



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

Rules and Regulations - Outdoor Facility Rentals

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.
 - False statements are made on the application to reserve a facility.
3. **Alcohol** is only to be served or consumed in the area reserved.
 - If alcohol will be sold, 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.
 - Alcohol is not to be served to or consumed by anyone less than 21 years of age.
4. **Amplified Sound:** Amplified sound for speech, music, or otherwise, is prohibited on Park District property unless approved by the General Manager. Article II, Section 208.
5. **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.
6. **BBQ Grills:** All Park District BBQ grills are charcoal grills. Groups are responsible for providing their own charcoal. Additional BBQs grills may be brought to the park.
7. **Caterers, Vendors, Attractions, Organizations and Businesses** are required to submit an *additional Insured Certificate of Liability Insurance and Additional Insured Endorsement* naming the Conejo Recreation & Park District as the additional insured.
 - **Insurance** must be submitted to the Reservations Office 2 weeks prior to the event.
 - **Specialized Equipment** e.g. large inflatables, rock-climbing walls, pony rides, etc., require CRPD approval.
 - **Quiet Generators** must be used with inflatables.
 - **Vehicles** are not allowed on turf or pathways for any reason. All vehicles must remain in designated parking areas. No exceptions.
8. **Payment**
 - Deposit and processing fee due with application.
 - Full payment due 30 days before reservation date.
9. **Refund/Cancellation Policy** _____ Initial
 - Rain: Full refund of fees.
 - Cancellation 45 days prior to event: Full refund less processing fee.
 - Cancellation less than 45 days prior to event: The processing fee and the deposit will be withheld.
10. **Groups Are Responsible For:**
 - 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
11. **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

REQUEST FOR AMPLIFIED SOUND ON PARK PROPERTY

Outdoors only

Name of Permit Group: _____ Date of Event: _____

Location: _____ Type of Event: _____

Begin Sound Time: _____ End Sound Time: _____ Attendance: _____

Permit Contact Person: _____ Phone: _____

Check Type of Music/Sound:

Live Band/ # of Musicians _____ DJ _____ Other _____

Type of System & Set-Up: _____

Type of Music: _____

Other (describe) _____

It is the responsibility of the Permittee to maintain the sound at a reasonable level.

- All amplified sound speakers should be facing away from neighboring homes.
- In the event sound levels are not kept at a level consistent with the enjoyment of the facility by others or presents a nuisance to surrounding properties this privilege may be revoked.

It is hereby acknowledged and understood that this request for amplified sound is a privilege subject to the approval of the CRPD.

Signature of Permittee

Date

Office Use

Approved by

Date

Complete and return to the reservations office two weeks before your event.
Conejo Recreation & Park District 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