
Credit Card Number:			
Name on Card:			
Exp:		CVC:	

Staff Assigned:	Staff Contact Number:
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Draft #1 Routed:	Draft #2 Routed:	Final Permit Route:	
Facility Request Submitted:	Security Guard Request Submitted:		
1ST PAYMENT DUE:		FINAL PAYMENT DUE:	
AMOUNT:		AMOUNT:	

Refund Date Due to Applicant:	Refund Amount:
Refund Submitted Date:	
If Refund not returned or partial refund, explain below the reason and if photos were taken please attach.	



CITY HALL TERMS OF RENTAL & GENERAL CONDITIONS

Please keep this page for your records

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 City Hall Permit. Fees are subject to change.

Application Fee:	\$25 (non refundable)
Security/Cleaning Deposit:	\$250 (refundable – required at time of reservation)
Facility Rental Fee:	\$15 - \$211 per hour per room (rate determined by room rented)
Air Conditioner:	\$250 flat rate, City Hall air conditioner is on a timer and only operates during business hours. If air conditioner is requested for rentals Facility Staff must override the system and reprogram for rental hours. *Atrium does not have air conditioning.
Janitorial Set Up/Break Down:	\$40 (janitors will set up and break down all tables and chairs rented from City Hall, this does not pertain to any rentals brought in from an outside source)
Janitorial Cleaning:	\$42 (cleaning of restrooms, rented areas, supply extra trash liners, prior to and after rental)
Chair & Table Rental:	\$100 flat rate, City Hall has a limited number of tables and chairs available for rent.
Security Services Fee:	\$26 per hour per guard/4 hour minimum - 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/2 hour minimum – staff does City Hall walk through to ensure that building is ready for rental (places “Private Event” signage at doors, velvet roping in areas not to be accessed, moves Foyer kiosk and brochure display), staff will have access to extra trash liners, brooms, mops and cleaning supplies if needed during rental.
City Purchased Insurance:	\$81 - \$400 – Rates are determined by number of participants, type of event, alcohol and insurance company annual rates. *Applicant may submit own insurance as long as certificate meets City of Ventura requirements and Risk Management approves policy submitted. Policy must be submitted a minimum of 3-weeks prior to rental.
Return completed application:	City of Ventura Special Events Office 501 Poli Street, Room 218 Ventura, CA 93001 Email: mgodoy@cityofventura.ca.gov

