The following list of conditions of approval provide the standard requirements that applicants will be required to comply with if a Special Event Permit is approved. This list of conditions is provided in order to inform potential applicants as early as possible of the requirements before applying for a Special Event Permit. Applicants are advised to carefully read through these conditions and make necessary arrangements in advance of the event in order to comply with these requirements. Each Special Event Permit application will be reviewed on a case-by-case basis and additional conditions of approval may be imposed on the individual Special Event Permit, depending on the nature and location of the event.

CONDITIONS OF APPROVAL

COMMUNITY DEVELOPMENT

1. Applicant, or authorized representative, must sign and return this original permit to the City of Camarillo immediately upon receipt. Failure to do so will be deemed a withdrawal of the Applicant's application.
2. The application is approved subject to conformance with the attached site plan.
3. The application is approved for the timeframe listed above only. If additional time is required, a new Special Event Permit application must be submitted for review and approval.
4. The applicant must notify the Department of Community Development immediately if:
   a. There are any changes to this application;
   b. If the event is canceled; or,
   c. There are any changes to the main contact person(s) and/or their phone numbers.
5. If the event is canceled due to rain, the applicant will be allowed to postpone the event for up to 30 days. The applicant must notify the City's project manager of the proposed change a minimum of three (3) days before the event. The cancelation notification must be in writing and addressed to Community Development Department project manager.
6. After further review by the City, or if any changes are made to the application, further conditions may be applied to this permit.
7. The applicant is responsible for obtaining all necessary permits from all other applicable agencies and jurisdictions.
8. A copy of this approval letter and approved Special Event Permit application must be kept at the site.
9. Applicant agrees to indemnify, defend (at City's request and with counsel satisfactory to City), and hold City harmless 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") arising out of or related to applicant's acts, errors or omissions, negligence, or wrongful conduct in connection with this permit. For purposes of this condition "city" includes the City of Camarillo's elected and appointed officers, officials, employees, agents, representatives, and volunteers. The provisions of this section do not apply to Claims occurring as a result of the City's sole negligence or willful acts or omissions.

10. Should City determine it is necessary to take legal action to enforce any of the provisions of these permit conditions, and such legal action is taken, the applicant will be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless City should otherwise agree to waive or reduce such fees and costs, or the applicant is the prevailing party in such legal action.

11. Applicant must remind all participants to obey all laws and City of Camarillo ordinances.

12. Gambling is not permitted at this event.

13. **NON-SMOKING REQUIREMENT:** Smoking is not permitted at any public event (including those held on private property) in the City of Camarillo. This applies to all areas within an event's permitted site, including parking lots, streets, and sidewalks, beginning 60 minutes before the event's start to 60 minutes after its conclusion.

    a. All event applicants must include information about the law in their publicity to ensure maximum compliance with the law. At a minimum, the words, **"SMOKE-FREE EVENT"** must be included in legible, capitalized, boldface type on news releases, flyers, posters, websites, and brochures. (Note: 8-point to 12-point type is sufficient for printed materials ranging from 3½" x 8½" to 8½" x 11"—proportionally larger type is required for oversize documents and posters.) A PDF version of the sign is available at www.cityofcamarillo.org and may also be printed in color on 11" x 17" paper.

    b. The City of Camarillo Community Development Department will provide (free of charge) enough two-color, 12" x 18" signs printed with the "No Smoking" symbol and the words, **"THIS IS A SMOKE-FREE EVENT"** for all major access points to each event. These signs must remain posted and visible throughout the duration of the event and should be placed on a mounting substantial enough to withstand wind, rain, and crowds.

PUBLIC WORKS

14. No objects, such as signs, trailers, generators, etc., are permitted in the public right-of-way without a Public Works Department Encroachment Permit (contact Public Works at 805.388.5181 for fee and insurance requirements). Applicant must submit a site plan to the Department of Public Works clearly showing where all structures located in the public right-of-way will be placed, the size of each item, and how they will be positioned, i.e. on a Type 1 barricade, etc.

15. Dry cleanup methods must be used for all areas to be cleaned; however, if water is necessary to wash down the area, use a high-pressure system and vacuum the wastewater and disposed of it properly (not to the storm drain system). All adjacent storm drain inlets must be protected during any washdown events to prevent any discharge to them.

