



**City of Camarillo**  
*Department of Community Development*  
**INSTRUCTIONS FOR FILING A  
SPECIAL EVENT PERMIT**

These instructions are to assist applicants in filing a Special Event Permit application. Please read carefully and comply with all instructions before submitting an application. If you have any questions, please contact the Community Development Department at 805.388.5360.

**STEP 1 ► CONSULT WITH COMMUNITY DEVELOPMENT STAFF**

Before submitting a Special Event Permit application, the applicant is advised to speak with a planner to discuss the proposed activities and determine if any additional information will be required at the time of filing.

- A special event permit is required for any short-term event taking place outside of a building such as a fair, concert, grand opening, walkathon, marathon, and temporary outdoor sales or promotional events. See Camarillo Municipal Code Chapter 19.63 for a complete list of special events allowed in each zone.
- If you are filming, do not use this application. Please use separate Filming Permit Application.
- The applicant must complete all 4 pages of the Special Event Permit application **AND** provide **ALL** required checklist items on page 2. Contact Community Development at 805.388.5360 if you have any questions.

**STEP 2 ► SUBMIT SPECIAL EVENT PERMIT APPLICATION**

**The Special Event Permit application must be submitted at least 4 weeks in advance. If the permit requires City Council approval, the application must be submitted at least 6 weeks in advance.** Events that involve street closures or alcoholic beverages on City-owned property require City Council approval. The application shall include all of the following information:

- **Property owner's authorization** – If the event will use multiple properties such as for parking and off-site banners, property owner's authorization is required for all properties at time of submittal. Events held on city-owned property do not need property owner's authorization at the time of submittal. Events at Camarillo Ranch must provide manager's approval.
- **Site plan** – The application must include an 8 ½" x 11" site plan regardless if this is a repeat event. The site plan must show all temporary structures (tents, tables, portable restrooms, stage, booths, generators, etc.). A sample is attached.
- **Insurance** – All applications must submit a certificate of insurance and endorsement sheet. Insurance shall have a minimum commercial general liability coverage of \$1,000,000 for each occurrence and \$2,000,000 for general aggregate. Insurance may be purchased through the City for events on City-owned property. A sample with minimum requirements is attached.
- **Fee** – A fee of \$293 must be submitted at the time of filing. If City Council approval is required, the fee is \$1,671. If the applicant is a non-profit organization, the filing fee is waived, however proof of non-profit status must be provided.

***INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. THE SPECIAL EVENT PERMIT APPLICATION  
MUST BE SUBMITTED IN PERSON. DO NOT E-MAIL THE APPLICATION.***

**ADDITIONAL REQUIREMENTS:**

- For parades and marathons, a Traffic Control Plan and Encroachment Permit application is required. A route and water stations/restrooms map is required for marathons.
- A public safety plan is required for large events where 1,000 or more people are expected to congregate at one time.
- A permit from the Ventura County Environmental Health Department is required for all food and water, including bottled water.
- A license from the Department of Alcoholic Beverage Control is required if alcoholic beverages are served. City Council approval is required if alcoholic beverages are served on City-owned property or public streets.
- If a Police services fee is required, a deposit amount determined by the Traffic Sargent must be paid to the City of Camarillo no later than 7 days prior to the event.
- Special Events in Constitution Park are required to submit a refundable clean-up deposit of \$250 to the City of Camarillo.

**STEP 3 ►► STAFF REVIEW OF SPECIAL EVENT PERMIT**

Staff will review the proposed Special Event application to consider the potential effect of such a use on adjacent public and private property, traffic, parking, safety, structural soundness, site orientation and arrangement, noise, and hours of operation.

**STEP 4 ►► ISSUE APPROVAL OF SPECIAL EVENT PERMIT**

If the project has been determined acceptable, the Community Development Department will send the approved Special Event Permit with a list of conditions of approval.

