

Application for Rental Permit – Picnic Areas

Applicant Information

Name of Applicant / Organization:		Today's Date:			
Phone Number:			E-Mail Address:		
Address:			City:	Zip:	
Reservation Deta	ails (One-Time R	ental) Contact the I	Reservations Office for Recur	ring Rentals	
Type of Event / A	ctivity:		Esti	imated Attendance:	
Preferred Park:			Preferred Picnic Area:		
Date(s) Requeste	d:		Day(s) of the Week:		
Time of Reservat	tion (4-Hour Min	nimum) No Early Ent	try		
Set-Up Time:	From	To	(1-Hour Minimum)		
Program Time:	From	To	(Actual Event Time)		
Clean-Up Time:	From	To	(1-Hour Minimum)	Total Hours:	
Additional Consi	derations				
Will you be decor	rating the venue	e: No Yes	– Details:		
Will the event be	open to the pul	blic? No	Yes (See Note Below)		
•	•	•	, , ,	<u>pited</u> without prior administrative ay not use CRPD logos or imagery.	
Will admission be	e charged (or wi	II donations be requ	uired)? No Yes – Am	nount: \$	
❖ If so, how are	e the proceeds to	o be used?			
Will alcohol be se	erved? No	Yes; For Free	Yes; For Sale (A valid ABC Li	cense is required if alcohol will be sold.)	
Will amplified sou	und be used?	No Yes (An	Application for Use of Amplified Sou	und must be submitted for approval.)	
Will any outside v	vendors (caterer	s, attractions, etc.) b	pe used? No Yes –	Туре:	
a <i>Certificate</i> District as ad	of Liability Insuditional insured.	rance and Additional The permitee is res	al Insured Endorsement namir	anizations) are required to provideing the Conejo Recreation & Parkethese documents from all outside by CRPD staff.	
Applicant Signat	ure:		Date Si	gned:	

Rental Fees & Deposits

Processing Fee * \$12.00 (non-refundable) On-Site Custodian \$22.00 per hour

Refundable Deposit * \$50.00 for 1-100 people

\$100.00 for 101-200 people

See "Refund Policy" \$150.00 for 201-300 people within application... \$200.00 for 301+ people

An On-Site Custodian is required for events with 150 or more people and/or weekend events running later than 6:00pm (or 5:00pm at Thousand Oaks Community Park). District Holidays may require additional fees for staffing.

^{*} Processing Fee and Deposits are due at time of rental permit application submission; any remaining balance must be paid 30 days prior to the event.

Location / Picnic Area	Capacity	In-District Rate	Out-of-District	Non-Profit Rate		
Borchard Community Park 190 Reino Road, Newbury Park, CA 91320						
Picnic Area B	35	\$23.20 / hour	\$34.80 / hour	\$17.40 / hour		
Picnic Area C	100	\$27.80 / hour	\$41.70 / hour	\$20.85 / hour		
Picnic Area P (Inside of Play Area; No BBQ)	30	\$17.80 / hour	\$26.70 / hour	\$13.35 / hour		
Conejo Community Park 1175 Hendrix Avenue,	Thousand Oaks,	CA 91360				
Picnic Area 1 (No DJ or Live Bands Allowed)	200	\$41.00 / hour	\$61.50 / hour	\$30.75 / hour		
Picnic Area 2 (Inside of Play Area)	40	\$23.20 / hour	\$34.80 / hour	\$17.40 / hour		
Picnic Area 3 (No BBQ)	40	\$23.20 / hour	\$34.80 / hour	\$17.40 / hour		
Wisteria 4, 5, or 6 (Seating for 10 Only)	Visteria 4, 5, or 6 (Seating for 10 Only) 20 \$28.80 per day per area regardless of user group classification.			roup classification.		
Conejo Creek North Park 1379 E Janss Road, Tho	ousand Oaks, CA	91362				
Lakeside Pavilion	400	\$140.20 / hour	\$210.30 / hour	\$105.15 / hour		
Creekside Pavilion	200	\$76.20 / hour	\$114.30 / hour	\$57.15 / hour		
Willowbend Pavilion	75	\$47.20 / hour	\$70.80 / hour	\$35.40 / hour		
Dos Vientos Community Park 4801 Borchard Road, Newbury Park, CA 91320						
Picnic Area 1	125	\$27.80 / hour	\$41.70 / hour	\$20.85 / hour		
Picnic Area 2 (Limited Availability)	125	\$27.80 / hour	\$41.70 / hour	\$20.85 / hour		
Thousand Oaks Community Park 2525 N Moorpark Road, Thousand Oaks, CA 91360						
Picnic Area 1	120	\$27.80 / hour	\$41.70 / hour	\$20.85 / hour		
The Picnic Basket	40	\$23.20 / hour	\$34.80 / hour	\$17.40 / hour		

