

VENTURA BOTANICAL GARDENS EVENT SITE RENTAL GUIDE

	Description	Details
Location	Ventura Botanical Gardens Summit Plateau (former BBQ area); upper city hall parking lot; other areas	
Maximum Event Size	350 people	
Minimum rental period	One day: 7:00 a.m. to 10 p.m.	
Event Duration and Timing	Up to 8 hours per day, within the hours of 9 a.m. - 10 p.m., Maximum of 7 days	
Rental cost (Individual, for-profit, not-for-profit, or non-profit organization)	\$2,500 per day	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 \$500 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 must be rented in their entirety. Daily rental period remains the same (7:00 a.m. to 10 p.m.).	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	\$2,500 per day	The cost of overnight security is not included in the rental fee.
What is included?	Use of the VBG Summit Plateau and a site monitor to lock and unlock the park gate on rental days.	Optional: VBG can install shade sails, if desired.
Items & services renter must provide	Restroom facilities, electricity, water, trash disposal, off-site parking, shuttle service, security	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.

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Requirements for Events	<ul style="list-style-type: none"> *VBG Site Rental Application and deposit *Signed VBG Site Rental Agreement and rental fee *Insurance naming VBG and City of Ventura as co-insured *Alcohol permit if alcohol is served *Fire inspection of site security for overnight rentals 	<ul style="list-style-type: none"> *Certificate of *Site <p>See Event Procedures for submittal timeline.</p>
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.	No-host bars are not allowed.
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 non-refundable deposit of \$1,000 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; however, be advised that VBG will not provide staff to open the gate for vendor site visits.	