



# Conejo Recreation & Park District

## Application for Rental Permit – Picnic Areas

### Applicant Information

Name of Applicant / Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

### Reservation Details (One-Time Rental) Contact the Reservations Office for Recurring Rentals

Type of Event / Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Preferred Park: \_\_\_\_\_ Preferred Picnic Area: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Day(s) of the Week: \_\_\_\_\_

### Time of Reservation (4-Hour Minimum) No Early Entry

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 Considerations

Will you be decorating the venue?  No  Yes – Details: \_\_\_\_\_

Will the event be open to the public?  No  Yes (See Note Below)

❖ Advertising, marketing, soliciting, and/or sales of any kind are strictly **prohibited** without prior administrative approval. Any approved materials must state "Not affiliated with CRPD" and may not use CRPD logos or imagery.

Will admission be charged (or will donations be required)?  No  Yes – Amount: \$ \_\_\_\_\_

❖ If so, how are the proceeds to be used? \_\_\_\_\_

Will alcohol be served?  No  Yes; For Free  Yes; For Sale (A valid ABC License is required if alcohol will be sold.)

Will amplified sound be used?  No  Yes (An Application for Use of Amplified Sound must be submitted for approval.)

Will any outside vendors (caterers, attractions, etc.) be used?  No  Yes – Type: \_\_\_\_\_

❖ All outside vendors (including caterers, attractions, and other businesses or organizations) are required to provide a *Certificate of Liability Insurance* and *Additional Insured Endorsement* naming the Conejo Recreation & Park District as additional insured. The permittee is responsible for collecting both of these documents from all outside vendors attending the event and to have these documents available for review by CRPD staff.

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

## Rental Fees & Deposits

**Processing Fee \*** \$12.00 (non-refundable)  
**Refundable Deposit \*** \$50.00 for 1-100 people  
 \$100.00 for 101-200 people  
*See "Refund Policy" within application...* \$150.00 for 201-300 people  
 \$200.00 for 301+ people

**On-Site Custodian** \$22.00 per hour  
*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
<b>Borchard Community Park 190 Reino Road, Newbury Park, CA 91320</b>				
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 <i>(Inside of Play Area; No BBQ)</i>	30	\$17.80 / hour	\$26.70 / hour	\$13.35 / hour
<b>Conejo Community Park 1175 Hendrix Avenue, Thousand Oaks, CA 91360</b>				
Picnic Area 1 <i>(No DJ or Live Bands Allowed)</i>	200	\$41.00 / hour	\$61.50 / hour	\$30.75 / hour
Picnic Area 2 <i>(Inside of Play Area)</i>	40	\$23.20 / hour	\$34.80 / hour	\$17.40 / hour
Picnic Area 3 <i>(No BBQ)</i>	40	\$23.20 / hour	\$34.80 / hour	\$17.40 / hour
Wisteria 4, 5, or 6 <i>(Seating for 10 Only)</i>	20	\$28.80 per day per area regardless of user group classification.		
<b>Conejo Creek North Park 1379 E Janss Road, Thousand Oaks, CA 91362</b>				
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
<b>Dos Vientos Community Park 4801 Borchard Road, Newbury Park, CA 91320</b>				
Picnic Area 1	125	\$27.80 / hour	\$41.70 / hour	\$20.85 / hour
Picnic Area 2 <i>(Limited Availability)</i>	125	\$27.80 / hour	\$41.70 / hour	\$20.85 / hour
<b>Thousand Oaks Community Park 2525 N Moorpark Road, Thousand Oaks, CA 91360</b>				
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 Reservations: _____	Permit No.: _____	
<input type="checkbox"/> Application Fee Paid	<input type="checkbox"/> Rental Deposits Paid	<input type="checkbox"/> Insurance Received	<input type="checkbox"/> All Fees Paid In-Full
CRPD Facility Attendant Scheduled: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Room Setup Templates Received: <input type="checkbox"/> Yes <input type="checkbox"/> N/A		
Daily Alcohol Sale Permit Received: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Security Guard Contract Received: <input type="checkbox"/> Yes <input type="checkbox"/> N/A		
Pre-Event Walkthrough Date: _____	Staff: _____	Concerns: <input type="checkbox"/> No <input type="checkbox"/> Yes *	
Post-Event Walkthrough Date: _____	Staff: _____	Concerns: <input type="checkbox"/> No <input type="checkbox"/> Yes *	
Rental Deposits Refunded: <input type="checkbox"/> Full Refund <input type="checkbox"/> Partial Refund; Amount Withheld: \$_____ <input type="checkbox"/> No Refund			

