



Application for Library Ancillary Facilities Usage

Booking Fee due with Application see Fee Schedule

Email: libraryreservations@ci.camarillo.ca.us

DATE OF EVENT _____

Applicant's Name: _____

Phone (day): _____

Phone (evening): _____

Fax: _____

Cell: _____

Address: _____ City _____ State _____ Zip _____

Email address: _____

Exact Title of Organization: _____

Type of organization: Profit Non-Profit Governmental Other (describe): _____

Title of Event: _____

Purpose of Event:

- Meeting Social Commercial Other (describe): _____
 Wedding & Reception Wedding Reception

Est. Attendance:	Setup Time Needed:	Clean Up Time Needed:	Actual Event Start Time:	Actual Event End Time:
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- Facility Use Community Room (max. cap. 298)
 Check all that apply Full Room
 Half Room (max. cap. 149)
 Entry Courtyard - Only available with Catered Events
 Boardroom (seats 14, room cap. 14)

- Set-Up Configurations U-Shape (max. seating 48 requires full room rental)
 Rectangular Conference (max. seating 30 Side A; max. 42 Side B; max. 54 full room rental)
 Banquet (max. cap. 180 without a dance floor – full room rental)
 Banquet (max. cap. 132 with a dance floor, full room rental)
 Theater (max. cap. 200 chairs)
 Classroom (max. seating 72) without power
 Classroom (max. seating 72) with power (Limited power to tables is available at additional cost)
 Dance Floor (12'x12') Vendor rental (**DJ's or Party Pleasers**)

- Equipment No Equipment Required
 Check all that apply Podium with microphone
 Projector/Screen
 Handheld wireless microphone – **requires additional refundable deposit**
 Lapel wireless microphone - **requires additional refundable deposit**
 Multimedia projection with VCR/DVD player (community room only)
 TV (flat screen) & VCR/DVD also available in Boardroom, no projection
 White Dry Erase Board w/markers
 White Paper Board w/markers
 Meeting Directional Sign
 Teleconference Capabilities
 Video Conferencing is available only in Community Room - **requires the full room rental; additional cost for IS staff to operate**

Note: Internet Access is only available with Camarillo Library Card which Applicant is responsible to obtain.

Decorations The use of decorations is subject to City approval. **ABSOLUTELY NO** tape, glue, staples, nails, or tacks may be used on any surface in the facility. Applicant may bring their own easels for displays or banners.

- Yes, (describe) please be specific: _____
 No decorations

Food/Beverages DJ's California Catering has the exclusive catering contract for the facility. It is the Applicants responsibility to coordinate and pay for, all food and beverage services. DJ's California Catering (805) 389-5418

- Food & Beverages will not be served
 Food & Beverages will be served (includes light refreshments such as water, coffee, cookies, etc.)
 Alcohol will be served – Special Events Permit and additional insurance required

After-Hours Use of the facilities before or after normal operating hours (8 am to 5 pm M-F) and on designated City Holidays, require special arrangements. Additional fees will be charged for all security services required per the Fee Schedule.

Booking Deposit: Applicant understands that a Booking Deposit is due with Application in order to hold date. Applications submitted without Booking Deposit will not be processed.

Applicant's obligations: Applicant is responsible for conduct of all attendees ensuring that inappropriate, disruptive or illegal activities do not occur on the premises.

Nonprofit designation: A 501(c)3 nonprofit organization must submit a copy of their IRS determination letter showing nonprofit status prior to confirmation of reservation.

Business Tax Certificate: All Applicants including a charitable or non-profit organization are required to contact the Camarillo Business Tax Division at 805.388.5330 immediately upon application.

Insurance: The City's legal counsel has directed that completed certificates of insurance be submitted (see SAMPLE of "Acord 25-S" form and its accompanying ISO Form GF 20 10 11 85 Endorsement form). The wording on the certificate and endorsement forms should read: **Additional Insured: City of Camarillo and County of Ventura and their officials, agents, servants, volunteers and employees are listed as additional insureds on the endorsement form CG 20 10 11 85 (or better).** This requirement is standard procedure for all certificates of insurance required by the City. As an option, contact Kathy Holman in the City Manager's Office at 805.383.5646 for information regarding cost and coverage of optional insurance offered by the City's insurance carrier. Applicant must submit proof of insurance by the date specified in the approval confirmation letter.

Hold Harmless and Indemnification Agreement: Applicant must complete and submit the attached Hold Harmless and Indemnification Agreement by date specified in the approval confirmation letter.

All fees, booking and security deposits, proof of insurance, hold harmless and indemnification agreement, IRS determination letter (if applicable) and/or business tax certificate(s) are due a minimum of two (2) weeks prior to the event or by the date specified in the approval confirmation letter in order to secure reservation. Failure to submit or comply with these requirements by the date specified in the approval confirmation letter will result in cancellation of your tentative reserved dates.

Cancellation: Reservations cancelled at least 30 days prior to requested event date; and Wedding venues cancelled at least 60 days prior to the requested event date, will be entitled to a full fee refund. Failure to give required notice of cancellation may result in forfeiture of booking fees and/or deposits.

Applicant Certification:

I attest that I am legally authorized to file this application on behalf of the stated organization and that this authorization binds the applicant and organization to the conditions required by the City of Camarillo Policy, the Camarillo Library Ancillary Facilities Regulations, Fee Schedule and this application.

I certify that I have received a copy of, and read City of Camarillo City Council Policy No. 11.13, Camarillo Library Ancillary Facilities Regulations and Fee Schedule and agree to adhere fully to all conditions and requirements stated therein, and as stated in this application.

I will be responsible for all additional costs incurred for use of City personnel, police, cadet, private security services, equipment and facilities. The costs will be paid directly to the City within 30 days of invoice.

I fully understand that the City may reject this application. The filing of this application does not grant permission to use the facilities until such permission is granted through the issuance of the Approval Confirmation Letter and payment of all Fees and Deposits.

Applicant Signature*: _____ Date: _____

*(Signature must be of person submitting Application and must be on-site during the Event)
