



## Facility Rentals at Strathearn Historical Park

Facility rentals at Strathearn Park are managed by Rancho Simi Recreation and Park District. The barn and grounds are available to rent for events and/or receptions, from February or March through the first weekends of November. Reservations can be made up to 18 months in advance.

Facility rental fees charged at Strathearn Park are based on whether the applicant lives within the boundaries of the Rancho Simi Recreation and Park District (resident of Simi Valley or Oak Park). Residents living within the boundaries of the Park District regularly support park facilities and programs through property taxes, therefore they are charged a reduced rate to utilize this facility.

The fees charged for facility rentals include the venue, tables and chairs, set up and tear down of tables and chairs, park staff and security personnel (security only when alcohol is present). Linens, décor, serving ware, etc., are not provided. Park staff does not provide clean-up, and is not a day-of coordinator or wedding planner.

Reservation periods are consecutive hours between 9 AM through 11 PM, on weekends and other days, as available. All rentals (including clean-up) will end no later than 11 PM. You may choose to have a morning, afternoon or evening event. There is a six hour minimum for events/receptions in the barn, or on the grounds (no ceremony), and an eight hour minimum for an event that includes both a ceremony and reception. All event preparation, decorating, and clean up must be completed during the reservation period.

This is an application to reserve a date at Strathearn Historical Park. **Page two** lists the types and lengths of rentals which are available, and the costs for each. Please select one. **A conditional refundable cleaning and damage deposit of \$500 is added to each rental.** A portion of this cleaning and damage deposit, or the entire amount, may be withheld if necessary, to cover damages, losses, excessive clean up, additional staff hours, facility costs, etc. All remaining deposit will be refunded after your event.

On **page three** please enter your contact information, and as many event details as you can. Please initial & date the page after reviewing it.

**Pages four through eight** contain important information, and detail the guidelines, rules and restrictions for events at Strathearn. Please initial & date each page after reviewing it.

Insurance is required when alcohol is served at an event, and when an event is catered. There is information about the required insurance on the last two pages of this document.

A 25% deposit of the total fee (including the damage and cleaning deposit) is required when the facility reservation application is accepted. Another 25% of the total fees is due six months before the event. The balance is due at least 45 days prior to the event. Payment may be made in cash, check (please make checks out to RSRPD and mail to Strathearn Park at P.O. Box 940461, Simi Valley, CA 93094-0461) credit card (MC, Visa, Discover), debit card, cashier's check or money order, payable to Rancho Simi Recreation and Park District.

*Please do not hesitate to ask me any questions about facility rentals at Strathearn Park!*

