

HERITAGE SQUARE

Historic Downtown Oxnard
715 South A Street, Oxnard, CA 93030

EVENT APPLICATION

Heritage Square · Managed by Medallion Events



Thank you for considering Heritage Square as the setting for your special event.

Heritage Square is a truly unique and charming venue, perfect for weddings, receptions, corporate gatherings, social celebrations, and community events. With its historic character and inviting atmosphere, it offers a memorable experience for both hosts and guests.

Our Chapel, a Ventura County historical landmark built in 1906, features beautiful original stained-glass windows and provides a timeless setting for ceremonies and special moments. The outdoor Main Plaza showcases the beauty of the Victorian homes and surrounding gardens and can accommodate larger gatherings, while the East and West Courtyards offer a more intimate and picturesque setting for smaller events.

Heritage Square is professionally managed by Medallion Events, and our team is here to support you throughout the planning process.

As part of your application, a Site Diagram is required. Please provide a diagram or sketch of your planned event layout, indicating where you intend to set up tables, chairs, a food service area (if applicable), any vendor or activity stations, entertainment, and any other key elements of your event. This helps our team review your plans and ensure a safe and well-organized event for all guests.

Once your application is approved, we will guide you through the next steps to ensure a smooth and successful experience. Thank you again for your interest in Heritage Square. If you have any questions, please don't hesitate to reach out to us. We are pleased to assist you.

Heritage Square Oxnard | Managed by Medallion Events

2362 North Oxnard Blvd #202, Oxnard, CA 93036

Phone: 805.485.5500

Email: heritagesquare@medallionguards.com

HERITAGE SQUARE · RENTAL & FACILITY RATES

All rates are subject to change. A completed and signed Heritage Square Event Application with a 50% deposit serves as a binding contract to reserve the date. Event liability insurance is mandatory, and its cost is not incorporated into the package rates listed below.

Heritage Square reserves the right to release any tentative date that has not been secured with a deposit. All rules and regulations included in the Heritage Square Event Application are enforceable.

HOURLY RENTAL RATES

Location	Weekday Rate (Sun–Thu)	Weekend Rate (Fri & Sat)
Heritage Square Plaza	\$175 / hour	\$305 / hour
East Courtyard or West Courtyard	\$125.00 / hour	\$175.00 / hour
Hall & Chapel	\$165 / hour	\$290 / hour
Add-On Spaces		
Petit House Porch	\$50 / hour	\$75 / hour
Perkins House Sunroom	\$100 / hour	\$150 / hour
Heritage House Suite — Patterson / Hartveld House (max 15 guests)	Not available for weekday events	\$300 / first 3 hrs · \$100/add'l hr
Heritage House Suite — Petre Ranch House (max 8 guests)	\$250 / first 3 hrs · \$80/add'l hr	\$250 / first 3 hrs · \$80/add'l hr

2 Complimentary Setup Hours (split between setup, breakdown, or day-before rehearsal) **Additional set up time to be billed at half hourly rate.**

ADDITIONAL FEES

\$25 Non-refundable application / administration fee (due at submission)

\$500 Refundable cleaning & damage deposit (required for all events). Returned if the facility is left clean and undamaged. Additional cleaning or damage may result in deductions or additional charges.

VENUE CAPACITY

Location	Max Guests
Heritage Square Hall & Chapel	120 Guests
Heritage Square Plaza	220 Guests
East Courtyard	40 Guests
West Courtyard	35 Guests

Preferred Rates Available: Discounted pricing may be available for Heritage Square homeowners/tenants, non-profit organizations, and clients booking recurring corporate meetings. Please inquire for details.

HERITAGE SQUARE · EVENT APPLICATION

Please answer all questions completely. Incomplete applications will be returned. A \$25 non-refundable application fee is due at submission.

1. APPLICANT INFORMATION

First Name: _____

Last Name: _____

Phone: _____

Email: _____

Mailing Address: _____

City: _____

State / Zip: _____

2. EVENT DETAILS

Type of Event: _____

Estimated Guest Count: _____

(Wedding Ceremony, Reception, Private Party, Fundraiser, or other)

Requested Event Date: _____

Alternate Date: _____

Event Start Time: _____

Event End Time: _____

Setup Start Time: _____

Breakdown End Time: _____

Is this a multi-day event? ☐ Yes ☐ No

If yes, please list all event dates and hours: _____

Additional Vendors / Participants

Will your event include additional vendors, booths, or outside participants (such as food trucks, temporary food vendors, retail booths, or similar)?

☐ Yes ☐ No

If yes, please describe the type of vendors and estimated number:

3. FACILITIES REQUESTED

Please check all spaces you wish to reserve:

- | | |
|---|---|
| ☐ Heritage Square Plaza | ☐ Hall & Chapel |
| ☐ East Courtyard | ☐ West Courtyard |
| ☐ Petit House Porch (add-on) | ☐ Perkins House Sunroom (add-on) |

Heritage House Bridal Suites (add-on)

- | | |
|---|--|
| ☐ Patterson Hartveld House | ☐ Petre Ranch House |
|---|--|

4. FOOD & BEVERAGE

Will food be served? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No

Will alcohol be sold? ☐ Yes ☐ No

5. MUSIC & ENTERTAINMENT

Will amplified sound be used? (DJ, Band, PA System) ☐ Yes ☐ No

Details: _____

6. DECORATIONS

Will decorations be used? ☐ Yes ☐ No

Please describe: _____

7. EVENT COORDINATOR

Will you be using a professional event coordinator? ☐ Yes ☐ No

If yes, please provide coordinator contact information:

Coordinator Name: _____ Company: _____

Phone: _____ Email: _____

8. ADDITIONAL INFORMATION

Please provide any additional details about your event that may be relevant to your application:

FOR OFFICE USE ONLY

Rental Fee: _____ Deposit: _____ Contract Sent: _____

Notes: _____ Site Tour scheduled _____

HERITAGE SQUARE · EVENT RULES & REGULATIONS

General Policies

Heritage Square is not a public park, and the grounds, buildings, and facilities must be treated with care and respect.

