

# SPECIAL EVENT PERMIT APPLICATION

To be submitted to the Pleasant Valley Recreation & Park District, 1605 E. Burnley Street,  
Camarillo, CA 93010, (805) 482-1996

To be submitted no less than 90 days before proposed event

Please read information on applying for a Special Event permit before completing this application. Answer all questions in ink or by computer. Write N/A where appropriate.

Name of Applicant  Sponsor Agency

Phone Number  Address

E-mail Address  Fax Number

Type of Event:

Run/Walk  Dog Show  Craft Fair  Concert  Community Celebration  Church Service (Multi-Facility)

Other

Name or Title of Event:

Location & Brief Description of Event:

Please include with your application request a detailed event plan for your entire event.

Date of Event  Total Anticipated Attendance  Hours including Set-up/Breakdown From:  To:

Date of Event  Total Anticipated Attendance  From:  To:

## Additional Questions:

- Yes No
- Does this event involve a charge for admission?
- Does this event involve the **sale** or **use** of alcoholic beverages?
- Will items or services be sold or given away at the event?

If **YES**, please describe:

- Does this event involve entertainment?

If **YES**, please describe:

- Does this event involve a **moving route** of any kind along streets, sidewalks or highways?

If **YES**, attach a detailed map of your proposed route, indicate the direction of travel, and provide a written narrative to explain the route. Include information about other agencies you have applied for permits for this event.

- Does this event involve animals?
- Does this event involve a **fixed venue** site? If **YES**, attach a detailed site map showing all streets affected.
- Does this event involve any tents?
- Will there be any open flame cooking in booths or trailers? Propane?
- Will there be a pyrotechnics display (fireworks)?
- Does the event involve hanging a banner ?
- Will you be bringing in portable restrooms? If so, indicate on location map.

### **Important Deadlines:**

1 year prior	Special events can be booked as early as one year in advance. A \$100 deposit is due immediately to reserve your date. This fee will be applied to the overall charges if your event is approved. This fee is Non-Refundable.
90 days prior	New events and or especially complicated events require a minimum of 90 days. Some events will need approval from the Board of Directors, which can take 90 days or longer.
60 days prior	LATE FEES!! A \$100 late fee will apply if your application is not complete 60 days prior to the event. The late fee will apply if we have not received your certificate of insurance, signed permit or fees have not been paid. No exceptions.
30 days prior	No new permit applications will be accepted.
15 days prior	Your event will be cancelled if your application packet is not complete, including adequate proof of insurance, payment of fees, or an authorized permit signed by you.

### **Step 1 - Tentative Booking & Deposit**

Contact the Customer Service Division to see if the date and facility/park is available, and make a tentative reservation by submitting your \$100 deposit for the event. If your event requires park accommodations, such as picnic areas or lifeguard staff, this should be discussed at this point. The person who begins the reservation process is required to be the contact person throughout the entire permit application process.

Within 14 days of receiving the tentative contract, pay the Permit Application deposit (\$100 for standard special events). This deposit is a non-refundable/non-transferable administrative fee and is applicable even if the event is not approved by the District staff or the event is cancelled by the applicant. **NOTE:** Tentative contracts are issued to facilitate payments of fees. A completed permit will be issued only after you complete all six steps.

### **Step 2 - Application Requirements**

- Complete all fields on the application form.
- Indicate on a park map all important events such as start and finish areas, trails to be used, course monitors, aid stations, and vendors. Maps are available at [www.pvrpd.org](http://www.pvrpd.org) or you may use Google Maps or similar.
- Depending on your type of event, additional information (such as an emergency contact plan), may be required. Please see relevant guidelines.
- An Event Plan which describes in detail **ALL** aspects of the event must be approved by the Customer Service Division and may be reviewed by the General Manager or designee.
- Sign your application.

### **Step 3 - Mandatory Review Meeting**

Arrange a face-to-face meeting with the General Manager or his designee. First-time, large or complex events may require additional meetings with District staff.