 $In-District\ Residents\ rate\ applies\ to\ residents\ of\ Thousand\ Oaks,\ Newbury\ Park,\ and\ the\ Ventura\ County\ portion\ of\ Westlake\ Village.$

FOR OFFICE USE ONLY						
Date Received:	Date Entered	in Reser	vations:	Permit No.:		
☐ Application Fee Paid	☐ Rental Deposits I	Paid	☐ Insurance Received	☐ All Fee	s Paid In-	Full
CRPD Facility Attendant Sch	eduled: □ Yes □ I	N/A	Room Setup Templates Re	eceived:] Yes □	N/A
Daily Alcohol Sale Permit Re	eceived: 🗆 Yes 🗀 I	N/A	Security Guard Contract R	eceived:] Yes □	N/A
Pre-Event Walkthrough Date	e:	_ Staff:		Concerns:	□ No	□ Yes *
Post-Event Walkthrough Da	te:	_ Staff:		Concerns:	□No	□ Yes *
Rental Deposits Refunded: □ Full Refund □ Partial Refund; Amount Withheld: \$ □ No Refund						

^{*} Concerns from either walkthrough should be documented, photographed, and reported to the Recreation Supervisor or Coordinator immediately.



Rules and Regulations for Outdoor Facility Rentals

THE GENERAL MANAGER reserves the right to cancel any application upon one week's notice (Article IV § 401).

PERMITS MAY BE REVOKED immediately—and all fees may be withheld—if the permittee or a guest in attendance willfully violates any rule or regulation established by CRPD or is found to have made false statements on the reservation application including, but not limited to, event attendance exceeding the amount listed on the application and/or room capacity.

ALCOHOL is not permitted at youth-oriented functions and may not be served to anyone under 21 years old.

- If alcohol will be sold, or an admission fee is charged and alcohol is served, a daily sales permit must be obtained through the CA Dept. of Alcohol Beverage Control and turned in at least 10 days prior to the event.
- Alcohol may only be served and consumed within the reserved picnic area.

DECORATIONS may be attached to hanged with painter's tape. Any other type of adhesive or hardware including tacks, staples, or nails is prohibited. Decorations must be removed by the permittee at the end of the event.

APMLIFIED SOUND for music and other audio is prohibited without prior administrative approval (Article II § 208).

APPLICATION FEE & DEPOSITS must be paid in-full when submitting the application. The application fee is non-refundable. Any refundable deposits will be returned within 10 business days of the event if the facility and the surrounding area are left clean and in the same condition they were found. A facility inspection must be conducted with CRPD staff before the event begins and also at the conclusion of the event. Failure to leave the facility and the surrounding area clean and undamaged may result in the forfeiture of all deposits.

BBQ GRILLS available at any CRPD parks are charcoal grills. Groups are responsible for providing their own charcoal. Additional BBQ grills may be brought to the park.

SPECIALIZED EQUIPMENT including large inflatables, rock-climbing walls, pony rides, etc., require prior approval. Quiet generators must be used with inflatables. Vehicles are never allowed on the turf for any reason. No exceptions.