16. ***Cleanup***

- Ensure adequate spill cleanup materials are kept in accessible locations and clearly identified. Spill materials can include sandbags, absorbents such as kitty litter, broom and dustpan, gloves, and eye protection.
- Clean up leaks and spills immediately.
- Protect/block any adjacent storm drain inlets to prevent spilled material from entry.
- Use a rag for small spills on paved surfaces, a damp mop for general cleanup, and absorbent material for larger spills. If the spilled material is hazardous, then the used cleanup materials are also hazardous and must be sent to either a certified laundry (rags) or disposed of as hazardous waste.

- Never hose down or bury dry material spills. Clean up as much of the material as possible and dispose of it properly.

Minor Spills

- Minor spills typically involve small quantities of oil, hydraulic fluid, gasoline, paint, etc. which can be controlled by the first responder at the discovery of the spill.
- Use absorbent materials on small spills rather than hosing down or burying the spill.
- Absorbent materials should be promptly removed and disposed of properly.
- Follow the practice below for a minor spill:
  - Contain the spread of the spill.
  - Recover spilled materials.
  - Clean the contaminated area and properly dispose of contaminated materials.

Semi-Significant Spills

Semi-significant spills still can be controlled by the first responder along with the aid of other personnel such as laborers and the foreman, etc. This response may require the cessation of all other activities.

Spills should be cleaned up immediately:

- Contain the spread of the spill.
- Notify the supervisor immediately.
- If the spill occurs on paved or impermeable surfaces, clean up using "dry" methods (absorbent materials, cat litter, and/or rags). Contain the spill by encircling it with absorbent materials and do not let the spill spread widely.
- If the spill occurs in dirt areas, immediately contain the spill by constructing an earthen dike. Dig up and properly dispose of contaminated soil.
- If the spill occurs during rain, cover the spill with tarps or other material to prevent contaminating runoff.

Significant/Hazardous Spills

For significant or hazardous spills that cannot be controlled by personnel in the immediate vicinity, the following steps should be taken:

- Notify the local emergency response by dialing 911. In addition to 911, the applicant must notify the proper city officials (805.388.5338). It is the applicant's responsibility to have all emergency phone numbers at the site.
- The services of a spill contractor or a Hazardous Material team should be obtained immediately. Event personnel should not attempt to clean up until the appropriate and qualified personnel have arrived at the job site.

BUILDING AND SAFETY CONDITIONS

17. The applicant must obtain a building permit from the City of Camarillo Department of Building and Safety for all event stage areas 30 inches or more above grade.

18. All tents over 400 square feet require a building permit from the Camarillo Building and Safety Division.

FIRE PROTECTION

Additional information about the requirements listed below is available at vcfd.org or by calling the Ventura County Fire Department (VCFD) Fire Prevention Bureau at 805.389.9738.

19. **Fire Safety and Evacuation Plan:** A Fire Safety and Evacuation Plan must be prepared and maintained on-site for all special events. In addition to event areas, smoking is prohibited in areas that may cause the ignition of the brush or other combustible materials. Row seating greater than 200 must be fastened together in groups of not less than three or securely attached to the floor.

20. **Emergency Vehicle Access:** A 20-foot clear emergency vehicles access road must be provided and maintained for the duration of the event. The emergency vehicles access road must be unobstructed by guest and staff vehicles. Road barriers must be movable by one person without special knowledge or extraordinary effort.

21. **Fire Protection Equipment and Systems:** Fire hydrants, fire extinguishers, and fire protection components must be maintained, operational, and accessible at all times. A serviced 2A:10BC-rated fire extinguisher must be provided and mounted in all areas not to exceed 75 feet of travel. Additional Fire District Fire Extinguisher information is available online.

22. **Cooking:** Concession stands used for cooking must have a 10-foot clearance on two sides and a serviced 2A:10BC-rated fire extinguisher. Deep-fat fryers must be provided with a serviced class K-rated fire extinguisher. Portable barbecue grills must be located at least 10 feet away from the public, concession stands, buildings, and combustible storage areas. Barriers must be provided to separate the public from all cooking operations. Additional Fire District Special Event Cooking information is available online.

