



Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

BOARD OF DIRECTORS
Doug Nickles, Chair
Nellie Cusworth, Vice Chair
Chuck Huffer, Director
Marissa Buss, Director
Ashley Orozco, Director

DATE: November 6, 2025

TO: Board of Directors

FROM: Jim Friedl, General Manager

SUBJECT: Conejo Valley Days – 2026 Annual Agreement and Permit Conditions, Conejo Creek Park

RECOMMENDATION

1. Determine that Conejo Valley Days (CVD) for 2026 is categorically exempt from the California Environmental Quality Act (CEQA).
2. Authorize the General Manager to execute the CVD Agreement for 2026.

CEQA COMPLIANCE

For the Board's consideration and approval, District staff believes the event qualifies for a Class 23 Categorical Exemption, pursuant to Section 15323 of the CEQA Guidelines. Class 23 exemptions include normal operations of existing facilities for public gatherings for which the facilities were designed, where there is a past history of the facility being used for the same or similar kind of purpose. In this instance, the facilities at the Conejo Creek Complex, specifically the event at Conejo Creek North and parking at Conejo Creek South, Conejo Creek West, and Conejo Creek Northwest, were designed to hold large-scale community-wide events and parking for such events.

The facilities have been used in various combinations, including all of them together, to support similar size events (historical data gathered from Placer.ai (visitation software), newspaper reports, self-reporting, and staff estimates - see the following Historical Large Event Visitation Table which includes CONEJO VALLEY DAYS, Chili Cook-Off, Persian New Year, Arbor Earth Day, Bark in the Park, and Wild Oaks / Oakheart Country Music Festival. CVD, as proposed, fits within the scope and scale of these traditional and annual large-scale community events.

ADMINISTRATIVE OFFICES

📍 403 West Hillcrest Drive, Thousand Oaks, CA 91360-4223
☎ 805-495-6471 | 📠 805-497-3199 | ✉ parks@crpd.org | 🌐 www.crpd.org

HISTORICAL LARGE EVENT VISITATION

Event	2025*	2024*	2023*	2022*	Pre 2020
Conejo Valley Days (10 days)	29.4K	35.2K	41.1K	60.5K	10-72.6K
Chili Cook-Off	10K	12K	10K	12.2K	5-7K
Persian New Year	3K	n/a	6.8K	4.8K	8-10K
Arbor Earth Day	2.8K	2.9K	n/a	n/a	5K
Bark in the Park	2.8K	3.9K	4.2K	4.1K	3K
Wild Oaks / Oakheart Country Music Festival	d/o	d/o	9.6K	d/o	8-12K

*Data provided by Placer.ai

n/a denotes no data available for that year

d/o denotes the event did not occur that year

Thus, based on the foregoing, staff finds and recommends the board determine that the CVD is a usual community event and that there are no “unusual circumstances” presented by the event as proposed which would affect the determination that CVD qualifies for a categorical exemption.

DISCUSSION

The attached 2026 CVD Agreement and Permit Conditions (Exhibit 2) are substantially similar to the previous recent years’ agreements. Highlights from the 2026 CVD Agreement and Permit Conditions include:

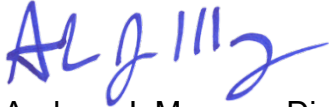
- Exclusive use of Conejo Creek Park South from Monday, June 15, 2026, to 10:00pm on Tuesday, June 30, 2026,
 - As the fields are down for refurbishment, the entire event will be held in the parking lot.
- CVD payment to District of \$15,950,
 - \$825 per day at Conejo Creek South (16 days)
 - \$250 per day at Conejo Creek South Community Building and Picnic Area (11 days)
- CVD shall pay the DISTRICT an additional \$825 for each day, or fraction thereof, beyond 10:00pm on Tuesday, June 30, 2026, that the premises have not been restored to as good a condition as when received by CVD,
- Pre- and post-event financial reporting for participating non-profits.

