



OXNARD PERFORMING ARTS & CONVENTION CENTER (PACC), 800 HOBSON WAY, OXNARD, CA 93030
Room Reservations (805) 385-8149 Box Office (805) 486-2424 Fax (805) 483-7303 www.oxnardpacc.com

EVENT QUESTIONNAIRE
THIS IS NOT A RESERVATION

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.

Reservation Issued To: \_\_\_\_\_ Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Organization: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Purpose of Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_
Room/Area to be Reserved: \_\_\_\_\_ Equipment: \_\_\_\_\_
Will your event have an admission fee? YES \_\_\_\_\_ NO \_\_\_\_\_ Amount: \_\_\_\_\_
If admission fee or donations are solicited, for what purpose will money be used? \_\_\_\_\_

FACILITY INFORMATION:

Reservation Date: \_\_\_\_\_ to \_\_\_\_\_ Day of Week: \_\_\_\_\_
Reservation Time: \_\_\_\_\_ to \_\_\_\_\_ Decorating Time: \_\_\_\_\_
Fee Required: YES \_\_\_\_\_ NO \_\_\_\_\_ Receipt No: \_\_\_\_\_ Total \_\_\_\_\_ Balance Due \_\_\_\_\_
Room Fee \_\_\_\_\_ Refundable Cleaning Deposit \_\_\_\_\_ Insurance \_\_\_\_\_
Non-Refundable Processing Fee \_\_\_\_\_
Are Catering Services Desired? YES \_\_\_\_\_ NO \_\_\_\_\_ Caterer \_\_\_\_\_
Are Bar Services Desired? YES \_\_\_\_\_ NO \_\_\_\_\_ ( DEBUT PARTIES WILL NOT BE PERMITTED TO HAVE BAR SERVICES)

EQUIPMENT NEEDS:

Portable Stage \_\_\_\_\_ PA System \_\_\_\_\_ Projector \_\_\_\_\_ Screen \_\_\_\_\_ Locker No. \_\_\_\_\_ Key No. \_\_\_\_\_
TABLES: Round \_\_\_\_\_ Rectangular \_\_\_\_\_ SETUP: Theater \_\_\_\_\_ Banquet \_\_\_\_\_ Other \_\_\_\_\_
Explain in Detail: \_\_\_\_\_
SECURITY OFFICERS NEEDED: \_\_\_\_\_ Time: \_\_\_\_\_ Total Due: \_\_\_\_\_ (CASH ONLY)
WHERE DID YOU HEAR ABOUT OUR FACILITIES: Radio \_\_\_\_\_ Newspaper \_\_\_\_\_ Other \_\_\_\_\_
Explain in Detail: \_\_\_\_\_

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

Name: \_\_\_\_\_ (Signature) Date: \_\_\_\_\_

FOR OFFICE USE ONLY: Approved: \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_ Reservation No. \_\_\_\_\_ Caterer/Food \_\_\_\_\_ Bar \_\_\_\_\_

Rental Rate \_\_\_\_\_ Cleaning Deposit \_\_\_\_\_ Insurance \_\_\_\_\_ Equipment \_\_\_\_\_ Permit \_\_\_\_\_  
 Processing Fee \_\_\_\_\_ Security Fee \_\_\_\_\_ Special Activity Fee \_\_\_\_\_

### POT LUCKS

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

1. Renter is a not-for-profit organization.
2. 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 on premises.
5. Food is not commercially prepared.

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.

**Outside caterers are not licensed to provide food service at the Center. It is a direct violation of our policy and subjects your event to possible cancellation.**

\_\_\_\_\_ (Initial)

### PERMITS

A permit is required for debuts/quinceñeras, 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 be licensed by the City of Oxnard. 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 Dial Security to provide all security services. Dial Security meets all the licensing and insurance requirements of the City of Oxnard and PACC.

PACC shall be responsible for scheduling security services directly with Dial 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.

**DIAL SECURITY, 760 W. VENTURA BLVD., CAMARILLO CA 93010 (805) 485-0528 FAX (805) 383-3401**

	<b>Straight Time (First 8 Hours)</b>	<b>Over 8 Hours</b>
Uniformed, unarmed security officer	fee \$25.00* per of	fee \$50.00* per of
Uniformed, armed security officer	fee \$35.00* per of	fee \$50.00* per of
Supervisor	fee \$75.00* per of	

\*Hourly rate includes a PACC Administrative Fee.

