

BANQUET ROOM | RENTAL APPLICATION

Oxnard Performing Arts & Convention Center
800 Hobson Way, Oxnard, CA. 93030

Please complete each of the following and return to the Performing Arts & Convention Center (PACC) office, 800 Hobson Way, Oxnard. Completion of this questionnaire is NOT a guarantee that your request will be granted. This questionnaire is subject to approval by the PACC Executive Director. **Please use Meeting Room Rental Application if you would like to reserve meeting rooms or Auditorium Rental Application if you would like to reserve the Auditorium.**

Contact Information:

Reservation Issued To: _____ Address: _____

City: _____ Zip Code: _____ Phone Number: _____

E-Mail Address: _____ Organization Name: _____

Event Information:

Type of event: _____ Estimate Attendance: _____

Room/ Area to be Reserved: _____

Reservation Date: _____ to _____ Reservation Time: _____ to _____

Are Catering Services Desired? YES _____ NO _____ Caterer: _____

Are Bar Services Desired? YES ___ NO ___ **SERVICE MUST BE PROVIDED BY AN APPROVED BAR CATERER (PAGE 4)**

Equipment (No Charge):

Projector Screen _____ Portable Stage _____ Number of Wired Microphones _____ Podium _____

PA System _____ Tables: Round _____ Rectangular _____ Layout: Theater _____ Banquet _____ Other _____

Explain in Detail: _____

Equipment Rentals:

DLP Projector (\$25 rental) _____ Wireless Microphone (\$55 per mic rental) _____

Where Did You Hear About Our Facilities? _____

I CERTIFY THAT I HAVE READ AND WILL ABIDE BY THE RULES AND REGULATIONS THAT APPEAR ON THE ATTACHED SHEET.

Signature: _____ **Date:** _____

OFFICE USE ONLY:

Rental Rate _____ Refundable Cleaning Deposit _____ Non-Refundable Processing Fee _____

Pot Luck Fee _____ Insurance _____ Equipment _____ Room Charges Total _____

Security Guards Needed _____ Time _____ Security Guard Total _____

Rental Grand Total: _____



POT LUCKS

All pot luck or self-catered events shall be charged a pot luck fee of \$200 for the Oxnard Room and \$100 for the Ventura Room. Renter shall be responsible for providing own chafing dishes, electric crock pots, warming trays, dishes, and glasses. All electrical appliances must be equipped with a standard outlet. The PACC staff shall supply water and ice at no extra charge. The Ventura Room warm-up kitchen is available to the group renting the room. The Oxnard Room banquet kitchen is only available for use by the approved professional caterers who are on our attached list (page 4). Under no circumstances will the Oxnard Room banquet kitchen be available to "pot luck" renters.

The criteria for "pot luck" food service is as follows:

1. No charges are made, admissions collected, or donations are solicited.
3. Food is prepared by those attending and is generally shared among members of a limited group of persons.
4. Food is prepared off premises.
5. Food is not commercially prepared.

_____ (Initial)

PERMITS

A permit is required for debuts/ quinceañeras, wedding receptions, dances and/or any event with alcohol or entertainment. All sub-contractors, i.e., bands, DJ's, bakeries, decorators, florists, photographers, or videographers must have a City of Oxnard business license. The City of Oxnard License Services will notify them if they are not licensed. The Permit Application form is included as part of this packet. Please complete and return it to the PACC office 10 days prior to your event. There is no charge for the dance permit. **A special permit issued by the City of Oxnard Licensing Services and Fire Department will be required for open-flame table decorations. There is a fee charged for the special permit.**

_____ (Initial)

CONTRACTED SECURITY COMPANY

The PACC is under contract with Aztec Protection to provide all security services. Aztec Protection meets all the licensing and insurance requirements of the City of Oxnard and PACC. PACC shall be responsible for scheduling security services directly with Aztec Protection Security. Security service shall be contracted for one-half hour prior to the start of the event until one-half hour after the conclusion of renter's function. Renter shall pay a deposit of \$200 to book security services. The balance must be paid in full 30 days prior to renter's event. The event shall be subject to cancellation if not paid 30 days prior.

Aztec Protection PPO 120002, P.O. Box 346, Oxnard, CA 93032 (805)663-8302

	Straight Time (First 8 Hours)	Overtime (After 8 Hours)
Uniformed, unarmed security officer	\$25.00* per officer hour	\$35.00* per officer hour
Uniformed, armed security officer	\$35.00* per officer hour	\$50.00* per officer hour
Supervisor	\$33.00* per officer hour	\$47.00* per officer hour

*Hourly rate includes a PACC Administrative Fee.