Staff recommends executing the 2026 CVD Agreement as the community derives a benefit from this well-run and organized event.

STRATEGIC PLAN COMPLIANCE

Meets 2025 Strategic Plan Goal 4.5: Build, maintain, and support relationships with local organizations engaged in activities consistent with the District's mission. Look for collaborative opportunities to expand services and fill unmet needs.

Respectfully submitted by,



Andrew J. Mooney, Director
Parks & Planning

Attachments

CONEJO VALLEY DAYS ANNUAL AGREEMENT – 2026

This Agreement is entered into by and between CONEJO VALLEY DAYS, a non-profit organization, hereinafter referred to as “CVD,” and CONEJO RECREATION AND PARK DISTRICT, hereinafter referred to as “DISTRICT.”

WITNESSETH:

WHEREAS, CVD desires to utilize a portion of that certain real property owned and controlled by the DISTRICT, which property is referred to as approximately 18 acres, including: parking lot of Conejo Creek Park South and Community Building and Picnic Area, as further described in Exhibit A hereinafter referred to as the “subject premises,” for the purpose of conducting a community celebration known as Conejo Valley Days, and

WHEREAS, the DISTRICT desires to allow CVD to use the subject premises for the purpose of conducting the Conejo Valley Days celebration.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, it is agreed as follows:

1. Subject to this Agreement, the DISTRICT will grant a permit to CVD, subject to certain conditions and review and approval of the DISTRICT Board of Directors, for the right and privilege to enter the subject premises. For Conejo Creek North, the right and privilege to enter shall be non-exclusive at all times. With respect to Conejo Creek South, the right and privilege to enter Conejo Creek South shall be exclusive (except as specified in the attached conditions) from Monday, June 15, 2026, to Tuesday, June 30, 2026, known collectively as the usage period.

The usage period is intended to include an eleven (11) day Conejo Valley Days celebration from Thursday, June 18, 2026, to Sunday, June 28, 2026, three (3) days before the event for the purpose of preparing the site for the Conejo Valley Days celebration, and two (2) days following the event for purpose of cleanup and fence removal.

The request for an exclusive use period shall be designated each year by written notice to the DISTRICT to be delivered at least one hundred and eighty (180) days prior to the date on which the Conejo Valley Days celebration for that year shall commence.

2. CVD shall have the right to use the subject premises during the designated usage period for the purpose of preparation for and conducting the annual Conejo Valley Days celebration, which includes, but is not limited to, live entertainment, carnival, exhibition tents, vendor tents, booths, and parking vehicles in designated locations for those attending. CVD shall not expand the contemplated activities or events conducted on the subject premises without making such a request in writing and receiving prior written approval from the DISTRICT. The rules and regulations by which

activities of Conejo Valley Days are to be conducted shall be within the exclusive discretion of CVD, subject to the provisions of paragraph 5 of this Agreement and Permit Conditions.

A Motocross event acceptable to the DISTRICT may be added, but only at the discretion of the DISTRICT.

DISTRICT has the right to provide and display a sponsorship banner during the event. The DISTRICT and CVD shall mutually agree on the sponsorship banner text, size, and location.

CVD shall comply with conditions during its use of the subject premises as per Exhibit B.

3. CVD acknowledges that it has inspected the subject premises and accepts the same “as is” and further acknowledges that it will inspect the subject premises each year prior to making any written request naming the specific usage period and indicate in said written request that the subject premises are accepted in an “as is” condition. DISTRICT will notify CVD of any planned maintenance at the subject premises before or during Conejo Valley Days celebration.

At the conclusion of the Conejo Valley Days events, and no later than Tuesday, 10:00pm, June 30, 2026, CVD agrees to leave the subject premises in as good a condition as when received by it and shall remove all structures, materials, equipment, and trash which results from the Conejo Valley Days celebration from the subject premises and shall otherwise restore the subject premises as necessary to place them in the same condition as when received.

