

VENTURA BOTANICAL GARDENS EVENT SITE RENTAL GUIDE 2019

	Description	Details
Location	Ventura Botanical Gardens Summit Plateau and Summit Ridge, Welcome Center	
Maximum Event Size	350 people-Summit Plateau 150 people Summit Ridge 75-100 people Welcome Center	
Minimum rental period	2 hours	
Event Duration and Timing	The basic event rental is noon until 9:00 pm the day prior to the event; 7:00 am until 9:00 pm the day of the event; and 7:00 am until noon on the day after the event. Additional time can be arranged.	
Rental cost (Individual, for-profit, not-for-profit, or non-profit organization)	\$3000 for Summit Plateau \$1500 for Summit Ridge & Welcome Center \$300 per hour for other types of rentals and locations.	Fees for residents and non-residents are identical. Fees are the same year-round.
Extended hours	A maximum of 2 additional hours may be rented on the day of an event at a rate of \$300 per hour	Additional hours may be used for set up and take down only.
Additional days	Additional days can be rented for an event to allow for set-up and take-down. Additional days can be rented in their entirety. Daily rental period remains the same (7:00 am to 9:00 pm).	If any part of the event set-up is left at the site overnight, the renter is responsible for hiring overnight security.
Cost for additional days	\$3000 per day.	The cost of overnight security is not included in the rental fee.
What is included in an event rental?	Use of the VBG Summit Plateau or Summit Ridge and upper parking lot and a site monitor to lock and unlock the park gate on rental days.	
Items & services renter must provide	Restroom facilities, electricity*, water, trash disposal, off-site parking, shuttle service, security *electricity provided at Welcome Center	Renter must provide restroom facilities, electricity, water, and trash disposal for the event. As there is minimal onsite parking, renters must provide off-site parking and shuttle service for the event. Overnight security must be provided for rental periods lasting more than one day.
Requirements for Events	*VBG Site Rental Application and deposit *Signed VBG Site Rental Agreement and rental fee *Certificate of Insurance naming VBG and City of Ventura as co-insured *Alcohol permit if alcohol is served *Fire inspection of site *Site security for overnight rentals	See Event Procedures for submittal timeline.
Insurance Policy	Renter must have a valid insurance certificate that names the City of Ventura and the Ventura Botanical Gardens as an additional insured party.	
Alcohol Policy	If alcohol is served, Renter must have a valid Alcohol Permit from the City of Ventura and all alcohol service must be catered by the renter.	
Scheduling Policy	Events will be scheduled on a first come, first served basis. However, VBG is limited in the number and type of events that can be held on the site. Therefore, VBG reserves the right to decline a scheduling request on an open date in order to comply with other land use restrictions.	
Deposit	A deposit of \$1,000 (non-refundable 60 days prior to the event date) is required to schedule an event. The balance is due no less than 30 calendar days prior to the event.	
Recommended vendors	VBG strongly suggests that renters choose vendors who have provided services on the site before, as they are familiar with the intricacies of the site. VBG can provide a list of vendors. Renters may select a vendor not on the list. New Vendor must arrange site visit during regular business hours.	
Event Procedures	See attached document	