23. **Propane:** Propane cylinders must be stored in an upright position and must be secured to prevent movement. Propane storage must be in a secure non-public accessible exterior location.

24. **Generators:** All generators must be isolated from the public by a fence or other enclosure. Each generator must be provided with a serviced 2A:10BC-rated fire extinguisher.

25. **Electrical Permit:** All temporary electrical systems must be permitted by the local building and safety department and maintained in accordance with the National Electrical Code.

26. **Tent Permit:** A Fire Code Permit is required for tents over 400 square feet and canopies over 700 square feet. The total square footage must be calculated for multiple tents and canopies without a minimum 12-foot separation. A Fire Safety Officer must be required when the occupant load is greater than 500. A Fire Code Permit Application and Fee information is available online.

27. **Open Flame and Candle Permits:** An Open Flame and Candle Permit is required to use open flames or candles in connection with assembly areas, religious activities, and performances. Additional Open Flame and Candle Permit information is available online.

28. **Fireworks Permit:** A Fireworks Permit is required for all fireworks display permits, and a California Pyrotechnic Operator License must be submitted. Additional Fire District Fireworks Permit requirements are available online.

29. **Assembly Permit:** An Assembly permit is required for indoor or outdoor events where **1,000** or more persons are expected to congregate at one time. These types of events may include but are not limited to carnivals, fairs, festivals, parades, sports events, fundraisers, political rallies, religious activities, trade shows, and exhibits. Additional Fire District Assembly Permit requirements are available online.

30. **Public Safety Plan:** A Public Safety Plan must be submitted for indoor and outdoor events where **1,000** or more persons are expected to gather in an area other than approved Assembly and Public School occupancies.

31. **Crowd Managers:** Trained crowd managers must be provided for indoor and outdoor events where more than **500** persons congregate at the same time. A ratio of one crowd manager for

every 250 persons is required. Crowd managers may be assigned law enforcement personnel or staff members with formal and documented approved training.

32. **Safety Personnel:** When a Fire Code permit is required a dedicated Fire Watch and/or Ventura County Fire Prevention Safety Officer may be required depending on the nature of the event, activities, and the number of persons attending. The costs for safety personnel and permits must be the sole responsibility of the applicant. Additional Fire District Fire Watch requirements are available online.

33. Applicant must comply with Fire Department regulations for maximum capacity permitted for the event.

INSURANCE

34. At all times this permit is effective, applicant must comply with the following insurance requirements.

    a. Applicant must procure and maintain Commercial general liability insurance with a minimum coverage limit of $2,000,000 General Aggregate and $1,000,000 per occurrence.

    b. Commercial general liability insurance must meet or exceed the requirements of ISO-CGL Form No. CG 00 (the exact equivalent). The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage. Liability policies must be endorsed to name the City of Camarillo, it officials, and employees as "additional insured" under such insurance coverage and to state that such insurance will be deemed "primary" so that any other insurance that may be carried by City will be excess thereto. Such insurance will be on an "occurrence," not a "claims made," basis and may not be cancelled or subject to reduction except upon thirty (30) days prior written notice to City.

    c. Applicant must furnish to City duly authenticated certificates of insurance evidencing maintenance of the insurance required under this permit, all required endorsements, and such other evidence of insurance or copies of policies as may be reasonably required by City from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII."

    d. All vendors (including food vendors, non-food vendors with sales, and exhibitors) will procure and maintain commercial general liability insurance with a coverage limit of $2,000,000 General Aggregate and $1,000,000 Each Occurrence.

    e. Each vendor must provide individual complete certificates of insurance to the applicant. The City will not require a copy of each COI.

