



Event Planning Form

Please return this completed form to our Events Team no later than 30 days prior to your scheduled reservation. Reminder that Camarillo Ranch is open to the public for docent led Home Tours on Sat., Sun. & Mon. from 12-3pm.

Event Date: _____ **Final Headcount:** _____ **Setup Time:** _____

4-digit Door Code: _____ **Bride's Arrival Time:** _____ **Using Bridal Suite:** Yes No

Requested Rehearsal Date & Time: _____

Rehearsals are subject to availability and strictly Monday - Thursday ONLY for one (1) hour during normal 9am-5pm business hours. Gates close promptly at 5pm, therefore, last available time-slot is 4-5pm. Rehearsals MUST be scheduled and confirmed with Ranch Office. Exceptions will NOT be made.

Locations & Times

Events must end no later than 11pm, no exceptions. Property must be cleaned and vacated no later than 1am. Please refer to your contract for exact rental times. Photos in the Victorian mansion are available after 3pm for up to one (1) hour and require a Ranch escort.

Write in ceremony, cocktail hour, or reception below.

- East Lawn: _____
- West Lawn: _____
- Front Lawn: _____
- Barn: _____
- House: _____

Write in event start and end times for each section.

- Start Time: _____ End Time: _____
- Start Time: _____ End Time: _____
- Start Time: _____ End Time: _____
- Start Time: _____ End Time: _____
- Start Time: _____ End Time: _____

Equipment Rentals

Camarillo Ranch does NOT provide any setup or breakdown services. Equipment rentals must be ordered and paid in full no later than **30 days prior** to event date.

Barn Audio Visual Package

Minimum 4 hour rental, includes technician.
Please inquire for more details and specifications.
Fee: \$750.00 Yes No

Outdoor Equipment Only

[200] Bistro chairs (\$1 ea.) Quantity: _____
Use: East Lawn West Lawn Front Lawn

Indoor Equipment Only

[300] Banquet Chairs (\$3 ea.) Quantity: _____
[30] 60" Rounds: (\$5 ea.) Quantity: _____
[10] 8' Tables (\$5 ea.) Quantity: _____
[6] 6' Tables (\$5 ea.) Quantity: _____
[2] 4' Tables (\$5 ea.) Quantity: _____

List of Vendors

- Property is available for setup beginning at 9am. Please refer to your contract
- All vendors and event related personnel must check-in at Ranch office upon arrival.
- All vendors must provide proof of Camarillo business tax certificate (Cam. Acct#) & liability insurance – NO EXCEPTIONS.
- All vendors must arrive for pick-up no later than 11pm and vacate time is 1am. Please refer to your contract.
- All portions of this document must be filled out in full prior to submission.

Security Services: _____ *Coordinated and invoiced by Camarillo Ranch, unless otherwise specified.*

Coordinator/Main Contact: _____ **Cam. Acct#:** _____

Email: _____ **Phone #:** _____

Caterer: _____ **Cam. Acct#:** _____

Email: _____ **Phone #:** _____

Providing setup, breakdown and cleanup services Yes No

Bartender (if not provided by caterer): _____ **Cam. Acct#:** _____

Email: _____ **Phone #:** _____

Rentals/Lighting: _____ **Cam. Acct#:** _____

Email: _____ **Phone #:** _____

DJ/Sound: _____ **Cam. Acct#:** _____

Email: _____ **Phone #:** _____

DJ(s) and/or band(s) may NOT connect to Ranch's sound system. Barn audio visual equipment package is an additional fee and only operated by exclusive vendor, Darvik Productions.

Photographer: _____ **Cam. Acct#:** _____

Email: _____ **Phone #:** _____

Florist: _____ **Cam. Acct#:** _____

Email: _____ **Phone #:** _____

Bakery: _____ **Cam. Acct#:** _____

Email: _____ **Phone #:** _____

Please communicate any other vendor information directly to Camarillo Ranch Events Team.