**STEP 5 ►► APPLICANT MUST SIGN AND RETURN PERMIT AGREEING TO CONDITIONS**

Upon receiving the approved Special Event Permit, the applicant must sign and return the permit to the Community Development Department within 3 business days from receiving the permit, agreeing to abide and adhere to all conditions attached to the permit. Failure to do so will be deemed a withdrawal of the application.

**STEP 6 ►► OBTAIN BUSINESS TAX LICENSE**

Immediately upon receipt of the approved Special Event Permit, the applicant, including a charitable or non-profit organization is required to contact the Camarillo Business Tax Division at 805.388.5330 and provide the name, address, and phone number of all event vendors.

**STEP 7 ►► OBTAIN PERMITS FROM APPLICABLE AGENCIES**

The applicant is responsible for obtaining permits from all other applicable agencies prior to the event, such as the Ventura County Environmental Health Department and Department of Alcoholic Beverage Control.

**PHONE DIRECTORY**

<b>Department/Agency</b>	<b>Phone</b>
City Traffic Division (Traffic control plan)	805.388.5346
City Business Tax Division	805.388.5330
City Public Works (Encroachment permit)	805.388.5340
City Administrative Services (Insurance on City-owned property)	805.383.5633
Camarillo Police Department	805.388.5132
Ventura County Environmental Health	805.654.2431
Ventura County Fire Department	805.389.9738
California Department of Alcoholic Beverage Control	805.289.0100