\_\_\_\_\_ (Initial)

### MAXIMUM ROOM CAPACITY

The room capacity shall not exceed the number indicated on the application. Dial Security and PACC personnel shall count all attendees including adults, children (including infants), and 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)

# OXNARD PERFORMING ARTS & CONVENTION CENTER

## RENTAL RATES

FACILITY	STANDARD MONDAY – THURSDAY	WEEKEND FRIDAY - SUNDAY
<b>THEATER</b>		
Daytime 8 am - 6 pm	\$1,980 <del>\$900</del>	
Evening 6 pm - 12 am	\$1,980 <del>\$620</del>	
Full Day 8 am - 12 am	\$2,375 <del>\$1,980</del>	
Overtime Rate*	\$265/Hour <del>\$235/Hour</del>	
Non-Refundable Processing Fee	\$25 \$25	
Rental Deposit**	one-Half of Rental Rate	
Refundable Cleaning Deposit High Risk Events	\$500	\$500
<b>OXNARD ROOM</b>		
Partial Day 105	\$1 \$630	
Full Day	\$1385 \$965	
Overtime Rate*	\$95/Hour <del>\$80/Hour</del>	
Non-Refundable Processing Fee	\$25 \$25	
Refundable Cleaning Deposit** Regular Events High Risk Events	\$325 \$500	\$325 \$500
<b>VENTURA ROOM</b>		
Partial Day	\$665 \$435	
Full Day	\$695 \$555	
Overtime Rate*	\$70/Hour <del>\$55/Hour</del>	
Non-Refundable Processing Fee	\$25 \$25	
Refundable Cleaning Deposit** Regular Events High Risk Events	\$325 \$500	\$325 \$500
<b>MEETING ROOMS</b>		
Partial Day	\$50 \$35	
Full Day	\$80 \$55	
<b>CONVENTION RATE</b>		
For use of all facilities; meeting rooms Are free. Subsequent days rental fee is discounted at 60% of fee.	\$1980	\$1980

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

**\*\*Deposit 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, 9 AM TO 5:30 PM AND TUESDAY THROUGH FRIDAY, 8 AM TO 5:30 PM.**

## LIST OF APPROVED CATERERS

The following is a list of approved caterers who can provide services at the Oxnard Performing Arts & Convention Center.

### FOOD CATERERS (NO ALCOHOL)

**BETTY MAE'S  
KITCHEN**

Betty Duffie  
4700 Anchorage St  
Oxnard CA 93033  
(805) 986-1440

**BUENAVENTURA  
CATERING**

Sybil Coyner  
1673 Donlon Ave #205  
Ventura CA 93003  
(805) 650-7559

**TACOS MI PUEBLO**

Roberto Naranjo  
189 E Gonzales Rd  
Oxnard CA 93030  
(805) 278-2626

**EPICURE CATERING**

Jacqueline/  
Edgar Frame  
2646 Palma Dr #200  
Ventura CA 93003  
(805) 650-8772

**EVITA'S MEXICAN  
CAFÉ**

Aurelio Jauregui  
3868 E Main St  
Ventura CA 93003  
(805) 656-4571

**JD'S LOUISIANA BBQ**

Sabrina / Charles Dixon  
1045 S. Patterson Rd  
Oxnard CA 93035  
(805) 985-6389

**KAY'S GOURMET  
CATERING**

Connie Just  
30941 Agoura Rd #322  
Westlake Village CA 91361  
(818) 889-1161

**RUSTY'S PIZZA**

Dan Collier  
606 N Ventura Rd  
Oxnard CA 93030  
(805) 451-9466

### FOOD and/or BAR CATERERS (CAN DO BOTH)

**CASA LOPEZ  
MEXICAN RESTAURANT**

Ozzy Lopez  
325 South A St.  
Oxnard, CA 93030  
(805) 240-9730

**CABO SEAFOOD  
GRILL**

Art Garcia  
1041 S Oxnard Blvd  
Oxnard CA 93030  
(805) 487-6933

**DJ'S CALIFORNIA  
CATERING**

Doug Biggs  
2784 Johnson Dr  
Ventura CA 93003  
(805) 850-0194

**EL RANCHERO  
RESTAURANT**

Jorge Gonzalez  
131 W Second St  
Oxnard CA 93030  
(805) 240-7920  
(805) 486-5665

