

CONTACT INFORMATION

Phone: 805.389.8182

Fax: 805.389.8183

E-mail: events@camarilloranch.org



Camarillo Ranch

FOR STAFF USE ONLY

Event Date: _____

Headcount: _____

Deposit: _____

Final Balance: _____

**House Tour & BBQ Lunch
Application**

Please first confirm your requested date is available, then submit the completed application to the Ranch Office for review.

*Minimum of 20 visitors. Maximum of 200 visitors.
Tours are available Monday-Thursday.*

Arrival Time: 11:00 a.m.

Lunch: 12:30 p.m.

Departure: 2:00 p.m.

Requested Tour Date(s): _____

Applicant Name(s): _____ **Phone:** _____ (other) _____

Organization Name(s): _____ **Phone:** _____ (other) _____

Tour Contact Person: _____ **Phone (cell)** _____ (home) _____

Email Address(s): _____

Mailing Address: _____ **City:** _____ **Zip:** _____

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.*

Please note the following:

All parties must leave the premises by the end of the contracted period indicated in this agreement; and be in compliance with all parking/driving policies on the Ranch grounds. Tour parking is not allowed on adjacent business properties.

AGREEMENT

Upon acceptance by the Camarillo Ranch Foundation, which will be evidenced by this agreement being executed by management, the undersigned (Applicant) hereby agrees to the following terms and conditions:

- FEES and PAYMENT:** The current fees for tour/lunch are \$45 for adults and \$10 for children 12 years and under. Fees will be charged to the Applicant pursuant to the most current pricing in effect at the time of signing this agreement as adopted by the Camarillo Ranch Foundation Board of Directors. Procedures for tour/lunch reservations are as follows:

DATE:----- APPLICANT(S): ----- (PLEASE DATE AND INITIAL)

- a. **Booking Deposit & Final Balance:** A booking deposit of \$350 must be submitted with this application. This will reserve the date chosen by the Applicant and will secure the Applicant's obligation to the provisions of this agreement. Booking Deposits are non-refundable. Cancellation will result in the forfeit of this deposit. The final balance and final headcount is due two weeks prior to your scheduled tour. If the final headcount falls under the 20 person minimum requirement, the Applicant is still responsible for paying the difference. In case of last minute additions, please contact staff and arrange payment prior to arrival.
2. **CARE OF PROPERTY:** The Applicant agrees to leave the Camarillo Ranch property in the same condition in which the Applicant found it and to remove all vehicles, personal belongings, and miscellaneous brought in by the Applicant and applicant's guests.
3. **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. **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 Foundation.
 - i. **No vehicle of any type is allowed on the patio in front of the barn or inside the barn.**
 - e. **Reservations:** Applicant(s) must be at least eighteen years of age to book a tour/lunch at the Ranch.
 - f. **House Tours:** The Applicant and guests are not permitted into the Camarillo Ranch House unless escorted by Ranch staff or docents. No food or beverage is allowed inside. Handicap access is only available on the first floor of the house. No pets of any kind, unless certified service dogs. All strollers or related items must be left outside on the porch.
 - g. **General Provisions:** The Applicant is solely responsible for the conduct of guests during the tour/lunch, 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.
4. **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.
5. **INDEMNITY: INSURANCE.** The Applicant, in completing the attached Hold Harmless Agreement, hereby indemnifies and agrees to hold harmless the Foundation and the City of Camarillo, their directors and officers, officials, employees, and agents, for any and all liability whatsoever arising from the event authorized hereunder or in any way incurred by the Applicant in connection with such event.

DATE:----- APPLICANT(S): ----- (PLEASE DATE AND INITIAL)

The Applicant also agrees to hold the Foundation and the City of Camarillo harmless against any damage to its property constituting the Camarillo Ranch facilities and grounds, including without limitation, the landscaping, walkways, driveways, buildings, pipelines, utilities and all other facilities whatsoever. Such indemnification includes, but is not limited to, the obligation to provide a legal defense for any claims for injuries to persons or damage to property covered by this indemnity.

- 6. **ATTORNEYS' FEES.** If any dispute arises 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 costs. Any litigation related to this agreement must be brought in the Small Claims Court or Superior Court in Ventura County.
- 7. **ITINERARY.** The Applicant agrees to the following timeline for the scheduled tour/lunch. I understand that if one or more of the Ranch's event spaces is unavailable due to elements beyond their control, I may relocate to another event space at the Ranch, subject to availability. I understand that Camarillo Ranch is open to the public seven days a week. If I book a tour/lunch during public tour times, certain areas may not be available for my use.
 - 11am – Arrival, followed by House Tour
 - 12:30pm – Lunch served in the Barn
 - 2pm – Departure

The Foundation agrees to provide a BBQ lunch for each guest, which will include: tri-tip steak and chicken, fresh corn on the cobb, BBQ ranch beans, mixed green salad, and dessert with coffee, ice tea, or lemonade. If one or more of these items is unavailable, they will be replaced with adequate substitutions.

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 the Ranch office 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.

DATE:----- APPLICANT(S): ----- (PLEASE DATE AND INITIAL)



City of Camarillo

Office of the City Manager • Human Resources Division • (805) 383-5618
601 Carmen Drive • PO Box 248 • Camarillo, CA 93011-0248 • FAX (805) 388-5318

INSURANCE, HOLD HARMLESS, AND INDEMNIFICATION AGREEMENT (Camarillo Ranch)

1. _____ ("User") 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").
2. User must deposit with the City Manager or the Manager's designated representative, a certificate of insurance and an endorsement evidencing that a liability insurance policy in minimum amounts established by City (as may be modified by the City Manager or the Manager's designated representative depending on the nature of the event) has been issued that names the City and the County as additional named insureds and which contains 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.
3. For the purposes of this Agreement, "City" and "Foundation," include all officials, officers, employees, agents, contractors, and volunteers of City and Foundation. "User" includes all officials, officers, employees, agents, volunteers, contractors, guests and invitees of User.
4. This Agreement is governed by California law.
5. In the event that any action or proceeding is commenced arising under this Agreement, the prevailing party will be entitled to, in addition to such other relief as may be granted, a reasonable sum for attorneys' fees, costs and expenses incurred in such action or proceeding.

Dated: _____

USER

By _____

Print name here

Approved by City Attorney 1/28/08