# City of Camarillo

Department of Community Development

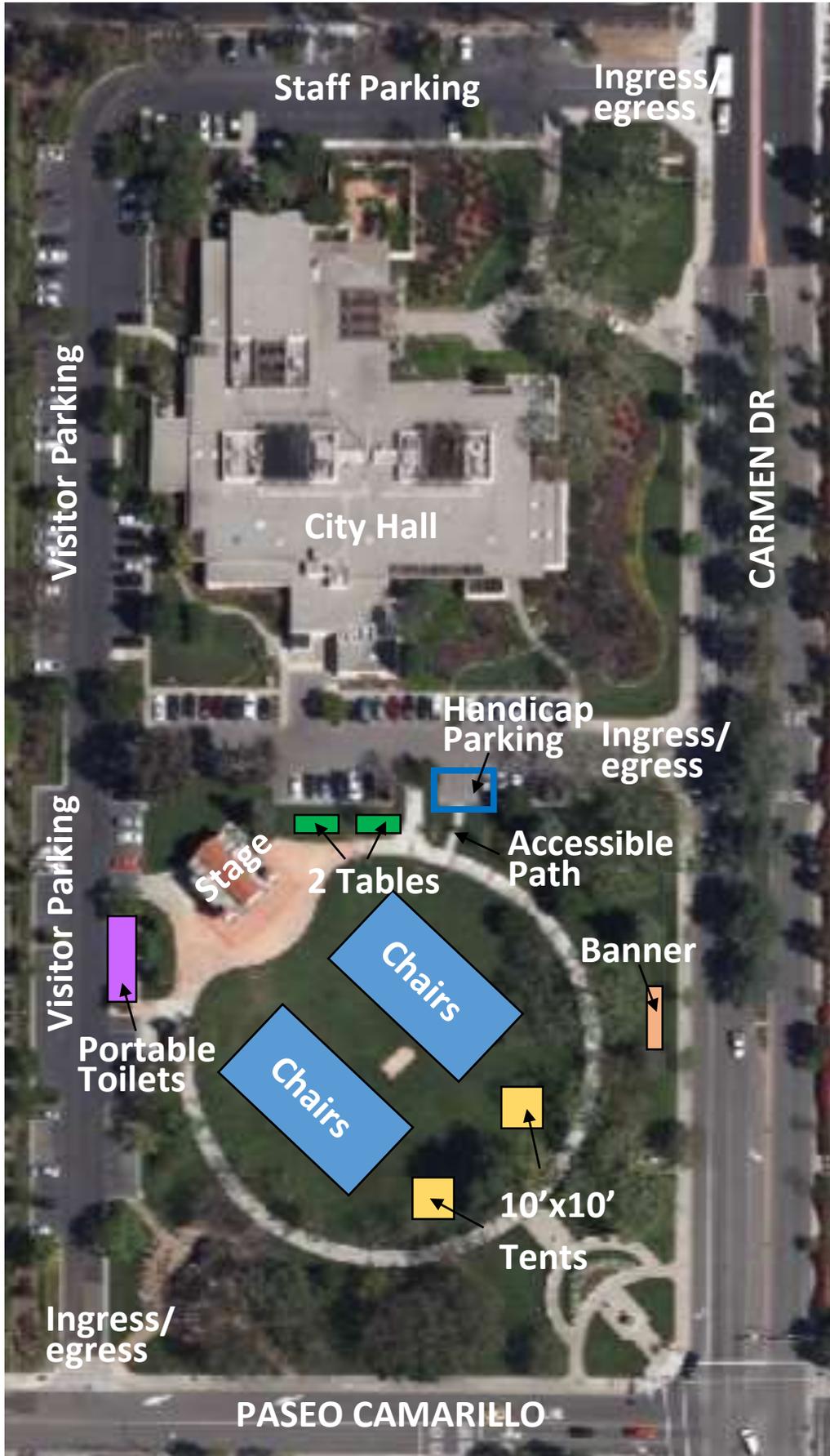
## Special Event Permit Timeline

The following is a guide to highlight the important steps in the Special Event Permit process. It is recommended that applicants begin the planning process at least six weeks in advance of the event, although more time is often necessary for large events. Please read the Instructions for Filing a Special Event Permit handout.

If you have any questions, please contact the Community Development Department at 805.388.5360.

Milestone	Task
<b>6 Weeks Before Event</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Consult with the Community Development Department and any other applicable departments/agencies such as the Ventura County Health Department and Department of Alcoholic Beverage Control to discuss the proposed activities and requirements.</li></ul>
<b>4 Weeks Before Event</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Submit the Special Event Permit application to the Community Development Department. (Note: If the permit requires City Council approval, the application must be submitted at least 6 weeks in advance.)</li></ul>
<b>Special Event Permit Issued</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Upon receiving the approved Special Event Permit, the applicant must sign and return the permit, agreeing to all conditions to the Community Development Department within 3 business days, or the permit is deemed withdrawn.</li><li><input type="checkbox"/> Contact the Camarillo Business Tax Division to provide the name, address, and phone number of all vendors.</li></ul>
<b>1 Week Before Event</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Provide Community Development with copy of all agency approvals (i.e.: Alcoholic Beverage Control license, Fire Department permit, Health Department permit, business license, and encroachment permit).</li><li><input type="checkbox"/> If required, submit deposit to the Community Development Department for police services.</li></ul>
<b>Event Day</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Keep a copy of the Special Event Permit and all department/agency approvals at the event site.</li><li><input type="checkbox"/> Ensure that the entire event area, including all parking lots are cleaned up at the conclusion of the event.</li></ul>
<b>2 Days After Event</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Any off-site banners must be removed no later than two days after the event.</li></ul>

**SAMPLE SITE PLAN**





# City of Camarillo

## Department of Community Development

601 Carmen Drive ♦ Camarillo ♦ California ♦ 93010

805.388.5360 | | 805.388.5388 fax

## MEMORANDUM

### NOTICE

#### FOR EVENTS HELD WITHIN CITY LIMITS

The City requires **complete** certificates of insurance, which includes **both forms listed below**:

- 1. Certificate of Insurance ("Acord 25-S" form)** (Please note: The city requires appropriate insurance be provided for the day(s) of the event in the following minimum amounts: **\$2,000,000 General Aggregate** and **\$1,000,000 Each Occurrence** unless otherwise stated.)
- 2. Endorsement form** (this form actually changes the policy to add the City as additional insured; therefore, this is a required document)

*Sample of complete insurance requirement attached*

Insurance providers issue different style forms to address this requirement.