_____ (Initial)

MAXIMUM ROOM CAPACITY

The room capacity shall not exceed the number indicated on the application. Aztec Protection and PACC personnel shall count all attendees including adults, children (including infants), musicians and their guests. **Once the room capacity has been reached, there shall be no "in and out" privileges. There shall be no loitering in or about the premises. Maximum Seating Capacity (wedding receptions, dances, debuts/quinceañeras, dinner/dances, anniversaries, etc.):**

Ventura Room - 250 people

Oxnard Room - 500 people

_____ (Initial)

BANQUET ROOM RENTAL RATES

Oxnard Room (500 Capacity)	STANDARD MONDAY-THURSDAY	WEEKEND FRIDAY-SUNDAY
Partial Day	\$819	\$1,436
Full Day	\$1,254	\$1,800
Overtime Rate*	\$100/ Hour	\$118/ Hour
Non-Refundable Processing Fee**	\$25	\$25
Refundable Cleaning Deposit**	\$500	\$500
Pot Luck Fee	\$200	\$200

Ventura Room (250 Capacity)	STANDARD MONDAY-THURSDAY	WEEKEND FRIDAY-SUNDAY
Partial Day	\$565	\$864
Full Day	\$693	\$992
Overtime Rate*	\$68/ Hour	\$87/ Hour
Non-Refundable Processing Fee**	\$25	\$25
Refundable Cleaning Deposit**	\$500	\$500
Pot Luck Fee	\$100	\$100

***Overtime Rate is imposed at times overlapping a period of occupancy as found in paragraph "Classification of Time Usage".**

****Deposit and non-refundable processing fee will be required to reserve a date.**

Basic rental rates include one custodial setup with existing inventory of tables and chairs. Any additional setups will be charged extra.

**THE PERFORMING ARTS & CONVENTION CENTER ADMINISTRATIVE OFFICE IS OPEN
MONDAY- FRIDAY, 9 AM TO 5:30 PM**

LIST OF APPROVED CATERERS

If you are planning to have a bar for your event, please select a bar caterer at least three weeks prior to your event to allow the caterer time to obtain a mandatory liquor permit from the Department of Alcoholic Beverage Control. If no permit is obtained, no bar will be allowed.

FOOD CATERERS (NO ALCOHOL)

<p>Alcaraz Catering Arturo Alcaraz 3201 Sturgis Road Oxnard, CA 93030 (805)377-0268</p>	<p>Epicure Catering Jacqueline Frame 1098 Granito Drive Ojai, CA 93023 (805)650-8772</p>	<p>Evitas's Mexican Café Aurelio Jauregui 3868 E. Main Street Ventura, CA 93003 (805)656-4571</p>	<p>Fresh & Fabulous Café Magda Weydt 221 West 5th Street Oxnard, CA 93030 (805)486-4547</p>
<p>Martino's Catering Vanessa Nunez 2151 Eastman Ave Oxnard, CA 93030 (805)988-8068</p>	<p>Pizza Man Dan's Dan Collier 444 E. Santa Clara Street Ventura, CA 93001 (805)856-9013</p>	<p>Tacos Mi Pueblo Roberto Naranjo 189 E. Gonzales Road Oxnard, CA 93030 (805)278-2626</p>	<p>Mi Pueblo Mexican Grill 150 W. Vineyard Ave Oxnard, CA 93036 (805)832-0119</p>

FOOD AND/ OR BAR CATERERS (CAN DO BOTH)

<p>Cabo Seafood Grill Arturo Garcia 1041 S. Oxnard Blvd. Oxnard, CA 93030 (805)487-6933</p>	<p>Casa Lopez Ozzie Lopez 325 South A. Street Oxnard, CA 93030 (805)240-9730</p>	<p>Chili Peppers Jose Perez 4421 Las Posas Drive Camarillo, CA 93010 (805)484-7260 (805)389-4793</p>	<p>DJ's Catering Doug Biggs 2784 Johnson Drive Ventura, CA 93003 (805)850-0194</p>
<p>El Ranchero Jorge Gonzalez 131 W. Second Street Oxnard, CA 93030 (805)240-7920 (805)486-5665</p>	<p>Events by CP Catering Martin Ledesma 845 Dicha Drive Oxnard, CA 93030 (805)479-0804</p>	<p>La Dolce Vita Michelle Kenney 740 South B Street Oxnard, CA 93030 (805)486-6878</p>	<p>Smokin' Steves' Pit BBQ Catering * Mark Clausen 1407 E. Los Angeles Ave. Simi Valley, CA 93065 (805)520-0601 (818)624-6105 www.smokinsteves.com</p>

