



PLEASANT VALLEY RECREATION AND PARK DISTRICT PERMIT APPLICATION

Permit applications received are subject to review for approval by the District. A reasonable effort will be made to accommodate application requests; additional information may be requested for permit approval. All fees due are subject to the adopted District Fee Schedule. The applicant must check all boxes that apply under the Special Event Qualifications area. Staff will work with the applicant to determine if a Special Event permit will be required.

Permit Application Types:

Facility Rental – Public or private event that does not qualify as a special event. Special Event Qualifications provided below do not automatically designate a rental as a Special Event.

Special Event – Public or private event that may include the use of streets, sidewalks, alleys, parking areas, parks or facilities beyond the normal pattern of use, exceeds overall facility capacity, or requires an external entity application or permit, and/or requires District staffing. Examples of Special Events include, but are not limited to festivals, parades, and concerts. Additionally, any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 120 days in advance of the proposed event. The Special Event Policy is available for additional information at www.pvrpd.org or in the District main office.

Special Event Qualifications (check all that apply):

- Overall attendance exceeds facility capacity throughout duration of the event.
- Closure of roads, use of public streets, transportation planning, extra parking, and/or parking lot usage for something other than parking (*requires additional/external permitting*).
- Use of fencing, stages, barricades, booths, or other structures.
- Use of any equipment, rental, or vendor type with an increased potential to cause damage (*examples include but are not limited to amusement rides, large scale carnival games, petting zoos, etc.*).
- Amplified sound – specific locations only.
- Security guards required when alcohol is present; one (1) guard required per fifty (50) attendees. If alcohol will be sold, an ABC license is required.
- External Agency permits required – examples include but are not limited to City of Camarillo (traffic/safety), Ventura County Resource Management Agency (food safety; MFF/TFF), Ventura County Fire Department (safety).

Board Approval Required – *application must be submitted at least 120 days prior to event* (check all that apply):

- Use of facilities for something other than its intended use (*sports facilities may not be used for anything other than playing sports*).
- Event requires Ventura County Fire Department permits (*reasons to include but not limited to attendance level, structure, or other event conditions*).
- Increased potential for facility/turf damage due to event qualifications, attendance level, or type of activity throughout the duration of the event (*examples include but are not limited to fire dancers, contortionists, aerial performers, etc.*)



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Facility Rentals and Special Events – Applications for indoor facilities must be submitted at least 45 days prior to event. All remaining fees due, vendor information, vendor insurance, and event layout, must be paid/provided no later than 45 days prior to event.

Required at least 45 days prior:

1. Completed Application – waiver must be signed.
2. Proof of General Liability insurance – Additional Insured, Primary and Noncontributory, and Waiver of Subrogation endorsements naming the District must be included (If applicable).
3. Fees Collected – application fee, cleaning deposit, and 50% deposit of total fees due.

Special Events – continued. Applications received less than 120 days prior to the event dates will be evaluated on a case-by-case basis for feasibility of accommodation; except when Board approval is required.

4. Site map(s) and Emergency Action Plan (EAP) for event. Customer may choose from available templates or provide their own.
5. Fees collected – additional fees include but are not limited to: special event fee and staffing costs.
6. Application review meeting with District Staff – may be conducted by phone or in-person.
7. Site walk with District Staff.
8. Copy of IRS Letter of Determination for Non-Profit status (if applicable).
9. External Agency Permits (if applicable).

Additional Considerations – The District reserves the right to schedule facilities in accordance to the greatest benefit to the general public and the District. During application review, priorities will be given to the following in order:

1. Emergency and Public Safety Operations (Emergency Disasters/Emergency Response).
2. District Programming
3. Community Service Groups (in the case of field & facility use consistent with normally scheduled operations and predicated on the timely and complete submission of facility requests).
4. Returning customers applying for an established event involving a District facility (predicated on the timely and complete submission of facility requests).
5. Customers with new events for a District facility (prioritized by those with the most timely and complete submission of facility requests).

Permit Revocation, Refunds and Cancellations – Permits may be revoked or cancelled by the District at its discretion. Policy and procedure for revoking permits or requesting a refund or cancellation can be found in the General Use Policy and Special Events Policy which are on the District's website at www.pvrpd.org.

The District may cancel or re-assign use of facilities for reasons including but not limited to the following:

1. District maintenance or repairs involving any District field or facility.
2. Concerns related to the health and safety of participants including, but not limited to, rain, muddy conditions, smoke and/or smog alerts, extreme heat, maintenance issues, lightning, earthquakes, or additional emergency situations.
3. Non-adherence to Field, Facility Allocation & Use Policy, District Ordinance 8, General Use Policy, or Special Events Policy.

Appeals – Procedure for the appeals process can be found in the District's Ordinance 8.