The wording on the CERTIFICATE of INSURANCE and ENDORSEMENT form should read:

**"Additional Insured: City of Camarillo, its elected and appointed officials, agents, volunteers and employees."**

**→AND – the Endorsement form needs the following language:**

**"PRIMARY INSURANCE:** This insurance is primary and noncontributory as respects to any loss or liability arising directly or indirectly from the insured's operations."

These requirements are standard procedures for **all** certificates of insurance requested by the city.

### **→ FOR EVENTS ON CITY-OWNED PROPERTY ←**

In addition to the applicant/permittee providing proper insurance, **all vendors** (including food vendors, non-food vendors with sales, and exhibitors) will be required to procure and maintain commercial general liability insurance with coverage limit of \$2,000,000 General Aggregate and \$1,000,000 Each Occurrence. **Each vendor** must provide individual complete certificates of insurance to the Applicant/Permittee. The applicant/permittee will be required to provide City with a complete list of each vendor with a statement certifying applicant/permittee has received a copy of each vendor's certificate of insurance (The City does not require a copy of each vendor's COI). Any alcohol garden shall be covered on a separate policy (complete certificate of insurance and endorsement form naming the City as additional insured and state such insurance will be deemed "primary") by either the Applicant/Permittee or the vendor.

### **AS AN OPTION ( for City-owned property)**

You may contact the Administrative Services Department (Human Resources Division) at 805.383.5633 for information regarding cost and coverage of *optional* insurance offered by the City's insurance carrier. Vendors that are unable to provide an individual certificate of insurance may be added to the applicant/permittee's policy (if applicant/permittee's policy has been purchased thru City's Special Event Insurance Program) at the current daily rates.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
<p data-bbox="159 730 1390 772">City of Camarillo, its elected and appointed officials, agents, volunteers and employees</p>
<p data-bbox="147 1087 1341 1121">Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

**PRIMARY INSURANCE:** this insurance is primary and noncontributory as respects to any loss or liability arising directly or indirectly from the insured's operations.

**THE ABOVE WORDING IS A FIRM REQUIREMENT TO BE INCLUDED IN ALL ENDORSEMENTS - PER CITY ATTORNEY.**



**City of Camarillo**  
 Department of Community Development  
**SPECIAL EVENT PERMIT**  
 Application

<b>SUBMITTAL</b>	601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360	<b>STAFF USE</b>	<input type="checkbox"/> \$293 Administrative approval <input type="checkbox"/> \$1,671 City Council approval <input type="checkbox"/> Non-profit exempt Deposit \$ _____	SPEV No. _____ HTE No. _____ Received by _____ Date Filed _____ <hr/> <b>Case Planner:</b> _____
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<b>APPLICANT</b>	<p><b>APPLICANT NAME</b> _____</p> <p>Is applicant a non-profit organization <input type="checkbox"/> No / <input type="checkbox"/> Yes (if yes, must provide proof of non-profit status)</p> <p>Main Contact Person _____</p> <p>Email _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <p>Contact name to give to public _____ Phone number _____</p> <p>Additional Contact Person(s) _____</p> <p>Email (required) _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p>
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<b>EVENT</b>	<p>Description of event: (<i>i.e. grand opening, sidewalk sales, etc.</i>): _____</p> <p>Title / Name of event: _____</p> <p>Purpose of event: _____</p> <p>Location(s) (including address) _____</p>
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<b>EVENT DATES</b>	<p>Set up date _____ Time set up starts _____</p> <p>Cleanup date _____ Time cleanup complete _____</p> <p>Actual event date _____ Time event starts _____ Time event ends _____</p> <p>Additional date(s) _____ Time event starts _____ Time event ends _____</p> <p>Additional date(s) _____ Time event starts _____ Time event ends _____</p>
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<b>PROPERTY OWNER</b>	<p>If the event will use multiple properties, property owner's authorization is required for all properties at time of submittal. Attach additional sheets as needed.</p> <p><b><i>As legal owner/manager/legal representative of the property, I hereby give my consent and approval of the filing of this Special Event Permit application.</i></b></p> <p style="text-align: center;"><input type="checkbox"/> Property Owner / <input type="checkbox"/> Property Manager / <input type="checkbox"/> Legal Representative</p> <p>Signature _____ Date _____</p> <p>(Print Name) _____ Title _____</p> <p>Company / Entity Name _____</p> <p>Email _____ Phone _____</p>
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**CHECKLIST**