*Jeannie Liss*

Strathearn Historical Park Site Director

137 Strathearn Pl., Simi Valley, CA 93065

Email: Jeannie@rsrpd.us Phone: (805) 526-6453



The following are rates for <u>residents</u> of Simi Valley and Oak Park					2/1/2022
Pls check *one*	Type/Length of Rent- al	Fees	Ref. Deposit	Total	Amount due now (25%)
	Ceremony Only - Chair Set-Up				
<input type="checkbox"/>	3 hour – No Alcohol	\$1,312.00	\$500.00	\$1,812.00	\$453.00
<input type="checkbox"/>	3 hour- Alcohol	\$1,735.00	\$500.00	\$2,235.00	\$558.75
	Reception or Event In Barn, or Outside On Grounds - Event Only W/Tables and Chairs (No Ceremony Set-Up)				
<input type="checkbox"/>	6 hour rental:	\$3,070.00	\$500.00	\$3,570.00	\$892.50
<input type="checkbox"/>	7 hour rental:	\$3,515.00	\$500.00	\$4,015.00	\$1,003.75
<input type="checkbox"/>	8 hour rental:	\$3,960.00	\$500.00	\$4,460.00	\$1,115.00
<input type="checkbox"/>	9 hour rental:	\$4,425.50	\$500.00	\$4,925.50	\$1,231.38
<input type="checkbox"/>	10 hour rental:	\$4,891.00	\$500.00	\$5,391.00	\$1,347.75
	Ceremony In Gazebo, On Strathearn House Lawn, or Church, With Reception Outside On Grounds or Inside Barn - Both Ceremony Set-Up And Reception Set-Up				
<input type="checkbox"/>	8 hour rental:	\$3,960.00	\$500.00	\$4,460.00	\$1,115.00
<input type="checkbox"/>	9 hour rental:	\$4,425.50	\$500.00	\$4,925.50	\$1,231.38
<input type="checkbox"/>	10 hour rental:	\$4,891.00	\$500.00	\$5,391.00	\$1,347.75
<input type="checkbox"/>	11 hour rental:	\$5,356.50	\$500.00	\$5,856.50	\$1,464.13
<input type="checkbox"/>	12 hour rental:	\$5,822.00	\$500.00	\$6,322.00	\$1,580.50
The following are rates for <u>non-residents</u> of Simi Valley and Oak Park					2/1/2022
Pls check *one*	Type/Length of Rent- al	Fees	Ref. Deposit	Total	Amount due now (25%)
	Ceremony Only - Chair Set-Up				
<input type="checkbox"/>	3 hour – No Alcohol	\$1,462.00	\$500.00	\$1,962.00	\$490.50
<input type="checkbox"/>	3 hour- Alcohol	\$1,885.00	\$500.00	\$2,385.00	\$596.25
	Reception Or Event In Barn, or Outside On Grounds - Event Only W/Tables and Chairs (No Ceremony Set-Up)				
<input type="checkbox"/>	6 hour rental:	\$3,370.00	\$500.00	\$3,870.00	\$967.50
<input type="checkbox"/>	7 hour rental:	\$3,865.00	\$500.00	\$4,365.00	\$1,091.25
<input type="checkbox"/>	8 hour rental:	\$4,360.00	\$500.00	\$4,860.00	\$1,215.00
<input type="checkbox"/>	9 hour rental:	\$4,875.50	\$500.00	\$5,375.50	\$1,343.88
<input type="checkbox"/>	10 hour rental:	\$5,391.00	\$500.00	\$5,891.00	\$1,472.75
	Ceremony In Gazebo, On Strathearn House Lawn, or Church, With Reception Outside On Grounds or Inside Barn - Both Ceremony Set-Up And Reception Set-Up				
<input type="checkbox"/>	8 hour rental:	\$4,360.00	\$500.00	\$4,860.00	\$1,215.00
<input type="checkbox"/>	9 hour rental:	\$4,875.50	\$500.00	\$5,375.50	\$1,343.88
<input type="checkbox"/>	10 hour rental:	\$5,391.00	\$500.00	\$5,891.00	\$1,472.75
<input type="checkbox"/>	11 hour rental:	\$5,906.50	\$500.00	\$6,406.50	\$1,601.63
<input type="checkbox"/>	12 hour rental:	\$6,422.00	\$500.00	\$6,922.00	\$1,730.50

SET UP THE DAY BEFORE EVENT: Additional Hours to be used for set up based on availability are billed at \$200. Any additional hours purchased the day before are in addition to the minimum required rental i.e.; an 8 hour minimum ON THE EVENT DAY is required for a ceremony and reception. Maximum of three hours may be rented the day before an event or before any scheduled rehearsal. Hours will be scheduled AFTER the park is closed to the public (3pm M-F)

## Facility Rental Application - Strathearn Historical Park & Museum

Thank you for choosing Strathearn Historical Park for your event. The facility rentals at Strathearn Park are managed by Rancho Simi Recreation and Park District (RSRPD). Once you have confirmed your desired date is available, please submit the completed application for review. Events cannot be booked more than 18 months in advance.

Requested Event Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Applicant Name\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_ Email\* \_\_\_\_\_

Address\* \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

If Wedding: Bride/Groom Name: \_\_\_\_\_ Bride/Groom Name: \_\_\_\_\_

*\*Please note: if applying as a resident, applicant must reside in Simi Valley or Oak Park with a mailing address within those communities.*

*If different than Applicant:*

Event Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship to Applicant (wedding planner, relative of bride or groom): \_\_\_\_\_

### Event Details:

Type of Event (for example: wedding/reception, reunion, party): \_\_\_\_\_

Length of Rental: (for example: wedding & reception, 8 hr. rental) \_\_\_\_\_

Please complete below:

Estimated Attendance: \_\_\_\_\_ Number of hours requested: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

Facilities Requested – Circle all locations requested (Church, Gazebo, Strathearn Lawn, Barn)

Other/notes: \_\_\_\_\_

Please answer the following questions. If unsure at this time please indicate 'TBD.'