4. CVD shall not attempt to cause any permanent improvement to the subject premises in any way without prior written consent of the DISTRICT. Any permanent improvement shall have a separate agreement between the parties, with each separate agreement specifying the details of said improvement, including, but not limited to, the location and who shall be responsible for the costs, maintenance, and insurance of said improvement. Each agreement shall set forth a buyout provision establishing a formula and a procedure whereby DISTRICT shall repay CVD for the cost of the improvement if this Agreement is terminated by the DISTRICT pursuant to the terms and conditions of paragraph 13 of this Agreement.
5. CVD and its agents and employees shall, in their usage of the subject premises, comply with all government ordinances, orders, policies, and regulations with respect to all activities, including public gatherings, on the subject premises.

CVD and its agents and employees shall be 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 subject premises, including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.

Updated information regarding such guidelines is readily available at the following websites:

[Ventura County Emergency Information](#)
[California Department of Public Health - COVID-19](#)
[Center for Disease Control and Prevention](#)

Lack of compliance by CVD may be considered a breach of this contract, and the General Manager or his designee may revoke the permit; an appeal of such revocation may be made by CVD to the Board of Directors.

6. At all times during the usage period, CVD shall maintain at its own cost and expense Public Liability insurance covering liability for bodily injury, personal injury, death, and property damage. The DISTRICT, CVUSD, and City of Thousand Oaks (CITY) shall be named as additional insureds. It shall receive a copy of the certificate thirty (30) days prior to the event if obtainable, and if not obtainable, CVD and/or DISTRICT may cancel the Conejo Valley Days celebration. The amount of insurance coverage shall be \$2,000,000 per occurrence and \$5,000,000 aggregate, or for limits mutually agreed to by the parties at least ninety (90) days prior to the event.

7. CVD shall indemnify, defend, and hold harmless DISTRICT, CVUSD, and CITY, its officers, employees, volunteers, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to CVD’s performance of its obligations of this Agreement, unless solely caused by the gross negligence or willful misconduct of DISTRICT, CVUSD, and CITY, its officers, employees, or agents. Should DISTRICT, CVUSD, and CITY, or its elected officials, employees, volunteers, or agents, be named in any suit, or should any claim be against it, or any of its elected officials, employees, volunteers, or agents, by suit or otherwise, whether the same be groundless or not, arising out of the performance of CVD of its obligations of this Agreement, CVD will defend DISTRICT, CVUSD, and CITY (with counsel satisfactory to DISTRICT, CVUSD, and CITY), and its elected officials, employees, volunteers, and agents, and will indemnify them for any judgment rendered against them or any sums paid out in settlement or otherwise. All parties contracted with CVD for the event who have their own insurance shall be required to name the DISTRICT, CVUSD, and CITY as additional insureds.

8. CVD shall pay the DISTRICT:

Fee Description	Per Day or Portion Thereof Amount	Days	Total Fee
Conejo Creek South Site Fee – Setup	\$825	3	\$ 2,475
Conejo Creek South Site Fee – Event	\$825	11	\$ 9,075
Conejo Creek South Building and Picnic Area Fee – Event	\$250	11	\$ 2,750
Conejo Creek South Site Fee – Cleanup	\$825	2	\$ 1,650
TOTAL FEES			\$ 15,950

Payment shall occur within sixty (60) days of the termination of said event.

CVD shall pay the DISTRICT an additional \$825 for each day or fraction thereof beyond 10:00pm on Tuesday, June 30, 2026, that the subject premises have not been restored to as good a condition as when received by CVD, as described in paragraph 3 of this Agreement.

9. CVD shall exercise its reasonable best efforts to obtain any financial statements for the non-profits participating in the 2026 Conejo Valley Days celebration and transmit them to the DISTRICT.

Ten (10) days prior to the event, CVD shall provide information for non-profits participating in the Conejo Valley Days celebration, including, at a minimum: the name of the non-profit, name, email, and phone number of points of contact for the non-profit; service provided by the non-profit; and estimated net revenue for the non-profit as a result of the Conejo Valley Days celebration.