- Facilities are available for use from 8:00 AM to 10:00 PM. The applicant shall not occupy or vacate the facilities outside the contracted times. Additional fees apply for early occupancy or late departure.
- No smoking is allowed in Heritage Square Hall or any other buildings on site.
- Children must always be under adult supervision and are not permitted to run around the site or up the steps of the houses.
- No vehicle loading or unloading is allowed on any brick, paved, or landscaped surfaces. All loading and unloading will be confined to designated parking lots.
- The applicant is solely responsible for the conduct of all persons attending the event and compliance with all regulations.
- Permission to use the facility may be revoked at any time for failure to follow the rules and regulations.
- All vendors must have a valid business license from the City of Oxnard Licensing Division.

Reservations & Cancellations

- All reservations shall be made on application forms provided by Medallion Events. Reservations may be made up to one year in advance. Applicants must be at least 18 years old.
- A 50% deposit is required upon approval of your application, with a signed agreement from Medallion Events to secure your reservation. The balance is due 30 days prior to the event. If booked within 30 days, the full amount is due at time of reservation.
- The total rental fee includes a refundable cleaning deposit. Cleaning deposit refunds will be issued within fourteen (14) days following the event, provided all conditions are met.
- Cancellations must be submitted in writing. The following refund schedule applies:
 - **Less than 30 days prior:** 50% refund of deposit, less \$25 admin fee.
 - **30–90 days prior:** 75% refund of deposit, less \$25 admin fee.
 - **More than 90 days prior:** 100% refund of deposit, less \$25 admin fee.

Property Damage

- Facilities shall be left in a clean and orderly condition immediately following the event.
- The payment of a cleaning deposit does not relieve the applicant of responsibility for clean-up, repairs, replacements, damages, or liability.
- If clean-up or repair costs exceed the deposit, the applicant shall be billed for the remaining balance.
- The applicant assumes sole responsibility for reimbursing Heritage Square for any loss or damage to property.
- No furnishings, equipment, or other property belonging to the site shall be removed from the premises.

Event Insurance & Personal Injury

- All events must fall within the City of Oxnard's insurance requirements for insurable events. The renter is responsible for obtaining and maintaining event liability insurance.
- Detailed insurance requirements, including COI instructions and additional insured information, will be provided upon approval of the event application.
- Proof of insurance must be submitted no later than fourteen (14) days prior to the event date.
- The City of Oxnard, Heritage Square Property Owners Association, Medallion Protective Services dba Medallion Events, and their respective officers, agents, employees, and representatives shall not be responsible for any accidents, injuries, or loss of personal property.

Food & Beverage

- All food and beverage service must be discussed in advance with Heritage Square Management to ensure compliance with applicable City of Oxnard and County of Ventura health and permitting requirements and Heritage Square policies.
- All caterers and food vendors must meet current local guidelines and regulations.

Security Guards

- Security services are required for certain events at Heritage Square, including receptions, parties, and events where children are in attendance. Security personnel must be present for the entire duration of the event.
- **For events with alcohol service:** a minimum of one (1) security guard is required for every fifty (50) guests, or fraction thereof.
- **For events without alcohol:** one (1) guard is required for every one hundred (100) guests, or fraction thereof.
- Security is provided by **Medallion Protective Services (PPO #120875)**, the approved security provider for Heritage Square
- Security guard services are arranged through Medallion Events and included in the venue quote. All security staffing and payment is handled directly by Medallion Events on behalf of clients.
- Heritage Square Management reserves the right to adjust security requirements based on the nature and size of the event.

Restroom Access

- The Chapel restrooms at Heritage Square will be made available for all events, regardless of whether the Chapel itself is included in the rental. Venue Operator will open restroom access as a standard accommodation for event guests.
- For events with a guest count exceeding one hundred and fifty (150) guests, Venue Operator reserves the sole discretion to determine whether onsite restrooms are sufficient. Client may be required to arrange and provide portable restroom facilities at Client's sole expense. Client will be notified of this requirement in advance of the event date.

Music & Decorations

- The use of amplified sound (DJ, band, or PA system) must be noted in the application and is subject to approval. Music must not disturb surrounding businesses or residents and may be subject to volume control. All amplified outdoor music must end by 10:00 PM.
- All decorations must be described in the application and approved in advance. No tape, glue, staples, nails, or tacks may be used on any painted, finished, or wood surfaces. Ladders are not provided.
- The use of advertising materials is not permitted without prior approval.
- Rice, birdseed, confetti, or similar materials may not be thrown anywhere on the property.

I certify that I have received, read, understand, and will abide by the Heritage Square Event Rules and Regulations.

Upon approval of this application, an Event Rental Agreement with full fee details and payment terms will be provided for your review and signature.

Applicant Signature

Date

Medallion Protective Services dba Medallion Events
2362 North Oxnard Blvd #202, Oxnard, CA 93036

Medallion Events | Heritage Square | Thank you for choosing us for your special event.