Is your event open to the public? ☐ YES ☐ NO

Is your event a fundraiser? ☐ YES ☐ NO

Will there be music at your event? ☐ YES ☐ NO Please Indicate - DJ, Band, other \_\_\_\_\_

Will you require a Wedding Rehearsal? ☐ YES ☐ NO

Additional Hours to be used for set up based on availability are billed at \$200/hr. Any additional hours purchased the day before are in addition to the minimum required rental i.e.; an 8 hour minimum ON THE EVENT DAY is required for a ceremony and reception. Maximum of three hours may be rented the day before an event or before any scheduled rehearsal. Hours will be scheduled AFTER the park is closed to the public (3pm M-F)

Will you be serving food? ☐ YES ☐ NO

Name of Caterer (need to be licensed and insured): \_\_\_\_\_

PLEASE DATE AND INITIAL: APPLICANT INITIAL \_\_\_\_\_ DATE \_\_\_\_\_



Strathearn Historical Park is a historically significant site, and high priority is given to its protection and preservation. The grounds, buildings and facilities must be treated with care and respect. All rules and regulations are to ensure the proper care of the facility and equipment. Failure to comply with these rules may result in additional charges, a partial or full loss of your refundable deposit, or cancelation of your event. The facilities are available pursuant to the following provisions.

## 1) Alcohol:

Will alcohol be served at your event (y/n)? ☐ YES ☐ NO

*When alcohol is served at an event, there is a \$300 fee charged. This fee is already included in the cost.*

If alcohol will NOT be served (*The \$300 alcohol fee will be deducted from your fees*):

If you have indicated that NO ALCOHOL will be present on District Property in relation to the permitted event, **any consumption or possession of alcoholic beverages may cause for immediate termination of the event with no refund of fees. Guests may not bring in their own alcohol.**

If all alcohol WILL be served:

- Alcohol consumption must be inside the park grounds. No alcohol is permitted in the restrooms or parking lot.
- Alcohol may be served up until one hour and a half before the end of the rental. For example if the rental is a 2pm-10pm rental, no alcohol shall be served after 8:30pm
- A Certified bartender is required for any type of mixed drinks (cocktails), spirits, and beer kegs
- The name of certified bartender/bartending service will be required at the time of your last payment 45 days in advance of your event.
- Alcohol can only be served for 5 ½ hours or less.  
Alcohol serving hours: \_\_\_\_\_ to \_\_\_\_\_
- Is alcohol being sold? *An ABC permit is required if alcohol is being SOLD only (not just served). If alcohol is being SOLD at the event an additional \$160 fee will apply.* yes/no ☐ YES ☐ NO
- Is alcohol being catered by a beverage service or restaurant (they are PROVIDING the alcohol, not just serving alcohol you've purchased) yes/no ☐ YES ☐ NO
- Type of beverages to be served (i.e., beer, wine, champagne, mixed drinks): \_\_\_\_\_

**Required insurance when alcohol is served/sold:** When alcohol is served at an event there is a \$300 fee for an alcohol permit included in the price of the rental. (*If alcohol is being SOLD at the event an additional \$160 fee will apply*). In addition to the alcohol permit fees, insurance also needs to be provided (a Certificate of Insurance and an additional insured endorsement). The insurance needs to be provided by the applicant. If you hire a beverage service and **THEY PROVIDE** the alcohol and serve it, then the insurance needs to come from them. Insurance may be obtainable from a homeowners/renters insurance company to extend your policy to this venue for your special event. If it is not possible, or too expensive, *you may purchase insurance through the Park District*. If you'd like to purchase insurance through the Park District you may do so at any time. You can request a quote and purchase insurance directly through our provider at: [www.eventinsur.com](http://www.eventinsur.com). ABC permits are NOT required unless you plan on *selling* alcohol.

