

# WEDDINGS AT THE STAGECOACH INN MUSEUM

## CONTRACT FOR USE OF FACILITY

RULES & SERVICES – MARCH, 2023

### 1. OVERVIEW

The Stagecoach Inn Museum is operated by the Conejo Valley Historical Society on property owned by the Conejo Recreation and Park District. The Stagecoach Inn Museum provides the OUTSIDE LOCATION ONLY, for your wedding and reception although tours of the main building and the carriage house are available for your guests as discussed more fully below. You are welcome to bring in any caterer, rental company, wedding planner, DJ, musicians, etc. of your choice.

Our fee includes site use on the day of your event, set-up and takedown time, rehearsal and set-up the day before, and cleanup/takedown the day after the wedding. Set-up the day before can start no earlier than 12:00 p. m., (noon). Set-up on the day of the wedding may start no earlier than 8:00 a.m. Wedding receptions must conclude no later than 11:00 p.m. with music turned OFF by 10:00 p.m., per county ordinance. Cleanup must be concluded and the premises vacated by 12:00 a.m., (midnight). Any additional cleanup/takedown/picking up must be done the morning after your event between 9:00 a.m. and 12:00 p.m., (noon).

The fee also includes the use of our two kitchens which provide limited refrigerator space as well as three restrooms and Anderson Hall.

If you wish to reserve a date, we must have a deposit, as defined below, before it will be considered.

Our docent volunteers are NOT responsible for either the setting up or the dismantling of your event, including tables, chairs, decorations, etc. You are welcome to bring in anyone you would 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 to tour with our docent volunteers.

Our wedding coordinator must be there during ALL phases of your event to supervise the facility use. This includes the set-up, rental delivery, rehearsal, and takedown etc. Our wedding coordinator must be kept informed about rental company set up and pickup times so the gate can be unlocked and so she can be present.

Please make sure you have someone in your families or wedding party who are able to help set up and clean up afterwards, or please hire someone to do so.

Museum grounds are available all day on the day of the celebration after 8 a.m. However, please note that the museum CANNOT close to the public during its regular hours of operation which is between 1:00 p.m. and 4:00 p.m. Therefore, weddings must be scheduled to take place after 4:00 p.m. and we highly recommend a start time of 5:00 p.m.

## **2. FEES & PAYMENTS**

The general fee to rent the facility is \$4,000.00. (The fee for events with over two hundred (200) expected guests is \$4,500.00.) The fee includes use of the premises for rehearsal the day before as well as all set-up and takedown time on the day before, day of and morning after your event. The fee also includes lawn lights, five Victorian lamp posts, three restrooms, Anderson Hall and event guest tours.

Please note that the facility site fee goes ENTIRELY to the Museum and that all of our docents are volunteers. Your fee helps our museum to remain an important landmark in the community.

The first half of the facility fee is due sixty (60) days prior to the event. The second half is due fourteen (14) days before the event. The entire facility fee must be PAID IN FULL TWO (2) WEEKS BEFORE YOUR EVENT, or no set-up will be allowed.

In **ADDITION** to the facility fee, there is a booking/security deposit of \$500.00 required to reserve the date. This deposit will be refunded after the event, less the security guard fee and credit card fees if payment was made by credit card. Refund of all or any of the booking/security deposit is dependent on whether the grounds are left clean and in the same state as they were found prior to the event. You will be held accountable for any damages beyond normal wear and tear to the Museum buildings exhibits and grounds.

\*For more information about the security guard fee please refer to the Security Guard Section 10 below.

## **3. CANCELLATION POLICY**

The booking/security deposit will be refunded if the event is cancelled more than sixty (60) days prior to the event. If the event is cancelled LESS than sixty (60) days from the event date, the deposit will be non-refundable. All other monies paid up to the date of cancellation will be refunded.

**NOTE** – Any payments made by check or cash will be refunded in the full amount. Payments made by credit card will be refunded minus any credit card fees.

## **4. SET-UP OF DANCE FLOOR, TABLES AND CHAIRS, BAR, ETC.**

Tables and chairs may be set up on the lawn or in the parking lot. Tents or canopies are allowed, but, if the tent is over two hundred (200) square feet in size, it must conform to the Uniform Fire Code and the Museum requires that a permit from the Ventura County Fire Department be provided. Dance floors may not generally be placed on the lawn and, in most cases, must be set up in the parking lot. (NOTE: Placement of dance floors are decided by the Museum wedding coordinator taking into consideration the time of the year and other scheduled

weddings. Please consult with the wedding site coordinator regarding any exceptions to the placement of the dance floor.)

