



Venue Rental

Rates, Policies and Procedures

The Museum of Ventura County (Museum) celebrates, preserves and interprets the art, history and culture of Ventura County, the California Channel Islands and the surrounding region through collections, exhibitions, events, education programs, publications and its research library, and serves as a gathering place for the community. As part of its expansion, the Museum added indoor and outdoor rental facilities as well as an Agriculture Museum in Santa Paula. Both facilities are available to rent for special events from business lectures and presentations to weddings. Below are the rental policies and procedures for the Museum. Please contact our Event Coordinator, Andrea Contarino, with any questions at acontarino@venturamuseum.org.

A little History...

The Museum first opened in 1913 in the newly built Ventura County Courthouse (now Ventura City Hall). Known as the Pioneer Museum, its collections of artifacts and curios were the legacy of Dr. Cephas Bard, a Pennsylvania doctor who came to Ventura after the Civil War. A compassionate man with wide-ranging interests, Dr. Bard accepted historical objects in lieu of cash payment for his services. Priceless Chumash, Spanish and Mexican-American objects from his collection were the beginning of the Museum's collection of more than 30,000 works of art and artifacts, a unique research library with over 150,000 documents, maps, rare glass plate images and 200 renowned George Stuart Historical Figures®. In 1977, the Museum moved to its 15,000 square foot building on Ventura's Main Street, near historic Mission San Buenaventura, where our newly renovated facility still resides.

Event Hosting Facilities

The Museum has two rentable facilities, the Martin V. and Martha K. Smith Pavilion and the Museum Plaza. The standard occupancy is 200 guests per event with a total maximum capacity of 500.

Martin V. and Martha K. Smith Pavilion

Ideal for corporate seminars, academic lectures, receptions, weddings and other special events. It's equipped with a 146" x 260" projector screen with power point capability, wireless microphones and zone adjustable sound system. It can accommodate 150 guests for a seated dinner, 250 for cocktail seating and 200 theater style.

Museum Plaza

Adjacent to the Pavilion is the Museum Plaza enhanced by palm trees, a beautiful water feature and gorgeous mosaics depicting the history of Ventura County. The Plaza can hold an event tent and accommodate 200 guests for seated dinner, 300 for cocktail seating and 240 theater style.

Facility Guidelines

While private events need not be arts related, it is understood that the facilities, grounds, exhibits and Museum visitors shall be respected at all times. The Museum retains sole discretion in approving and/or limiting the type, size and conduct of the event.

The Special Event Package is as follows:

- 5 hour rental of Pavilion & Plaza (each additional hour \$500)
- 2 hours early access for setup and 1 hour after for clean-up. Access before 7am requires an additional fee and clean up must be done by midnight.
- Guest Count: 200 (each additional guest \$5)
- Venue furniture:
 1. (10) 66” round tables (seats 8-10)
 2. (100) chairs
 3. (8) 6’ banquet tables
- Market lights over Plaza
- Full Kitchen for Caterer (renter’s choice)
- Ice for up to 175 people
- Restrooms (Handicap Accessible)
- One (1) Security Guard
- One (1) onsite Facilities Staff

The special event package rates are as follows:

- Friday - Sunday \$4,200
- Monday - Thursday \$3,650

For weddings with a reception and ceremony on property there is an additional fee of \$500. This will include one extra hour of event time, totaling **6** hours, excluding set-up/clean-up. This will also allow for a 2 hour rehearsal time, subject to availability of the space.

Plaza Ceremony **only** - \$7 per person (up to 200 guests)

- White folding chairs (includes set-up/take-down).
- 1 Hour Rental + 1 Hour Rehearsal time

A “Day Of” Site Coordinator **is required** for all special events.

Event must conclude so that all rentals are loaded out before midnight.

A \$150 cleaning fee is included in the rental price. This will include restoration of the property to its original condition. Should the renter and/or their vendors leave the area in an unacceptable condition requiring more than 2 hours of clean up, the renter will be billed at a rate of \$150 per hour for cleaning services.

Museum and Courtyard Access: Guests can be granted access to the Museum’s exhibits and courtyard on event day for an additional \$5 per person. Note the museum remains open to the general public during museum hours (11am – 5pm).

Audio Visual Equipment: For special events the Museum offers use of its audio-visual equipment for a fee of \$150.00. This includes a Projector, 18' Screen, Podium, Wireless Microphones (2 handheld and one headset), DVD/ Blu Ray Player, CD player and IPod Player (older version). Should your event require a technician, please inquire.

Deposits and Payments

Rental is confirmed upon receipt of a signed acknowledgement of the Facility Rental Policies, an executive Rental Agreement and a non-refundable deposit of \$1,000.

Tentative holds for space where there is no deposit and signed agreement can be cancelled by the Museum at any time and for any reason. Supplementary additions and requests not included in the original agreement may result in additional charges. A security deposit will be held on file to cover any such charges, or damage to the property. The judgment of the Museum's Facilities Manager inspecting the premises upon the conclusion of the event will determine if there will be damage charges.

Remaining balance of the agreement must be received no later than **90 days** prior to the scheduled event and is non-refundable. On occasion, we can make special arrangements for renters. Please feel free to inquire.

Vendor Selection

Vendors hired by the renter for the event must be approved in advance to operate on Museum property and submit a signed acknowledgement of the Vendor Guidelines. Renters are free to choose a caterer and rental company of their choice. For a list of pre-approved Vendors that have passed all insurance and food safety requirements of both the Museum and Health Department contact the Event Coordinator. All event and vendor plans must be coordinated with the Museum. Those that do not receive approval due to nonconformity with Museum rules and procedures, insurance requirements, fire, safety and security regulations will be cancelled or altered to meet requirements.