PLEASE DATE AND INITIAL: APPLICANT INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

#### 4) Occupancy:

- The facility will only be available at the times specified on the permit. The applicant may not occupy the premises before, or vacate the premises after the times specified in this contract. The District does not provide a key to the site or the buildings.
- **All event preparation, decorating, set up, and clean up, must be completed within the time specified on your permit.** *For Example; if your rental is 2pm–10pm, set up may begin at 2pm. Everything must be cleaned up, and offsite by 10pm.* Additional hours are available for purchase, if desired. **No early entrance, or late clean-up is permitted.**
- If the event goes over the permitted time (late exit), **\$200 per half hour over will be deducted from the damage/cleaning deposit.** The applicant, or a representative, must stay onsite until the last vendor leaves. (For example, if a DJ is late packing up their equipment, and this results in the rental going over the time frame, the \$200 per half hour late fee will be charged, and someone representing the permittee must stay onsite until he/she is off the property.)
- End Time: Events must conclude no later than 11pm.

#### 5) Event Rules and Regulations:

- The Applicant is solely responsible for the conduct of guests at the event, 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.
- Children under 12 years of age must be under adult supervision at all times while on site. Unsupervised children are not permitted anywhere at Strathearn Historical Park & Museum.
- If the Church Building is to be used for either a ceremony, or as an area to wait or stage for a ceremony onsite; NO FOOD or DRINKS with the exception of water are allowed inside the Church Building. No personal items such as clothing or purses may be left unattended in that building. This is a Historic Building and part of a museum, please treat it as such.
- No tape, glue, staples, nails or tacks are to be affixed to any painted, finished or wood surfaces. Only easy-release tape and string, floral wire, or zip-ties may be used to attach decorations. No other tapes, nails, screws, staples, hot glue gun, duct tape, or other items may be used anywhere at the site. **Nothing may be anchored or staked into the ground onsite. No holes may be dug. For canopies, weighted sandbags or buckets need to be used.** The staff on site will determine whether or not decorations comply with these guidelines. Failure to comply may result in deductions to the damage deposit
- Unloading items for event: vehicles may drive in to unload items, and then are asked to drive back out and park offsite in the parking lot or on the street. The number of vehicles onsite will be limited to three (3).
- No vehicle of any type is allowed on the grass area.
- Dogs are allowed **outside** on the park grounds. Park rules apply. They must be on a leash and cleaned up after. Dogs present at weddings are allowed during the ceremony, but must remain outside with a handler during the reception, or be taken offsite.
- **NO SMOKING OR VAPING:** Strathearn Historical Park is a NON-SMOKING/VAPING facility. We make an exception for rentals and allow smoking and/or vaping in one dedicated area only. The recreational use of cannabis, in any form, is prohibited.
- No open flame, with the exception of a licensed/insured caterer is allowed on-site. **No candles (except battery powered) are allowed with the exception of a unity candle for use in a wedding ceremony.**
- No rice, birdseed, confetti, streamer, or loose glitter will be allowed at the park site. Bubbles are acceptable. Other ideas may be approved by staff. No rose/flower petals on the barn floor. No sparklers or fireworks.
- The staff on site will determine whether or not sound levels are appropriate. The decibel level is restricted to a maximum of **65 decibels at the property line**/wall behind the barn. All music must be discontinued no later than 10pm.

PLEASE DATE AND INITIAL:    APPLICANT INITIAL\_\_\_\_\_ DATE\_\_\_\_\_



## 2) Venue and Amenity Information:

- Attendance numbers and room capacities **MUST** be observed. The seating capacity is as follows: Church Building 70, Gazebo/back lawn 220, Barn 180. **Failure to comply with maximum capacity numbers (as listed on your permit) will result in IMMEDIATE cancelation of your event.** *Any limits placed on capacity by an official health order to maintain physical distancing will supersede existing site capacities.*
- The District does not provide linens, serving pieces, dishes, trays, decorations, a stage, dance floor, or a sound system. If your event requires the use of any of the named items, they will need to be rented by you from a vendor.
- The site has available a maximum of eighteen **66" round tables**, four **48" round tables**, eight **rectangular 8' tables**, and 400 chairs. These may not all be set up inside the barn at the same time. Room capacities and fire regulations must be obeyed. The site will be set up according to your floor plan (as approved by District staff).
- **None of the structures are air-conditioned.** In the event of hot weather, the site has fans that can be used.
- This site has one room available for a party (i.e. wedding party) to dress or get ready before an event. This area is not air-conditioned. **The historical buildings may not be used with the exception of the Church, only to wait in (not to get ready) with limitations.**
- A one hour Rehearsal is included for those holding a ceremony at Strathearn. They are generally scheduled from 5pm-6pm the day before the event. Additional hours the day prior to your event can be purchased for set-up, based on availability, for \$200 per hour, maximum of three hours.
- The restrooms at the park are built over a small septic tank and may not be large enough to handle the needs of a group event. Because of this, in addition to the Park restrooms, two portable restroom units are available for use during events. If the main restroom malfunctions during an event, it will need to be locked. In this case, the Visitors Center restrooms will be opened to accommodate guests needing handicapped accessible restrooms. The limitations of the park restrooms, and the use of the portable restroom units are acknowledged and understood.