Wedding ceremonies can take place on the lawn, porch, in front of the Carriage House, in the Rose Garden, in a limited area around the Pioneer House, or other areas subject to approval by the Museum wedding coordinator.

No tape, glue, staples, nails, hooks, tacks or any other invasive method of attaching décor may be placed into or onto any of the buildings, existing wires, exhibits, structures or collections. No stakes greater than 6 inches can be placed in the lawn. Please check with wedding coordinator regarding locations.

Exterior lighting can be added such as twinkle lights wrapped around posts, etc., but you must provide your own electrical cords. The Museum has five (5) Victorian lamp posts that are available for placement on the grounds and the Museum will supply the electrical cords associated for these lamps 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 our wedding coordinator for these designated locations.

Dance floors may remain on the parking lot until the rental company picks it up.

Our wedding coordinator must be kept informed about rental company set up and pickup times so the gate can be unlocked and she can be present. Same day or next day pickup is encouraged but Monday pickup may be acceptable if approved by the wedding coordinator.

## **5. DECORATIONS**

No rice, traditional confetti, birdseed, or other substances may be thrown on the lawn with the exception of rose petals and biodegradable confetti. Please check with the wedding coordinator about any other materials you have in mind.

Neither you nor your vendors may attach anything to any existing wires, exhibits, structures or collections without first speaking with the wedding coordinator who can determine whether or not the intended decorations comply with Museum guidelines. Similarly, no tape, glue, staples, nails or tacks are to be affixed to any painted, finished or wood surfaces. No loose hay or straw is allowed. Failure to comply may result in deductions to damage deposit refunds.

No open flames of any kind other than votive candles on tables are allowed on Museum property. Barbecues/grills used for cooking are allowed by licensed caterers with the proper fire extinguishers included. Heating lamps are allowed but not inside tents or under canopies. Gas fire pits are not allowed.

## **6. PROPERTY DAMAGE**

The property including all buildings, exhibits and structures must be left clean and in the same state as they were found prior to the event. You 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 you of the responsibility for clean-up, repairs, replacement(s), damages, or liability. If cleanup or repair costs exceed the deposit, you will be billed for the balance. You assume sole responsibility for reimbursing the Conejo Valley Historical Society for any loss or damage to the Stagecoach Inn Museum, its buildings or its grounds. No furnishings, equipment or other property belonging to the Conejo Valley Historical Society may be removed from the premises. You will be billed for any items found to be missing following the event.

## 7. VENDORS: FOOD & BEVERAGES

All vendors, including all caterers and bartenders, who work on-site for the event will be required to provide a business license before working on the Museum premises. **Additionally, vendors, particularly bartenders, need to carry their own insurance as well.** Vendors who do not provide the required paperwork will not be allowed to work on-site. (\*\*\*)Please discuss potential remedies with the Museum wedding coordinator. (\*\*\*)

## 8. PHOTOGRAPHY

Photographs of the wedding party may be taken inside the Museum and on the grounds. **FLASH PHOTOGRAPHY IS PROHIBITED INSIDE THE MAIN BUILDING.** Any movement of furniture must have the Museum's consent through the wedding coordinator's approval. Please do not move any museum artifacts or exhibits in staging photographs. Only museum personnel may handle and move museum artifacts. Additionally, please ask museum personnel before sitting on any museum furniture.

## 9. SMOKING POLICY

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

## 10. SECURITY GUARDS

Security services are required for all events that serve alcohol. Security will be provided by the Museum's contracted security company. The cost of these services will be deducted from the initial booking/security deposit. If that deposit was made by check or cash, the full amount will be refunded less the security guard charges. If paid by credit card, the amount refunded will be less the security guard and credit card fees. Currently, the security charge is \$35.00

per guard, per hour. Large events of two hundred (200) or more guests require two guards. Security guards must be present throughout the event and require a six (6) hour minimum.

\*Please consult with the wedding coordinator to get current security charges.

## **11. MUSIC**

Please review the electrical requirements for your event with your vendor and with the wedding coordinator to make sure that your needs do not exceed the Museum's electrical capabilities including number of outlets. You will have to provide any additional sources of power.

Music MUST be turned off by 10:00 p.m., 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.