**REQUIRED SUBMITTAL ITEMS. All events must submit the following items. Incomplete applications will not be accepted. Additional materials may be required depending on the nature and location of the request.**

- Completed Special Event Permit application and Supplemental Information
- Site Plan – 1 copy 8 ½” x 11”
- Fee (non-profit exempt with proof of non-profit status)
- Certificate of Insurance and Endorsement Sheet (see insurance sample for requirements)
- Property Owner’s Authorization

**ADDITIONAL REQUIREMENTS FOR LARGE EVENTS**

- Public Safety Plan approved by the Fire Department (Required for events of 1,000+ people. Contact the Fire Department at 805.947.8535 for more information.)
- Applicable fee or deposit (i.e. police services)

**ADDITIONAL REQUIREMENTS FOR CONSTITUTION PARK**

- Deposit for cleanup (*refundable per Section 11.2 of the City of Camarillo Administrative Policies and Procedures governing Performing Arts Pavilion/Constitution Park.*)

**ADDITIONAL REQUIREMENTS FOR CAMARILLO RANCH**

- Copy of approved Camarillo Ranch application.

**ADDITIONAL REQUIREMENTS FOR PARADE/MARATHON**

- Applicable fee or deposit (i.e. police services)
- Route map, including location of water stations and portable toilets
- Traffic Control Plan (Contact the Traffic Division at 805.388.5132 for more information)

**APPLICANT SIGNATURE**

*I hereby certify the following:*

- *I have read and understand and agree to comply with Sections 10.38.010 through 10.38.030 of the Municipal Code (set forth on the following page).*
- *I understand that any violation of any part of the Municipal Code could lead to the closing/cancelling of the event.*
- *I understand that any violation of the conditions of approval could lead to the closing/cancelling of the event.*
- *I will provide proper insurance (Certificate of Insurance and Endorsement Form).*

*I further certify that the information included herein is accurate.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

(Print Name) \_\_\_\_\_ Title \_\_\_\_\_

**CITY REVIEW**

**COMMUNITY DEVELOPMENT DEPARTMENT Review:**

**Approved** /  **Denied**

Staff Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Director of Community Development

Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Community Development

## General

Is this a  private event or a  public event (check one)

If this is a fundraiser, who is the charity? \_\_\_\_\_

Number of people anticipated \_\_\_\_\_ Number of staff/volunteers \_\_\_\_\_

Are the following provided:

- Canopies or tents  Yes  No How many \_\_\_\_\_ Size \_\_\_\_\_ **Fire Dept. permit may be required**
- Security  Yes  No By whom? \_\_\_\_\_
- Additional lighting  Yes  No Describe \_\_\_\_\_
- Music  Yes  No Describe (amplified, live, etc.) \_\_\_\_\_
- Generator  Yes  No Location \_\_\_\_\_
- Where will restrooms be provided? \_\_\_\_\_ How many \_\_\_\_\_
- Will there be any construction, either temporary or permanent?  Yes  No \_\_\_\_\_
- Electrical work  Yes  No Describe \_\_\_\_\_
- Animals  Yes  No Describe \_\_\_\_\_
- First-aid stations  Yes  No Location \_\_\_\_\_

## Vendors / Food

Will event have vendors / displays / information booths?  Yes  No How many? \_\_\_\_\_

Type (i.e. crafts, food, etc.) \_\_\_\_\_

Will food be provided?  Yes  No Type \_\_\_\_\_

Describe (pre-packaged, prepared on-site) \_\_\_\_\_

Describe cooking facilities (i.e. open flame, warmer, fryers) \_\_\_\_\_

Will beverages be provided?  Yes  No Type \_\_\_\_\_

**Please note:** If any food or beverages are provided (even pre-packaged or bottled water) the applicant must contact the County of Ventura Environmental Health at 805.654.2431 for requirements.

