



## 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 Sundays from noon to 4pm. 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. Our parking lot can only accommodate 27 vehicles. Additional parking on the street is available. **In order to maintain required emergency access, vehicles must be parked in designated spaces and cannot double-park.** If guests do not comply with parking restrictions, the museum staff may suspend the event until vehicles are parked properly.
- 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, taken from your security deposit.
- 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. All museum outdoor seating moved for the event must be done by your party under our Visitor Services Coordinator's supervision and replaced back in same order. We may not have staff/volunteers available to help assist.
- 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, taken from your security deposit.
- **Security Deposit:** A refundable security deposit of \$300 plus 50% of the facility rental 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. Your facility rental fee deposit will be refunded if cancellation is made more than 10 days before your event.
- **Designated Person:** In order for us to make sure your event stays on track with our guidelines as well as running smoothly the day of the event, we ask for you to provide us with someone we can turn to during your event so that we do not have to interrupt you during your special day. We've found that this significantly helps reduce stress on the bride/groom and our coordinator. This person can be the personal

event planner or if you do not have one, it can be someone close to the bride/groom. **The Designated Person will be responsible for the wedding party and guests adhering to museum guidelines and will act as a contact person on the day of the event in case of problems arising.** A meeting between our Visitor Service Coordinator, the wedding couple and the Designated Person is **required at least two weeks** before the event date.

### **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 (ex. biodegradable natural flower petals). 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. The office space must be returned to clean and working order after the event; otherwise, a cleanup fee of \$150 may be deducted from your security deposit.
- Only acoustic instruments or limited amplification of music or speech is allowed during then 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, including set-up and break-down.
- 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 as the additional insureds. Proof of insurance shall be submitted no later than 10 days before the event (see attached form).