## 3) Vendor Guidelines/Event Staffing:

- District staff will be on duty for the duration of your event.
- All caterers who work on-site for events are required to be licensed and insured. They will be required to provide liability insurance which names RSRPD as the certificate holder and as additionally insured, before working an event on site. Please see the last two pages of this document for more information or see the example which is available for viewing on our website.
- Though not **MANDATORY**, it is highly recommended that a professional day-of coordinator be on-site the day of the scheduled event, beginning at the time of setup until all breakdown is complete.
- **Park staff event monitors are not day-of coordinators.** You are responsible for obtaining a day-of coordinator, if desired, to see to the details of your event and/or rehearsal, and for the set-up and clean-up of the facility.
- **The applicant is responsible for clean-up at the conclusion of the event.** One hour (the last hour of your rental) is typically needed for the clean-up. Please refer to the clean-up requirements for the guidelines.
- Included in your fees for use of Strathearn Historical Park are charges for staffing. If alcohol will be served, your fees will also include security staff. Rancho Simi Recreation and Park District Staff and security personnel will be providing security for events. If the guests are minors, and/or alcohol will be served, and/or the number in attendance is large, additional Park District staff or Rangers may be required. Any decisions regarding security or staffing needs will be determined by District Staff. **Alcoholic beverages may not be served when security is not present.**

PLEASE DATE AND INITIAL:    APPLICANT INITIAL                      DATE



#### 4) Occupancy:

- The facility will only be available at the times specified on the permit. The applicant may not occupy the premises before, or vacate the premises after the times specified in this contract. The District does not provide a key to the site or the buildings.
- **All event preparation, decorating, set up, and clean up, must be completed within the time specified on your permit.** *For Example; if your rental is 2pm–10pm, set up may begin at 2pm. Everything must be cleaned up, and offsite by 10pm.* Additional hours are available for purchase, if desired. **No early entrance, or late clean-up is permitted.**
- If the event goes over the permitted time (late exit), **\$200 per half hour over will be deducted from the damage/cleaning deposit.** The applicant, or a representative, must stay onsite until the last vendor leaves. (For example, if a DJ is late packing up their equipment, and this results in the rental going over the time frame, the \$200 per half hour late fee will be charged, and someone representing the permittee must stay onsite until he/she is off the property.)
- End Time: Events must conclude no later than 11pm.

#### 5) Event Rules and Regulations:

- The Applicant is solely responsible for the conduct of guests at the event, 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.
- Children under 12 years of age must be under adult supervision at all times while on site. Unsupervised children are not permitted anywhere at Strathearn Historical Park & Museum.
- If the Church Building is to be used for either a ceremony, or as an area to wait or stage for a ceremony onsite; NO FOOD or DRINKS with the exception of water are allowed inside the Church Building. No personal items such as clothing or purses may be left unattended in that building. This is a Historic Building and part of a museum, please treat it as such.
- No tape, glue, staples, nails or tacks are to be affixed to any painted, finished or wood surfaces. Only easy-release tape and string, floral wire, or zip-ties may be used to attach decorations. No other tapes, nails, screws, staples, hot glue gun, duct tape, or other items may be used anywhere at the site. **Nothing may be anchored or staked into the ground onsite. No holes may be dug. For canopies, weighted sandbags or buckets need to be used.** The staff on site will determine whether or not decorations comply with these guidelines. Failure to comply may result in deductions to the damage deposit
- Unloading items for event: vehicles may drive in to unload items, and then are asked to drive back out and park offsite in the parking lot or on the street. The number of vehicles onsite will be limited to three (3).
- No vehicle of any type is allowed on the grass area.
- Dogs are allowed **outside** on the park grounds. Park rules apply. They must be on a leash and cleaned up after. Dogs present at weddings are allowed during the ceremony, but must remain outside with a handler during the reception, or be taken offsite.
- **NO SMOKING OR VAPING:** Strathearn Historical Park is a NON-SMOKING/VAPING facility. We make an exception for rentals and allow smoking and/or vaping in one dedicated area only. The recreational use of cannabis, in any form, is prohibited.
- No open flame, with the exception of a licensed/insured caterer is allowed on-site. **No candles (except battery powered) are allowed with the exception of a unity candle for use in a wedding ceremony.**
- No rice, birdseed, confetti, streamer, or loose glitter will be allowed at the park site. Bubbles are acceptable. Other ideas may be approved by staff. No rose/flower petals on the barn floor. No sparklers or fireworks.
- The staff on site will determine whether or not sound levels are appropriate. The decibel level is restricted to a maximum of **65 decibels at the property line**/wall behind the barn. All music must be discontinued no later than 10pm.

