



VENTURA BOTANICAL GARDENS

APPLICATION FOR HOURLY OR EXTENDED SITE RENTAL

Thank you for your interest in hosting your event with us. Please complete this application and return to VBG Events Coordinator, Shana Smith at Ssmith.vbg@gmail.com.

Applicants Name: _____

Organization (if applicable): _____

Address: _____ City: _____ Zip: _____

Primary Contact Number: _____

Email: _____

First Choice Rental Date: _____ Second Choice Rental Date: _____

Type of Event (check one):

- Ceremony Only
- Ceremony & Reception
- Birthday Celebration
- Other (please describe) _____
- Anniversary Celebration
- Community Event
- Celebration of Life

Preferred Event Site (check one):

- Summit Plateau (up to 250 people)
 - Rotary Plaza (up to 60 people)
 - "Love is all you need" Overlook (up to 50 people)
 - Goldenring Vista (up to 30 people)
 - Merriweather Welcome Center (up to 150 people)
 - VBG Upper Parking Lot Expanse (up to 250 people)
- Estimated Number of Attendance: _____

Preferred Rental Period (check one):

- Hourly between 9am and *9pm (2 hr min)
- Please include set up/clean up time (from) _____ am/pm (to) _____
Actual Event Time (from) _____ am/pm (to) _____ *9pm is dependent on approved lighting
- Extended Rental (Noon to *9pm day prior, 9am to *9pm event day, 9am to noon day after)
**9pm is dependent on approved lighting. Overnight security required if rental items are left overnight.*

Alcohol

Will alcohol be included in your event? No Yes