

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 **\$75 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 14 days prior to the event.** Ventura Port District can assist with insurance if needed.
- **Due to impact on visitor parking during Summer, 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 chalk or spray paint, tape, or marking paint allowed**



HARBOR COVE BEACH / PHOTO: RICK WILBORN

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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 may require a State Certified Lifeguard.***
- ***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

Rates subject to change annually.

- The event application processing fee is \$75.00.
- ***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 250+ participants between Memorial Day and Labor Day may be required to rent additional rest room facilities, including one (1) ADA accessible, upon direction of the District. 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.
- Multi-day event fees will be considered by Ventura Port District. ***** Credit card purchases are subject to 3.5% service fee***

Areas Available For Event Rental | Hours include set-up and take-down

****Please note: Facility use is pending Port District approval and availability of facility***

- | | |
|--|--|
| • Harbor Cove Beach
\$600 for All Day Use / \$400 ½ Day Use (5 hrs.) | • Village Main Lawn for Public Events
\$500 full day |
| • Harbor Cove Parking Lot
\$500 for up to ½ lot per day | • Surfer's Knoll Parking Lot
\$300 for All Day Use (with event permit only) |
| • Harbor Village Balcony
\$325 (5 Hr. Use) / \$600 for All Day (1,000 sq. ft) | • 19-A Parking Lot
(Event or Shuttle Use) \$300 per day (with event permit)
\$1,000 / day for All Day Use (no event permit) |
| • Surfer's Knoll Beach
\$600 for all Day Use / \$400 ½ Day Use (5 hrs.) | • Overflow Parking (Dirt)
\$125/ day (with event permit & availability) |

Insurance Requirements & Costs

Insurance may be obtained from an independent insurance company or purchased from Alliant via Ventura Port District

- \$1 million insurance; 0-100 people; Hazard 1 / \$85-\$225*
- Check rates for larger events, different hazard levels & alcohol premium.
- Alcohol Permit Premium \$60** | *****Rates subject to change | *Shown rates pending event classification | Requires city permit***
- Main lawn public events

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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 [Parking reserved with VPD permission ONLY]: _____

Attach special parking requests on attached page. Will event shuttle be provided if remote lot is rented? ☐ 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 (requested time): _____ ☐ AM ☐ PM Restrooms Open By (time): _____ ☐ AM ☐ PM

Additional Trash Receptacles Required: Quantity: _____ X \$10 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 chalk or spraypaint, 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 ☐ Seventy Five Dollars (\$75.00) 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	\$75.00	_____	_____	_____
Insurance	\$_____	_____	_____	_____
Deposit	\$300.00	_____	_____	_____
Rental of Area	\$_____	_____	_____	_____
Deposit for beach	\$250.00	_____	_____	_____
Staff	\$_____	_____	_____	_____
Clean-Up	\$_____	_____	_____	_____
Special	\$_____	_____	_____	_____
TOTAL	\$_____	_____	_____	_____

