

## WEDDINGS AT THE STAGECOACH INN MUSEUM

### CONTRACT FOR USE OF FACILITY

#### **RULES & SERVICES**

##### **Overview**

The Stagecoach Inn Museum provides the OUTSIDE LOCATION ONLY, for your wedding and reception. You are welcome to bring in any caterer, rental company, music, etc; of your choice.

The fee includes site use on day of event, setup & takedown time, rehearsal and setup the day before, and cleanup/takedown the day after the wedding. You may start setup no earlier than 8am on the day of the wedding. Setup the day before can start no earlier than 12noon. Wedding receptions must conclude no later than 11pm with music turned OFF by 10pm, per county ordinance. Cleanup shall be concluded by 12 midnight, and premises vacated. Any additional cleanup/takedown/picking up must be done by the next morning between 9-12 noon. Fee also includes the use of our 2 kitchens which provide limited refrigerator space and microwave ovens.

Our docent volunteers are NOT responsible for the setting up or taking down of your event..including setting up tables, chairs, decorating, etc. You are welcome to bring in anyone you'd like to take care of this. Our costumed docents are there to act as hosts/hostesses for your event, and to give tours to your guests. The main building and the Carriage House will be open during your event for your guests. Our wedding coordinator must be there during ALL phases of your event to supervise facility use. This includes setup, takedown, rental delivery, rehearsal, etc. Please make sure you have someone in your families or wedding party who are able to help set up, clean up afterwards, or please hire someone to do so.

Museum grounds are available all day on the day of the celebration after 8am. However, please note that the museum CANNOT close to the public during our regular open hours. We strongly recommend that weddings take place after 4pm, as we need to allow public guests access to the museum during open hours (1-4pm). If you still wish to have your event during our open hours, please note that we cannot close off any areas to the public (except the downstairs bridal room).

## **FEES & PAYMENTS**

Fee to rent the facility is \$2500. This includes lawn lights, rehearsal the day before, and all setup and takedown time on the day of, day before, and morning after event. Please note that the facility site fee goes ENTIRELY to the museum, and all of our docents are volunteers. Your fee helps our museum to remain an important landmark in the community.

In ADDITION to facility fee, there is a booking/security deposit of \$500 required to reserve the date which will be refunded after the event if the grounds are left clean and in the same state as they were found prior to the event. The user will be held accountable for any damages, beyond normal wear and tear to the museum buildings and properties.

**The first half of facility fee is due 60 days prior to the event, and the second half is due 14 days before the event. Fee must be PAID IN FULL 2 weeks before your event, or no setup will be allowed.**

**CANCELLATION POLICY:** The booking/security deposit of \$500 will be refunded if the event is cancelled more than 60 days prior to the event. If the event is cancelled LESS than 60 days from the event date, the \$500 will be non-refundable. All other monies paid up to the date of cancellation will be refunded.

## **PROPERTY DAMAGE**

The grounds must be left clean and in the same state as they were found prior to the event. The user will be held accountable for any damages, beyond normal wear and tear to the museum buildings and property. The Stagecoach Inn Museum facilities must be left in a clean and orderly condition following the event. The payment of the deposit does not relieve the applicant of the responsibility for clean-up, repairs, replacement(s), damages or liability. If clean-up or repair costs exceed the deposit, the applicant will be billed for the balance. The applicant assumes sole responsibility for reimbursing the CVHS for any loss or damage to the Stagecoach Inn Museum, its buildings or facilities. No furnishings, equipment or other property belonging to the CVHS may be removed from the premises. The applicant will be billed for any items found to be missing following the event.

## **EVENT VENDORS**

All vendors who work on-site for events will be required to provide a business license and contract before working an event at the museum. Vendors who do not provide a contract or the required paperwork will not be allowed to work on-site. Vendors to be included are caterers, DJ's, bartenders, rental companies, lighting, etc.

## **PHOTOGRAPHY**

Photographs of the wedding party may be taken inside the museum and on the grounds. FLASH PHOTOGRAPHY IS PROHIBITED INSIDE THE MAIN MUSEUM. Any moving of furniture must have museum consent. Please do not move any museum artifacts...only a museum official may do that. Please see a museum official before sitting on any museum furniture.

## **FOOD & BEVERAGES**

If alcohol of any type is to be served, the applicant must provide a signed beverage catering contract and license from a certified bartender to serve/sell alcohol. Consumption of “shots” are not permitted on-site.

## **SMOKING POLICY**

Smoking (including e-cigarettes) is NOT allowed anywhere on museum grounds. Smoking (including e-cigarettes) is ONLY allowed outside the front gates where there will be an ash can provided.

## **SECURITY GUARDS**

Security services are required for all events that serve alcohol. Security will be provided by the museum’s contracted security company, and are included in the \$2500 site use fee. Security guards must be present during the entire time that event guests are on the property, and will be scheduled with a 30 minute buffer on each end of the start/end times for the event. (\*\* Please talk to the wedding coordinator regarding this, as this may have changed\*\*)

## **TENTS**

If the event is to involve a tent over 200 square feet in size, it must conform to the uniform fire code and a permit from the Ventura County Fire Dept. must be provided.

