

**CONTACT INFORMATION**

**Phone:** 805.389.8182  
**Fax:** 805.389.8183  
**Email:** events@camarilloranch.org  
**Address:** 201 Camarillo Ranch Rd.  
Camarillo, CA 93012



**FOR STAFF USE ONLY**

**Event Date:** \_\_\_\_\_  
**Rental Fee:** \_\_\_\_\_  
**Package:** \_\_\_\_\_

**Event Application**

Thank you for choosing the Camarillo Ranch for your wedding day. Our staff is here to help you create your own history at this one-of-a-kind venue. Once you have confirmed your desired date is available, please submit the completed application to the Ranch Office for review.

An application for any event of more than 600 people will be processed through the City of Camarillo. Applicant must be at least 18 years of age.

Public Home Tours: Saturdays, Sundays, and Mondays from 12pm – 3pm

**Requested Event Date(s):** \_\_\_\_\_ **Rental Hours:** \_\_\_\_\_ **to** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Applicant Name(s):** \_\_\_\_\_ **Phone:** \_\_\_\_\_ (other) \_\_\_\_\_

**Organization Name(s):** \_\_\_\_\_ **Phone:** \_\_\_\_\_ (other) \_\_\_\_\_

**Event Contact Person:** \_\_\_\_\_ **Phone (cell)** \_\_\_\_\_ (home) \_\_\_\_\_

**Email Address(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Estimated Event Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ (setup and breakdown N/A)

**Est. Attendance** \_\_\_\_\_ **Adults** \_\_\_\_\_ **Children (under 18)** \_\_\_\_\_ **Disabled Persons\*** \_\_\_\_\_

*\*Please note that access for disabled persons is available only for the first floor in the Ranch House.*

**RANCH FACILITIES REQUESTED:** *Please write in which event spaces will be used and for what purpose.*

- Barn: \_\_\_\_\_
- East Lawn (Gazebo): \_\_\_\_\_
- Front Lawn: \_\_\_\_\_
- West Lawn: \_\_\_\_\_
- Bridal Suite: \_\_\_\_\_
- House: \_\_\_\_\_

Will you have music and/or a sound system? \_\_\_\_Yes \_\_\_\_No

Will you have a live band? \_\_\_\_Yes \_\_\_\_No

Will you be serving food? \_\_\_\_Yes \_\_\_\_No

Will you be serving alcohol? \_\_\_\_Yes \_\_\_\_No

If yes, you must provide a bartender licensed to **serve** all alcohol. CRF does not allow self-serving of alcohol of any kind.

\*Will you be selling alcohol? \_\_\_\_Yes \_\_\_\_No

If yes, you must provide a bartender licensed to **sell & serve** all alcohol.

\*If alcohol is to be sold at any event, a letter of approval from the City of Camarillo, coordinated by the city clerk's office, and a special permit from the Dept. of Alcoholic Beverage Control (ABC) is required, and copies must be supplied to the Ranch Office no later than **30 days** prior to the scheduled event date.

**Please also note the following:**

The Applicant must provide personnel to set up and take down all equipment, décor, lighting, and all other items brought in by the Applicant. The Applicant must provide for: facility clean-up upon departure of all guests. Ranch facilities must be left in original condition; any chairs rented from the Ranch must be re-stacked in groups of 10 at the end of the event; any tables rented from the Ranch must be broken down and leaned against the barn walls; all parties must leave the premises **PRIOR** to the end of the rental period indicated on the contract; and be in compliance with all parking/driving policies on the Ranch grounds. Event parking is not allowed on adjacent business properties, without specific written permission, and is subject to towing at owner's own risk.

**AGREEMENT**

Upon acceptance by the Camarillo Ranch Foundation (CRF) the undersigned (Applicant) hereby agrees to the following terms and conditions:

1. **FEES and PAYMENT:** Fees for the use of the Camarillo Ranch and its facilities will be charged to all Applicants pursuant to the most current Pricing Sheet in effect at the time of signing this agreement and as adopted by the CRF Board of Directors. Procedures for reservations and use of the Ranch are as follows:
  - a. **Booking Deposit:** A 50% booking deposit must be submitted with this application. This will reserve the date(s) chosen by the Applicant and will secure the Applicant's obligation to the provisions of this agreement. Booking Deposits are **non-refundable** and **non-transferable**. The balance of the site rental fee and the damage deposit are due no later than **90 days** prior to the scheduled event date. All payments made towards the site rental fee are non-refundable. Miscellaneous additional costs are due no later than **30 days** prior to the scheduled event date. The damage deposit and other miscellaneous fees will be processed immediately upon receipt, but are refundable in case of cancellation.
  
