

HERITAGE SQUARE

O · X · N · A · R · D

Thank you for considering Heritage Square as the location for your special event!

Heritage Square is truly a unique venue for private and public events, whether it be a wedding, wedding reception, a social affair or community fundraiser. All events are far more memorable at Heritage Square with its warm and inviting atmosphere.

Heritage Square Hall & 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 and replicated stained glass windows. The Chapel is open Monday through Saturday 8:00 a.m. to 4:00 p.m. for self viewing or you can make an appointment for a site tour by calling 805.483.7960 or via email at HeritageSquare@aol.com. You can also obtain more information and view images of Heritage Square at www.HeritageSquareOxnard.com.

Heritage Square's outdoor **Main Plaza** captures the beauty of the Victorian mansions and surrounding gardens. This spacious open-air plaza is an ideal setting for garden ceremonies and receptions. The **Main Plaza** area seats up to 220 in audience/ceremony style or 200 for dining and makes for a memorable gathering.

If your ceremony or event is to be smaller and more intimate, you may prefer the setting of the **Rose Garden** in our East Courtyard area. Indoor receptions and parties can utilize the **McGrath House's** second floor banquet room at the **La Dolce Vita Restaurant** which seats up to 80 guests.

We can provide a list of professional event vendors who are available to help plan and implement your wedding, reception or other special event. All food and beverage service in our **Main Plaza** and **Courtyards** is handled by our exclusive onsite caterer **La Dolce Vita**. Menu options and pricing can be found on their web site at ladolcevitadimare.com or by calling Michelle Kenny at 805.486.6878. You may contact an event rental company for assistance with tables, linens, etc. or **La Dolce Vita** can assist with your event in its entirety with convenient all inclusive packages.

Once again, thank you for considering Heritage Square. If you have any additional questions you can reach us by calling the Heritage Square Visitor Center, 805.483.7960 or email us at heritagesquare@aol.com.

Gary Blum
Heritage Square
Site Manager



Insurance for your Event at Heritage Square

It is required for all event holders of Heritage Square's rental facilities to provide a certificate of insurance. You may have your homeowner's insurance policy cover your event by submitting a certificate from your insurance agent of evidence on your homeowner's policy that will cover the event and the premises (**Heritage Square, 715 South A Street**) on the day of the event. There typically is a small fee from your insurance company for this certificate.

Why do I need Event Insurance?

The City of Oxnard requires proof of Liability Insurance for all private events taking place on property owned by the City of Oxnard. Heritage Square Hall/Chapel is owned by the City and the common areas of Heritage Square are jointly owned by the City and the Heritage Square Property Owners Association.

If I want to provide my own Insurance what do I ask my agent for?

You can obtain the insurance from your own insurance agent on an existing homeowners or renters policy or you can purchase a one day policy directly from the City of Oxnard's event insurance program. If you would like to pursue getting insurance from your own policy you will need to meet these requirements:

Insurance Requirements:

- Prior to event, user shall obtain comprehensive general liability insurance in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant with coverage equivalent to Insured Services Office Commercial General Liability coverage (Occurrence Form CG0001/ED, November, 1998).
- The City of Oxnard (City) and Heritage Square Property Owners Association (HSPOA) must be named as additional insured on the above insurance policy.
- User agrees to indemnify the HSPOA, the City of Oxnard, and all of their employees, agents or representatives for any accidents, injury, loss of property, or liability related to the event.
- The insurance certificate can be faxed to (805) 486-4299 or mailed to 715 South A St., Oxnard CA 93030

How do I get Insurance from the City of Oxnard?

The majority of our event holders at Heritage Square find it easier and less expensive to take advantage of the city's Event Insurance program. After completing and submitting your approved Event Application here at Heritage Square you may obtain your insurance by going to the City of Oxnard's Risk Management office and purchasing your one day policy.

Oxnard Risk Management 300 W Third Street, Oxnard, CA 93030 - PHONE (805) 385-7578 or FAX (805) 385-7466.

Where do I go and when are they open?

The City of Oxnard's Risk Management Office is located on the third floor, at 300 West Third Street at the SW corner of Third and B Street. The Risk Management office is open 8am - 5pm Monday through Thursday and every other Friday 8 am - 5pm. (City offices are closed every other Friday)

Directions to the City of Oxnard's Risk Management Office from Heritage Square –

Go to the corner of 7th and A Street
(Make sure Heritage Square is on your right)
Make a left on A Street and go to 3rd Street
Make a left on 3rd Street and go to the four-story concrete/glass building located on your left:

