

## Ventura Botanical Garden – Event Rental Procedures

The Ventura Botanical Garden (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 to determine availability	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	
4. Provide site rental price quote **	VBG	Within 5 business days of receiving event timeline and set-up/take-down plan
5. Sign VBG Site Rental Agreement	VBG / Renter	No fewer than 60 calendar days prior to the event
6. Pay nonrefundable security deposit	Renter	Upon submitting rental application
7. Inform City Parks department of approved date and provide copy of rental agreement	VBG	Within 5 business days of receiving deposit
8. Review rental agreement for issues	City	Within 30 days of receipt
9. Pay remainder of rental fee (nonrefundable)	Renter	No fewer than 30 days prior to the event date
10. Obtain event insurance	Renter	Provide proof of insurance no fewer than 10 days prior to event date
11. Provide copy of alcohol permits and insurance to VBG	Renter	No fewer than 10 days prior to event date
12. Inform Serra Cross Conservancy of event	VBG	No fewer than 10 days prior to event date
13. Arrange for park gates to be open as needed	City	No fewer than 10 days prior to event date
14. Receive party rental deliveries at event site***	Renter	First day of rental period
15. Install sails if requested	VBG	One day before event
16. Obtain fire inspection of site	Renter	Once site is set up
17. Meet site monitor at VBG to open Site gate	VBG / Renter	Each day of rental period
18. Meet site monitor at VBG to lock	VBG / Renter	Each day of rental period

Site gate		
19. 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. The Site rental fee is \$2,500 per day.

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