2. **EVENT VENDOR GUIDELINES:**
  - a. All fees charged by the CRF are for use at the Camarillo Ranch only. Rentals, catering fees, etc., are the responsibility of the Applicant.
  - b. All **Applicants are required to contract vendors for the following categories from CRF's Exclusive Vendor List**. These vendors have been approved by the CRF and all required paperwork is on file. Applicants may refer to the Vendor List for contact information.
  - c. If the Applicant wishes to use other vendors for services that fall within the Exclusive categories, a Buy Out fee of \$500.00 **per category** will be required.
    1. **Exclusive Vendor Categories:**
      - a. Beverage Services
      - b. Catering Services
      - c. Rentals & Lighting

- d. For services that do not fall under the above categories, we strongly encourage applicants to consider selecting from the CRF Vendor List for the following:
  - 1. **Preferred Vendor Categories:**
    - a. Accommodations
    - b. Cakes & Desserts
    - c. Entertainment
    - d. Florists
    - e. Gowns & Attire
    - f. Photography
    - g. Rehearsal Dinner
    - h. Transportation
    - i. Wedding Planning
    - j. Wineries
- e. All vendors providing on-site services are **REQUIRED** to provide proof of **liability insurance** in the minimum amount of **\$2M** before working an event at the Ranch.
- f. All vendors are **REQUIRED** to obtain a **City of Camarillo business tax certificate** before providing on-site services at the Ranch.
  - 1. Contact Vanessa Hothan at City Hall at 805.383.5638 for more information.
- g. A professional day-of coordinator is required to be on-site the day of the scheduled event, beginning at the time of setup until all breakdown is complete.

**3. MISCELLANEOUS TOPICS:**

- a. It is the responsibility of the Applicant for any Recurring and/or Annual Event to reserve their date up to 18 months in advance to ensure availability. Events are booked on a first-come, first-serve basis.
- b. Additional fees for Police and/or Fire Department involvement and/or fees based on the size and impact of the event to the Ranch.
- c. The Applicant must also contact the Sergeant of the Camarillo Police Dept. at 805.388.5132 for all security related requirements, such as the use of firearms or simulated firearms and/or public streets.
- d. If the event is to involve a tent over 200 square feet in size, or another temporary structure, these must conform to the uniform fire code and a permit from the Ventura County Fire Dept. must be provided. Please call 805.389.9738 for more information.

**4. EVENT RULES & REGULATIONS:** The historic Camarillo Ranch grounds, buildings and facilities must be treated with care and respect. The facilities are available pursuant to the following provisions:

- a. **Occupancy:** The Applicant may not occupy the premises before, or vacate the premises after the times specified in this contract. Additional fees will be assessed if there is a need for early occupation or late departure.
- b. **Smoking:** There is **NO** smoking of any kind permitted on the Camarillo Ranch premises.
- c. **Children:** Children under 12 years of age must be under adult supervision at all times while on Ranch property.
- d. **Property Damage:** The Camarillo Ranch facilities must be left in a clean and orderly condition following the event. The payment of the cleaning deposit does not relieve the Applicant of the responsibility for clean-up, repairs, replacement(s), damages or liability.

1. If clean-up or repair costs exceed the deposit, the Applicant will be billed for the balance. The Applicant assumes sole responsibility for reimbursing the CRF for any loss or damage to the Camarillo Ranch, its buildings or facilities.
  2. No furnishings, equipment or other property belonging to the CRF may be removed from the premises. The Applicant will be billed for any items found to be missing following the event.
- e. **Loading/Unloading Zones:** No vehicle loading or unloading is permitted on any landscaped surface. All loading/unloading must be confined to a designated area(s), or an alternate location as approved by the CRF.
1. **No vehicle of any type is allowed on grass, the patio in front of the barn, or inside the Barn.**
- f. **Ranch Equipment:** Ranch equipment rentals must be contracted with the Ranch Office and payment submitted no later than **30 days prior** to the scheduled event, if applicable.
1. Payments for unused equipment following the conclusion of the event are non-refundable.
  2. Changes in equipment order resulting in a difference of \$50.00 or less will be forfeited.
  3. Failure to return rented equipment to its original location (outlined below) will result in deductions from the damage deposit.
  4. Wine barrels and other miscellaneous Ranch owned equipment may NOT be moved or used as props without the consent of CRF staff. Failure to return equipment to its exact original location will result in deductions from the damage deposit.
  5. Ranch owned equipment, such as dollies, brooms, mops, etc., may be loaned upon request and availability. Damage or failure to return equipment will result in deductions from the damage deposit.
- g. **Reservations:** Events cannot be booked more than 18 months in advance. All reservations are on a first come, first serve basis. We do not “hold” dates.
- h. **Food and Beverages:**
1. Self-serving of alcohol is **not** allowed. Consumption of "shots" is **not** allowed.
  2. The service of any alcoholic beverages must be done pursuant to the provisions of the Department of Alcoholic Beverages Control 805.546.7717.
- i. **Security Guards:** As noted previously, security services are **REQUIRED** by the CRF for **ALL** events. Security will be provided by the Foundation’s contracted security company, at a cost of \$25.00 per guard, per hour, to be paid by the Applicant.
1. The cost of security will be charged to the Applicant at the rate billed to the CRF. Payment is due no later than **30 days prior** to the scheduled event date.
  2. Security guards **must** be present during the entire time that event guests are on the property, and will be scheduled with a 30 minute buffer on each end of the start/end times for the event. Overtime fees may apply if event exceeds more than 8 hours.
  3. While the overall guideline for the number of guards will be 1 guard for every 50 guests if alcohol is served or sold, and 1 for every 100 guests if there is no alcohol, as defined in this agreement and determined by the CRF, the CRF reserves the right to increase or decrease the security service requirements for any event on a case-by-case basis.

