

SPECIAL USE PERMIT – NON COUNTY
INSTRUCTIONS

To obtain a Special Use Permit, submit the following documents to GSA Special Services or contact the Special Services Coordinator at (805) 477-7187 for assistance.

1. Fill out the Special Use Permit applications included in the Special Use Permit packet.
 - a. Special Use Permit application
 - b. Payment Information (include check or charge information. Cash/checks can be hand delivered to the GSA Service Building Guard Kiosk). Permit applications will not be accepted without payment.
 - c. Indemnification and Hold Harmless Clause
 - d. Special Event Cleaning Agreement (and deposit check if applicable)
2. Enter in the County Sponsor's contact information and obtain their signature and budget unit information authorizing sponsorship (if applicable).
3. Thoroughly review the Requirements and Rules/Regulations documents provided for your information within the packet. Once reviewed, initial where indicated on the Special Use Permit application acknowledging receipt and acceptance.
4. Attach your Commercial General Liability Insurance Certificate and Endorsement page adding 'County of Ventura and All Special Districts' as an additional insured. If you are unable to provide insurance, contact GSA Special Services to request information on event insurance.
5. Allow 5 days for processing. Ensure you have the following documents. Incomplete packets will be returned to sender.

- Special Use Permit Application
- Application Processing Fee
- Commercial General Liability Insurance Certificate & Endorsement
- Indemnification and Hold Harmless Clause
- Cleaning Agreement with deposit check (if applicable)
- Other documents as requested

6. Email completed forms to Diana.Ly@ventura.org or mail forms to the following address:

COUNTY OF VENTURA
800 S. Victoria Ave L#3030
Ventura, CA 93009

SPECIAL USE PERMIT APPLICATION

**** NON COUNTY ****

APPLICANT INFORMATION

Organization Name: _____ Address: _____

Type of Organization: Commercial Non-Profit Individual TAX ID # _____

Applicants Name: _____ CA DL# _____

Office Phone #: _____ Cell Phone #: _____

Applicants Email: _____

Applicants Signature: _____ Date: _____

County Sponsor Name: _____

Signature: _____ Phone #: _____

Budget Unit: _____ Activity: _____ Function: _____

There is a \$64.00 non-refundable fee for the processing of this application, which does not cover the permit fee, or any other charges that may be incurred by the above event. **County agencies sponsoring the event must list Budget Unit, Activity and Function above.** All other fees and charges (if any) will be established after further review of this application. For information on charges, contact GSA Special Services at (805) 477-7187.

\$64.00 Application Fee Attached for Processing: Yes No

ACTIVITY INFORMATION

Title of Event: _____

Detailed description of event or special use: _____

Estimated Attendance: _____ Security Required (Y/N): _____ Special Parking Required: _____

Start: Day of Week _____ Date: _____ Time: _____

End: Day of Week _____ Date: _____ Time: _____

Location of Event: _____

Additional Requirements: _____

Submit all pages of the application packet via email or mail to the following address. Include a copy of your Commercial Liability Insurance as required and a check payable to the 'County of Ventura'. Incomplete packets will be returned to the Applicant. Allow 5 days for processing.
Initial Here to Accept all Terms & Conditions of this permit: _____

**COUNTY OF VENTURA
GSA - Special Services L# 3030
800 South Victoria Ave.
Ventura, CA 93009**

GSA USE ONLY

Departments / Agencies affected: _____

Disruption / Inconvenience level: Acceptable Unacceptable/ Denied

Support Services Required: _____

Reviewer: _____ Date: _____

- Application for Special Use Permit is Approved**
A Special Use Permit can be issued for the above described activities on the above listed date and time.
- Application for Special Use Permit Denied:**
Applicants request for a Special Use Permit is denied. Please contact 477-7187 for more information.

Comments / Special Instructions:

Authorized By: _____ Date: _____

SPECIAL USE PERMIT APPLICATION

**** NON COUNTY ****

PAYMENT INFORMATION

Type of Payment: Cash Check Enclosed Charge Amount Charged: _____

Please charge my: _____ Visa _____ Master Card _____ American Express _____ Discover

Card #: _____ Exp Date: _____ Security Code: _____

Signature (Required): _____ Date: _____

Email: _____ Postal Zip Code: _____

Payment is due at time of submission.