Within sixty (60) days of the termination of the event, CVD shall provide information for non-profits participating in the Conejo Valley Days celebration, including, at a minimum: the name of the non-profit; name, email, and phone number of points of contact for the non-profit; service provided by the non-profit; and actual net revenue for the non-profit as a result of the Conejo Valley Days celebration.

Within sixty (60) days of termination of the event, CVD shall submit a Profit and Loss statement, which includes a detailed description of any individual expense exceeding \$5,000.

10. CVD shall fully reimburse the DISTRICT for any labor and materials expended by the DISTRICT for any and all repairs caused by the event. Payment shall occur within sixty (60) days of the date of invoice from the DISTRICT.
11. The parties may, upon mutual agreement, extend the term of this Agreement for an additional usage period in 2027, subject to all terms and conditions of this Agreement, except paragraph 8 above, which is subject to annual negotiations.
12. In the event of extraordinary conditions, the General Manager, or a duly authorized representative, may close the subject premises at any time when there is an apparent danger to the persons using the property, the property itself, or for any cause which could affect the safety and welfare of the public per Section 229 of the CRPD Ordinance Manual. Reasonably foreseeable extraordinary conditions include, but are not limited to, extreme weather conditions; lighting malfunction or loss of electricity necessary for proper night lighting; and use of Conejo Creek South as a staging area necessary to support wildland firefighting efforts.
13. The utilization by CVD of the subject premises is subject to the DISTRICT's annual permit and condition process, which requires review by the Board of Directors.
14. Exhibit C is included to summarize dates and descriptions of milestones contained within this Agreement necessary to provide an efficient and effective Conejo Valley Days 2026. CVD's failure to

perform milestones by the associated deadline as described in this agreement will result in a penalty as described further in Exhibit C.

15. CVD shall not transfer or assign this Agreement to any party without first procuring the written consent of the DISTRICT. Nothing contained herein, however, shall prohibit CVD from sublicensing concessions and activities during the Conejo Valley Days celebration to other persons, groups, and organizations; however, CVD shall not be released from any obligations or liability hereunder by any reason of any sublicenses or contracts, except as provided for herein.
16. Each party shall provide written notice to the other party of any updated information that affects this Agreement and any other notices required pursuant to this Agreement as follows:

CONEJO VALLEY DAYS:

501-I South Reino Road #282
Newbury Park, CA 91320
Email: sarahakrey@gmail.com

DISTRICT:

Conejo Recreation and Park District
403 West Hillcrest Drive
Thousand Oaks, CA 91360

17. It is hereby warranted that the individual or individuals who execute this document on behalf of the parties is/are duly and legally authorized to do so, and this Agreement is a valid and binding obligation on both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this 6th day of November 2025.

CONEJO RECREATION & PARK DISTRICT

CONEJO VALLEY DAYS

Jim Friedl, General Manager

Sarah Akrey, President

EXHIBIT A CONEJO CREEK SOUTH



USE AREA

NOT FOR USE

NOT FOR USE



Exhibit B

CONEJO RECREATION AND PARK DISTRICT PERMIT CONDITIONS FOR THE CONEJO VALLEY DAYS CELEBRATION 2026

The following conditions have been established to govern the use of Conejo Creek Park for the Conejo Valley Days Celebration 2026.

Utilization and Site Layout

1. The proposed site layout shall be approved by the DISTRICT prior to setup. The final site layout shall be subject to approval by the DISTRICT, and any proposed modifications shall be submitted to the DISTRICT for consideration.
2. The class I bikeway and equestrian/pedestrian trail along the eastern edge of the premises, as well as the baseball field at Conejo Creek South, shall remain open at all times; access to the field.
3. Inspection of the electrical system shall be performed by the City of Thousand Oaks prior to the event.
4. CVD shall develop emergency procedures with respect to power outages and/or utility interruptions.

Health, Security, and Safety

1. CVD and its agents and employees shall be 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 subject premises, including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.