BUSINESS LICENSE

35. Immediately upon receipt of this approval letter, the applicant for a special event, 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/party vendors. Vendors include but are not limited to the following: independent contractors, sales and/or beauty consultants, photographers, suppliers, entertainers, caterers, etc. that may conduct seminars, provide services, sell a product, solicit for business with business cards, flyers, and/or supply or lease equipment, tents, tables, equipment, etc. Moreover, the applicant must provide any other information which the Business Tax Division may require.

    a. **VENDORS** must have a valid City of Camarillo Business Tax Certificate (license) for the operation of their business during the event. Vendors must keep the business tax certificate, or proof of certificate (receipt), within their possession at the event. In the event not all

vendors have submitted applications ten (10) business days before the event, the applicant will be liable to the City of Camarillo for a "*special event business tax certificate*."

b. **APPLICANTS** must apply for a special event business tax certificate for the event. Applicants must keep the business tax certificate, or proof of certificate (receipt), within their possession at the event. When the business tax certificate is issued to the applicant, individual *vendors* will be conclusively presumed to be *exempt* from the requirement of obtaining a separate business tax certificate *for the event*.

c. **EXEMPTION:** If the applicant is a charitable or non-profit organization and the applicant merely sponsoring an event receives only a percentage of the receipts, or receives a specified amount or fee, then each vendor conducting business at the event must obtain a business tax certificate. The applicant may submit an application that exempts vendors from the requirement of obtaining separate business tax certificates. The burden of proof will be upon the organization or person claiming an exemption.

NOISE

36. The provisions of the Noise Ordinance must be complied with. If amplifiers or similar equipment will be used, the maximum sound level permitted at any residential property must not exceed 55 dB(A) from 7 a.m. to 9 p.m. and 45 dB(A) from 9 p.m. to 7 a.m. If a concern is raised regarding the sound level of music, it may be required that the sound be modified so as not to be a nuisance to the surrounding residential areas. If a complaint is received for any music or loud noise, including the revving of engines, open headers, excessive engine noise, etc. the music must be turned down or the loud noise quieted at the request of any Camarillo Police Officer. If a second complaint is received, the music or loud noise is to be shut off, or violators may be asked to leave the event.

37. All speakers must be directed away from the surrounding neighborhoods to help reduce any noise impact.

LIVE MUSIC

38. The applicant is responsible for the payment of all music licensing fees, fines, or penalties that may be assessed upon their musical acts.

SIGNAGE

39. No bandit signs, human signs, balloons, flags, buntings, or pennant flags are permitted. All barriers, signs, and/or markings must be placed so they do not create a sight distance restriction for the motoring public or pedestrians and must be removed at the conclusion of the event. No signs are permitted other than those authorized by the Sign Ordinance and Special Events Ordinance.

a. Displays, props, equipment, or signage must not be erected in such a manner to block the visibility of the motoring public from entering or exiting the area. Any signs, props, or displays erected must be removed at the conclusion of the event.

b. An on-site banner for the special event during the day of the event may contain a maximum of 36 square feet in area and may be no taller than three feet in height.

- When mounted on a fence post or fence, the top of the banner may not exceed eight feet in height. If mounted on a building, the banner may not exceed the roofline of the building.
- The on-site banner must be removed at the conclusion of the event.

40. No signage may be placed within the public right-of-way, including on any light poles and utility poles. No off-site signage is permitted, unless specifically approved by the Department of Community Development under this Special Event Permit.

TRAFFIC/PARKING

41. The public sidewalk must be accessible for pedestrian circulation.

42. The public event must be accessible to persons with disabilities.

43. Participant and event staff parking is to be monitored so that vehicles are not blocking any streets or any entrances/exits and that vehicles are parking in approved parking areas. A 36-inch minimum aisle pathway(s) must be maintained throughout the event to allow for proper ingress and egress of attendees and staff, and to allow for emergency personnel to easily reach anyone requiring help.

44. Event coordinators must make sure traffic flow does not back up onto the drive aisle or streets. If this occurs, event coordinators must stop the event to correct the problem. Event coordinators and/or participants are not to enter the roadway for any traffic control. At the request of any Camarillo Police Officer, the event must be shut down if needed for the safe passage of vehicles and pedestrians through the event.

45. All vehicles associated with the event must be parked in proper parking areas and must not block access to any of the surrounding uses.

46. Event staff must not stand on streets directing traffic. All traffic control must be done on private property only after the vehicles pull into the property.

47. During each event, the Police Department reserves the right of final approval on all decisions concerning traffic flow and public safety. The applicant may be required to make modifications at the request of the Police Department representatives to ensure a safe activity. The Traffic Sergeant of the Camarillo Police Department (or their designee) is the contact person to assist the event representatives in areas of mutual concern.