#### **In your meeting, be prepared to discuss:**

- Your application packet (application form, map & event plan)
- Course or area to be used
- Fees for park entry/parking, staff overtime, vendors, or other services
- Additional requests such as extra garbage or recycle cans, portable restrooms, etc.
- Support you may need from District staff or other agencies
- Any other issues or concerns

### **Step 4 - Insurance**

Evidence of **General Liability Insurance Coverage** in the amount not less than **one million dollars** (\$1,000,000) combined single limit bodily and property damage **for each occurrence**. Insurance may be available for purchase through the Pleasant Valley Recreation & Park District. The following items are **REQUIRED** and must be included on the Certificate of Insurance to demonstrate the appropriate insurance coverage.

#### **a. List as Certificate Holder:**

Pleasant Valley Recreation & Park District  
Attn: Customer Service Division/Special Event Permit  
1605 E. Burnley Street; Camarillo, CA 93010

## Insurance Cont'd

### **b. Additional Insured Endorsement page must contain the following language:**

"The Pleasant Valley Recreation & Park District, its officers, employees, and agents are named as additional insured. The insurance shall be the primary coverage for (event name) to be held on (dates).

Additional endorsements may be required if the event involves non-park vehicles driving on park property, or if food and/or alcoholic beverages will be sold or served. Submit proof of insurance to the Customer Service Division via e-mail, fax or mail.

Amount of General Liability Coverage is at the discretion of the General Manager and a higher per occurrence amount can be requested at any time.

### Step 5 - Fees

We accept Visa, Mastercard, American Express or check. To pay by credit card, contact the Customer Service Division at (805) 482-1996 x. 10, 11, 12 or 13 and reference your name and permit number. For checks: write your permit number, event name and date on the check and mail it to Pleasant Valley Recreation & Park District, Attn: Customer Service Division. Balance of fees is due not later than Sixty (60) days prior to your event and must be paid prior to the issuance of the final permit. Additional charges may include fees for picnic sites, facility rental, staffing, lights and other fees (all extra usage fees that may apply should be included in your event plan). \*Vendor fees, per participant fees or percentage of program revenue are due within thirty (30) days after the event.

### Step 6 - Permit

A final copy of the permit will be issued for your signature when we have received the completed special event permit application packet with the necessary approvals, all fees are paid, and adequate proof of insurance provided. Return the signed permit to the Customer Service Division. The General Manager (or designee) will sign the permit and send you a final permit.

### Questions? Contact the Customer Service Division

Phone: (805) 482-1996

Pleasant Valley Recreation & Park District

Fax: (805) 482-3468

1605 E. Burnley Street, Camarillo, CA 93010

E-Mail: rentals@pvrpd.org

Website: www.pvrpd.org

## Waiver

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.**

**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.**

**Consent and Release for Making and Use of Video Tape/Photography for print and internet use:** In consideration for being a participant in the programs offered by the Pleasant Valley Recreation & Park District (District). I hereby consent and grant 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 anytime. 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 Pleasant Valley Recreation & Park District and its employees from any liability to me, my children and/or dependants in my care by virtue of any representation that may occur in making, editing or use of said video tape recordings/still photography.

I hereby certify that I have read and understand and agree to comply with all requirements listed in this Special Event Application. I understand that any violation could lead to the closing of your event. I further certify that the information included herein is accurate.

Signature

Date

Print Name Here

Title

**FOR OFFICE USE ONLY**

Customer Service Rep.	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Recreation Manager	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
Parks Superintendent	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
General Manager	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>

Fees: Staff will select applicable fees below based on information provided by the EVENT PLAN

- \$25 Special Event Application Fee     \$100 Application Late Fee if less than 60 days from requested event date  
 \$75/hour Security Guards     \$20/hour Park Maintenance Staff     \$15 Vendor Permit Fees

Field Renovation Fee \$     Rental Fee \$      Portable Restroom Rental    \$

\$  Other Fees      \$  Other Fees

Special Notes:

Liability Insurance: Cert. w/ Endorsement(s) was received on  by