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



# Conejo Recreation & Park District

## 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.

**AMPLIFIED 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.

\_\_\_\_\_  
Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Submitted



# Conejo Recreation & Park District

## Waiver, Consent, and Hold Harmless Agreement for Facility Rentals

I acknowledge and understand that the \_\_\_\_\_  
Location(s) & Facility Name(s)

facility(s) is/are being provided for the conduct of a \_\_\_\_\_  
Type of Event

The above facility is subject to wear and tear, deterioration, and abuse. The outdoor portion of the facility is subject to the effects of weather and the forces of nature. It is recognized that the outdoor facilities are subject to animal and human damage and erosion, that the surface of such facilities may be uneven, defective or contain foreign objects. The Conejo Recreation & Park District (herein referred to as "CRPD") will within the reasonable constraints of its facilities and budget, perform necessary maintenance on the facility. The undersigned agrees to carefully inspect and satisfy for him or her that the facilities provided are reasonably safe for their intended use. Once having conducted such inspection the undersigned agrees that he or she expressly assumes the risk of any defect in the premises herein occasioned by the want of inspection, maintenance and warning. The undersigned releases, waives, holds harmless and discharges CRPD from any and all liability or responsibility which arises out of the use of or the conditions of the premises herein. The undersigned agrees to be solely responsible for and all liability, claims, loss, damage, costs and expenses, including attorneys' fees arising out of or resulting from any injury to persons or damage to property which arise out of its use of CRPD facilities. The undersigned shall indemnify, defend, and hold harmless CRPD, its officers, employees, 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 the undersigned's use or occupancy of a facility or property controlled by CRPD, unless solely caused by the gross negligence or willful misconduct of CRPD, its officers, employees, or agents.

### Compliance with All Applicable Law, Rules, & Regulations

The undersigned shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings. The undersigned also agrees to abide by all applicable local, state, and federal accessibility standards and regulations. The undersigned further agrees that it is 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 facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc. CRPD reserves the right to immediately revoke the undersigned's right to use of the facility under this agreement should the undersigned fail to comply with any provision of this section.

### Force Majeure Events

Notwithstanding anything to the contrary contained in this agreement, the CRPD shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The undersigned waives any right of recovery against CRPD, and the undersigned shall not charge results of "acts of God" to CRPD, its officers, employees, or agents.

**I hereby acknowledge that I have read, understood, and agree to the terms of this Agreement as outlined above.**

\_\_\_\_\_  
Full Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Submitted

## Application for Use of Amplified Sound

### Applicant Information

Name of Applicant: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Business / Organization (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Event / Sound Details

Location of Event: \_\_\_\_\_

Type of Event / Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Time Amplified Sound to Begin: \_\_\_\_\_ Time Amplified Sound to End: \_\_\_\_\_




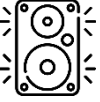
Audio Type(s):  Live Band  Live DJ  Spoken Word (e.g., Host / MC)  Music  Movie / TV Show

Other (Please Describe): \_\_\_\_\_

Number of Musicians (if applicable): \_\_\_\_\_ *Note: Content must be appropriate for the general public.*

Please mark the box of the device which most closely matches your sound setup:

Icons designed by Freepik from Flaticon.

 <b>Personal</b> Handheld Megaphone <input type="checkbox"/>	 <b>Small</b> Handheld Speaker <input type="checkbox"/>	 <b>Mid-Size</b> Karaoke / Brock Rocker <input type="checkbox"/>	 <b>Large</b> PA Speaker / Woofer <input type="checkbox"/>
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### Permittee Responsibilities

It is the responsibility of the permittee 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 Approved: \_\_\_\_\_

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