

Ventura Botanical Gardens – Event Rental Procedures

The Ventura Botanical Gardens (VBG) offers a beautiful, ocean-view setting for weddings and other special events. Individuals interested in renting the Gardens for an event must follow the procedures below. See the VBG Event Guide for details about fees, hours and other rental information.

Rental Procedure	Responsibility	Timeframe
1. Review VBG Event Guide and submit Site rental application with deposit (non-refundable if canceled 60 or fewer days prior to event)	Renter	No fewer than 90 calendar days prior to desired event date*
2. Provide scheduling approval (date only)	VBG	Within 5 business days of submitting rental application
3. Obtain event timeline and set-up/take-down plan from vendors (caterer, party rentals, restroom facilities, electrical generator rental, etc.) and submit to VBG	Renter	When available
4. Sign VBG Site Rental Agreement and pay remainder of rental fee (refundable only in the event that City of Ventura closes Grant Park for emergency conditions)	VBG / Renter	No fewer than 30 calendar days prior to the event
5. Inform City Parks department of site activity and provide copy of rental agreement	VBG	At least one week prior to event
6. Obtain event insurance and any required permits	Renter	Provide proof of insurance and permits no less than 1 week prior to event date
7. Inform Serra Cross Conservancy of event	VBG	No fewer than 10 days prior to event date
8. Arrange for park gates to be open as needed	City	No fewer than 10 days prior to event date
9. Receive party rental deliveries at event site***	Renter	
10. Obtain fire inspection of site (if required)	Renter	Once site is set up
11. Meet site monitor at VBG to open Site gate	VBG / Renter	Each day of rental period
12. Meet site monitor at VBG to lock Site gate	VBG / Renter	Each day of rental period
13. Arrange for pick-up of party rentals at event site***	Renter	No more than one day after event

* VBG may review Site rental requests submitted fewer than 90 days prior to the desired event date on a case-by-case basis pending Site availability. If an application submitted fewer than 90 days before the event date is approved, the timeframe of all other procedures may be compressed.

** The total rental term must include every day that any rentals will be on the Site.

*** VBG will work with renters to evaluate whether additional days of Site rental are necessary to account for deliveries and pick-ups.