

Ventura Harbor General Event Application



**Thank you for considering Ventura Harbor for your upcoming event!
We look forward to helping make it successful.**

Step 1: Please read all event requirements. Complete **application** and submit with **\$25 application fee**.

Step 2: Once event is approved (*allow 2 weeks for event approval process*) **Ventura Harbor will send you a contract.**
Please sign and return with payment and necessary permits.

Step 3: Schedule walk through with the Marketing Department.

Step 4: Provide any promotional materials, if applicable, to the Marketing Department.

Special Notes To Help Plan Your Event In Ventura Harbor

- **Event insurance with endorsement is required** naming Ventura Port District as an additional insured, **and must be submitted at least 30 days prior to the event.** Ventura Port District can assist with insurance if needed.
- **Due to impact on visitor parking during July, it is encouraged to submit alternate dates for your event.**
- Forty (40) parking spaces must remain open daily before 5 PM at the Harbor Cove Beach parking lot for use by the National Park Visitor Center.
- **Driving a vehicle on the beach** for event set-up **is only allowed after approval by the Ventura Port District** and **vehicles must be escorted by Harbor Patrol.**
- **Amplified music is only allowed 9 AM until 9 PM** in the Ventura Harbor per the City of Ventura's Entertainment Permit.
- **Street closures require permits by the City of Ventura.**
- **All parking for events must be approved by the Ventura Port District.** On street parking is available on Spinnaker Drive.
- **When selling alcohol, alcohol permits must be issued by the CA Dept. of Alcoholic Beverages, Ventura Office 805.289.0100.**
- Items related to the **selling or distribution of food must be approved during event application process by the Ventura Port District. Upon approval, a permit from the Ventura County Environmental Health Division 805.654.2813 is required.**
- **Only sidewalk chalk is allowed for temporary signage on concrete surfaces. No spray paint, tape, or marking paint allowed.**



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Application Requirements

Special Activities On The Lands Of The Ventura Port District Require Compliance With The Following Conditions:

- **It is the event organizer’s responsibility to obtain any and all necessary permits from the City of Ventura.** Your event may require additional permits from the City of Ventura. Ventura Port District staff will try to help identify other needed permits.
- **The Special Event Permit recipient shall fully protect, indemnify, and hold harmless the Ventura Port District from and against each and every claim, demand, or loss** by the recipient of the Special Event Permit, or by third parties on account of personal injury or death, or on account of property damage that may result while on property owned by the Ventura Port District.
- **Foot traffic** over Ventura Port District property **will be controlled** to prohibit damage to plants, irrigation, structures, sand dunes, electrical equipment and any other property, including tenants, of the Ventura Port District.
- **Alcohol is not permitted unless prior approval has been obtained from the Ventura Port District and any other lead agencies.** Alcohol sales require Ventura Port District approval and a permit from the City of Ventura.
- **A refundable \$250 deposit is required.** Space will be reviewed to ensure the area has been restored to original status, with **no damage, temporary signage or trash remaining.** A refund will be sent **per approval** within 30 days. **The deposit is nonrefundable if the event exceeds authorized time limits or is cancelled within 14 days of the event date** to compensate Port District staff, resource, and promotional efforts.
- **Beach Baptisms require a State Certified Lifeguard.** Lifeguards on duty June–August.
- **Ventura Harbor Ordinance Section 303(c) “Permits are Immediately Revocable upon determination by the General Manager or his authorized representatives when a Dangerous Situation Exists during the conduct of the Special Event or upon determination of noncompliance with the terms, conditions and restrictions of the Event Permit.”**

Event Rates & Costs

- **The event application processing fee is \$25.00.**
- **Required Refundable Event Deposit: \$250.** *It is the responsibility of the applicant/permit recipient to ensure area is restored to original status, including trash removal, repair of damages and removal of any temporary signage.*
- Daytime events with more than 250 participants between Memorial Day and Labor Day will be required to rent additional rest room facilities, including one (1) ADA accessible. Any event with more than 1,000 in attendance requires additional rest room facilities year-round.
- **Additional Port District Staff fees may apply** for Harbor Patrol or Maintenance personnel.

Areas Available For Event Rental

Hours include set-up and take-down

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Harbor Village Main Lawn
\$300 for 5 hours use / \$600 for all-day use
\$150 for weekday use / 250' x 125' • Harbor Cove Beach
\$300 for 5 hours use / \$550 for all-day use • Harbor Cove Parking Lot
\$400 for 6 hours use / up to ½ lot | <ul style="list-style-type: none"> • Surfer’s Knoll Beach
\$300 for 5 hours use / \$500 for all-day use • Surfer’s Knoll Parking Lot
\$275 for 6 hours use • Harbor Village Balcony
\$250 for 5 hours use / \$500 for all-day use
1000 sq. ft. | <ul style="list-style-type: none"> • 19-A Parking Lot
(events or shuttle) \$250 for 6 hours use / 156 spaces • Launch Ramp \$225 / 6 hours use • Ventura Port District Conference Room
\$25 per hour |
|---|--|--|

Insurance Requirements & Costs

Insurance is available for purchase from Alliant via Ventura Port District or may be obtained from an independent insurance company

- \$1 million insurance (0-100 people to include staff) \$81/\$141 with alcohol**
- \$1 million insurance – Hazard 1 (101-500 people to include staff) \$113/\$173 with alcohol**
- \$100 security fee for evening events serving alcohol**
- Alcohol Permit Premium \$60** | **Rates subject to change | *Shown rates pending event classification

Promote Your Event!