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APPLICANT INFORMATION			
Organization Name:		Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Name:			
Address:			
City:		State:	Zip:
Email:		Phone:	
Alternate Contact:		Alt. Phone:	
EVENT DESCRIPTION			
(Please refer to Facility Rental Brochure and Fee Schedule for rates and minimum hour requirements.)			
Name or Title of Event:			Est. Attendance:
Requested Facility/Park Location(s): Park/Facilities Map			
Field/Zone/Court (sports only):		Sports Lights Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Recurring (yes or no):		Frequency:	
Date(s) of Event:		Event Time:	
Setup date:	Setup Start Time:	Cleanup date:	Cleanup End Time:
Event Purpose and Description, Additional Dates, Notes:			
EVENT DETAILS			
Is this reservation/event: <input type="checkbox"/> Public (open to anyone) <input type="checkbox"/> Private (invited guests only) <input type="checkbox"/> Business Use (charge for entry) (select all that apply)			
Event requires advanced registration <input type="checkbox"/> Yes <input type="checkbox"/> No		Event is Charging Admission <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Electricity Required (indoor only)		<input type="checkbox"/> Amplified Sound (limited locations)	
<input type="checkbox"/> Tables/Chairs Required (indoor only)		<input type="checkbox"/> Alcohol Present (security may be required)	
		<input type="checkbox"/> Alcohol Sold (ABC license required)	
Will event have vendors (DJ, Band, Food, Craft, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
How many?		Describe:	
Will items or services be sold at event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Describe:	
Will food be present? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of food: <input type="checkbox"/> Self Provided <input type="checkbox"/> Catered <input type="checkbox"/> Food Truck/Vendor (limited locations)			
Will event include entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No		Describe:	
Will a banner be posted at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Describe:	
Is this a run/walk event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Use of City streets/sidewalks? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will streets need to be closed or partially closed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide map of street closures.			
Other Event Elements (Bounce House Inflatables, Rides, etc.):			



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Agreement & Release

As an Applicant, I acknowledge that the above information is true and correct. I understand that the application fee is non-refundable. I understand that applications submitted within ninety (90) days of proposed event are subject to a late fee. I understand that a submitted application does not guarantee reservation. Contracted reservations are subject to facility availability. Special Events may be subject to additional City and County permits and fees. Additionally, a fully priced quote is not available until after a complete application has been received.

I hereby acknowledge I have read and understand the District's General Use Policy and Ordinance 8. I agree to abide by the Policies and Ordinances of Pleasant Valley Recreation and Park District, and of the State of California. I further understand that this Reservation for Use of Facility is not complete and binding until all fees are paid in full and all information requested is submitted.

I agree and understand that vehicles at any time are not allowed on District turf. Doing so may result in loss of deposit and or the addition of maintenance/repair fees as assessed by District staff. **Initial:** _____

Name: _____

Signature: _____ **Date:** _____

Application Submission

<input type="checkbox"/> Email:	csr@pvrpd.org , 805-482-1996
<input type="checkbox"/> Mail to:	Pleasant Valley Recreation & Park District, 1605 E. Burnley St., Camarillo, CA 93010

For Office Use Only

<input type="checkbox"/> SPECIAL EVENT	<input type="checkbox"/> FACILITY RENTAL <input type="checkbox"/> SPORTS RENTAL
Date Received:	Quote Created: <input type="checkbox"/> Yes <input type="checkbox"/> No
Contract Number:	Deposit Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No
Processed By:	Final Balance Collected: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Proof of Non-Profit Status	
<input type="checkbox"/> Site Map or Event Layout provided for area(s) of use	<input type="checkbox"/> Certificate of Insurance and Endorsement Form
<input type="checkbox"/> List of Vendors	<input type="checkbox"/> Alcohol Liability Insurance (if alcohol present)
<input type="checkbox"/> Vendors selling items or services must have Camarillo Business License and provide COI + Endorsement	
External Entity Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
City of Camarillo	Date Submitted: _____ Date Approved: _____
County of Ventura	Date Submitted: _____ Date Approved: _____
Ventura County Fire Department	Date Submitted: _____ Date Approved: _____
Other: _____	Date Submitted: _____ Date Approved: _____