LIABILITY INSURANCE is required for all vendors including caterers and attractions. A *Certificate of Insurance* and an *Additional Insured Endorsement* naming CRPD as additional insured must be submitted 2 weeks prior to the event.

ALL REMAINING RENTAL FEES must be paid in-full at least 30 days prior to the event.

CANCELLATIONS must be submitted to the office in writing. Requests for refunds will be granted as follows:

- A full refund, less the application fee, will be given if notice is received at least 45 days prior to the event date.
- A refund, less the application fee and deposits, will be given if notice is received less than 45 days prior.
- All fees will be withheld, including any refundable deposits, if the permittee fails to appear without notice.
- Any insurance fees paid to CRPD (if applicable) are non-refundable.

PERMIT CHANGES must be submitted at least 14 days prior to the event and require Center Supervisor approval.

PERMITTEE RESPONSIBILITIES include supervising children present, beginning and ending the event at the permitted times, and cleaning up the rental area, including picking up any trash and removing all decorations and signs.

I hereby acknowledge that I have read, understood, and agree to the Rules and Regulations outlined above.

Signature of Applicant	Date Submitted
	Signature of Applicant



Waiver, Consent, and Hold Harmless Agreement for Facility Rentals

I acknowledge and understand that the _		
-	Location(s) & Fa	cility Name(s)
facility(s) is/are being provided for the co		
	Ту	pe of Event
The above facility is subject to wear and to the effects of weather and the forces of human damage and erosion, that the surface Conejo Recreation & Park District (herein and budget, perform necessary maintenator for him or her that the facilities provided inspection the undersigned agrees that loccasioned by the want of inspection, maind discharges CRPD from any and all lial premises herein. The undersigned agrees expenses, including attorneys' fees arising arise out of its use of CRPD facilities. The employees, and agents from any and all liability for injuries to any person or person to the undersigned's use or occupancy of negligence or willful misconduct of CRPD	finature. It is recognized that the outdoor ace of such facilities may be uneven, defereferred to as "CRPD") will within the restrict on the facility. The undersigned agd are reasonably safe for their intended the or she expressly assumes the risk of aintenance and warning. The undersign bility or responsibility which arises out of to be solely responsible for and all liabily out of or resulting from any injury to perundersigned shall indemnify, defend, and losses, costs, expenses, claims, liability on or damage to property arising at an a facility or property controlled by CRPI	or facilities are subject to animal and ctive or contain foreign objects. The easonable constraints of its facilities rees to carefully inspect and satisfy use. Once having conducted such f any defect in the premises herein ed releases, waives, holds harmless of the use of or the conditions of the lity, claims, loss, damage, costs and ersons or damage to property which and hold harmless CRPD, its officers, ies, actions, or damages, including by time out of or in any way related
Compliance with All Applicable Law, Rul	es, & Regulations	
The undersigned shall comply with all local and public gatherings. The undersigned standards and regulations. The undesign compliance with all applicable public heal of the facility including, but not limited to sanitation practices, etc. CRPD reserves the under this agreement should the undersign.	also agrees to abide by all applicable loted further agrees that it is solely response the rules, regulations, orders, and/or guides, physical distancing, limits on the size are right to immediately revoke the under	ocal, state, and federal accessibility onsible for reviewing and ensuring lance in effect at the time of the use e of gatherings, use of appropriate ersigned's right to use of the facility
Force Majeure Events		
Notwithstanding anything to the contrary under this agreement to the extent and w any Force Majeure Event. For purposes of floods, earthquakes, pandemic, epidemic, other causes beyond their control. The un shall not charge results of "acts of God" to	whenever it shall be prevented from the particle this agreement, a "Force Majeure Event civil disturbances, acts of terrorism, regularisigned waives any right of recovery to CRPD, its officers, employees, or agent	performance of such obligations by "includes but is not limited to fires, ulation of any public authority, and against CRPD, and the undersigned ts.
I hereby acknowledge that I have read, ι	understood, and agree to the terms of	this Agreement as outlined above.
Full Name of Applicant	Signature of Applicant	