48. The ends of the parking area used for the event must be properly barricaded to prevent vehicular traffic from driving through the area. At no time may tables or displays with merchandise be used as barricades that would block emergency vehicle access.

49. Tenants must be allowed to enter and leave the location without being unduly delayed. Also, a monitor must be made available to assist in maintaining appropriate parking.

TRASH AND RECYCLING

50. The applicant is required to ensure that proper containment, cleanup, and removal of any spills are implemented during the entire event. Please see the enclosed attachment for the minimum requirements.

    a. The entire event area and all parking lots must be completely cleaned at the conclusion of the event, which includes the removal of all trash and debris. Containers for trash must be provided around the event area and monitored continuously to ensure they are emptied and returned promptly. If City trash receptacles are used during the event, must also empty those containers.

    b. Containers must be provided for recycling with the containers clearly marked for that purpose. Please contact EJ Harrison at 805.647.7786 for further information.

SECURITY/POLICE

51. Event staff and any required security personnel must be easily recognizable by identifiable clothing and/or badges.

52. Proper safety precautions are to be made for all the entertainment and any equipment to prevent injury. Any equipment and/or instruments must have proper lighting and be roped off/barricaded and the cords covered or contained to prevent any tripping hazard. Equipment and/or instruments must not be stored or kept in the parking lot.

53. The event coordinator or assistant coordinator must remain available during the entire event to ensure that all conditions attached to the application are complied with. In the event there is a call for service during the event (fire, ambulance, or law enforcement), the applicant or a representative will meet the responding unit(s) and direct them to the scene as needed. The person in charge will be expected to abide by the decisions of the responding public safety units and assist in implementing those decisions (i.e., clearing a specific area, additional traffic control, or closing the event).

54. If the event has any kind of activity which causes any kind of safety issue, the event must cease until the activity ceases. If it is determined that police officers are required for crowd control or other purposes, officers may work the detail on overtime at the prevailing overtime rate and the applicant may be responsible for those costs.

55. The applicant will be liable to the City of Camarillo for expenses incurred for extraordinary service to this event.

SAFETY

56. Electrical equipment and installations must comply with the current California Electrical Code.

57. Children's activities are to be supervised by an adult hired by or volunteering as staff for the event.

58. Access to a telephone must be maintained to report any emergencies expediently.

59. The area designated for this event is to be properly secured to allow for the safety of the event participants and spectators.

60. If a portable temporary generator is used:

- It must be isolated from the public by physical guards, fence, or enclosure;
- All portable temporary generators must be self-grounded to the frame of the generator;
- If the portable temporary generator is rated for 5,000 watts or more, a licensed electrician must verify the integrity of the bonding connection and post documentation on the generator, or have documentation available, before the start time of the Special Event. If the portable temporary generator is rated for less than 5,000 watts, the generator must meet the manufacturer's standards and safety requirements;
- All electrical equipment for the event must be plug-connected through the receptacles mounted on the temporary portable generator.

FOOD AND BEVERAGES

61. If you will be providing any type of food (including prepackaged) or any type of beverage (including bottled water), you must contact the Ventura County Department of Environmental Health at 805.654.2431 for permitting, clearance, and inspection of temporary food facilities and vending.

62. All food vendors, including food trucks, must have proper permits with the Ventura County Department of Environmental Health.

ALCOHOLIC BEVERAGES

63. For the sale or consumption of alcoholic beverages, the applicant must contact the Alcohol Beverage Control Board (ABC) to obtain a temporary license, unless a caterer will be providing and serving the alcohol under a current ABC license. Seven days before the setup date evidence of the ABC license must be provided to the Case Planner.

64. For events that include the sale or consumption of alcoholic beverages on City property, applicant must comply with the following:

- Evidence of ABC permit is to be submitted to the Department of Community Development prior to the day of the event.
- The sponsoring organization must ensure that no individuals under the age of 21 are permitted in the area where alcoholic beverages are provided for sale or consumption.

SPECIAL CONDITIONS OF APPROVAL

FILMING

65. The area designated for this event must be properly secured for the safety of all event participants and spectators.

66. Extra care must be taken to prevent excessive disturbance to the normal flow and function of the businesses in the surrounding neighborhood, especially regarding parking.