Authorized Parking: _____

Ventura Harbor Rental Locations

Harbor Cove Beach



Surfer's Knoll Beach



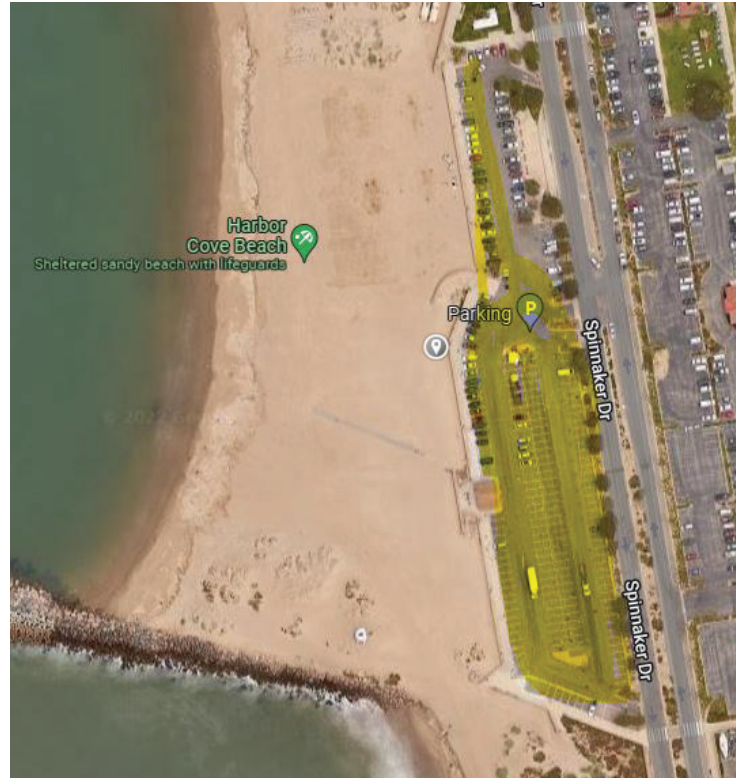
Main Lawn



Harbor Village Balcony



Harbor Cove Parking Lot



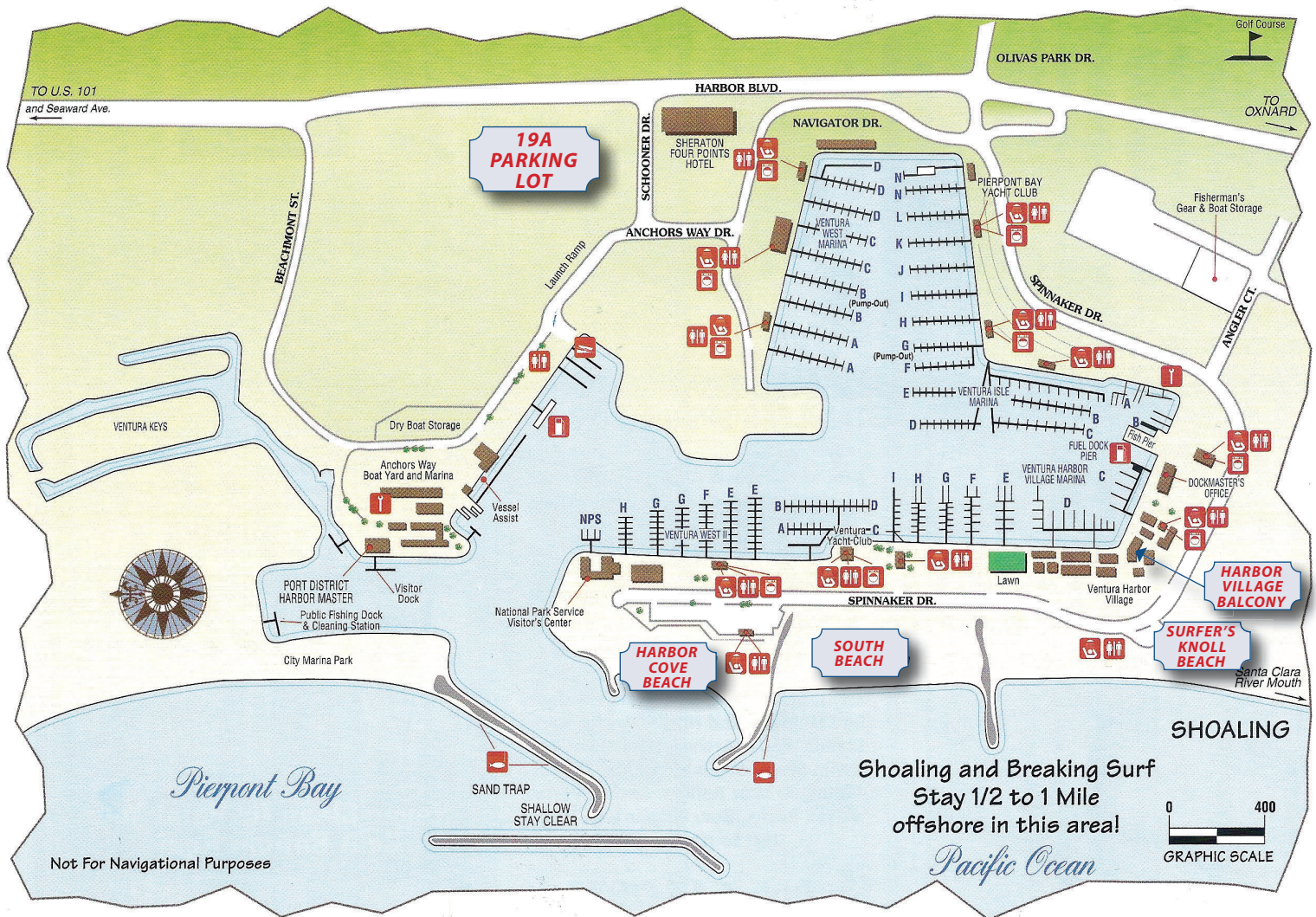
Parking Lot 19A



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.



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