



Pleasant Valley Recreation and Park District INDOOR FACILITY RENTAL APPLICATION

Today's Date: _____
 Print Name of Applicant or Representative: _____
 Name of Organization: _____
 Phone: _____ Cell Phone: _____ Email: _____
 Street Address: _____ City: _____ Zip: _____

FACILITY RENTAL INFORMATION

Facility Requested: _____ Rental Date Requested: _____
 Type of Event: _____ Estimated Maximum Attendance: _____
 Event Times: _____ am/pm to _____ am/pm Total Hours Requested: _____ (4 hour Minimum includes set up and cleanup)
 Decorations? No _____ Yes _____ TV/DVD Player Screen/ Podium? _____
 Amplified sound? No _____ Yes _____ PA System? No _____ Yes _____
 Alcohol Served (Insurance required) ? No _____ Yes _____ Sold _____ (if alcohol is being sold, an ABC License is required)
 Vendors (Caterers, DJ's, Bands, etc...)other attractions? No _____ Yes _____ Explain: _____
 Admission/Donations Required? No _____ Yes _____ Are you a non-profit Organization? No _____ Yes _____
 How will proceeds be used? _____

Note: All Vendors need to provide a Certificate of Insurance and have a business license to operate in Camarillo.

Cost Work sheet

Hourly Rate \$ _____ X _____ hours	= _____
<i>(Note: 4 hour minimum rental)</i>	
Refundable Cleaning Deposit	= _____
Alcohol Liability Insurance	= _____
Security Guards	= _____
<small>(1 per 50 Guests/\$50/hour/guard)</small>	
Other	= _____
Administrative/Processing Fee	= <u>\$25.00</u>
Total	= _____

Room Set -Up

For Auditorium and Freedom Center Set-up call 482-1996.

As an Applicant, I hereby agree to abide by the rules and regulations 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.

In consideration for being a participant in the programs offered by the District, I hereby consent and grant to the District the right, without fees, to make and use video tape recordings/still photographs of me, my minor children, and/or dependents in my care, in any manner or form and for any lawful purpose at any time. I waive any right that I may have to review or approve the finished product, or the use to which it may be applied. I release and discharge the district and its employees from any liability to me, my children and/or dependents in my care by virtue of any representation that may occur in making, editing or use of said video tape recordings/still photography.

Applicant agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. Applicant agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District's facilities.

 Signature of Applicant/Responsible Party _____
 Date