67. Participant and event staff parking must be monitored so that vehicles are not blocking any streets or any entrances/exits to adjacent property or hangars.

68. Setting up of cameras or tripods is not permitted on City streets or parking lots, even if cars are not coming, due to safety reasons.

69. The filming crew, participants, and talent must **not** interfere with the normal flow of any vehicular traffic or pedestrian traffic. At **no time** may they use any type of signs to stop the flow of traffic.

70. Vehicles associated with the filming shoot must be parked only in approved parking areas.

71. For any airplane/air flight portion of the event, permission must be received from the Camarillo Airport (805.947.6803) and the FAA. The pilots must coordinate with ATC (Air Traffic Control).

72. For filming on Airport property, the applicant must comply with the security requirements of the Camarillo Airport. Contact 805.947.6803 for any questions.

EVENTS AT CONSTITUTION PARK

73. Park and City Hall grounds and adjacent properties must be left in a clean, undamaged condition. The cost for cleanup or damage resulting from the event must be the obligation of the holder of the Special Event Permit. A **security deposit of $250** will be required from all applicants for cleanup and staff supervision. The city will provide supervision during setup, the event, cleanup, and closing if the Director determines that supervision is necessary. Costs for supervision will be deducted from the deposit. If costs exceed the deposit, the applicant will receive an invoice for additional costs.

74. Driving on the park grounds, except the loading area behind the pavilion, is not permitted unless specifically approved in the Special Event Permit. Such activity must be closely supervised to ensure no damage is caused to the irrigation system, landscaping, paving, or other landscaped areas. The applicant will be responsible for the cost of repair of damage to any park facility, including sidewalks, grass, landscaping, and irrigation system.

75. If the event is interrupted due to weather, plans would need to be made for an alternate site. The indoor city hall facility will not be available.

76. If electricity is needed at the park, the applicant must make arrangements with Kevin Jorgensborg at 805.388.5377, at least 7 days before the event.

77. The applicant must provide the Community Development Department with a vehicle parking plan. If parking will be provided on surrounding properties, written property owner's authorization must be submitted to the Department of Community Development no less than seven (7) days before the first day of the event. Surrounding property owner contacts are:

    a. Mariela Gutierrez, Brixmor Property Group, 3636 Nobel Drive, Suite 300, San Diego, CA 92122; Phone: 858.457.1847.

    b. Church of Jesus Christ of Latter Day Saints, Jerry Strubeck; Phone: 805.443.2930 or Email: jerrstru@gmail.com.

78. Per City of Camarillo Municipal Code Section 11.76.010 and City Council Resolution No 98-45, "Skateboarding, roller skating, and in-line skating is prohibited on walkways and driveways at Constitution Park and City Hall, with the exception of the sidewalk along the streets bordering the above, and public benches throughout the city."

79. Any chairs used for the event must be removed from the park at the conclusion of the event.

80. Plastic tarps cause damage to the turf in the park, therefore, no plastic tarps are allowed as a part of the activities associated with this event or for reserving seating areas. The cost to repair any damage resulting from the use of tarps will be the obligation of the applicant.

81. The applicant is required to ensure that proper containment, cleanup, and removal of any spills are implemented during the entire event. Please see the Public Works conditions for the minimum requirements.

82. Applicant will be responsible to provide adequate trash containers throughout the venue/event. The entire event area is to be completely cleaned at the conclusion of the event, including the removal of all trash and debris. The applicant is encouraged to participate in a recycling program and provide containers for recycling with the containers clearly marked for that purpose. Contact E.J. Harrison at 805.647.7786 for further information.