PLEASE DATE AND INITIAL:    APPLICANT INITIAL\_\_\_\_\_ DATE\_\_\_\_\_

## 6) Clean-up Requirements:

- The applicant must provide personnel to set up and take down all equipment, decor, lighting, and all other items brought in by the Applicant. The Applicant must provide for: facility clean-up upon end of event.
- The payment of the cleaning deposit does not relieve the Applicant of the responsibility for clean-up, repairs, replacement(s), damages or liability.
- If clean-up or repair costs exceed the deposit, the Applicant will be billed for the balance.
- Site facilities must be left in original condition; all parties must leave the premises PRIOR to the end of the rental period indicated on the contract. If the event goes over the permitted time (late exit), **\$200 per half hour over will be deducted from the damage/cleaning deposit.**
- **All property must be taken offsite at the conclusion on the event.** The only exception to this is large rental items to be picked up the next business day by the rental company. Items must be moved out of the way, grouped, and ready for pick-up. This **MUST BE** discussed and pre-arranged before the event date.
- **The site must be left clean. The Applicant (person renting the property) is responsible for the clean-up of the property after the event. The Park District Staff does not provide clean up.** Trash generated by the event must be taken to the onsite dumpster, decorations must be removed, and any trash on tables and/or floor must be picked up. **Failure to do this will result in a deduction from your refundable cleaning and damage deposit. The last hour of the rental is generally needed for clean-up.** District staff will remove the tables and chairs. You DO NOT need to move/stack tables and chairs.

The items below detail the requirements for the full return of your refundable damage and cleaning deposit. Park District staff will have these items on a checklist the day of your event. If all of the clean-up requirements are met, you will receive a full refund of your cleaning and damage deposit. Any portion of the list below that is not satisfied, or any damage is found on site, will result in a deduction from, or full retention of your refundable cleaning and damage deposit. **It is important to give this information to the individual(s) who will be cleaning up after your event to ensure they understand the requirements.**

- 1) Has all the property/decorations been removed from the site? (unless per prior agreement)
- 2) Are all tables cleared and wiped off?
- 3) Has all trash been placed in the dumpster?
- 4) Have all spills been completely removed/cleaned?
- 5) Are all catering areas, inside and outside, clean?
- 6) Are the parking lot, gazebo, barn, and site areas clean?
- 7) Are restrooms clear of paper, and personal items?
- 8) Is there any damage and/or breakage to Park or Park property?
- 9) Is overtime required for excessive clean-up or additional time over rental out-time?

The following will result in a partial or full retention of the deposit: Damage to the grounds or Park property, decorations or property left on the park grounds past the rental time (**unless per prior agreement**), the Park or grounds not properly cleaned up after event, resulting in excessive clean-up by staff, and/or the rental time frame exceeded (late exit).