Updated information regarding such guidelines is readily available at the following websites:

[Ventura County Emergency Information](#)
[California Department of Public Health - COVID-19](#)
[Center for Disease Control and Prevention](#)

2. CVD shall provide adequate trash and recycling receptacles. Accumulated litter and garbage shall be removed on an as-needed basis.
3. Immediately after the event, all trash and litter shall be removed from the premises and surrounding areas, including, but not limited to, Conejo Creek North and the School District property (as generated from the CVD event).
4. An adequate number of portable toilets in direct ratio to crowd size shall be provided and serviced daily to maintain sanitary conditions; portable toilets shall be placed in locations acceptable to the DISTRICT.
5. Procedures shall be instituted to ensure that no wastewater or other materials from trailers, campers, or motor homes are deposited on the site.

6. In addition to those traffic control measures required by the City of Thousand Oaks, CVD shall be responsible for controlling traffic during setup and takedown periods.
7. Vehicles and equipment shall not be stored on the property prior to the event. All equipment shall be removed from DISTRICT property by 10:00pm on Tuesday, June 30, 2026. For equipment left beyond 10:00pm on Tuesday, June 30, 2026, CVD shall pay the DISTRICT an additional \$825 for each day or fraction thereof, or the equipment may be removed from the property by DISTRICT at CVD's expense.
8. Setup or teardown of equipment or functions shall not be permitted between 10:00pm and sunrise, except under emergency conditions, to be consistent with the City's noise ordinance.
9. CVD and DISTRICT representatives shall meet on-site two (2) days following the event to ascertain any additional necessary cleanup and repair work to be performed.
10. Adequate security persons shall be on hand to ensure a safe and secure atmosphere.
11. Adequate measures and temporary improvements (i.e., ramps over curbs, fencing) shall be taken to ensure a safe and secure atmosphere.
12. CVD will erect a temporary 6' high minimum chain-link fence around the perimeter of the Conejo Creek South Picnic Area along the pavement edge to separate and secure the Picnic Area from the unavailable turf area not included in the permit.
13. It is understood between the parties that speed limits may be reduced on streets in the area and that on-street parking may be prohibited on the streets in the area during the event.
14. Crosswalks or other pedestrian safety measures will be provided as required by the City of Thousand Oaks or other government agencies.
15. Adequate lighting will be provided for nighttime activities.
16. CVD shall be responsible for all electricity costs if existing light standards are used. The directional sports lighting and parking lot lighting shall not be altered without the express written consent of the DISTRICT.
17. The dirt roadway and any parking on the dirt lot portion of the School District property and area utilized shall be treated with a dust retardant acceptable to the DISTRICT. Dust control measures will be instituted during the setup and cleanup operations in addition to those measures undertaken during the event. Exceptional attention will be paid to dust control on any dirt surface and access and egress roads.
18. An ambulance shall be available on call at all times of operation.
19. Fire protection measures, as requested by the Ventura County Fire Protection District, shall be observed.
20. First Aid facility shall be located on-site during all hours of operation.

Hours of Operation

Closing hours of operation will be no later than the following:

Thursday	June 18, 2026	10:00pm
Friday	June 19, 2026	Midnight
Saturday	June 20, 2026	Midnight
Sunday	June 21, 2026	8:00pm
Monday	June 22, 2026	10:00pm
Tuesday	June 23, 2026	10:00pm
Wednesday	June 24, 2026	10:00pm
Thursday	June 25, 2026	10:00pm
Friday	June 26, 2026	Midnight
Saturday	June 27, 2026	Midnight
Sunday	June 28, 2026	8:00pm

Permits

1. All appropriate permits, including use of the DISTRICT’s portable stage, must be filed with the DISTRICT ten (10) days prior to the event.
2. CVD shall institute permit procedures to control the site's temporary trailers and mobile homes.
3. Alcoholic beverage control permits shall be submitted to the DISTRICT no later than ten (10) days prior to the event.
4. All appropriate copies of Certificates of Coinsurance, naming DISTRICT, CVUSD, and CITY, its officials, officers, and employees, as additionally insureds, shall be provided to the DISTRICT prior to issuance of any permits.
5. CVD will obtain a special event permit from the City, including but not limited to a safety and security plan reviewed and approved by the Thousand Oaks Police Department, and is responsible for complying with all conditions.
6. CVD shall secure authorization from the CVUSD to use the CVUSD’s property.