83. Amplified Sound: Guidelines and procedures are hereby established for setting up and monitoring concerts held in Constitution Park to ensure consistency with Municipal Code Section 10.34.110 governing loudspeakers and sound amplification equipment as it pertains to exterior noise level, permit requirements, and environmental mitigation measures.

    a. As part of the review and approval process, it is necessary that all applicants/participants using Constitution Park be informed of the sound level limits established as a condition for use. Each performer will be asked to reduce the amplification of individual amplifiers to a point that allows for control of the sound level by the house mixer (master control panel). If a house mixer is not used, the sound level must be controlled at the amplifiers which will become the house mixer during initial set-up, where sound measurements will be taken from the center of the park with an average decibel reading of no greater than 75 dB(A). It is also required that all concert activities end by 9 p.m. if event is on Monday-Saturday, and 6 p.m. if event is on Sunday. Furthermore, the following conditions must be observed:

        i. A representative in charge of the event must designate a person approved by the City as a monitor, to inform users, including musicians, before the event and at the time of set-up,

that there are limits on the amplification to maintain control of the sound level by the house mixer panel.

ii. At the time of set-up, each instrument must be monitored with a sound monitor at the center of the park at the time of set-up to ensure that before the event, the house mixer must be in control of the sound level.

iii. During the events, the sound level must be monitored by the sound monitor at the periphery of the park and in the Lakeside Village area, and sound level adjustments must be made to the sound level when necessary. When requests by the monitor are made to reduce the sound level, the house mixer must be adjusted accordingly.

iv. To ensure compliance with appropriate sound levels, each applicant must agree to conform with the above process before a permit is approved and issued.

v. Amplified equipment will be allowed only in accordance with the above policy. The cost for monitoring will be borne by the applicant and included in the user fee established for said event.

84. In accordance with City of Camarillo Administrative Policies and Procedures Section 11.2, the applicant must comply with the following:

a. Any public admission charges levied by an applicant must be used for cleanup, maintenance, and/or utility cost.

b. An applicant may charge for the sale of programs prepared for the event or upcoming events scheduled for Constitution Park.

c. Surplus funds generated from the Special Event must be reinvested in the applicant's nonprofit and used for charitable purposes.

d. Booths, concessions, and similar facilities are prohibited in the park unless specifically authorized under the Special Event Permit.

e. The pavilion and surrounding grounds are governed by Municipal Code Chapters 10.38 and 10.44 as they pertain to activities and games of chance.

f. The sale of alcoholic beverages is prohibited at the pavilion and park grounds unless permission is obtained from the City Council in accordance with Section 10.30.020 of the Camarillo Municipal Code and appropriate permits are obtained from the State Alcohol Beverage Control.

g. Nothing, including signs, may be attached to the performing arts pavilion by any means except when specifically authorized as part of the special event permit.

85. Bleacher-type seating is prohibited.

EVENTS AT CAMARILLO RANCH HOUSE

86. Signs or cones are to be placed on private property only and NOT in the public right-of-way, including Camarillo Ranch Road or Mission Oaks Boulevard.

87. No parking is allowed on Mission Oaks Boulevard. Please contact the Public Works/Traffic Division at 805.388.5356 with questions.

88. The applicant must comply with the parking easement agreement between the Creekside Business Association and Camarillo Ranch Foundation.

89. Camarillo Ranch grounds must be left in a clean, undamaged condition. The applicant is responsible for any costs for cleanup or damage resulting from the event. A security deposit of **$500** is required from the applicant for cleanup, staff time, and staff supervision. If determined by the Director of Community Development, the City will provide supervision during the event,

including setup and cleanup. City staff and the Applicant will meet on date, to discuss pertinent requests such as temporarily shutting off the irrigation system and lighting. Additional requests will be charged against the deposit at overtime rates. The charges for supervision will be deducted from the deposit. If the charges exceed the deposit, the applicant will receive an invoice for the excess charges that are to be paid upon receipt.

90. The applicant must arrange for the opening and closing of the property with Camarillo Ranch Foundation (CRF) staff. The applicant is responsible for any charges from CRF.

91. For any changes to the automatic lighting or irrigation system on the property, the applicant must make arrangements with Kevin Jorgensborg at 805.388.5377, at least 3 days before the event.

EVENTS AT CAMARILLO LIBRARY

92. The areas of the parking lot used for the event must be properly barricaded to prevent vehicular traffic from driving through the area as indicated on the site plan. Proper barricades can be obtained from the Administrative Services Department.

93. All participants must be kept in the grass area and are not allowed in the drive aisles.

94. A marked route must be provided for participants when walking from the main event area to the food trucks.