**Please note:** Vendors are required to possess or apply for a valid City of Camarillo Business Tax Certificate (license) no later than ten (10) business days prior to the event or the applicant of the Special Event may apply for a blanket special event business tax certificate. The business tax certificate must be kept at the event. Please contact the Business Tax Division for any questions (805.388.5330). Vendors include, but are not limited to photographers, entertainers, caterers, etc. that may conduct seminars, provide services, sell a product, solicit business, pass out flyers, lease equipment, tents, tables, etc.

## Alcohol

Will alcohol be served?  Yes  No Type \_\_\_\_\_

How will alcohol sales be regulated? \_\_\_\_\_

**Please note:** If alcohol will be served or sold, a license from the Department of Alcoholic Beverages Control is required. The event organizer/applicant must be at least 21 years of age.

**Please note:** If alcohol is served on City property or street, City Council approval will be required.

## Parking

List on-site parking locations \_\_\_\_\_

Number of on-site parking spaces \_\_\_\_\_

List off-site parking locations \_\_\_\_\_

Number of off-site parking spaces \_\_\_\_\_

**Please note:** Property owner authorization for use of parking lots must be provided at the time of application submittal.

**On-Site Banner**

Will a banner be posted at the event?  Yes  No Size of banner \_\_\_\_\_

Wording \_\_\_\_\_

Location of on-site banner \_\_\_\_\_

**Please note: One (1) banner may be permitted up to 36 sq. ft. on the event site during the time of the event.**

**Off-Site Banners (non-profit organizations only)**

Will banners be posted off-site?  Yes  No Size of banner \_\_\_\_\_

Wording \_\_\_\_\_

Location of off-site banner #1 \_\_\_\_\_

Location of off-site banner #2 \_\_\_\_\_

Location of off-site banner #3 \_\_\_\_\_

Location of off-site banner #4 \_\_\_\_\_

Location of off-site banner #5 \_\_\_\_\_

Location of off-site banner #6 \_\_\_\_\_

Location of off-site banner #7 \_\_\_\_\_

Location of off-site banner #8 \_\_\_\_\_

Location of off-site banner #9 \_\_\_\_\_

Location of off-site banner #10 \_\_\_\_\_

**Please note: Up to 10 off-site banners are permitted subject to the regulations in CMC 19.63.45. Proof of property owner's permission including the phone number of the owner/agent is required at the time of application submittal.**

**Streets**

Will event use City streets or sidewalks?  Yes  No

If yes, please list streets \_\_\_\_\_

Will the streets need to be partially closed?  Yes  No List streets \_\_\_\_\_

Will the streets need to be closed  Yes  No List streets \_\_\_\_\_

**Please note: If the event includes street closure, City Council approval and/or encroachment permit approval is required.**

**Run/Walk Events**

Is this a timed event?  Yes  No

Will Police be required to stop traffic?  Yes  No

Do groups of participants start at the same time?  Yes  No

Will the participants walk/run onto City streets?  Yes  No

Exact time road closure begins: \_\_\_\_\_ Exact time road closure ends: \_\_\_\_\_

Describe route **and** submit map (list each street affected): \_\_\_\_\_

Will there be water/resting stations and trash receptacles?  Yes  No How many? \_\_\_\_\_

List locations and show on the route map \_\_\_\_\_

**Please note: An encroachment permit and traffic control plan may be required to be submitted for approval. Police services may also be required.**