

**MEETING ROOM | RENTAL APPLICATION**

Oxnard Performing Arts & Convention Center  
800 Hobson Way, Oxnard, CA. 93030  
Phone: (805)385-8149 email: [pacquiring@oxnard.org](mailto:pacquiring@oxnard.org)

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 Banquet Room Rental Application if you would like to reserve the banquet 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 \_\_\_\_\_

**Equipment (No Charge):**

Projector Screen \_\_\_\_\_ Podium \_\_\_\_\_ Tables: Round \_\_\_\_\_ Rectangular \_\_\_\_\_ Chairs \_\_\_\_\_

Layout: Theater \_\_\_\_\_ Classroom \_\_\_\_\_ Conference \_\_\_\_\_ Other \_\_\_\_\_

Explain in Detail: \_\_\_\_\_

**Equipment Rentals:**

DLP Projector (\$25 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 \_\_\_\_\_ Insurance \_\_\_\_\_ Equipment \_\_\_\_\_ Room Charges Total \_\_\_\_\_



## 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), and all other guests.

### Maximum Seating Capacity:

**Fillmore Room - 45 people | Camarillo Room- 45 people | Santa Paula Room- 45 people  
Thousand Oaks Room- 45 people\* | Hueneme Room- 45 People\*  
\*May be combined into one room**

## MEETING ROOM RENTAL RATES

Meeting Room	STANDARD MONDAY-THURSDAY	WEEKEND FRIDAY-SUNDAY
Partial Day	<b>\$45</b>	<b>\$65</b>
Full Day	<b>\$68</b>	<b>\$100</b>

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

## INSURANCE REQUIREMENTS

Applicant will be required to provide a Certificate of Insurance naming the Performing Arts & Convention Center and the City of Oxnard as additionally insured as per requirements. Insurance may be obtained through the Performing Arts & Convention Center for a fee. The insurance requirements are as follows:

<b>Limits of Insurance (each occurrence limit)</b>	<b>\$1,000,000</b>
<b>Personal and Advertising Injury Limit</b>	<b>\$1,000,000</b>
<b>Medical Expense Limit</b>	<b>\$ 5,000</b>
<b>Fire Damage Limit (any one fire)</b>	<b>\$ 50,000</b>
<b>Products- Completed (operations aggregate limit)</b>	<b>\$1,000,000</b>
<b>General Aggregate Limit (Other than products-completed operations)</b>	<b>\$1,000,000</b>

## MINIMUM COVERAGE IF USING OWN INSURANCE

- |           |                                  |  |
|-----------|----------------------------------|--|
| <b>1.</b> | <b>Bodily Injury Liability</b>   | <b>\$1,000,000 Each Person<br/>\$1,000,000 Each Occurrence</b> |
| <b>2.</b> | <b>Property Damage Liability</b> | <b>\$1,000,000 Each Person<br/>\$1,000,000 Each Occurrence</b> |

- 3. City of Oxnard must be protected as per the following statement on Certificate of Verification Insurance:**

**"CITY OF OXNARD AND OXNARD PERFORMING ARTS CENTER NAMED AS  
ADDITIONAL INSURED AS RESPECTS THEIR INTEREST."**

## 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](mailto:paccinquiries@oxnard.org), or faxed to (805)483-7303.
3. Small classroom/meeting room rental fees shall be paid at the time the facility application is submitted.
4. **Room Reservation Cancellation: PACC requires five (5) 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.
5. 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.
6. 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.
7. 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.
8. 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, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, and Christmas.
9. The granting of repeat facility reservations to any applicant will be contingent upon care of property and observances of approved PACC rules and regulations.
10. Any and all damage and/or loss of PACC property as a result of applicant's usage will be the responsibility of applicant.
11. 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.
12. 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.
13. Under no circumstances shall applicant remove PACC equipment from the premises.
14. 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.
15. 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.
16. **THE OXNARD PERFORMING ARTS & CONVENTION CENTER DOES NOT PERMIT THE SERVING OF ALCOHOL IN THE MEETING ROOM AREAS.**

17. 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.
18. 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.
19. 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.
20. PACC shall reserve the right to review all applications for use and make policy changes as deemed necessary.
21. PACC shall require from all applicants to provide certificates of liability insurance (see page 2) 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.
22. Applicant shall not post any advertisements, flyers, posters, circulate petitions, or solicit donations on PACC premises without first obtaining written approval from the designated representative of the facility.
23. 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.
24. 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.
25. 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.
26. 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.
27. 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.
28. 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.
29. 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 or Ninth Street.

**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: \_\_\_\_\_