***Beer and wine only**

BAR CATERERS (NO FOOD)

<p>Cielito Lindo Restaurant Raquel Rodriguez 637 S. Oxnard Blvd. Oxnard, CA 93030 (805)483-3131</p>	<p>Q-Club Jose Gonzales 2362 N. Oxnard Blvd. #107 Oxnard, CA 93036 (805)278-1231 (818)448-5580</p>
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RULES AND REGULATIONS

1. All applications for facility use shall be made via official forms provided by PACC. Permission to use PACC facilities shall be granted in accordance with an approved fee schedule adopted by the PACC Board of Directors/Oxnard City Council.
2. Completed facility use applications along with the required room deposit shall be returned to PACC, 800 Hobson Way, Oxnard, CA 93030, emailed to paccinquiries@oxnard.org, or faxed to (805)483-7303.
3. Small classroom/meeting room rental fees and/or banquet room cleaning deposits shall be paid at the time the facility application is submitted.
4. Remaining balance of rental fees must be paid ten (10) working days prior to applicant's program date. Applicable rental rates are effective from time-in to time-out. All programs must conclude by 12:00 am.
5. **Room Reservation Cancellation: PACC requires thirty (30) days advance cancellation notice by applicant in order to receive a refund of fees.** When proper cancellation notification is presented to PACC, room rental fees, less a 10% administrative fee, shall be refunded to applicant via check 4-6 weeks after the conclusion of event. Applicant's failure to give appropriate cancellation notice to PACC may affect approval of subsequent facility use requests.
6. Reservations for ongoing room use shall be granted for a period **not to exceed** six (6) months. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any individual or organization.
7. Reservations may be revoked for the following reasons:
 1. Such use may interfere with City of civic programs.
 2. Where there has been a violation of approved regulations.
 3. It is found that application for facility reservation contains false or misleading information.
 4. An accidental conflict in reservations occurs.
8. In the event that applicant cancels a reservation, PACC staff must be notified immediately. PACC staff reserves the right to cancel or relocate any non-paying recreation group who meets regularly at the center in lieu of a paying group that would generate revenue for the City of Oxnard.
9. PACC room facilities can be rented seven days a week depending upon availability. Applicants who want to use the facilities other than during the designated hours of operation or during legal holidays will be charged a personnel fee according to the fee schedule. PACC will be closed on the following legal holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas.
10. The granting of repeat facility reservations to any applicant will be contingent upon care of property and observances of approved PACC rules and regulations.
11. Any and all damage and/or loss of PACC property as a result of applicant's usage will be the responsibility of applicant.
12. An adult sponsor who will be in attendance and in charge of activity must complete Youth group reservations. For every 20 youths attending, one responsible adult must be present and the names of such chaperones shall be furnished to PACC staff three days prior to use of the facility.
13. Applicant must obtain prior approval from PACC to decorate in any of center's facilities. Applicant must obtain a permit from the City of Oxnard Licensing Services and Fire Department for usage of open flame decorations such as: Candles, lanterns, torches, fire batons, or any other open-flame. No tapes, glues, staples, nails, tacks or any other types of adhesives that can cause damage to painted surface will be permitted. PACC does not provide ladders. Applicant must provide own ladder.
14. Under no circumstances shall applicant remove PACC equipment from the premises.

15. PACC facilities shall be left in a clean and orderly condition. Any PACC equipment moved shall be returned to its original location. Applicant will be responsible for any additional cleanup fees incurred.
16. Applicant shall not use any foreign matter on the parquet flooring, i.e., dance wax. Applicant will be charged accordingly for any floor damage incurred as a result of this.

17. **FOOD CATERING**

ONLY PACC/CITY OF OXNARD APPROVED CATERERS SHALL BE PERMITTED TO USE THE BANQUET KITCHEN.

GROUPS PROVIDING THEIR OWN FOOD ACCORDING TO THE POT LUCK CRITERIA (SEE PAGE 2) WILL BE ASSESSED A FEE OF \$200 FOR THE OXNARD ROOM AND \$100 FOR THE VENTURA ROOM.