PLEASE DATE AND INITIAL: APPLICANT INITIAL \_\_\_\_\_ DATE \_\_\_\_\_



## 7) Event Detail, Cancellation Fees and Payment Information

- An itinerary/timeline for the event, and a list of vendors for the event will be due at the time of the final payment, 45 days prior to the event. A checklist will be sent to you in order to facilitate this.
- Cancellation or modification of event: Any changes in rental times, or additional hours for set up or clean up, must be requested a minimum of one month before the event. For example; when it is less than one month before an event, a 2pm-10pm rental may not be changed to another time frame such as 3pm-11pm, or 2pm-11pm.
- If a change in the event date is desired, it will require canceling your existing event and booking a new event. **Your existing event date will be canceled subject to the cancellation fee schedule shown below.** Your new booking will be subject to date availability.
- 25% of the TOTAL rental fees is due when the facility reservation is made. This will reserve the date(s) chosen by the Applicant and will secure the Applicant's obligation to the provisions of this agreement.
- Another 25% is due six months before the event. The balance (the remaining 50%) must be paid in full **45 days before the event.**
- Cancellation fee schedule:
  - *If event is cancelled more than 6 months prior to the event 25% of the TOTAL facility rental fees will be retained.*
  - *If event is cancelled 6 months-45 days prior to the event 50% of the TOTAL facility rental fees will be retained.*
  - *If event cancelled fewer than 45 days prior to the event 75% of the TOTAL facility rental fees will be retained.*
- The event may be canceled, at the discretion of the District staff, due to extreme inclement weather, previous weather conditions, County guidelines due to safety, unforeseen circumstances, or damage, rendering the site unsuitable for use (i.e., destruction of buildings, extreme flooding, earthquake, fire, etc.). **If this occurs your fees will be completely refunded to you.**
- Completion of this application and payment of the deposit secures your event DATE ONLY. Once the certificate of insurance (and additional insured endorsement), final payment, and all forms are submitted, a finalized permit for use of the site will be issued.
- The contract/permit must be signed and returned to District staff within thirty days of the reservation. Failure to do so may forfeit your date.

**I understand and agree with the above rules and regulations and understand that any violation may result in immediate cancellation of the event.**

**By signing this application you have agreed to all items listed in this application, and will comply with all written rules and guidelines of Rancho Simi Recreation and Park District facility rentals at Strathearn Park.**

*Applicant signature* \_\_\_\_\_

*Staff signature* Jeannie Liss

*Date* \_\_\_\_\_

*Date* \_\_\_\_\_







**PERMITTEE INSURANCE REQUIREMENTS  
FOR USE OF DISTRICT FACILITIES (STRATHEARN PARK)**

1. General liability insurance: The (USER/RENTER) shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
  - A. Such insurance shall name RANCHO SIMI RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The (USER/RENTER) shall file certificates of such insurance with the RANCHO SIMI RECREATION AND PARK DISTRICT, which shall be endorsed to provide thirty (30) days’ notice to the RANCHO SIMI RECREATION AND PARK DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the RANCHO SIMI RECREATION AND PARK DISTRICT may deny access to the facility.
  - B. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders’ Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best’s Key Rating Guide, unless otherwise approved by the RANCHO SIMI RECREATION AND PARK DISTRICT’s self-insurance pool.
  - C. Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the (USER/RENTER) maintains higher limits than the minimums shown above, the RANCHO SIMI RECREATION AND PARK DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the (USER/RENTER). Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to RANCHO SIMI RECREATION AND PARK DISTRICT.

The following are rates for residents of Simi Valley and Oak Park					2/1/2022
Pls check *one*	Type/Length of Rental	Fees	Ref. Deposit	Total	Amount due now (25%)
	<b>Ceremony Only - Chair Set-Up</b>				
<input type="checkbox"/>	3 hour – No Alcohol	\$1,312.00	\$500.00	\$1,812.00	\$453.00
<input type="checkbox"/>	3 hour- Alcohol	\$1,735.00	\$500.00	\$2,235.00	\$558.75
	<b>Reception or Event In Barn, or Outside On Grounds - Event Only W/Tables and Chairs (No Ceremony Set-Up)</b>				
<input type="checkbox"/>	6 hour rental:	\$3,070.00	\$500.00	\$3,570.00	\$892.50
<input type="checkbox"/>	7 hour rental:	\$3,515.00	\$500.00	\$4,015.00	\$1,003.75
<input type="checkbox"/>	8 hour rental:	\$3,960.00	\$500.00	\$4,460.00	\$1,115.00
<input type="checkbox"/>	9 hour rental:	\$4,425.50	\$500.00	\$4,925.50	\$1,231.38
<input type="checkbox"/>	10 hour rental:	\$4,891.00	\$500.00	\$5,391.00	\$1,347.75
	<b>Ceremony In Gazebo, On Strathearn House Lawn, or Church, With Reception Outside On Grounds or Inside Barn - Both Ceremony Set-Up And Reception Set-Up</b>				
<input type="checkbox"/>	8 hour rental:	\$3,960.00	\$500.00	\$4,460.00	\$1,115.00
<input type="checkbox"/>	9 hour rental:	\$4,425.50	\$500.00	\$4,925.50	\$1,231.38
<input type="checkbox"/>	10 hour rental:	\$4,891.00	\$500.00	\$5,391.00	\$1,347.75
<input type="checkbox"/>	11 hour rental:	\$5,356.50	\$500.00	\$5,856.50	\$1,464.13
<input type="checkbox"/>	12 hour rental:	\$5,822.00	\$500.00	\$6,322.00	\$1,580.50

