

# Oxnard Performing Arts Center Corporation

## Rules and Regulations | Banquet Rooms

1. All applications for facility use shall be made via official forms provided by OPACC. Permission to use OPACC facilities shall be granted in accordance with an approved fee schedule adopted by the OPACC Board of Directors/Oxnard City Council.
2. Completed facility use applications along with the required room deposit shall be returned to OPACC, 800 Hobson Way, Oxnard, CA 93030 or emailed to rentals@oxnardperformingarts.com.
3. Banquet room security deposit shall be paid at the time the facility application is submitted. Security deposit for the Oxnard room is \$200 and \$100 for the Ventura Room along with a \$25 non-refundable processing fee. Security deposit will be returned in 3-4 weeks after the event as long as there is no damage and venue policies have been followed.
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: OPACC requires thirty (30) days advance cancellation notice by applicant in order to receive a refund of fees. When proper cancellation notification is presented to OPACC, room rental fees, less a 10% administrative fee, shall be refunded to applicant via check 3-4 weeks after the conclusion of event. Applicant's failure to give appropriate cancellation notice to OPACC will forfeit security deposit and 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:
  - Such use may interfere with City or civic programs.
  - Where there has been a violation of approved regulations.
  - It is found that the application for facility reservation contains false or misleading information.
  - An accidental conflict in reservations occurs.
8. In the event that applicant cancels a reservation, OPACC staff must be notified immediately. OPACC staff reserves the right to cancel or relocate any event.
9. OPACC 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. OPACC 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 OPACC rules and regulations.
11. Any and all damage and/or loss of OPACC property as a result of applicant's usage will be the responsibility of the 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 OPACC staff three days prior to use of the facility.
13. Applicants must obtain prior approval from OPACC to decorate in any of the center's facilities. Applicants 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 any surfaces will be permitted. OPACC does not provide ladders. Applicants must provide their own ladder.

14. Under no circumstances shall applicants remove OPACC equipment from the premises.

15. OPACC facilities shall be left in a clean and orderly condition. Any OPACC equipment moved shall be returned to its original location. Applicants 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. Applicants will be charged accordingly for any floor damage incurred as a result of this.

17. The Oxnard Performing Arts Center assesses a cleaning fee for any food and non alcoholic beverages brought into the banquet rooms. The Ventura Room incurs a cleaning fee of \$100 and the Oxnard Room has a cleaning fee of \$200. Catering may be done through the OPACC's in-house catering service or using a vendor on the OPACC-approved caterer list. The banquet kitchen is not available for client use.

18. All alcohol must be arranged with and served by Sterling Venue Ventures. OPACC does not permit the serving of alcohol for underage public events. 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 Sterling Venue Ventures. The last call for bar service shall be thirty minutes prior to the close of the event. Bar hours shall be posted.

19. Security guards may be required depending on the nature of the event and expected attendance. Events must use the security company contracted by the OPACC.

20. Kitchen facilities are available in the Ventura Room only and will be assessed a cleaning fee of \$100. Priority use shall be given to the group renting the Ventura Room.

21. The use of public address sound equipment on OPACC premises shall be limited to the equipment provided by the facility. Applicants may provide their own system if desired.

22. Religious groups desiring ongoing use of OPACC 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.

23. 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 OPACC facilities.

24. OPACC shall reserve the right to review all applications for use and make policy changes as deemed necessary.

25. OPACC shall require all applicants to provide certificates of liability insurance naming the City of Oxnard, Sterling Venue Ventures, and Oxnard Performing Arts Center as additionally insured as to its interest. Applicants may provide a certificate of liability insurance from their own insurance company or a policy may be purchased from OPACC for a nominal fee.

26. Applicants shall not post any advertisements, flyers, posters, circulate petitions, or solicit donations on OPACC premises without first obtaining written approval from the manager or designated representative of the facility.

27. OPACC reserves all concession rights for its own benefit. Applicants may sell programs, records, tapes, books, and related items as they pertain to the applicant's program and that are sold in conjunction with events. Applicants shall make arrangements in advance with OPACC. Applicant shall be subject to a minimum payment of 15% of the gross receipts.

28. Applicants 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.

29. Applicant or designated representative shall remain on the premises during the move-out of any of applicant's equipment and/or contracted musicians' equipment at the conclusion of the 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 which may be deducted from security deposit.
30. Applicants shall provide complete, detailed information of proposed programs for the facility reservation. OPACC staff shall not be under obligation to supply any equipment nor to perform any work not specified in reservation.
31. Applicant shall act as or designate one person to act as program coordinator. Applicant or the designated representative shall make all arrangements with the OPACC.
32. Any equipment, supplies, decorations, or other items pertaining to the applicant's program left on OPACC 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.
33. Any facility security 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.
34. 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.
35. Applicants 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). The OPACC reserves the right to implement paid parking in its lots. Parking is first come, first serve unless otherwise arranged.
36. Applicants shall abide and enforce rules and guidelines provided by the Oxnard Performing Arts Center Corporation to prevent the spread of COVID-19.