Congratulations!

Thank you for choosing Ventura Harbor to host your wedding day. Ventura Harbor beaches & facilities provide beautiful waterfront, coastal and hillside vistas, as well as spectacular photographic opportunities.







Step 1: **Please read all event requirements**. Complete **permit application** and submit with **$75 application fee**. Less than 30 days to date: $175 late filing fee.

Step 2: Once event is approved *(allow 2 weeks for event approval process)* **Ventura Port District will send contract, please sign** and **submit with insurance and event fees along with any required permits**.

Step 3: **Schedule walk through** with the Marketing Department.

Step 4: **Provide** event **set-up diagram** to the Marketing Department.

Wedding/Reception Rates & Fees

— Rental rates are subject to change on an annual basis —

*** Credit card purchases are subject to 3.5% service fee*

Wedding Ceremony Only

Choice of Surfer's Knoll, South Beach or Harbor Cove Beach:

- 1-35 Attendees: $75 Application Fee + $250 Site Fee
- 36-75 Attendees: $75 Application Fee + $450 Site Fee
- 76+ Attendees: $75 Application Fee + $600 Site Fee

All ceremonies require $250 FULLY REFUNDABLE deposit separate from site fee.

Harbor Village Balcony Above Deep Sea Wine Tasting
Outdoor venue for rehearsal dinners or receptions:

- Up to 70 guests: $350 for 5 hours use or $500 all-day use | 1,000 sq ft

19A Parking Lot *(approximately 50 spaces, availablity tentative)*
At Harbor Blvd & Schooner Drive **-** Can be used as bus/shuttle lot when available: $250

Planning Your Event In Ventura Harbor

- **A $250 refundable deposit* for weddings and/or receptions is required**.
- **Rental rates include facility rental and complimentary use of rest room facilities for up to 250 persons** (where applicable).
- Catering services are available at the restaurants located in Ventura Harbor Village. Outside catering permitted.
- **Event insurance for weddings is required** naming Ventura Port District as an additional insured, ***and must be submitted at least 21 days prior to the event***.
- **Wedding ceremonies on the beach June through September will only be approved after 5:00 PM, and 4 PM in October, due to high numbers of beach visitors & limited accessible parking. (Peak Season)**
- **Driving a vehicle on the beach** for wedding ceremony or event set-up ***is only allowed*** **after approval by the Ventura Port District** and ***vehicles must be escorted*** **by Harbor Patrol**.
- **Amplified music is allowed until 9 PM** in the Ventura Harbor per the City of Ventura's Entertainment Permit.
- The Port District will reserve 2 spaces for the Wedding Couple. **All parking for events must be approved by the Ventura Port District.** Additional spaces may only be purchased if specially arranged upon availability.
- **When selling and/or serving alcohol, permits must be obtained from the City of Ventura and/or ABC.**
  - CA Department of Alcoholic Beverages, Ventura Office 805.289.0100

Application Requirements

Special Activities On The Lands Of The Ventura Port District Require Compliance With The Following Conditions:

- Your wedding may require additional permits from the City of Ventura. District staff will try to help identify other needed permits, ***however it is the event organizer's responsibility to obtain any and all necessary permits***
- **The Special Event Permit recipient shall fully protect, indemnify, and hold harmless the Ventura Port District** ***from and against each and every claim, demand, or loss*** by the recipient of the Special Event Permit, or by third parties on account of personal injury or death, or on account of property damage that may result while on property owned by the Ventura Port District.
- **Foot traffi** over Ventura Port District property **will be controlled** to prohibit damage to plants, irrigation, structures, sand dunes, electrical equipment and any other property of the Ventura Port District.
- **Alcohol is not permitted** ***unless prior approval has been obtained from the Ventura Port District and any other lead agencies*** **Alcohol sales require Ventura Port District approval and a permit from the City of Ventura.**
- **A refundable $250 deposit is required*** to ensure all trash and debris generated by participants and spectators is picked up and removed. Space will be reviewed and a refund sent per approval. The **deposit is also nonrefundable if the event is canceled within 14 days** of the approved event date due to Port District staff efforts and resources.
- **Ventura Harbor Ordinance Section 303(c)** ***"Permits are Immediately Revocable upon determination by the General Manager or his authorized representatives when a Dangerous Situation Exists during the conduct of the Special Event or upon determination of Non–Compliance with the terms, conditions and restrictions of the Event Permit."***

Insurance Requirements & Costs

Insurance may be obtained from an independent insurance company or a website such as thimble.com or theeventhelper.com

[DO NOT FILL OUT THIS FORM IN YOUR BROWSER – SEE DIRECTIONS BELOW]

PORT USE ONLY!	NAME:	LOC:
	DATE: TIME:	# OF GUESTS:

— Please "Save" application form first with your event name, complete application, then send, fax or attach to an e-mail —

Name of Bride/Groom: _____

Name of Bride/Groom: _____

1st Date Choice: _____ 2nd Date Choice: _____

Bride/Groom Contact: _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Telephone #: (_____) _____ - _____ Cell #: (_____) _____ - _____

E-mail: _____

If Wedding Planner is handling the event, please complete this section:

Wedding Planner Contact: _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Telephone #: (_____) _____ - _____ Cell #: (_____) _____ - _____

E-mail: _____

Wedding Set-Up, Start & Take Down:

Wedding Ceremony Set-Up Start Time: _____

Wedding Ceremony Start Time: _____

Wedding Ceremony Take Down Time: _____

Person In-Charge on site during event:

Name: _____

Telephone #: (_____) _____ - _____ Cell #: (_____) _____ - _____

Please complete all applicable components of your Wedding Ceremony:

Wedding Ceremony Location Requested: _____

Estimated # in Wedding Party: _____ Estimated # of Guests: _____ Estimated # of Cars: _____

- No electricity is available on the beach. If needed, a generator is allowed.
- Two parking spaces are reserved for the Wedding Couple. Parking is available in beach lots and on Spinnaker Drive for guests. Offsite parking is available for rental. Will Event Shuttle be Provided? Yes ☐ No ☐

Food served at ceremony? Yes ☐ No ☐ Alcohol served at ceremony? Yes ☐ No ☐

May require site permit

Name of Caterer: _____

Telephone #: (_____) _____ - _____ Cell #: (_____) _____ - _____

Insurance with endorsement naming Ventura Port District as additional insured *is required* upon application approval, and can be purchased from Alliant via Ventura Port District, see bottom of page 2 for estimated rates.

Please Submit The Following

- ☐ Completed Wedding Permit Application
- ☐ Seventy Five Dollars ($75.00) for application processing fee (or$175 late filing fee)
- ☐ Diagram of your ceremony and reception set-up
- ☐ Pages 3 and 4 of this application

Please Return To: Ventura Port District Marketing Department



Mail:
Ventura Port District
Marketing Department
1603 Anchors Way Drive
Ventura, CA 93001



E-mail:
cbrazerol@venturaharbor.com



For additional information and questions, please contact Calli Brazerol in the Marketing Department: 805.477.0470

Ventura Harbor Village Overview Map

Please mark the area(s) requested on the map below.



MAP COURTESY: SOUTHWEST PUBLICATIONS - ALL RIGHTS RESERVED ©

— Staff Use Only —

Collected Fees:		Initial:	Date:	Special Notes:
Application	$75.00			
Insurance	$_____			
Deposit	$250.00			
Rental of Area	$_____			
Staff	$_____			
Clean-Up	$_____			
Special	$_____			
TOTAL	$_____			

Authorized Parking: _____

_____