



City of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

Office of the City Clerk
(805) 388-5353
(805) 388-5318 Fax

APPLICATION FOR USE OF CITY HALL BUILDING OR GROUNDS

Applicant/Organization: _____

Address/City: _____

Contact Person/Coordinator: _____

Phone: _____ Email: _____

Activity/Event: _____

FACILITY REQUESTED:

Council Chamber Foyer Outside Patio Area Conference Room

NOTE: Food and drinks are not allowed in the Council Chamber or foyer. Food may be served in the conference room or outside patio area. Applicant must supply coffee, water, cups & utensils as necessary.

Date(s) (include day of week and date): _____

Event Start time: _____ End time: _____

When do you need access to the facility for set-up? _____

Number of attendees: _____ (Daytime parking is limited. If you plan on having more than 50 attendees, alternate parking arrangements must be made.)

Do you need to use the City's microphones/projectors/laptop? Yes No

Do you want your event filmed? Yes No

Broadcasted live on the government channel? Yes No

Do you need a copy of your event on DVD? Yes No

Fees (two-hour minimum):

Use of Facility - \$58.50 per hour
Cadet (for after-hours use) – actual hourly cost
Camera Operator – actual hourly cost

INSURANCE/INDEMNIFICATION REQUIREMENTS

1. Insurance Requirements

Applicant/Organization is required to provide insurance naming the City of Camarillo and its officers, employees, consultants and agents as additional insureds for general liability and automobile coverage with policy limits of at least \$1,000,000 per occurrence which insurance shall be primary and non-contributory. Applicant must submit proof of insurance to the City in the form of a Certificate of Insurance and an Endorsement prior to the issuance of this permit by the City.

2. Indemnity Requirement

Applicant/Organization agrees to release, hold harmless, indemnify, and defend, the City of Camarillo ("City") 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 may suffer or incur or to which City 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 premises.

Dated: _____

Signature

Return completed application to City Clerk's Office, Camarillo City Hall,
601 Carmen Drive or mail to P.O. Box 248, Camarillo, CA 93011-0248.

Use Approved Yes No

Signature