**FRESH MEX CATERING**

Jaime Sandoval  
3400 Callé Real  
Santa Barbara CA 93105  
(805) 218-3310

**LA DOLCE VITA**

Michelle Kenney  
740 South B St  
Oxnard CA 93030  
(805) 486-6878

**EVENTS BY  
CP CATERING**

Martin/Guadalupe  
Ledesma  
845 Cicha Dr  
Oxnard CA 93030  
(805) 479-0804

**PUERTO NUEVO  
RESTAURANT**

Luis Robellada  
3600 S Saviers Rd  
Oxnard CA 93033  
(805) 607-1046  
(805) 247-1131

### BAR CATERERS (NO FOOD)

**CIELITO LINDO RESTAURANT**

Raquel Rodriguez  
637 S Oxnard Blvd  
Oxnard, CA 93030  
(805) 483-3131

**THE Q CLUB**

Jose Gonzalez  
2362 N Oxnard Blvd  
#107  
Oxnard CA 93036  
(818) 448-5580

## 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.

Please be reminded that the Certificate of Insurance only covers the audience and/or those who attend the function, not the performers.

The insurance requirements are as follows:

Limits of Insurance ( e a c h		o c c u r r e n c e l i m i t )		
				\$1,000,000
Personal and	Advertising	Injury	Limit	\$1,000,000
Medical Expense	Limit			\$
			5,000	
		Fire Damage Limit (any one fire)	\$ 50,000	
		Products - Completed (operations aggregate limit)		\$1,000,000
		General Aggregate Limit (Other than products-completed operations)		\$1,000,000

### MINIMUM COVERAGE IF USING OWN INSURANCE

1. Bodily Injury Liability \$1,000,000 Each Person  
\$1,000,000 Each Occurrence
  
2. Property Damage Liability \$1,000,000 Each Person  
\$1,000,000 Each Occurrence
  
3. The Performing Arts & Convention Center and City of Oxnard must be protected as per the following statement on Certificate of Insurance:

**“PERFORMING ARTS & CONVENTION CENTER AND CITY OF OXNARD NAMED AS  
ADDITIONALLY INSURED AS RESPECTS THEIR INTEREST.”**

**PERFORMING ARTS & CONVENTION CENTER  
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.
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.

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, 4<sup>th</sup> 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. Locker storage is available to applicant if needed at a minimum fee of \$10.00 per month payable at time that reservation is issued. Keys to lockers will be issued from the PACC office and such office reserves the right to inspect the lockers at any time. PACC will not be held responsible for loss, damage, or theft of equipment stored in locker by applicant. Storage of equipment will be limited to the assigned locker area. Duplication of locker keys is prohibited.
14. 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 surfaces will be permitted. PACC does not provide ladders. Applicant must provide own ladder.
15. Under no circumstances shall applicant remove PACC equipment from the premises.
16. 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.
17. 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.

18. **FOOD CATERING**

**APPLICANT DESIROUS OF CATERED MEALS SHALL ACQUIRE THE SERVICES OF ONE OF THE PACC/CITY OF OXNARD APPROVED PROFESSIONAL CATERERS (SEE PAGE 4). ONLY PACC/CITY OF OXNARD APPROVED CATERERS SHALL BE PERMITTED TO USE THE BANQUET KITCHEN.**

19. **ALCOHOLIC BEVERAGE CATERING**

**ALCOHOLIC BEVERAGES SHALL BE PERMITTED FOR ADULT FUNCTIONS ONLY. 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 CERTAIN TEEN FUNCTIONS SUCH AS DEBUTS/QUINCEÑERAS PARTIES, TEEN DANCES, ETC.**

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 percentage fee of 20% of the gross bar sales 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 Dial Security. Security service shall be contracted for one-half hour prior to start until one-half hour after the conclusion of applicant's program. Applicant shall pay a deposit of \$200 to book security services. 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.

TYPE OF PROGRAM	GUARD REQUIREMENT	
	VENTURA ROOM	OXNARD ROOM
Wedding Reception	5	8-10
Private Party by Non-Profit Organization		
Adults	5	8-10
Teens	5	8-10
Debut/Quinceñera Party	5	10
Teen Birthday Celebration	5	10
City of Oxnard or School Sponsored Dances	3	8
Privately Promoted Dance or Party		
Adults	5	7
Teens	5	10
Adult Event with Bar (i.e., program award ceremonies banquet only - no dance)	2	4

20. Kitchen facilities are available in the Ventura Room only. Priority use shall be given to the group renting the Ventura Room.
21. 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.
22. 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.
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 PACC facilities.
24. PACC shall reserve the right to review all applications for use and make policy changes as deemed necessary.
25. 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.
26. 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.
27. 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.
28. 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.