Application for Use of Amplified Sound

Applicant Information				
Name of Applicant:		Date of Event:		
Business / Organization (if ap	plicable):			
Phone Number:	E-Mail Addr	ess:		
Event / Sound Details				
Location of Event:				
Type of Event / Activity:		Estimate	ed Attendance:	
Time Amplified Sound to Beg	in:	Time Amplified Sound to End	d:	
Audio Type(s): Live Band	d 🗌 Live DJ 🔲 Spoken	Word (e.g., Host / MC)	Music Movie / TV Show	
Other (Please Describe): _				
Number of Musicians (if appli	icable):	Note: Content must be app	ropriate for the general public.	
Please mark the box of the de	evice which most closely mate	ches your sound setup:	Icons designed by Freepik from Flaticon.	
#		O=000B	÷ () () () () () () () () () (
Personal Handheld Megaphone	Small Handheld Speaker	Mid-Size Karaoke / Block Rocker	Large PA Speaker / Woofer	
Permittee Responsibilities It is the responsibility of the permitee to maintain the sound at a reasonable level. The permittee shall direct speakers away from homes and shall utilize sound systems in such a manner as to reduce, to the extent possible, impact upon adjacent neighborhoods. The noise level at the premises' property line shall not exceed 65db at any time. CRPD, at its sole discretion, may monitor the noise levels and advise the permittee of any violations. Upon notification of any such violations, the permittee shall immediately make corrections to ensure the proper noise level is achieved; lack of immediate compliance may result in this privilege being revoked and the event being shut down.				
Applicant Signature:		Date Signed	:	
	FOR OFFICE USE ONLY			
Approved By:		Date Approv	/ed:	

Complete and return this form to the CRPD Reservations Office at least two (2) weeks prior to your event.



Insurance Requirements for Facility Rentals

A Certificate of Liability Insurance and an Additional Insured Endorsement naming the Conejo Recreation & Park District (CRPD) as additional insureds must be provided at least 10 days prior to the event. Insurance is also required of any caterers, vendors, organizations, security, or other businesses present during the event, including the set-up and clean-up times.

The permittee shall procure and maintain commercial liability insurance with coverage at least as broad as Insurance Services Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability. Such insurance shall name "The Conejo Recreation & Park District, its officers, employees, agents, and volunteers" as additional insureds prior to the use of the facility. Permittee shall file such certificates of such insurance with CRPD, which shall be endorsed to provide thirty (30) days' notice to CRPD of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, CRPD may deny access to the facility.

All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an Assigned Policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by CRPD's Risk Manager.

Requirements of specific coverage features, or limits contained in this regulation are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all-inclusive, or to the exclusion of other coverage, or a waiver of any type. If the permittee maintains higher limits than the minimums shown above, CRPD requires and shall be entitled to coverage for the higher limits maintained by the permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CRPD.

Special Event Liability Insurance Information

The State of California maintains a List of Approved Surplus Line Insurers. Ask your agent, broker, or "Surplus Line" broker if the insurer is on that list, or view that list on the CA Department of Insurance Website: www.insurance.ca.gov

The insurer should be licensed either as a foreign insurer in another state in the United States or as a non-United States (alien) insurer. You should ask questions of your insurance agent, broker, or "Surplus Line" broker or contact the California Department of Insurance at the following toll-free number: 1-800-927-4357. Ask whether or not the insurer is licensed as a foreign or non-United States (alien) insurer and for additional information about the insurer. You may also contact the National Association of Insurance Commissioners by visiting their website: www.naic.org

I hereby acknowledge that I have read, understood, and agree to the Insurance Requirements outlined above.			
Full Name of Applicant	Signature of Applicant	 Date Submitted	



Insurance Requirements for Rentals

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

A current <u>Certificate of Liability Insurance</u> and <u>Additional Insured Endorsement</u> must be received by the Conejo Recreation & Park District at least ten (10) business days prior to the permit date.

