

# HERITAGE SQUARE

O · X · N · A · R · D

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

Heritage Square is truly a unique location for your special event, whether it be a wedding, wedding reception, a business or social affair or community fundraiser. Corporate events are far more memorable at Heritage Square with its warm and inviting atmosphere.

Our **Chapel** is a Ventura County historical landmark that was built in 1906 and was originally home to the First Christ Scientist Church. This beautifully restored building includes its original stained glass windows. The Chapel is available for viewing by appointment.

Heritage Square's outdoor **Main Plaza** captures the beauty of the Victorian mansions and surrounding gardens can seat up to 220 in audience/ceremony style or 180 for dining and makes for a memorable gathering. If your ceremony or event is to be small, you may prefer the gorgeous setting of the East or West **Courtyards**. The intimate feeling brings a special feeling to all.

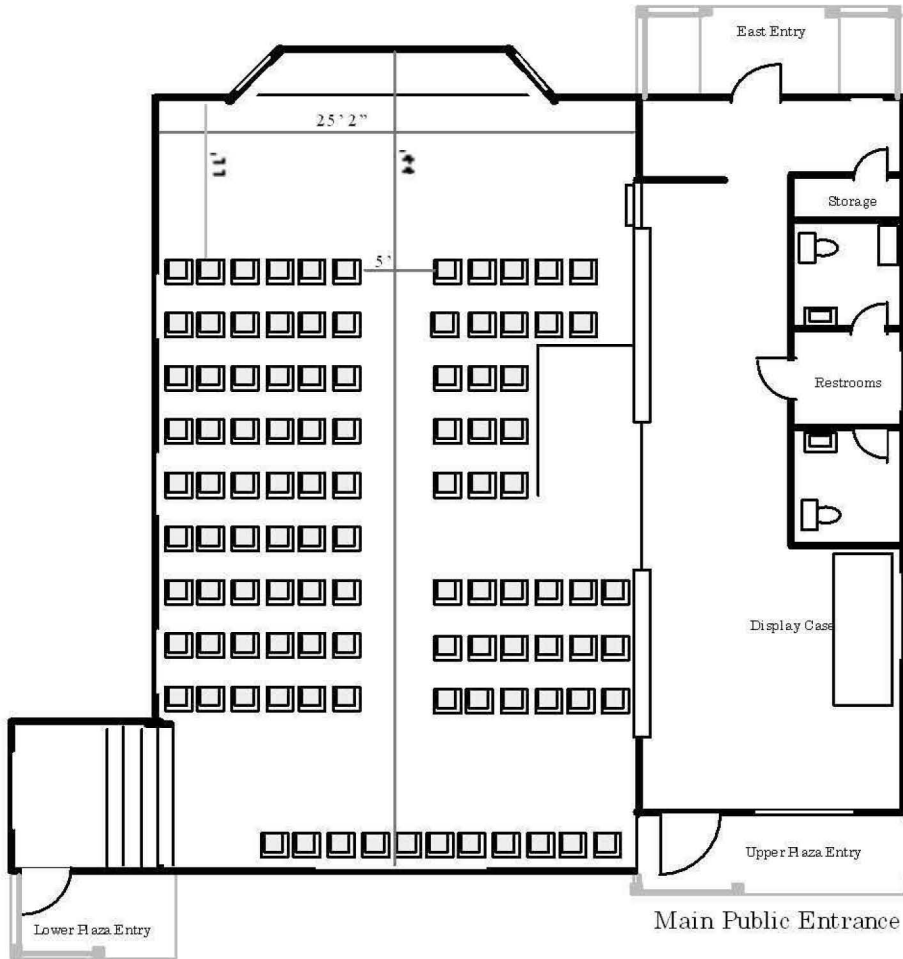
Once again, thank you for considering Heritage Square. If you have any additional questions you can reach us:

Customer Service  
Heritage Square Visitor Center  
805.483.7960  
HeritageSquareOxnard@gmail.com



