



# Pleasant Valley Recreation and Park District

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**BOARD OF DIRECTORS**

MIKE MISHLER  
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ELAINE MAGNER

**GENERAL MANAGER**

MARY OTTEN

Thank you for your interest in hosting a Special Event with Pleasant Valley Recreation and Park District. It is the goal of the District to provide residents with quality programs, events and parks. The District features 28 parks and spans more than 55 square miles reaching from California State University, Channel Islands to Spanish Hills in the city of Camarillo.

Special Event permits are required for large events or events that exceed the normal attendance at a particular District property. Examples of such events include outdoor church services, run/walk events, dog shows, craft fairs, community celebrations, or any other activities which go beyond the scope of normal park use, picnic rentals, or require partial or exclusive use of a District property. A permit is also required if you advertise the event or if there is a participation fee.

Enclosed you will find the Special Event Permit Application to begin the process to reserve the parks and/or facilities necessary for the event. The size, duration and attendance of your event will dictate the fee associated with your event. Please read the application closely as there is time sensitive information associated with your permit. All fees are calculated once the Special Event Permit Application is received. Follow the steps included in the permit to ensure submission in a timely fashion.

Do not assume your event is approved or begin advertising your event until you have the final permit signed by the General Manager and any other staff requiring approval. Your event application must be complete with an event plan and event map for approval.

We look forward to working with you on your upcoming Special Event.