## **12. 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, store gifts, 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 after using this room. There are restrooms provided for the groom and the groomsmen to use as dressing areas, if needed.

## **13. RESTROOMS**

There are three (3) restrooms on the Museum grounds. Two of these restrooms are located on a lower level and are accessible only by stairs. There is one handicapped restroom at ground level near the Carriage House. Should your guest list reach two hundred (200) people, we strongly recommend that you rent portable toilets at your own expense. If your guest list reaches two hundred (200) or more, you must provide one or two portable toilets at your own expense.

## **14. PARKING**

The front parking lot is closed for all weddings, however, catering trucks can access this lot, as needed. Guests may park on Ventu Park Road from the Museum driveway south to Lynn Road. Parking north of the driveway to Ramona Drive requires a special encroachment permit that the wedding coordinator obtains in advance. Guests may also park behind the museum on Susan Drive which can be accessed by Lynn Road and runs adjacent to the park. There are a

limited number of handicapped parking spots at the bottom of Susan Drive. Handicapped guests can also be driven down the front driveway to the Museum and dropped off at the front gate for access to the grounds. No vehicles may remain parked outside the front gates or on the long driveway as this is a designated fire lane for emergencies.

## **15. 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 as well. You will be responsible for the removal of any trash that exceeds the limits of our trashcans. If you expect more than two hundred (200) guests, a medium sized trash bin must be secured at your own expense and reserved by the Museum.

## **16. CONDUCT ON MUSEUM GROUNDS**

You are solely responsible for your guests' conduct and compliance with all applicable regulations at the event. Permission to use the facility may be revoked at any time for failure to follow the rules and regulations as outlined in this agreement. Children must have adult supervision at all times while on the Museum property.

## **17. WEDDING EVENTS WITH OVER 200 GUESTS**

- A. If you have two hundred (200) or more guests, the site fee will increase to \$4,500.00.
- B. Please be aware that parking is limited. Any additional or alternate parking plans (eg. Shuttles, car pools etc.) will be your responsibility.
- C. A medium sized trash bin will be reserved by the Museum at your own expense.
- D. A security guard is required if you will be serving alcohol on all occasions and, for events with over two hundred (200) guests, two guards will be required at your expense.
- E. If you are expecting two hundred (200) or more guests, you must provide one or two portable toilets at your own expense.

## **18. HOLD HARMLESS AGREEMENT**

By entering into this agreement, you certify that you will hold harmless the Conejo Recreation and Park District, the Conejo Valley Historical Society, the Stagecoach Inn Museum, and any of their agents or officers in the case of any accident or loss resulting from the use of the facility. This release and agreement to hold harmless is intended to cover and does cover any and all future claims.

**19. CONEJO VALLEY HISTORICAL SOCIETY REQUIREMENTS OF ADDITIONALLY INSURED INSURANCE CERTIFICATE & ENDORSEMENT**

You are required to provide a liability insurance policy (see attached paperwork), which names the Conejo Recreation and Park District, the Conejo Valley Historical Society, and the Stagecoach Inn Museum as additionally insured, in the amount of two million dollars (\$2,000,000) “General Aggregate” and one million dollars (\$1,000,000) “Each Occurrence,” no later than thirty (30) days prior to the scheduled event date.

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

The undersigned acknowledge and agree to all the above rules and regulations set forth in this document.

Please make checks payable to “Conejo Valley Historical Society” (or CVHS) and return the following signature page with your check to:

Carol Wheelis  
14092 Hargrove Court  
Moorpark, California 93021

For further information, please contact the Museum at 805-498-9441 or the wedding site coordinator, Carol Wheelis, at 805-298-2619.

# WEDDINGS AT THE STAGECOACH INN MUSEUM

## CONTRACT FOR USE OF FACILITY

### RULES & SERVICES – APRIL 2022

**“I/We have read and understand and agree to all the above rules and regulations regarding holding our event at the Stagecoach Inn Museum. I/we understand that it is my/our sole responsibility to leave the Museum facilities and grounds in the same condition as they were found.”**

#### **BRIDE & GROOMS NAMES:**

**Bride:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Groom:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_

**Wedding ceremony and/or Reception:** \_\_\_\_\_

**Approximate number of guests:** \_\_\_\_\_

**Rehearsal the night before? Yes or No**

#### **SIGNATURE OF RESPONSIBLE PARTY/PARTIES IF OTHER THAN THE BRIDE AND GROOM:**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_