- j. **Rehearsals:**
    - 1. Rehearsals are held Monday through Thursday **only**, between 10am-4pm and must conclude no later than **5pm**. Rehearsals are booked on a first-come, first-serve basis and are subject to availability. Clients are allotted one (1) hour, which needs to be scheduled and confirmed in advance with Ranch staff. If an event is booked that conflicts with your rehearsal time, you will be required to reschedule. **Exceptions will not be made.**
  - k. **End Time:** Events must conclude no later than **11pm**.
  - l. **Music and Event Noise:** The proposed use of any amplification equipment must be noted in the application and is subject to approval by the CRF.
    - 1. Acoustic and amplified music must not disturb surrounding businesses or residents, and may be **subject to volume control restrictions**. The staff on site will determine whether or not sound levels are appropriate.
    - 2. Amplified sound in any outdoor areas must be setup facing westward. Please consult with staff for more details.
    - 3. All **live music must** be discontinued no later than **10:00pm**.
    - 4. All music of any kind, outdoors or indoors, must be discontinued no later than **11:00pm**.
    - 5. All music and other event-related sounds must be in compliance with Section 10.34.040, Exterior Noise Standards, of the City of Camarillo Municipal Code.
  - m. **Decorations:** The use of decorations is subject to approval by the Foundation.
    - 1. **NO** open flames of any kind are allowed to be used indoors or outdoors on the Ranch property.
    - 2. **NO** tape, glue, staples, nails or tacks are to be affixed to any painted, finished or wood surfaces.
    - 3. **NO** rice, birdseed, confetti, glitter, loose hay, flower petals (real or artificial) or other similar items may be used in any area of the Camarillo Ranch.
    - 4. Rental and lighting vendors are not to attach anything to the existing wires connected to projector during the installation process.
    - 5. The staff on site will determine whether or not decorations comply with these guidelines. Failure to comply may result in deductions to the damage deposit.
  - n. **General Provisions:** The Applicant is solely responsible for the conduct of guests at the event, and compliance with all applicable regulations by all persons in attendance at the event. Permission to use the facility may be revoked at any time for failure to follow the rules and regulations outlined.
5. **EVENT:** The application to which this agreement is attached describes the event for which this agreement is made, and such application is incorporated by reference into this agreement. The only uses which can be made of the Camarillo Ranch grounds are as contemplated by the application, and no other uses are authorized. No use of additional facilities is authorized.
6. **RELEASE, HOLD HARMLESS, INDEMNITY AND RESPONSIBILITY FOR DAMAGES TO PROPERTY.** The Applicant agrees to release, hold harmless, indemnify, and defend, the City of Camarillo (“City”) and the Camarillo Ranch Foundation (“Foundation”) from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys’ fees and disbursements (collectively, “Claims”), which City or Foundation may suffer or incur or to which City or Foundation may become subject to by reason of or arising out of any injury to or death of any person, damage to property, loss of use of property, economic loss or otherwise occurring as a result of or allegedly caused by the negligent or willfully wrongful acts or omissions of User in its use of the Camarillo Ranch premises located at 201 Camarillo Ranch Road in the City of Camarillo (“Premises”).

The Applicant also agrees to reimburse the City of Camarillo for the cost to repair any damage to property of the City of Camarillo constituting the Camarillo Ranch facilities and grounds, including without limitation, the landscaping, walkways, driveways, buildings, pipelines, utilities and all other facilities whatsoever caused by the Applicant or any guests or agents of the Applicant.