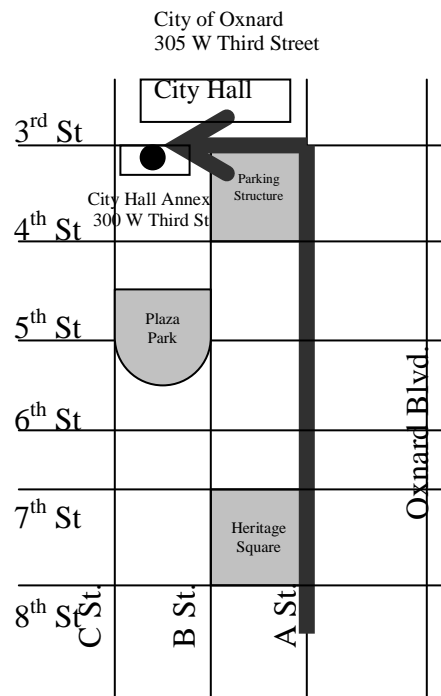
300 W. Third Street

You can park on the street or in the parking structure.

Go into the building and take the elevator to the third floor. Make a right out of the elevator and go to the door at the end of the hall.

Tell them you are there to purchase insurance for your event at Heritage Square.

They will email a copy of the insurance certificate to Heritage Square's office.



Heritage Square Wedding & Event Packages

2009/2010 Rates

PACKAGE 'A'

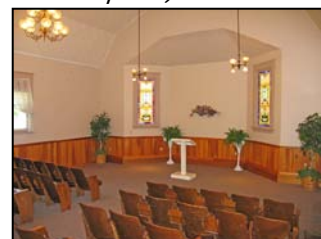
Chapel Ceremony

\$425

- ☞ 2 hours of Chapel use including set up and breakdown *(Available until 3pm only if no reception)*
- ☞ Exclusive use of Heritage Square grounds for wedding photography
- ☞ Use of bridal changing area

Maximum capacity: 120 guests

(Damage deposit of \$200 is required. Additional hours are charged at \$75 per hour)



PACKAGE 'B'

Plaza Ceremony

\$525

- ☞ 2 hours of Main Plaza use including set up and breakdown *(Available until 3pm only if no reception)*
- ☞ Chairs provided at \$1.00 per chair
- ☞ Exclusive use of Heritage Square grounds for wedding photography
- ☞ Use of bridal changing area and wedding arch

Maximum capacity 220 guests for ceremony; 200 for reception

(Damage deposit of \$250 required. Additional hours are charged at \$75 per hour)

Chairs provided at \$1 ea. for plaza events – Includes set up and removal.

All other equipment can be provided by the rental company of your choice or La Dolce Vita.



PACKAGE 'C'

Chapel Ceremony & Plaza Reception

\$1125

- ☞ 2 hours of Chapel use for your wedding ceremony
- ☞ 4 hours of Main Plaza use including set up and breakdown
- ☞ plus 2 hours free set up and breakdown time
- ☞ Exclusive use of Heritage Square grounds for wedding photography
- ☞ Use of bridal changing area

Maximum capacity 120 Chapel guests for ceremony; 200 for Plaza reception

(Damage deposit of \$250 required. Additional hours are charged at \$75 per hour)

Chairs provided at \$1 ea. for plaza events – Includes set up and removal.

All other equipment can be provided by the rental company of your choice or La Dolce Vita.



PACKAGE 'D'

Plaza Ceremony & Plaza Reception

\$1225

- ☞ 6 hours of Main Plaza use for your ceremony and reception
- ☞ plus 2 hours free set up and breakdown time
- ☞ Exclusive use of Heritage Square grounds for wedding photography
- ☞ Use of bridal changing area and wedding arch

Maximum capacity 220 guests for ceremony; 200 for Plaza reception

(Damage deposit of \$250 required. Additional hours are charged at \$75 per hour)

Chairs provided at \$1 ea. for plaza events – Includes set up and removal.

All other equipment can be provided by the rental company of your choice or La Dolce Vita.



PACKAGE 'E'

Plaza Reception

\$750

- ☞ 4 hours of Main Plaza use for your reception
- ☞ plus 2 hours free set up and breakdown time
- ☞ Chairs provided at \$1.00 per chair
- ☞ Use of Heritage Square for wedding photography
- ☞ Use of bridal changing area

Maximum capacity 220 guests for ceremony; 200 for reception
(Damage deposit of \$250 required. Additional hours are charged at \$75 per hour)
Chairs provided at \$1 ea. for plaza events – Includes set up and removal.
All other equipment can be provided by the rental company of your choice or by La Dolce Vita.



PACKAGE 'F' (Available until 3pm only if no reception)

Courtyard Ceremony (Maximum capacity 35 guests)

\$180

- ☞ 1 hour use of site including set up and breakdown.
- ☞ Choice of either West (Fountain area) or East (Rose Garden) Courtyard
- ☞ Includes use of up to 35 chairs at no additional charge
- ☞ Use of Heritage Square for wedding photography
- ☞ Use of bridal changing area and wedding arch

(Damage deposit of \$100 required. Additional hours are charged at \$75 per hour)



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

Heritage Square Hall and Chapel	\$125.00 per hour
Heritage Square Plaza	\$125.00 per hour

Heritage Square Guest Capacities

Heritage Square Hall and Chapel	120 guests (plus stage area attendees)
Heritage Square Plaza	220 guests
East Courtyard	35 guests
West Courtyard	35 guests
La Dolce Vita Restaurant Banquet Room	80 guests

Commercial Photography Hourly Rates (Effective July 1, 2009)

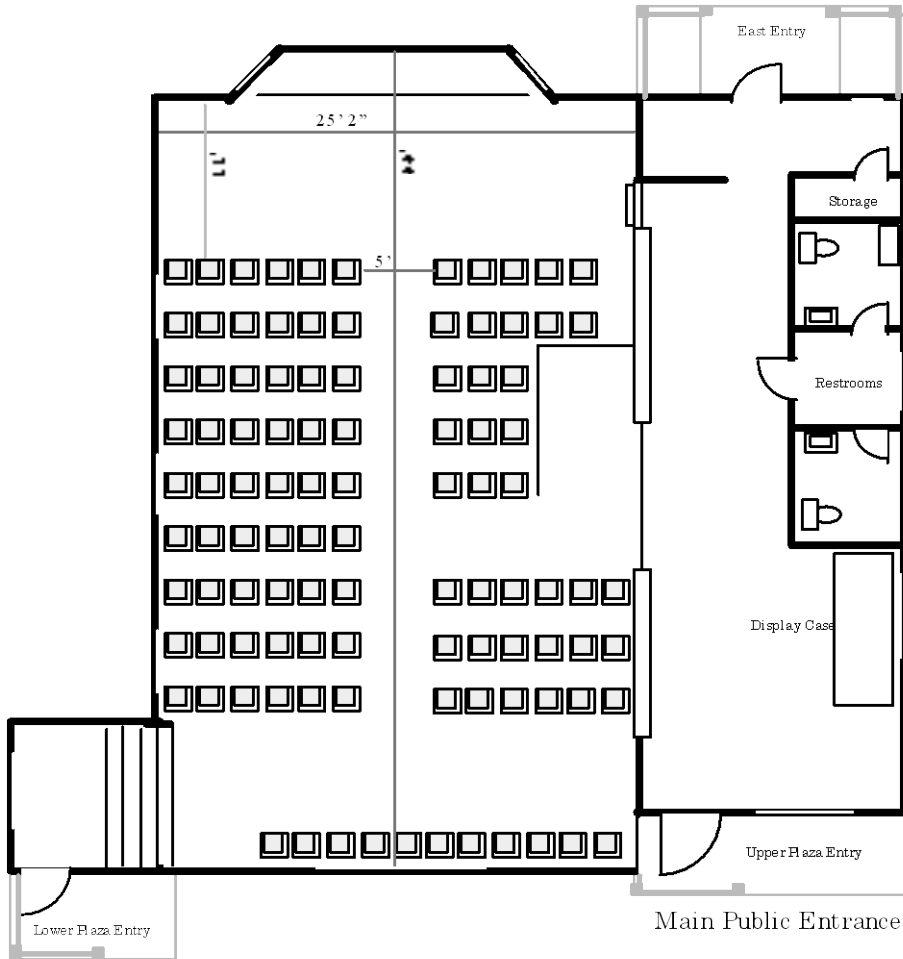
All Exterior Grounds of Heritage Square	\$75.00 per hour (1 hour min.)
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Professional photographers are required to make reservations and pay an hourly site photography fee for use of the common areas of Heritage Square. Please call 483-7960 or email us at HeritageSquare@aol.com for reservations.

