



OLIVAS ADOBE RENTAL APPLICATION

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

To Make a Reservation:

- Call the Historic Sites Coordinator, at 805-658-4728 (Monday-Friday, 8 am-5 pm) to confirm date availability and make an appointment.
- Copy this form to your desktop and complete items 1-12.
- Mail the application to: Historic Sites Coordinator, City of Ventura, 501 Poli St., Ventura, CA 93001. Enclose the \$775 fee payable to "City of Ventura." Alternately, you may bring the completed application to your appointment and pay the fee by cash, check, or credit card at that time. Payment of the fee secures your date.

1.	TYPE OF EVENT:	<input type="checkbox"/> Wedding/Reception	<input type="checkbox"/> Family Reunion/Birthday	<input type="checkbox"/> Charity
		<input type="checkbox"/> Business	<input type="checkbox"/> Other	
2.	CITY OF VENTURA RESIDENT*: <input type="checkbox"/>	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Private Individual	<input type="checkbox"/> Commercial
	NONRESIDENT: <input type="checkbox"/>			

**Must provide proof of Ventura residency with current up-to-date identification*

3. Name of Group or Organization			Name of Applicant	
4. Contact Person			Address	
5. City	Zip	Phone (Bus.)	Phone (Res.)	
Email				

6. Will use be open to the general public? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will a fee be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated attendance
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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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No	What type?
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10. Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Please contact Ventura Police Department Alcohol Enforcement Officer at 805-339-4453
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11. Other special requirements, needs, or uses:

12. The minimum booking time for Olivas Adobe rental is two hours.

Booking time MUST include:

- set-up
- preparation
- photography
- event times
- clean-up

REQUESTED BOOKING TIME & DATE(S)			
Date(s) Requested (include year)	Time		Total Hours
	From	To	

The renter is solely responsible for set-up, tear down and clean-up of the site. **Time overage shall be charged at time-and-a-half and taken from the deposit.**

FOR OFFICE USE ONLY		
DATE RECEIVED	AMOUNT	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CARD

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FACILITY RENTAL RATES FOR PRIVATE USE

— STAFF USE ONLY —

Date application received: _____	RENTAL FEE
Facility Rental: (2 hour minimum): \$ _____ /hour x (2+ _____ hours)	= _____
City of Ventura Resident: <input type="checkbox"/> \$135 non-profit <input type="checkbox"/> \$185 private individual <input type="checkbox"/> \$255 commercial	= _____
Nonresident: <input type="checkbox"/> \$160 non-profit <input type="checkbox"/> \$220 private individual <input type="checkbox"/> \$304 commercial	= _____
Staff: \$20/hour x _____ hours	= _____
Events with 200+ guests require a second staff person: <input type="checkbox"/> N/A <input type="checkbox"/> \$20/hour x _____ hours	= _____
Security Guard: (Minimum of 5 hours): \$27/hour x _____ (5+) hours	= _____
<i>Security guard must remain on-site until all staff and guests leave the premises.</i>	
Events with 200+ guests require a second security guard: <input type="checkbox"/> N/A <input type="checkbox"/> \$27/hour x _____ hours	= _____
Liability Insurance: <input type="checkbox"/> No charge if applicant provides or <input type="checkbox"/> Applicant to purchase through City's broker	= _____
Alcohol Liability Insurance: \$ _____	= _____
Other: <input type="checkbox"/> jolly jump <input type="checkbox"/> photo booth <input type="checkbox"/> drone	= _____
Folding plastic stacking chairs: <input type="checkbox"/> \$50 (1-100) <input type="checkbox"/> \$100 (101-200) <input type="checkbox"/> \$300 (201-300)	= _____
4' x 4' Card Tables: (40 available) _____ x \$5 per table	= _____
8' Tables: (10 available) _____ x \$8 per table	= _____
All July to mid-September rentals: Add \$500	= _____
Cleaning	= _____
Mail (address on reverse) separate check for TOTAL RENTAL FEES	= _____

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 with deductions taken for any damage to the site or equipment, or where the event exceeded the scheduled rental time.

AGREEMENT STATEMENT (PLEASE READ CAREFULLY)

In signing, I represent that I completed this application to the best of my knowledge and have read and agree to abide by the Terms of Use, including the Indemnification/Hold Harmless and Insurance provisions. I understand that I am responsible for the conduct of myself, guests, and vendors. In the event Police assistance is required, I agree to be liable for the associated law enforcement costs. I further agree that the Facility Rental Rate on this application is an estimate and subject to change. I understand 50% of the rental fee is due and payable (60) days before the event and the remaining balance of 50% is payable (30) business days before 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 before the event.

Signature of Applicant _____ Date _____

Staff Accepting Request _____ Date _____ Telephone _____

REFUNDS

- All fees will be refunded, except for the \$25 application fee, if a Permittee cancels a permit not later than 30 calendar days before the date of an event, or by [ADD DATE] _____
- If Permittee cancels a permit less than 30 calendar days before the date of an event, City will retain the \$25 application fee, 50% of the \$750 deposit, and 50% of your total rental fee. **Absolutely no exceptions will be made.**
- Refunds will not be given due to inclement weather. Please ask for tent information.

I have read and understand the refund policy.

Signature of Applicant _____ Date _____