**7. INSURANCE. THE APPLICANT(S) WHO SIGNS THIS APPLICATION IS RESPONSIBLE FOR INSURANCE COVERAGE AND THE POLICY MUST BE IN THE APPLICANT'S NAME.**

General liability insurance is required for the day(s) of the event, in the amounts of \$2M aggregate and \$1M for each occurrence. **The Camarillo Ranch Foundation and City of Camarillo, and all officials, officers, employees, agents, contractors, and volunteers of City and Foundation, must be named as additional insureds for all time periods leading up to, after, and during the day(s) of the event (i.e., rehearsal, set-up, the event itself, clean-up).** An option for the Applicant is to obtain a rider on his/her homeowner's policy. The insurance certificate and endorsement form must be submitted to the Foundation no later than **90 days prior** to the scheduled event and include a provision that the policy cannot be cancelled except upon at least ten days' written notice to the City of the fact of such cancellation. The insurance must be primary to any coverage otherwise available to the City and Foundation. Contact **Rose Hinojosa at Camarillo City Hall at 805.383.5633 for more information.**

**8. ATTORNEYS' FEES.** If any disputes arise out of any matter connected to this agreement, the prevailing party in any subsequent legal action will be entitled to recover reasonable attorney's fees and cost. Any litigation related to this agreement must be brought in the Small Claims Court or Superior Court in Ventura County.

**BY SIGNING THIS APPLICATION YOU HAVE AGREED TO ALL ITEMS LISTED ABOVE AND WILL COMPLY WITH ALL WRITTEN RULES AND GUIDELINES OF THE CAMARILLO RANCH FOUNDATION AND THE CITY OF CAMARILLO.**

\_\_\_\_\_  
APPLICANT (SIGNATURE)

\_\_\_\_\_  
CAMARILLO RANCH FOUNDATION (SIGNATURE)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

If you have any questions, please contact us at **805.389.8182** or via email at **events@camarilloranch.org**.

A complete copy of this agreement will be sent to the Applicants(s) upon the acceptance of the application by the Camarillo Ranch Foundation. If the application is not accepted, the Camarillo Ranch Management will notify the Applicants(s) and the deposit payment will be returned.



**Acknowledgement of Camarillo Ranch Rules & Regulations for Event Rental**

*This summary is to be passed on to all vendors so they are informed of the acknowledged conditional use of the Camarillo Ranch property. Loss of the client's damage deposit and permission to use the facility may be revoked at any time for failure to follow the rules and regulations as outlined below and in the CRF Event Contract.*

**THE CLIENT ACKNOWLEDGES AND HAS AGREED TO THE FOLLOWING:**

1. Submit site rental payments and/or alterations to the event contract no later than **90 days** prior to my scheduled event date.
2. Supply a copy of a \$2M General Aggregate and \$1M Each Occurrence liability insurance policy, which names the CRF and the City of Camarillo as additionally insured, no later than **90 days** prior to my scheduled event date.
3. Submit the Event Planner Form, which outlines the event itinerary and all vendors who will work on-site, no later than **60 days** prior to the scheduled event date.
4. Submit the final event headcount and security services payment, no later than **30 days** prior to my scheduled event date.
5. Rehearsals are held Monday through Thursday only, between 10am-4pm and must conclude no later than 5pm, when the property closes and gates are locked. Rehearsals are booked on a first-come, first-serve basis and are subject to availability. If an event is booked that conflicts with your rehearsal time, you will be required to reschedule. Exceptions will not be made.
6. Provide written notice, no later than **30 days** prior to my event of intent to place a tent on Camarillo Ranch property.
7. Submit a temporary permit from ABC if alcohol will be sold, no later than **30 days** prior to the scheduled event date.
8. Contract Exclusive Vendors from the CRF Vendor List unless the BUY OUT option is contracted through the Ranch.
9. Complete setup and breakdown for all the rental equipment, lighting, decor, and other items associated with the event during the agreed upon rental hours.
10. Contract a professional day-of wedding/event coordinator, who will be on-site beginning at time of setup until breakdown is completed.
11. Complete breakdown of Ranch owned chairs in stacks of 10 and lean any tables against the barn walls, if used.
12. Ensure no vehicles are left parked overnight at the Ranch, or risk towing and a \$100 per vehicle fine. Vehicles may be left parked on the street and will not incur fees. No vehicles are permitted on the grass, barn patio, or inside the Red Barn.
13. Ensure that all trash is properly placed in the provided waste and recycle receptacles.
14. Ensure no Ranch owned wine barrels, planters, and other miscellaneous equipment may not be moved without the consent of Ranch staff. If moved, agree to ensure that they are returned to their original location by the end of the event.
15. If one or more of the Ranch's event spaces is unavailable due to elements beyond their control, the client may relocate to another event space at the Ranch, subject to availability and additional rental fees.
16. Camarillo Ranch is open to the public seven days a week. If an event is booked during public tour times, certain areas may not be available for use.

\_\_\_\_\_  
APPLICANT (SIGNATURE)

\_\_\_\_\_  
CAMARILLO RANCH FOUNDATION (SIGNATURE)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date: