



## **Chumash Indian Museum** **Wedding Guidelines**

Thank you for inquiring about having your wedding here at the Chumash Indian Museum. Our beautiful oak tree canopy provides the perfect backdrop for your special day. Due to the close proximity of residential neighbors, and the sacred nature of the museum and grounds, we have a number of guidelines which must be followed.

### **General**

- Current museum hours open to the public are Saturdays from 10am to 4pm, and during the summers, Fridays from noon to 4:00pm. The museum will not be closed during this time to accommodate the private wedding party. If you choose another day for your wedding, we will have the museum open during your reserved time for your guests to enjoy before/after the ceremony.
- Note that the outdoor trails are open to the public every day from sunrise to sunset, and as public parkland, the trails cannot be closed off to accommodate weddings.
- Due to the proximity of residential neighborhoods, limited parking in the area, facility size and staffing constraints, weddings are limited to **100 or fewer** participants and guests.
- Set-up for the wedding activities may begin no earlier than 9:00am on your reserved date. **All wedding activities must be wrapped up by 8:00pm, with breakdown of the reserved space completed by 9:00 pm.** You are responsible for ensuring prompt breakdown and pick up of all furnishings and decorations. Failure to comply with the time limits will result in a late fee of \$150 per hour.
- Chairs for seating, tables and all other furnishings must be rented; we do not have tables or chairs available for use other than picnic tables and permanent bench seating at our stage or outdoor village areas. We have a limited number of electrical plugs for use.
- Decorations may only be secured with reversible materials, such as easy-release tape, string, ribbon, etc. in consultation with museum staff/volunteers. No damage to museum facilities, vegetation or trees is allowed and could result in the assessment of a damage fee.
- A deposit of 50% of the fee (\$375 for ceremony-only; \$750 for ceremony and reception) is due when you book your date. The remainder of the fees are due 10 days before the day of the event. Should you need to cancel your reservation, \$100 of your deposit is retained if cancelled within 3 months of your scheduled date; all of your deposit is forfeited if cancelled less than 3 months before your scheduled date.

**Chumash Indian Museum**  
Telephone: 805 492-8076  
Online: [www.chumashmuseum.org](http://www.chumashmuseum.org)  
Email: [info@chumashmuseum.org](mailto:info@chumashmuseum.org)

## Ceremony

- Permits for the wedding ceremony cover a four-hour time period, which includes set-up, time for the ceremony, and break-down. The fee is \$750. Rehearsal time may be arranged at no additional cost.
- No confetti, streamers, rice or bird seed may be tossed or balloons released as part of the ceremony. We can work with you to select other environmentally appropriate practices. No candles or open flames are allowed due to the park location within a high fire danger area.
- There is no designated bride's room available – we may be able to arrange **limited** use of office space for bridal party preparations.
- Only acoustic instruments or limited amplification of music or speech is allowed during the wedding ceremony.

## Reception

- Permits for the wedding reception cover a four-hour time period, which includes set-up, time for the reception, and break-down. The fee is \$750, or \$1500 when combined with the wedding ceremony. Receptions, when combined with the wedding ceremony allow a total of eight hours of reserved time.
- Music and amplified speech volume should be limited with reasonable volume, and any speakers used shall be situated away from the nearby residential neighborhood. Music selection should be appropriate for all ages. Museum staff reserves the right to ask for adjustments to music volume.
- Caterers should be self-sufficient with their set-up. We have limited electrical connections for use, and no on-site kitchen.
- Only wine and beer may be served to guests aged 21 or over. If alcohol will be sold, an Alcohol Beverage Control daily sales permit must be submitted and approved no later than 10 days before the event.
- Organizations, business and caterers must submit an additional *Insured Certificate of Liability Insurance and Endorsement* naming the Oakbrook Park Chumash Indian Corporation and Conejo Recreation and Park District as the additional insureds. Proof of insurance shall be submitted no later than 10 days before the event.

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