Miscellaneous

1. Permits as required by all appropriate agencies and departments of the City of Thousand Oaks, DISTRICT, Conejo Valley Unified School District, and/or County of Ventura shall be obtained for the event. Copies of all required permits from other agencies shall be submitted to the DISTRICT for review ten (10) days prior to the event.

2. It is understood between the parties that there may be noise from the use of loudspeaker systems, and the DISTRICT approves the use of loudspeaker systems during the event. However, CVD shall direct speakers and orient any stages away from homes along the easterly edge of the property and shall utilize the loudspeaker systems in such a manner as to reduce, to the extent possible, impact upon adjacent neighborhoods, subject to the conditions of the City of Thousand Oaks Special Events permit.
3. The noise level at the premises' property line shall not exceed 65db CNEL. At its sole discretion, the DISTRICT may monitor the noise levels, at the cost of CVD, and advise CVD of any noise level violations. Upon notification from the General Manager or his designee, CVD shall immediately make corrections to ensure the proper noise level is achieved; lack of immediate compliance by CVD may be considered a breach of this contract, and the General Manager or his designee may immediately revoke the permit and shut down the event.
4. CVD shall notify neighbors within a 500-foot radius of the site, through written correspondence, of stage and other events at least ten (10) days prior to the commencement of CVD activities at Conejo Creek South. CVD shall draft the correspondence and submit it to DISTRICT for approval prior to distributing.
5. Prior to any work being accomplished at the Conejo Creek Park site by or for the event, a formalized meeting will be held at the site to review the facilities. All appropriate personnel representing CVD and necessary staff from the DISTRICT should attend. A schedule of site preparation activities will be provided to the DISTRICT at this meeting.
6. If site condition problems occur over and above those enumerated in this document and are not resolved, a meeting will be called between the appropriate parties. If a resolution cannot be reached within one week after the close of the event, the issues will be taken to the Conejo Recreation and Park District Board. At that time, the Board of Directors of the Conejo Recreation and Park District will determine the resolution and direct the remedy of same.
7. Failure to comply with the conditions as stated could result in the revocation of the permit.

copy: CVD
City of Thousand Oaks – Community Development
CVUSD

Exhibit C

CONEJO RECREATION AND PARK DISTRICT MILESTONES FOR THE CONEJO VALLEY DAYS CELEBRATION 2026

DATE	DESCRIPTION	PENALTY
May 15, 2026	Insurance to CRPD	\$25 per day
June 8, 2026	500' neighbor notification (CRPD approves prior to distribution)	\$25 per day
June 8, 2026	Other agency permits to CRPD	\$25 per day
June 8, 2026	Non-profit pre-event information	\$25 per day
June 8, 2026	ABC permit to CRPD	\$25 per day
June 8, 2026 <i>(no later than)</i>	Site meeting with CRPD	N/A
June 15, 2026	Start load in	N/A
June 18, 2026	Start event	N/A
June 28, 2026	Finish event	N/A
June 29, 2026	Start load out	N/A
June 30, 2026 at 10:00pm <i>(no later than)</i>	Finish load out	\$825 per day
August 28, 2026	Rental fees payable from CVD 2026 to CRPD	\$25 per day
August 28, 2026	Non-profit post-event information	\$25 per day
August 28, 2026	Financial report from CVD 2026 to CRPD	\$25 per day
November 1, 2026 <i>(no later than)</i>	Notification re 2027 CVD to CRPD	N/A
60 days from invoice	Damage and repairs payment to CRPD	\$25 per day