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

Heritage Square Hall & Chapel

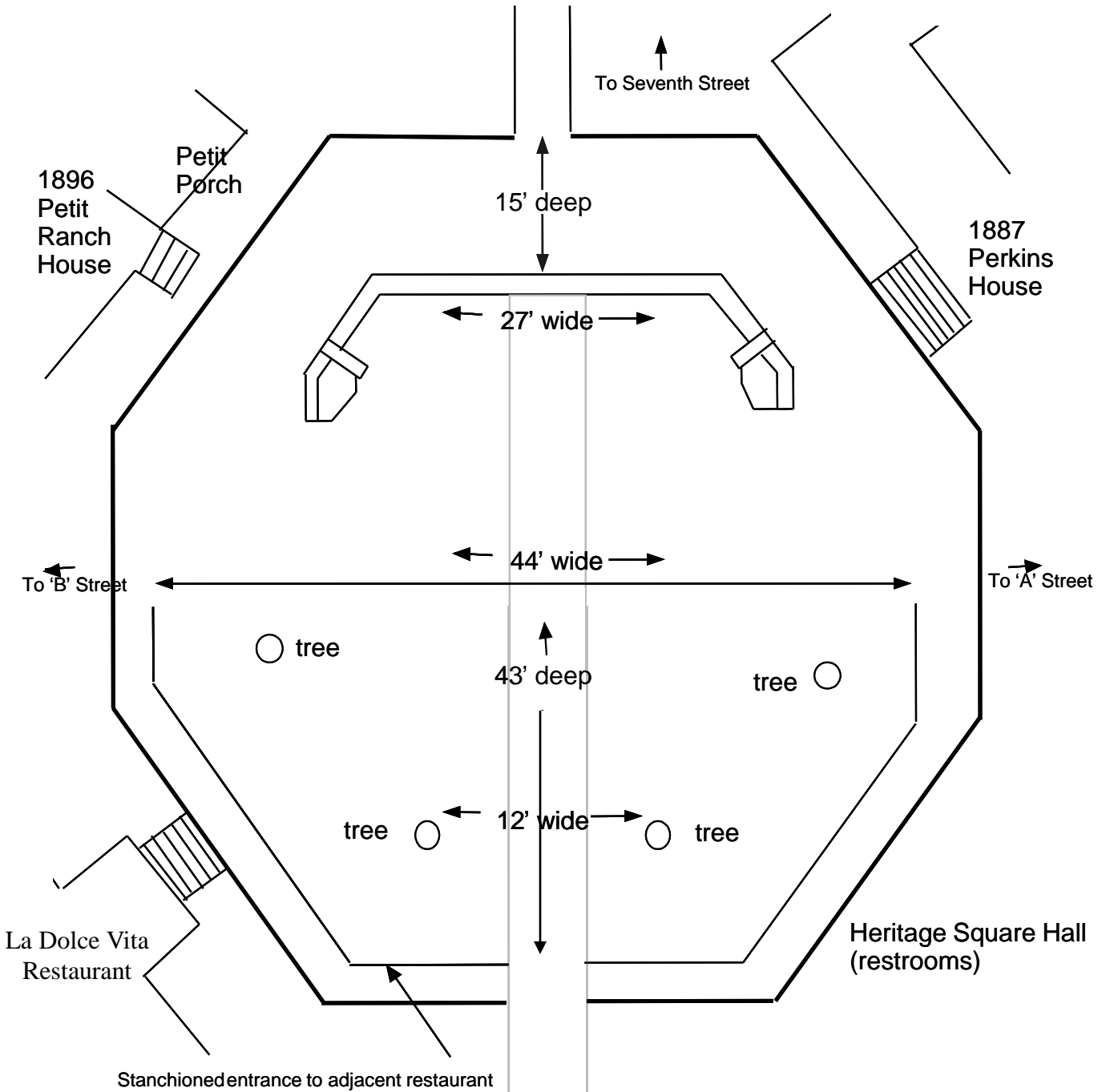
731 South "A" Street



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)



FOR OFFICE USE:
Rental fee: _____
Equipment: _____
Clng Deposit: _____
Ref: _____

Event Application & Contract

Please answer all of the following questions and return with your payment to:
"Heritage Square" , 715 South "A" Street, Oxnard, CA 93030

Name(s) _____
Phone(day) _____ (eve) _____ (cell) _____

Phone(day) _____ (eve) _____ (cell) _____

Address _____ City _____ Zip _____

Email Address _____

Date of Reservation(s) ___/___/___ 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)
() Heritage Hall & Chapel () Main Plaza () Courtyard () Other _____

Type of Event:
() Wedding Ceremony () Reception () Private Party () Fundraiser () Other _____

Will you be serving alcohol? () yes () no

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:

Insurance carrier: _____

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

Facility User: _____ Date: _____

Heritage Square Representative: _____ Date: _____

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 application shall pay additional fees for an early occupancy or late departure. No smoking is allowed in Heritage Square Hall or in any other buildings on site. Smoking is permitted outside only, and all cigarette butts must be disposed of properly in waste containers. 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 and adjacent streets.

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.

(EFFECTIVE JULY 1, 2009) All cancellations must be made in writing and there are no refunds available for rental deposits paid.

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

Food shall only be provided by La Dolce Vita, our onsite caterer unless otherwise approved. Alcoholic beverage service shall only be provided by La Dolce Vita. Under no circumstances shall the applicant or persons attending be allowed to provide their own alcoholic beverages. No one under the legal age shall be allowed to consume alcoholic beverages on the premises. No alcoholic beverages shall be served to an intoxicated person. The Community Development Commission, City of Oxnard, and the Heritage Square Property Owners Association, and its representatives shall not be responsible for any act of an intoxicated person.

Security Guards

Security services may be 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 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 8:00 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 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. 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.

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

Name: _____ Date: _____