18. **ALCOHOLIC BEVERAGE CATERING**

ALL ALCOHOL MUST BE PROVIDED BY AN APPROVED CITY OF OXNARD BAR CATERER (SEE PAGE 4). APPLICANTS CANNOT PROVIDE THEIR OWN ALCOHOL. THE PERFORMING ARTS & CONVENTION CENTER DOES NOT PERMIT THE SERVING OF ALCOHOL FOR UNDERAGE PUBLIC EVENTS.

Applicants who are permitted to have alcoholic beverages served during their programs, must make arrangements with an approved bar caterer (see page 4). All alcoholic beverages (this includes but is not limited to beer, wine, champagne, hard liquor, punch containing any alcohol, and/or champagne toasts) must be served by an approved City of Oxnard/PACC bar caterer. A caterer's fee of \$400 for the Oxnard Room and \$200 for the Ventura Room is paid to the City of Oxnard/PACC by the bar caterer.

The last call for bar service shall be one hour prior to close of event. Bar hours shall be posted.

SECURITY REQUIREMENTS

PACC shall be responsible for scheduling security services directly with Aztec Protection. Security guards shall be present during and within one-half hour before and after the time that live entertainment is presented at a public dance. Security guards shall keep order inside and immediately outside the location where the public dance is held, including the parking areas adjacent thereto. Security guards shall not permit loitering outside the public dance. One security guard shall be present when 25 to 50 patrons are present, and one additional security guard shall be present for each additional increment of 1-50 patrons, up to a maximum of eight security guards. Applicant shall pay the security balance in full 30 days prior to program date. If not paid 30 days prior, the event shall be subject to cancellation.

19. Kitchen facilities are available in the Ventura Room only. Priority use shall be given to the group renting the Ventura Room.
20. The use of public address sound equipment on PACC premises shall be limited to the equipment provided by the facility. Applicant may provide own system if desired.
21. Religious groups desiring ongoing use of PACC facilities for the purpose of conducting religious services shall apply in writing to the manager of the facility. Reservations shall be granted for emergency situations only. Such uses shall be limited to a six-month period at any one consecutive time.
22. Any individual, group, or organization that is deemed subversive or that has as one of its objectives the overthrow of the United States government shall not be permitted to use PACC facilities.
23. PACC shall reserve the right to review all applications for use and make policy changes as deemed necessary.
24. PACC shall require from all applicants to provide certificates of liability insurance (see page 5) naming the City of Oxnard/PACC as additionally insured as to its interest. Applicant may provide a certificate of

liability insurance from own insurance company or a policy may be purchased from PACC for a nominal fee.

25. Applicant shall not post any advertisements, flyers, posters, circulate petitions, or solicit donations on PACC premises without first obtaining written approval from the manager or designated representative of the facility.
26. PACC reserves all concession rights for its own benefit. Applicant may sell programs, records, tapes, books, and related items as they pertain to applicant's program and that are sold in conjunction with event. Applicant shall make arrangements in advance with PACC. Applicant shall be subject to a minimum payment of 15% of the gross receipts.
27. Applicant shall be responsible for occupying and vacating the premises according to the time specified on the reservation. Any deviations will result in overtime rental and/or personnel fees to the applicant.
28. Applicant or designated representative shall remain on the premises during the move-out of any of applicant's equipment and/or contracted musicians' equipment's at the conclusion of program. Applicant shall be allowed one-half hour at the conclusion of the program to accomplish any move out of equipment. If applicant exceeds one-half hour, applicant shall be subject to overtime rate fee.
29. Applicant shall provide complete, detailed information of proposed program for the facility reservation. PACC staff shall not be under obligation to supply any equipment nor to perform any work not specified in reservation.
30. Applicant shall act as or designate one person to act as program coordinator. Applicant or the designated representative shall make all arrangements with the PACC.
31. Any equipment, supplies, decorations, or other items pertaining to applicant's program left on PACC premises for more than ten (10) working days after the conclusion of said program shall be deemed as abandoned and shall be disposed of by the manager of the facility.
32. Any facility cleaning deposit due to applicant at the conclusion of program or any refund due to applicant as a result of program cancellation shall be returned to applicant via U.S. postal service. Applicant shall be responsible for notifying the staff of the Oxnard Performing Arts & Convention Center of any address changes prior to applicant's program.
33. No vehicles will be permitted inside the Oxnard Performing Arts & Convention Center complex for the purpose of loading and unloading equipment, supplies, etc., pertaining to the applicant's program. Applicant shall use only the designated parking areas on Hobson Way, Ninth Street or the employee parking lot directly behind the Oxnard Room (between complex and park).