Display event info on an electronic sign located on Harbor Boulevard— over 7,000 views daily!
DISPLAY 5 DAYS PRIOR TO EVENT & EVENT DAY \$150

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— Please “Save” application form first with your event name, complete application, then send, fax or attach to an e-mail —

Event Name: _____

Event Date(s): _____ Alt. Event Date(s): _____

Event Hours: _____ Event Set Up Time: _____ End of Take Down Time: _____

Event Location Requested: _____

Event Coordinator: _____
NAME TELEPHONE + AREA CODE EMAIL

Event Description: _____

Estimated # of Participants*: _____ Estimated # of Spectators*: _____ Estimated # of Cars*: _____

***Required Information— Application will not be accepted without estimated # information.**

Parking Needs for Event: _____

Attach special parking requests on attached page. Will event shuttle be provided? Yes No

Please complete all applicable components of your event:

Electrical Needs (band, sound system, lighting, other). **Electricity very limited. Organizer *must* provide cords and commercial grade covers for electrical cords. *NO* electricity at beach sites. Organizer provides generator. :** _____

Parking Gates Open By (time): _____ AM PM Restrooms Open By (time): _____ AM PM

Additional Trash Receptacles Required: Quantity: _____ X \$5 Each = \$ _____

Is this event open to the public with free admission? Yes No Music Type? _____ PA Only

Is there a registration fee for this event? Yes No Is this a ticketed only event? Yes No Fundraiser? Yes No

If yes, explain: _____

Food Served at Event? Yes No Food sold at event? Yes No

If yes, please describe food elements: _____

Alcohol served at event? Yes No Alcohol sold at event? Yes No

Name of Caterer: _____

On-site Coordinator / Contact: _____

Telephone #: (____) _____ - _____ Cell #: (____) _____ - _____

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Will it be necessary to temporarily mark any routes or signage on concrete surfaces? Yes No

Only sidewalk chalk is allowed for temporary signage on concrete surfaces. No spray paint, tape, or marking paint allowed.

Explain: _____

Will this event interfere with normal water and/or land traffic? Yes No What provisions will be made regarding public safety, land traffic, street traffic, etc. during this event? Explain: _____

Will you be providing Certificate of Insurance with Endorsement naming Ventura Port District as additional insured? Yes No

Would you like information on purchasing event insurance from Alliant through Ventura Port District program? Yes No

Is this event sponsored by an organization? Yes No **If yes, please fill out the following section:**

Organization's Name: _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Telephone #: (____) _____ - _____ Cell #: (____) _____ - _____ E-mail: _____

On-site Coordinator / Contact: _____

Telephone #: (____) _____ - _____ Cell #: (____) _____ - _____ E-mail: _____

If not an organization, please fill out this section:

Event Organizer / Contact: _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Telephone #: (____) _____ - _____ Cell #: (____) _____ - _____ E-mail: _____

On-site Coordinator / Contact: _____

Telephone #: (____) _____ - _____ Cell #: (____) _____ - _____ E-mail: _____

For Application Consideration, Please Submit The Following:

- Completed Special Event Permit Application
- Twenty Five Dollars (\$25.00) for application processing fee
- Please review map and confirm the event location requested on page 3.

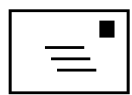
I have read and understand the Ventura Port District Application Requirements and agree to comply with those conditions and requirements:

Signature of Applicant _____ Date: _____

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Additional Explanations & Requests for Parking, Public Safety, Etc.

Please Print & Return Pages 3, 4 & 5 (if needed) with Your Check to: Ventura Port District Marketing Department



Mail:
 Ventura Port District
 Marketing Department
 1603 Anchors Way Drive
 Ventura, CA 93001



E-mail:
 sbogue@venturaharbor.com



Fax:
 805.644.1684



For additional information
 and questions, please contact
 Susan Bogue in the Marketing
 Department: 805.477.0470

— Staff Use Only —

Collected Fees:	Initial:	Date:	Special Notes:
Application \$25.00	_____	_____	_____
Insurance \$_____	_____	_____	_____
Deposit \$250.00	_____	_____	_____
Rental of Area \$_____	_____	_____	_____
Staff \$_____	_____	_____	_____
Clean-Up \$_____	_____	_____	_____
Special \$_____	_____	_____	_____
TOTAL \$_____	_____	_____	_____

Authorized Parking: _____

Ventura Harbor Rental Locations

Village Main Lawn



PHOTO: RICK WILBORN

Harbor Cove Beach



PHOTO: RICK WILBORN

Harbor Village Balcony



Surfer's Knoll Beach



Boat Launch Ramp



Parking Lot 19A



Ventura Harbor General Event Application

Ventura Harbor Village Overview Map

On the map below, please carefully review the event location(s) requested on page 3.



MAP COURTESY: SOUTHWEST PUBLICATIONS - ALL RIGHTS RESERVED ©