County of Ventura
General Services Agency
 Special Services

Indemnification and Hold Harmless Clause

All activities as respects the _____ to be held at the County of Ventura
Title of Event

Facility / Parking located at _____ Ventura County, California, from
Address of Use

_____ to _____ shall be at the risk of _____ .
Begin Date Ending Date Organization Name / Person Applying

The _____ agrees to defend, indemnify and save harmless the County of
Organization Name / Person Applying

Ventura and all County-dependent special districts, including all of its boards, agencies, districts,

departments, officers, employees, agents and volunteers, against any and all claims, lawsuits – whether

against the _____, County of Ventura or others, judgements, demands
Organization Name / Person Applying

and liability, including those arising from injuries or death of persons and for damages to property arising

directly out of the _____ activities sponsored or conducted in whole or in part by
Title of Event

the _____, save and except claims or litigation arising through the sole
Organization Name / Person Applying

negligence or wrongdoing and/or sole willful misconduct of County of Ventura or of third parties who are not

members _____ of not its employees, agents, guests, or invitees.
Organization Name / Person Applying

Agreed to By: _____ Date: _____
Signature, Representative of Organization

Printed Name and Title: _____ Phone: _____

***Group Parking Event:** Please have the owner of each vehicle that will be utilizing County Facility / Parking for the above event, complete below. Please use the blank side of this form if more space is required. Thank you.

Printed Name	Vehicle Description	License Plate Number	Initials

Special Event Questionnaire

You have been asked to complete this form in accordance with the County of Ventura Administration Manual, 'Approved Uses for the County Facilities and Grounds Policy'

Organization Name: _____

Date of Event: _____ Time: _____ to _____

1. Is the Organization named above the responsible Organization for this event? Yes No
If you answer Yes, please continue with filling out this form.
If you answer No, contact the County of Ventura, Special Events Coordinator for instructions.

2. Is the Organization performing commercial or promotional activities at this event? Yes No

3. What is the purpose of the event?

4. What type of event are you planning?

5. What is the estimated attendance? _____

6. Will the main contact person of the responsible organization be present at the event? Yes No
Please provide the name and phone number of the main contact person of the responsible organization that will be present at the event.
Name: _____ Mobile Number: _____

7. Will any sound-amplifying devices (e.g. bullhorn, loudspeakers, amplifiers, etc.) be used at the event? Yes No

8. Will you be able to meet the insurance requirements for this event? Yes No
Individuals or groups that do not meet the insurance requirements must submit a notice indicating that they are not insured and will be required to purchase event insurance through Alliant Insurance Services, Inc. coordinated by the County of Ventura, Risk Management. Event insurance fees vary depending on the type of event.

The information gathered from this questionnaire will be used in addition to the Special Use Permit application form. All information must be accurate. Any proposed use shall not conflict or disrupt the purpose of government operations. The Organization named in this questionnaire will be accountable for all information given.

Applicants Name (Please print clearly): _____

Applicants Signature: _____

Email: _____ Phone Number: _____

This Section is for GSA Use Only

Reviewed by: _____ Date of Event: _____

Special Event Cleaning Agreement
**** Non County ****

I hereby request special permission to provide food and/or refreshments in support of a special event being held on County of Ventura property. I agree to pay for any and all extra cleaning that is required due to the food and/or refreshments consumed before, during and after the event. I understand the cost of the extra cleaning is based upon the services required.

Fees: All Non County Special Events will be charged a \$25.00 cleaning/site inspection fee prior to the event. A \$200.00 Cleaning Deposit is required for parking lot use for all non-county events. All extra cleaning fees will be applied to the deposit with remaining funds being returned to the applicant within 30 days after the event. Make deposit check payable to the 'County of Ventura'. Credit card payments will be charged the deposit fee at the time of processing. All remaining funds will be refunded and credited back to the credit card within 30 days after the event. All additional cleaning charges exceeding the deposit will be billed to the applicant.