# Heritage Square Hall & Chapel

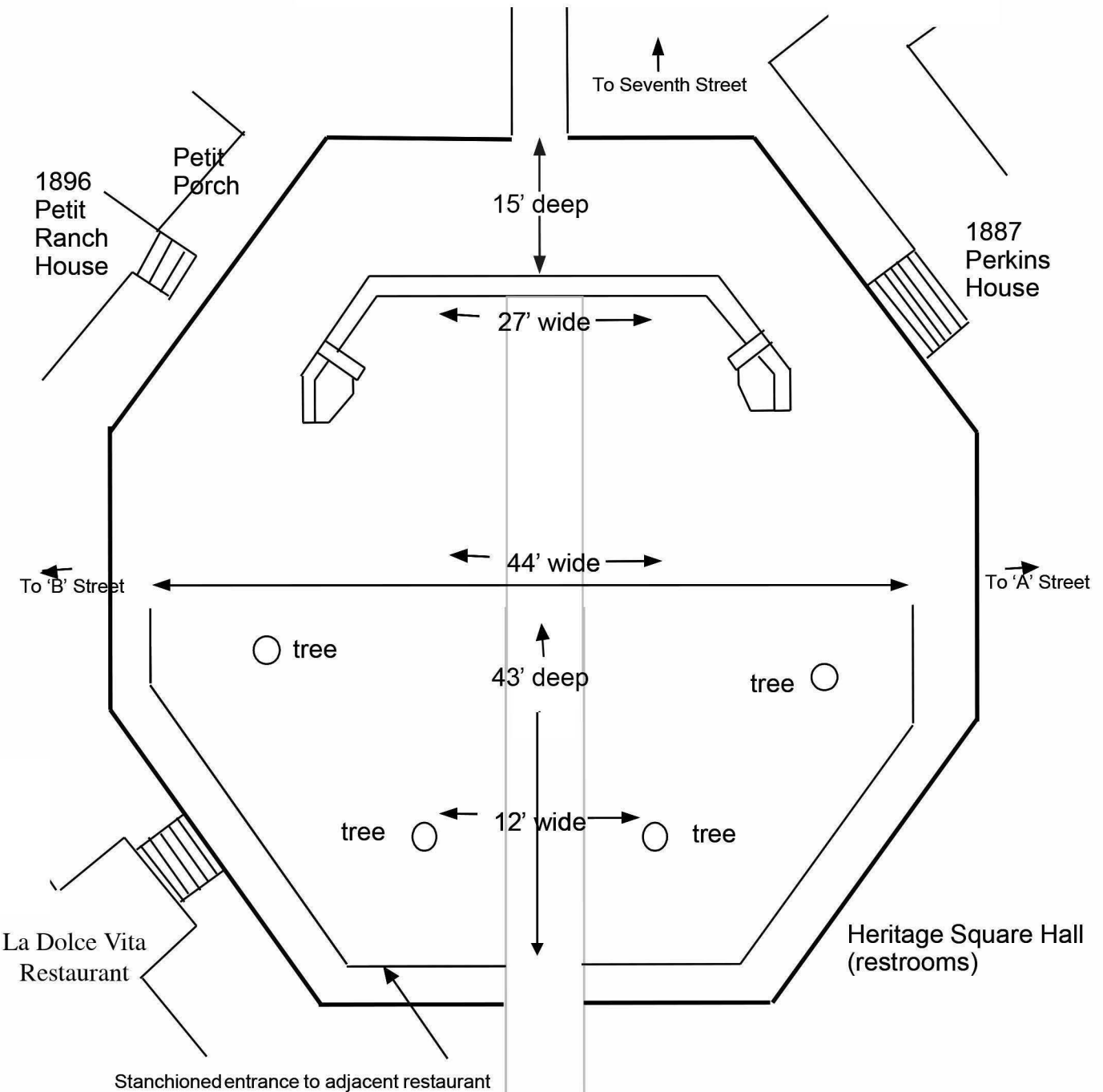
731 South "A" Street



Seating Capacity: 101 in fixed theater style seating. (Can be 120 with additional chairs)  
Floor is on incline with 11' x 25'2" stage/ceremony area.

# Heritage Square Facility Rentals

## Heritage Square Main Plaza with measurements



(approximate measurements)

## 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. Event liability insurance is required and cost is not included in the above package rates. All rules and regulations included in Heritage Square Event Application are enforceable.

### Heritage Square Weekday Hourly Rates

Location	Weekday Rate (M-Th)	Weekend Rate (F-Sun)
Heritage Square Hall and Chapel	\$125.00 per hour	\$225.00 per hour
Heritage Square Plaza East Courtyard and West Courtyard	\$125.00 per hour	\$225.00 per hour

### Heritage Square Guest Capacities

Heritage Square Hall and Chapel	120 Guests
Heritage Square Plaza	220 Guests
East Courtyard	35 Guests
West Courtyard	35 Guests

### Heritage Square Chair & Table Rates

Chair Rental.....\$1.00 per chair

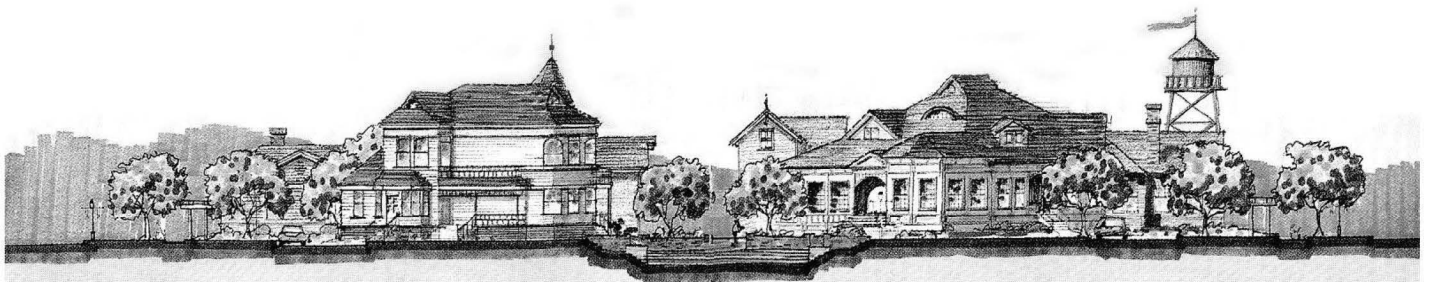
### Heritage Square Commercial Photography Rates

All Exterior Grounds of Heritage Square.....\$75.00 per hour\* (1 hour min.)