I HAVE READ AND SHALL ABIDE BY THE ABOVE-MENTIONED RULES AND REGULATIONS OF THE OXNARD PERFORMING ARTS & CONVENTION CENTER.

Signed by: _____ Date: _____

Print Name: _____

ARTICLE V. DANCES

SEC. 11-170. DEFINITIONS

For the purpose of this article, the following words shall have the following meanings:

- (A) PUBLIC DANCE – A dance that is not conducted in a private residence by one or more occupants thereof and attended only by persons invited by the occupant.
- (B) SECURITY GUARD – Any person who is licensed by the State pursuant to Cal. Bus. And Prof. Code, Section 7580, of Division 3, or who is employed by such a licensed person as a security guard, and who wears a uniform with a badge identifying the person as a security guard, and who has no duties in the public dance except duties related to security.

SEC. 11-171. DANCE PERMIT REQUIRED

No person shall conduct a public dance without a valid dance permit obtained pursuant to this chapter. If a public dance is held in a location that is rented or provided for consideration in any form to the person holding the public dance, the person providing the location and the person in charge of the public dance are jointly and severally responsible for obtaining a dance permit. (` 64 Code, Sec. 12-2.2) (Ord. No. 2386)

SEC. 11-172. TERM; FEES

- (A) A public dance permit may be issued for the duration of the city's fiscal year or for any specific day or days. If a dance permit is issued for a fiscal year, the permit shall specify the location in which public dances may be held, and the permittee shall give the police chief at least ten days' written notice of each date and time that a public dance will be held pursuant to the permit.
- (B) Fees for dance permits shall be established by resolution of the city council.(` Code, Sec. 12-2.3) (Ord. No. 2386)

SEC. 11-173. EXCEPTIONS

No dance permit is required for either of the following public dances:

- (A) Those sponsored by public or private schools, churches, or the city; and
- (B) Those conducted by nonprofit associations, provided that the prior approval of the police chief And fire chief has been obtained. Such approval may be conditional or may be withheld. If approval is withheld, the public dance may be held only if a dance permit is obtained. (` Code, Sec. 12-2.4) (Ord. No. 2386)

SEC. 11-174. SECURITY

Security guards shall be present during and within one-half hour before and after the time that live entertainment is presented at a public dance. Security guards shall keep order inside and immediately outside the location where the public dance is held, including the parking areas adjacent thereto. Security guards shall not permit loitering outside the public dance. One security guard shall be present when 25 to 50 patrons are present, and one additional security guard shall be present for each additional increment of 1-50 patrons, up to a maximum of eight security guards. (` 64 Code, Sec. 12-2.5) (Ord. No. 2386)

SEC. 11-175. CONDITIONS

The license collector may impose reasonable conditions on dance permits relating to supervision, security, crowd control, noise, fire regulations, and the avoidance of adverse impacts on persons or activities nearby. A dance permit may be denied if problems created by the public dance cannot adequately be mitigated by conditions. (` 64 Code, Sec. 12-2.6) (Ord. No. 2386)

SEC. 11-176. HOURS OF DANCE

No public dance shall be conducted or permitted between 2:00 a.m. and 8:00 a.m. (` 64 Code, Sec. 12-2.7) (Ord. No. 2386)

SEC. 11-177. MINORS

- (A) A person under the age of 18 may attend a public dance only if no alcohol is allowed to be consumed in or about the location where the public dance is held. A person under the age of 18 who attends such a public dance shall leave the public dance no later than 10:00 p.m.
- (B) The person in charge of a public dance to which persons under the age of 18 are admitted shall not permit alcohol to be consumed in or about the location where the public dance is held and shall either terminate the public dance no later than 10:00 p.m. or shall require all persons under the age of 18 to leave the public dance no later than 10:00 p.m. (` 64 Code, Sec.12-2.8) (Ord. No. 2386)

SEC. 11-178. TERMINATION BY POLICE CHIEF

- (A) The police chief or designee may terminate any public dance that creates a public nuisance by reason of excessive noise, congestion, disturbances of the peace, or any other reason, or that is operated without a required dance permit or in violation of the conditions of a dance permit.
- (B) All direct and indirect costs of providing the police response necessary to terminate the private dance shall be charged to the permittee or person presenting the dance. Such costs shall be deemed a debt to the city, and any person required to pay such costs shall be liable in an action brought in the name of the city for recovery of such costs, including reasonable attorneys' fees.
(` 64 Code, Sec. 12-2.9) (Ord. No. 2386)