



Conejo Recreation & Park District

APPLICATION FOR PERMIT – FACILITIES & PARKS

Today's Date _____ Date(s) Requested _____ Day(s) of Week _____

Name of Patron or Organization _____

Facility Requested _____ Area/Field/Room _____

Type of Activity _____ Estimated Attendance _____

I. Outdoor Facility Reservation or Indoor Room Reservation: (4 hour minimum) **NO EARLY ENTRY**

Prep Time: From _____ To _____ (indoor set up 1 hour minimum)

Program Time: From _____ To _____ (actual event time)

Clean-Up Time: From _____ To _____ (indoor cleanup 1 hour minimum) Total Hours _____

II. Athletic Field Reservation: (2 hour minimum)

From _____ To _____ Type of Activity _____

III. General Information:

Decorations: No _____ Yes _____ Type _____

Admission/donation required? No _____ Yes _____ Amount \$ _____

How are proceeds to be used? _____

Amplified sound requested? (outdoors only) No _____ Yes _____ (Amplified sound request required for anything louder than a radio.)

Alcohol served? No _____ Yes _____ Sold _____ (If alcohol is being sold, an ABC License is required.)

Are caterers, vendors, attractions, etc. being used? Yes _____ No _____ Type _____

Is the event open to the public? No _____ Yes _____

IV. Notes:

- In district residents include residents of Newbury Park, Thousand Oaks, and the **Ventura County section** of Westlake Village.
- A confirmation email will be sent to the email address listed below, upon submittal of application.
- Payment options include check (payable to Conejo Recreation & Park District), cash or credit card.

Name of Applicant (please print)

Signature of Applicant

Address (organization's address if applicable)

Email Address

City State Zip

Phone Number

Conejo Recreation & Park District

403 W Hillcrest Drive Thousand Oaks, CA 91360



Conejo Recreation & Park District

Rules and Regulations - Indoor Facility Rentals (Organizations)

1. **The General Manager** reserves the right to cancel any application upon one week's notice. Article IV, Section 401.
2. **Rule Violations:** Permits are revocable immediately and all fees may be held if:
 - The individual or group willfully violates any rule or regulation established by Conejo RPD.
 - Attendance exceeds permitted attendance/ room capacity.
 - False statements are made on the application to reserve a facility.
3. **Alcohol**
 - If alcohol will be sold or an admission fee charged and alcohol is served, an Alcohol Beverage Control daily sales permit must be obtained through the California Department of Alcohol Beverage Control and turned into the Reservations Office no later than 10 business days prior to the event.
 - Security guard(s) are required when alcohol is being served, during event and clean up times.
 - A maximum of 6 hours for event if alcohol is being served. (*not to include set up or clean up*)
 - Alcohol is to be served and consumed inside the reserved facility only and is not permitted outside.
 - Alcohol is not permitted at youth oriented functions and may not be served to anyone less than 21 years.
4. **Decorations**
 - Painters tape may be used to hang or attach decorations. Any other type of adhesive or hardware including tacks, staples, or nails is prohibited. Decorations must be removed by patron after event.
 - Decorations must not cover or block fire extinguishers, exit signs, light switches or doorways.
5. **Required 30 Days Before Event:**
 - ✓ Additional Insured Certificate of Liability Insurance must be provided. Insurance is also required of any caterers, vendors, organizations, security, or businesses working the event.
 - ✓ Full payment due
 - ✓ Room set up sheet must be completed and turned in to the Reservations Office.
 - ✓ Original security guard contract. (*if security is required*)
6. **Refund/Cancellation Policy:** _____ Initial
 - Cancellation 45 days or more prior to event date: Full refund less processing fee.
 - Cancellation less than 45 days prior to event date: The processing fee and deposit to be withheld.
 - Failure to appear: All fees will be withheld except deposit.
7. **Groups Are Responsible For:**
 - Supervising any children in attendance at the event.
 - Starting and concluding their event at the times indicated on their permit.
 - Obtaining approval from the Reservations Office for any changes made to the reservation/event.
 - Conducting a facility inspection with staff at the time of arrival and at the conclusion of the rental.
 - Cleaning up the facility and surrounding area, including picking up any trash and removing all decorations and signs
8. **Deposits** will be returned within 10 business days if the facility and surrounding area is left clean and in the same condition as was found, upon inspection by staff. Failure to leave the facility and the surrounding area clean and in an undamaged condition may result in the forfeiture of all deposits.

Applicant Signature
sign and return

Date

Conejo Recreation & Park District Reservations Office
403 W Hillcrest Drive Thousand Oaks, CA 91360

Conejo Recreation & Park District *Additionally Insured* **Insurance Certificate & Endorsement Requirements**

Give this document to your (or your organization's) insurance agent.

Your **Certificate of Insurance and Endorsement** must be submitted to the Hillcrest Center Reservations office **10** working days prior to event.

- ✓ **Certificate of Liability Insurance and Additional Insured Endorsement for your event must contain the following clause:** "This insurance is primary and non contributory with any insurance carried by the certificate holder."
- ✓ **Certificate must include:**
 - Date of event or date range of coverage
 - Location of event.
 - Name of Organization/Group/Business
 - Must be on occurrence basis.
- ✓ **Additional Insured Endorsement/Certificate Holder section must read:**
 - Conejo Recreation & Park District, it's Directors, Officers, Agents and Employees.
 - 403 W Hillcrest Dr Thousand Oaks, CA 91360
- ✓ **Cancellation Clause must read as follows:** "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 10 days' written notice to the certificate holder named to the left."
- ✓ **If this is a Company function**

Please include evidence of Worker's Compensation.
- ✓ **Minimum Liability Limits are \$2,000,000.**
 - \$2,000,000. General Aggregate
 - \$1,000,000. Per Occurrence
 - \$1,000,000. Products Completed-Operations
 - \$1,000,000. Personal & Advertising Injury
 - \$100,000. Fire Legal
 - \$5,000. Medical Expense

Mail, Email or Fax to:

Hillcrest Community Center/Reservations Office
403 W Hillcrest Drive Thousand Oaks Ca 91360

Fax 805-777-7391 Phone 805-381-1213 email reservations@crpd.org



See other side

Conejo Recreation & Park District
Additionally Insured
Insurance Certificate & Endorsement
Requirements

Certificates of insurance without endorsements do not protect the additionally insured. In this case:

Conejo Recreation and Park District, it's Directors, Officers, Agents, and Employees.

An endorsement is required because, as noted on the insurance certificate: *"This certificate is issued as a matter of information only and conflicts no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy."*

"NO BLANKET ENDORSEMENTS"

SAMPLE of "CG 20 26 11 85" Endorsement form

POLICY NUMBER -----	COMMERCIAL GENERAL
LIABILITY	
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.	
ADDITIONAL INSURED—DESIGNATED PERSON OR ORGANIZATION	
This endorsement modifies insurance provided under the following:	
COMMERCIAL GENERAL LIABILITY COVERAGE PART.	
SCHEDULE	
Name of Organization	
Conejo Recreation & Park District, it's Directors, Officers, Agents, and Employees.	
403 W Hillcrest Drive Thousand Oaks, CA 91360	
(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement)	
WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented by you.	
CG 20 26 11 85	Copyright, Insurance Services Office. Inc...1984