Professional photographers are required to make reservations and pay an hourly site photography fee for use of the common areas of Heritage Square.

Heritage Square may offer Heritage Square Property Owner/Tenant, Non-profit, Corporate and repeat user discounted rates for weekday bookings. Please inquire regarding availability and pricing.

\*Commercial Photography Hourly Rates





**FOR OFFICE USE:**

Rental fee: \_\_\_\_\_

Equipment: \_\_\_\_\_

Deposit: \_\_\_\_\_

Ref: \_\_\_\_\_

Please answer all of the following questions in order for your application to be reviewed and approved

## Event Application & Contract

Please answer all of the following questions

Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Reservation \_\_\_\_/\_\_\_\_/\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_  
(please allow for set-up & clean up time)

Estimated attendance: \_\_\_\_\_ adults \_\_\_\_\_ children (under 18)

Facilities requested. Please check all that apply and the hours per location:

Heritage Hall & Chapel \_\_\_ hrs.    Main Plaza \_\_\_ hrs.    East Courtyard \_\_\_ hrs.    West Courtyard \_\_\_ hrs

**Type of Event:**  
 ( ) Wedding Ceremony   ( ) Reception   ( ) Private Party   ( ) Fundraiser   ( ) Other: \_\_\_\_\_

Will you be serving food? ( ) yes ( ) no  
 If yes, what caterer will you be using? \_\_\_\_\_ (phone) \_\_\_\_\_

Will you be serving alcohol? ( ) yes ( ) no  
 If yes, what bartender will you be using? \_\_\_\_\_ (phone) \_\_\_\_\_

Will you be playing music or using a P.A. system? ( ) yes ( ) no  
 If yes, what musician or DJ will you be using? \_\_\_\_\_ (phone) \_\_\_\_\_

Will you be having equipment, flowers, cake, etc., delivered? ( ) yes ( ) no  
 If yes, please list companies and estimated time of delivery/pick-up:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 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. The facilities are available for use from 8 a.m. to 10 p.m. The applicant shall not occupy the facilities before or vacate the facilities after the times specified in the reservation. The applicant shall pay additional fees for early occupancy or late departure. No smoking is allowed in Heritage Square Hall or any other buildings on site. Children must be under adult supervision at all times 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 or unloading will be confined to the designated parking lots. The applicant is solely responsible for the conduct of the activity and compliance with all regulations by all persons attending the event. Permission to use the facility may be revoked at any time for failure to follow the rules and regulations as outlined above. 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 Heritage Square. Reservations may be made up to one year in advance. Applicants must be at least 18 years old. A 50% deposit is required upon receipt of your application to secure your reservation. The balance of your rental fees are due 30 days prior to the scheduled event. If your event is booked within 30 days of your event, the entire amount must be paid in full when your reservation is made. The refundable cleaning deposit is due 30 days prior to the event. Cancellations must be made in writing and the following refund schedule will apply if: Less than 30 days prior to the event: 50% of the deposit for rental fee; less a \$30 admin. fee. 30 to 90 days prior to event: 75% of deposit for rental fee; less a \$30 admin. fee. More than 90 days prior to event; 100% of rental fee deposit, less a \$30 admin. fee **\*\*Your Social Security Number is required for all refunds.**

### Property Damage

Facilities shall be left in a clean and orderly condition immediately following the event. The payment of a cleaning deposit for the use of the facilities shall not relieve the applicant of the responsibility of 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.

### Personal Injury / Insurance

All events must fall within the City of Oxnard's Insurance program of insurable events. Special event insurance is available through the City of Oxnard. The Community Development Commission, City of Oxnard, and the Heritage Square Property Owners Association, and its representatives shall not be responsible for any accidents, injury or loss of private property.

### Food / Beverages

Please discuss with a program representative.

### Security Guards

Security services are required by Heritage Square for receptions and parties and for events at which children will be in attendance. Security guards must be present for the entire event. One security guard must be provided for every 50 persons or a fraction thereof for events at which alcoholic beverages are served. One security guard must be provided for every 100 persons or a fraction thereof for events at which no alcoholic beverages are served. Heritage Square reserves the right to increase or decrease the security service requirements for an event on a case by case basis.

### Music / Decorations

The use of any amplification equipment must be noted in the application and is subject to approval by a Heritage Square Facility Manager. Music must not disturb other businesses or residents in the surrounding area, and may be subject to volume control by Heritage Square staff. Amplified outdoor music must be discontinued by 10:00 p.m. or as otherwise required by a Heritage Square Facility Manager. The use of decorations must be noted and described in the application and is subject to approval by Heritage Square. No tape, glue, staples, nails or tacks are to be affixed to any painted, finished or wood surfaces. Ladders are not available. No advertising materials shall be exhibited without prior approval. No rice, bird seed, confetti or other similar items may be thrown at Heritage Square.

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_