- An Additional Insured Endorsement is <u>required</u> because Certificates of Liability Insurance alone do not protect the additional insured. As noted on the 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."
- ➤ It is the responsibility of the permittee to provide an updated Certificate of Liability Insurance and Additional Insured Endorsement prior to the policy expiration date to ensure there is no lapse in coverage. Permittee will not be granted access to the facility until a new policy is on-file.
- Certificates of Liability Insurance must include policy number, the name of the insured individual or business, the effective dates of coverage, and the permit location(s).
 - The policy number listed on the Additional Insured Endorsement must match the policy number listed on the Certificate of Liability Insurance.
- ➤ Certificates of Liability Insurance must be for an Occurrence Policy (<u>not</u> Claims-Made).
- Minimum liability limits are as follows:

o \$2,000,000 General Aggregate

o \$1,000,000 Per Occurrence

o \$1,000,000 Personal & Advertising Injury

\$1,000,000 Products Completed-Operations

- > Sports Organizations If the use includes athletic activities, Organization shall provide evidence of that the CGL includes coverage for injuries to athletic participants and should also provide evidence of Participant Accident Insurance
- > The Certificate Holder and Name of Additional Insured sections must read as follows:

Conejo Recreation & Park District, its Directors, Officers, Agents, and Employees 403 W. Hillcrest Drive, 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 30 days' written notice to the certificate holder named to the left."
- No blanket endorsements will be accepted.

Sample Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT Independent Contractor	
Insurance Agent	PHONE (A/C, No, Ext): 555-555-5555 FAX (A/C, No):	
Street Adresss	E-MAIL ADDRESS: email@address.com	
City, State, Zip	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A: Insurance Company Name	00000
INSURED	INSURER B:	
Independent Contractor	INSURER C:	
Street Address	INSURER D:	
City, State, Zip	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS

INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADDL SUBR POLICY EFF POLICY EXP (MM/DD/YYYY) (MM/DD/YYYY) TYPE OF INSURANCE POLICY NUMBER INSR WVD GENERAL LIABILITY EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) 1,000,000.00 X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR MED EXP (Any one person) X 7327328466 01/01/2021 12/31/2021 1.000.000.00 PERSONAL & ADV INJURY 2.000.000.00 GENERAL AGGREGATE 1.000.000.00 GEN'L AGGREGATE LIMIT APPLIES PER: PRODUCTS - COMP/OP AGG \$ POLICY PRO-JECT COMBINED SINGLE LIMIT (Ea accident) AUTOMOBILE LIABILITY BODILY INJURY (Per person) ANY AUTO ALL OWNED AUTOS BODILY INJURY (Per accident) \$ NON-OWNED AUTOS PROPERTY DAMAGE (Per accident) HIRED AUTOS UMBRELLA LIAB OCCUR EACH OCCURRENCE \$ **EXCESS LIAB** AGGREGATE CLAIMS-MADE RETENTION \$ WORKERS COMPENSATION
AND EMPLOYERS' LIABILITY
ANY PROPRIETOR/PARTNER/EXECUTIVE
OFFICER/MEMBER EXCLUDED?
(Mandatory in NH) WC STATU-TORY LIMITS E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE \$ If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) ** 30 days' written notice of cancellation.

CERTIFICATE HOLDER

Conejo Recreation & Park District, its Directors, Officers, Agents, and Employees 403 W. Hillcrest Drive Thousand Oaks, CA 91360

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Authorized Representative Signature

ACORD 25 (2010/05)

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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Conejo Recreation & Park District, its Directors, Officers, Agents, and Employees 403 W. Hillcrest Drive Thousand Oaks, CA 91360	
Information required to complete this Schedule, if not shown	above, will be shown in the Declarations.

- A. Section II Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - 1. Your acts or omissions; or
 - 2. The acts or omissions of those acting on your behalf:

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above **B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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Page 1 of 1