PLEASANT VALLEY RECREATION AND PARK DISTRICT PERMIT APPLICATION

AGREEMENT, WAIVER, RELEASE FORM – RENTER/USE OF FACILITY

A. GENERAL PROVISIONS

1. I, The RENTER, understands: Reservation applications must be submitted at least 45 days prior to the requested reservation date. A reservation deposit, consisting of 50% of the total permit fees, is required with the submission of the rental application to secure any picnic shelter, indoor facility, or sports facility. The remaining balance is due no later than 45 days prior to the reservation date. A reservation application submitted less than 45 days prior to the event date may be allowed, pending District approval. REFUNDS WILL NOT BE GRANTED FOR ANY WEATHER CONDITIONS. If there are weather conditions that do not allow you to hold your event, you will need to contact the District office at 805-482-1996 by the first business day after your event for consideration of a reservation date transfer within the next 6 months for a similar facility. The District reserves the right to deny approval of any permit request at any time.
2. Application fee is non-refundable.
3. If a reservation is cancelled ninety-one (91) or more days prior to event date, customer will receive a full refund minus the application fee.
4. If the reservation is cancelled between sixty (60) and ninety (90) days prior to event date, customer will receive refund of any cleaning/security deposit paid and 50% of all other fees paid (excluding application fee).
 - i. In lieu of a full or partial refund, the payments made for a canceled event can be transferred onetime to a future event to be held within six months. An additional \$25 non-refundable administrative fee will be charged. Additional fees may apply depending on the venue. Refer to current approved Fee Schedule for facility fees.
5. Reservation of facilities made less than sixty (60) days in advance are only eligible for a refund of the cleaning/security deposit.

B. INFORMED CONSENT AND RELEASE

- a. I, the RENTER, in consideration of my request (and, if granted, permission) to rent and/or use Pleasant Valley Recreation and Park District (DISTRICT) facilities, buildings and parks (the Premises) assume full responsibility for and waive and release all claims, liabilities, costs and expenses against the DISTRICT and its directors, officers, agents, and employees for injury, illness or death to any person, or damage to or loss or destruction of property that may result from my use or occupancy of the Premises to the fullest extent permitted by and consistent with California law, including without limitation Civil Code sections 846, et seq. and Civil Code section 1668. The terms of this release act as an express assumption of risk and release on behalf of myself, my family members, and anyone else acting on my behalf or with my permission. I represent that to the best of my knowledge I have no medical, physical or mental health condition which would affect or interfere with my use of the Premises.

C. INDEMNIFICATION

- a. ON BEHALF OF MYSELF AND ANY ORGANIZATION WHICH I REPRESENT, I, THE RENTER, AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE DISTRICT and its directors, officers, agents and employees, past and present, from any claims, liabilities, costs and expenses (including reasonable attorneys' fees and costs) for injury, illness, or death of any person, or damage to or loss or destruction of property, resulting from the use or occupancy of the Premises by myself or my agents, employees, representatives, organization members, or invitees, unless solely caused by the gross negligence or willful misconduct of DISTRICT, its officers, employees, or agents.
- b. I, the RENTER, further represent and warrant that if I am signing this on behalf of an organization, that I have the full authority to bind the organization to the terms of this agreement.

D. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

- a. I, the RENTER, shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
- b. I, the RENTER, agree to abide by all applicable local, federal, and state accessibility standards and regulations
- c. I, the RENTER, further agree that I am solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
- d. I, the RENTER, accept full responsibility for any breakage or damage to the Premises and for the conduct of those attending as invitees and furthermore know and understand all DISTRICT rules and regulations that apply to the intended use and occupancy of the Premises.
- e. I, the RENTER, understand that the DISTRICT reserves the right to immediately revoke RENTER's right to use of the facility under this agreement should the RENTER fail to comply with any provision of this section.

E. INSURANCE REQUIREMENTS

- a. THIS SECTION SHALL APPLY ONLY TO RESERVATIONS WHICH REQUIRE INSURANCE COVERAGE
- b. I, the RENTER, agree to abide by the following:



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- i. General liability insurance: the RENTER shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability. Required liability amounts may be increased to limits not to exceed \$2,000,000 per occurrence, \$4,000,000 general aggregate, for bodily injury, personal injury, and property damage should the event be determined to meet Hazard/Risk Classifications that require such. The District shall make determinations on a case by case basis.
- ii. Such insurance shall name PLEASANT VALLEY RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The RENTER shall file certificates of such insurance with the DISTRICT, which shall be endorsed to provide thirty (30) days' notice to the DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the DISTRICT may deny access to the facility.
- iii. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the DISTRICT's self-insurance pool.
- iv. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the RENTER maintains higher limits than the minimums shown above, the DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the DISTRICT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the DISTRICT.

F. FORCE MAJEURE

- a. I, the RENTER, understand that due to Force Majeure Events that, notwithstanding anything to the contrary contained in this agreement, the DISTRICT shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The RENTER waives any right of recovery against DISTRICT and the USER/RENTER shall not charge results of "acts of God" to DISTRICT, its officers, employees, or agents.

I have carefully read this disclaimer agreement and understand its terms, including the release and express assumption of the risk of harm recited above. I understand that the use of the Premises may involve the risk of harm to persons and/or property and I agree to assume all risks associated with my use and occupancy of the Premises.

Applicant Signature _____

Date _____