*\*NOTE: (OPTIONAL) FOR ALL RENTALS-You may choose to pay for a cleaning service for clean-up at the conclusion of the event for \$50/hour. Minimum 3 hours, maximum 5 hours. This would include the reasonable clean-up of plates/glasses, event space floor, trash removal and clean-up of bathrooms. A month's notice is required.*

SET UP THE DAY BEFORE EVENT: Additional Hours to be used for set up based on availability are billed at \$200. Any additional hours purchased the day before are in addition to the minimum required rental i.e.; an 8 hour minimum ON THE EVENT DAY is required for a ceremony and reception. Maximum of three hours may be rented the day before an event or before any scheduled rehearsal. Hours will be scheduled AFTER the park is closed to the public (3pm M-F)



*The following are rates for non-residents of Simi Valley and Oak Park*

*2/1/2022*

Pls check *one*	Type/Length of Rental	Fees	Ref. Deposit	Total	Amount due now (25%)
	<b>Ceremony Only - Chair Set-Up</b>				
<input type="checkbox"/>	3 hour – No Alcohol	\$1,462.00	\$500.00	\$1,962.00	\$490.50
<input type="checkbox"/>	3 hour- Alcohol	\$1,885.00	\$500.00	\$2,385.00	\$596.25
	<b>Reception Or Event In Barn, or Outside On Grounds - Event Only W/Tables and Chairs (No Ceremony Set-Up)</b>				
<input type="checkbox"/>	6 hour rental:	\$3,370.00	\$500.00	\$3,870.00	\$967.50
<input type="checkbox"/>	7 hour rental:	\$3,865.00	\$500.00	\$4,365.00	\$1,091.25
<input type="checkbox"/>	8 hour rental:	\$4,360.00	\$500.00	\$4,860.00	\$1,215.00
<input type="checkbox"/>	9 hour rental:	\$4,875.50	\$500.00	\$5,375.50	\$1,343.88
<input type="checkbox"/>	10 hour rental:	\$5,391.00	\$500.00	\$5,891.00	\$1,472.75
	<b>Ceremony In Gazebo, On Strathearn House Lawn, or Church, With Reception Outside On Grounds or Inside Barn - Both Ceremony Set-Up And Reception Set-Up</b>				
<input type="checkbox"/>	8 hour rental:	\$4,360.00	\$500.00	\$4,860.00	\$1,215.00
<input type="checkbox"/>	9 hour rental:	\$4,875.50	\$500.00	\$5,375.50	\$1,343.88
<input type="checkbox"/>	10 hour rental:	\$5,391.00	\$500.00	\$5,891.00	\$1,472.75
<input type="checkbox"/>	11 hour rental:	\$5,906.50	\$500.00	\$6,406.50	\$1,601.63
<input type="checkbox"/>	12 hour rental:	\$6,422.00	\$500.00	\$6,922.00	\$1,730.50

*\*NOTE: (OPTIONAL) FOR ALL RENTALS-You may choose to pay for a cleaning service for clean-up at the conclusion of the event for \$50/hour. Minimum 3 hours, maximum 5 hours. This would include the reasonable clean-up of plates/glasses, event space floor, trash removal and clean-up of bathrooms. A month's notice is required.*

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