## **DESIGNATED AREAS FOR SETUP OF DANCE FLOOR, TABLES & CHAIRS, ETC**

Tables & chairs may be set up on the lawn or parking lot. However, dance floors may NOT be placed on the lawn, and may only be set up in the parking lot. (\*\*NOTE: Placement of the dance floor on the lawn shall be decided by the museum wedding coordinator, depending on time of year, other weddings scheduled, etc..please talk to wedding coordinator\*\*) Wedding ceremonies can take place on the lawn, porch, in front of the Carriage House, Rose Garden, Pioneer House (limited area). No nails, hooks, etc; may be placed into any of the buildings. No deep stakes can be placed in the lawn. Exterior lighting can be added (twinkle lights around posts, etc) but you must provide your own electrical cords. 5 white Victorian lampposts are available for placement on the grounds, and the museum will supply electrical cords for those lights only.

At the conclusion of the event, tables and chairs need to be broken down and placed in a designated area to await pickup by the rental company. Please see the wedding coordinator who will instruct you where to place the tables, chairs, etc. Dance floors may remain on the parking lot until rental company pickup. Wedding coordinator must be kept informed about rental company pickup day & time so the gate can be unlocked. Sunday pickup is strongly encouraged, but if not possible, Monday pickup is acceptable.

## **MUSIC**

Music must be turned off by 10pm, per county ordinance. Any unnecessarily loud, amplified music must be turned down at ANY time as determined by museum personnel. Acoustic and amplified music must not disturb surrounding residences, and may be subject to volume control restrictions. The staff on site will determine whether or not sound levels are appropriate.

### **BRIDAL ROOM**

The downstairs meeting room/Chumash exhibit room, "Anderson Hall" is also the bridal room. This room will be closed to the public on wedding days. There is a ladies' room adjacent to this room for the bridal party's use. You are welcome to use this room to place personal items, prepare for the wedding, etc, however the museum is not responsible for lost or stolen articles, including wedding gifts. Please keep food and drink to a minimum in this room, and please clean up ALL trash, etc; after using this room. There are restrooms provided for the groom and groomsmen to use as dressing areas, if needed.

### **RESTROOMS**

Note that there are 3 restrooms on the museum grounds, 2 of which are accessible by stairs only. There is one handicapped restroom near the Carriage House. Should your guest count exceed 200 people, we strongly advise that you rent portable toilets.

### **DECORATIONS**

No rice, confetti, birdseed or other substances may be thrown on the lawn with the exception of rose petals, biodegradable confetti. Please check with the wedding coordinator about other substances.

No open flames of any kind (with the exception of votive candles on tables) are allowed on museum property. Barbecues/grills used for cooking are allowed with proper fire extinguishers included. Gas fire pits are not allowed. Heating lamps are allowed, but not inside tents.

No tape, glue, staples, nails or tacks are to be affixed to any painted, finished or wood surfaces. No loose hay/straw is allowed.

Rental and lighting vendors are not to attach anything to any existing wires.

The staff on site will determine whether or not decorations comply with these guidelines. Failure to comply may result in deductions to the damage deposit.

### **PARKING**

Guests may park on Ventu Park Rd from the corner of Lynn Rd, north to Ramona Drive. Guests may also park behind the museum (enter from Lynn Rd) on Susan Drive which is the long parking lot adjacent to the park. There are about 27 parking spots there. The wedding coordinator shall obtain an Encroachment Permit from the Thousand Oaks City Hall prior to the wedding, to allow the bagging of the "No Parking" signs on Ventu Park Rd, to allow street parking. The front parking lot is closed for all weddings, however catering trucks can access this lot, as needed. Handicapped parking spots are limited, and are at the rear of the building on Susan Drive. Handicapped guests can also be driven down the driveway to the front gates for access to the grounds. No vehicles can remain parked outside of the front double gates, as this is a designated fire lane for emergencies.

### **TRASH**

The museum has several medium size trash receptacles for your use. However please be advised that they are limited, and depending on the size of your event and the amount of waste involved, it is suggested that you provide your own trash receptacles as needed. Please provide your own trash bags.

### **CONDUCT ON MUSEUM GROUNDS**

The applicant is solely responsible for the conduct of guests at the event, and compliance with all applicable regulations by all persons in attendance at the event. Permission to use the facility may be revoked at any time for failure to follow the rules and regulations outlined. Children under 12 years of age must be under adult supervision at all times while on museum property.

### **HOLD HARMLESS AGREEMENT**

Participants certify that your group will hold harmless the Conejo Recreation and Park District, Stagecoach Inn Museum, and Conejo Valley Historical Society, and any of its agents or officers in case of accident or loss as a result of the use of the facility. This release and agreement to hold harmless is intended to cover and does cover all and any future claims.

### **CVHS ADDITIONALLY INSURED INSURANCE CERTIFICATE & ENDORSEMENT REQUIREMENTS**

The applicant is required to provide a liability insurance policy (see attached paperwork), which names the Stagecoach Inn Museum as additionally insured, in the amount of \$2M General Aggregate and \$1M Each Occurrence, no later than 30 days prior to the scheduled event date.

**ACKNOWLEDGEMENT OF STAGECOACH INN MUSEUM RULES & REGULATIONS**

The client acknowledges and has agreed to all of the above rules & regulations as set forth in this document.

Please make checks payable to “Conejo Valley Historical Society” (or CVHS) and return signed tear-off (below) with check to:

Carol Wheelis  
14092 Hargrove Ct.  
Moorpark, CA 93021

Or return to museum during open hours, Wed-Sun 1-4pm.  
For further information, contact the museum at 805-498-9441, or contact the Wedding Coordinator, Carol Wheelis at 805-523-1123.

“I have read the above rules and regulations about events at the Stagecoach Inn Museum, and also understand that it is the sole responsibility of the group or individual making the request for use of the facility or grounds, to leave the areas in the same condition they were found.”

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