Deliveries

All deliveries and times must be coordinated with the museum. The renter or a representative of the renter, must be present to sign the invoice if a vendor requires a signature upon delivery. Neither the museum nor its employees are responsible for loss or damage of rented property brought onto the premises. The museum does not have storage areas; therefore, all deliveries and removal of supplies and equipment **must occur** the day of the event. In the event that all or a portion of the rental equipment will not be removed upon the conclusion of the event, arrangements must be made ahead of time and there will be an additional fee. Any items left without pre-arrangement will become the property of the Museum of Ventura County and may be disposed of in whatever manner is deemed appropriate by the Facilities Manager.

Pets

Pets are NOT allowed in the Pavilion, Lobby or Galleries at any time.

Decorations

All decorations are subject to approval and must be removed if so requested. No decorations may be fastened to any Museum property without prior approval. All candles must be contained. No open, unprotected flame is allowed. Confetti is not permitted. Helium filled balloons are prohibited in the Pavilion.

Clean Up

Should the renter leave the area in an unacceptable condition requiring more than 2 hours of clean up, the renter will be billed at a rate of \$150.00 per hour for cleaning. The caterer is responsible for completing a clean-up checklist that must be approved by the Museum via the final inspection before the caterer leaves the premises.

Use of Museum Name

Use of the Museum's name and/or logo will not be permitted without prior authorization. Any invitation, announcement or publicity in which the Museum's name /logo will be used must be approved by the Museum.

Security

Extra security may be required for events occurring on weekends and after regular Museum hours at \$30/hour per guard. Security personnel will be determined by the time and nature of the event.

Parking

The Museum has thirteen (13) parking spaces that are not part of the rental agreement and are for the exclusive use of guests visiting the Museum during the hours of operation. Due to limited parking adjacent to the museum, we recommend alternative parking options for special events with 100 guests or more in attendance.

Alcoholic Beverages

Only a licensed caterer, bartending company, or individual that has received an alcohol server certification in California may serve alcohol. Alcohol cannot be served to persons under the age of 21. The Museum reserves the right to check identification to verify age, and refuse service to any person who exhibits over-intoxicated behavior. Consuming "shots" of alcohol is not museum appropriate behavior. No "personal" alcohol is allowed. There will be a mandatory "Last Call" 45 minutes prior to the official end of the event. Alcohol is restricted to the Museum property and is not allowed in exhibit space or the public property surrounding the Museum, including the parking lot. Alcohol may not be sold unless a special event liquor permit is obtained from the State of California Department of Alcoholic Beverage Control. A license is not needed if: a) the event is private (access restricted to invited guests only and no members of the public can attend; b) the host is provide all of the alcohol and all drinks are complimentary; there is no admission cost for the event, i.e. no ticket price, donation or door charge, no food charge. If all these requirements are met it is deemed a "private party" and alcohol can be served without a permit.

Fire and Safety

No firearms are allowed on Museum property. The Museum reserves the right to examine all parcels. Fire regulations and laws regarding public use and safety shall be observed at all times. Please note the location of fire extinguishers and exits. During the course of the event set-up and execution, entrances, exits and passages to exhibits and administrative areas may not be blocked.

Smoking

Smoking is prohibited on Museum grounds during the Museum's hours of operation. A restricted smoking area on the Plaza will be allowed for events after the Museum is closed with advanced notice given to the Museum.

Behavior

Behavior or activities that are offensive, abusive, illegal or which may result in the endangerment of the Museum's guests, personnel, visitors, collection or facilities are expressly prohibited. Museum staff may request that individuals engaging in such behavior leave the Museum premises immediately. In addition, Museum staff may terminate the event at any time if, in their reasonable judgment, the event endangers the Museum Facilities, its guests or personnel. Museum staff will strictly enforce this agreement and all applicable regulations. The renter is responsible for the conduct and behavior of his or her guests, invitees and agents while they are on Museum property.

Minors

One adult must accompany a group of minors at a rate of one adult to every 10 minors. Minors are allowed in all rented areas unless the Museum is threatened by damage. The Museum staff reserves the right to close exhibit space to the renting party under those circumstances. Museum appropriate events for minors include Awards Ceremonies, Educational Programs and Charity Events (subject to approval).

Exhibits

No events may be held in any exhibit area. However, should you choose to have Museum access during your event, access to the exhibits will be available with advance notice and for a fee. After hours access to the Museum exhibits can be arranged for an additional fee. Moving or tampering with exhibits, lighting fixtures or information kiosks, or permanent fixtures is strictly prohibited. The renter will be responsible for any damage or breakage, which must be reported to the Museum's staff immediately.

Local Laws and Ordinances

The renter must comply with the terms of the agreement and all applicable laws and ordinances of the State of California, Ventura County and the City of Ventura. Failure to do so will result in forfeiture of all payments. Such failure will give the Museum just cause for refusing to rent the premises to that renter in the future.

Insurance

Depending on the nature of the event, additional insurance may be required by the Museum. The Event Coordinator will assist you with providers upon request.

Release and Hold Harmless

The Museum is not responsible for items brought in by Renter or their guests. This includes personal items, decorations, gifts, etc. Renter hereby agrees to defend, indemnify and hold harmless the Museum, its Board Members, the individual members thereof, employees and volunteers from any claim, lawsuit, loss, damages, liability, cost or expense that may arise or be related in any way to Renter's participation in any and all activities at the Museum.

Please carefully review the above information. The Museum reserves the right to make changes to this document at any time. If any questions arise, contact the Event Coordinator for clarification.