Date of Event: _____

Title of Event: _____

Date of Event: _____ Time: _____ To: _____

Location of Event: _____

Detailed description of special event or special use:

Contact Name: _____

Organization/Business Name: _____

Organization/Business Address: _____

Cell Phone #: _____ Office Phone #: _____

Email: _____

Deposit Check #: _____ D/L #: _____ Expiration Date: _____

=====
For GSA Use Only –

Approved By: _____ Date: _____

SPECIAL USE PERMIT INSURANCE REQUIREMENTS

All Non County special event or special use permit applications must include an insurance certificate with the 'County of Ventura' added as an additional insured. The second page of the insurance certificate must be endorsed with the 'County of Ventura'.

Insurance Requirements:

1. Commercial General Liability: Combined single limits for bodily injury and property damage of \$1 million each occurrence.

2. The above policy must name the 'County of Ventura and All Special Districts' as additional insured and include an endorsement, and the policy must be an occurrence policy. A certificate of insurance must be provided with a 30-day cancellation notice.

GSA Special Services will notify the applicant within five (5) business days of receipt of the application packet, certified bank check and insurance certificates as to the disposition of applicant's request for a Special Use Permit.

Note: Individuals or groups that do not meet the insurance requirements must submit a notice indicating that they are not insured and will be required to purchase event insurance through Alliant Insurance Services, Inc. coordinated by the County of Ventura, Risk Management. Event fees vary depending on type of event. Event insurance can be purchased with a Credit Card (Visa or Master Card Only). All applications for insurance and fees must be submitted at least (5) days in advance for processing. Failure to allow 5 days for processing may result in the application being denied or another method of payment may be requested. Contact GSA Special Services at (805) 477-7187 to obtain the Insurance applications and fee information.

Failure to provide event insurance as stated above will result in your application being returned to you as 'incomplete' and not processed. The permit processing fee is non-refundable. Contact GSA, Special Services at (805) 477-7187 for more information.

SPECIAL USE PERMIT REQUIREMENTS

Facility Use Requirements

Cleaning/Trash Disposal

Applicant shall be responsible for cleaning the assigned areas. The applicant will be responsible for removing all disposable trash bins and trash at the completion of each day of operation or event. The applicant will be responsible for maintaining the cleanliness of the assigned area immediately adjacent to the operation or event. The Special Event Cleaning Agreement application will be sent to you if applicable.

Signs, Awnings, and Canopies

The applicant will not place or suffer to be placed or maintained on any exterior door, wall, or window of the Premises any sign, awning or canopy, or advertising matter or any other thing of any kind, and will not place or maintain any exterior lighting, plumbing fixture or protruding object or any decoration, lettering or advertising matter on the glass or any window or door of the Premises without first obtaining written approval and consent. For special consideration, submit a Display Application to GSA-SSD. The Display application can be obtained from GSA-SSD at 477-7187.

Utilities

The facilities' electrical service, plumbing or sewage systems shall not be used for any other purpose than that which they are constructed, and no foreign substance of any kind shall be thrown therein, and the expense of any breakage, stoppage, or damage resulting from a violation of this provision shall be borne by applicant whose employees, agents or invitees shall have caused it. These services will not be used without prior approval via the permit process. Cost for after hour utilities will be billed to the client.

SPECIAL USE PERMIT RULES & REGULATIONS

Regulations

The applicant at the applicant's sole cost and expense, shall comply with all of the requirements of all municipal, state, federal and other applicable governmental authorities, not in force, or which may hereafter be in force, pertaining to the Premises, and shall faithfully observe in the use of the Premises all Municipal and County Ordinances and State and Federal Statutes now in force or which may hereafter be in force, and all regulations, orders and other requirements issued to made pursuant to any such ordinances and statues, including, without limitation, Title III of the Americans with Disabilities Act of 1990 ("ADA") Section 11532 of the California Health and Safety Code, and the U.S. Occupational Safety and Health Administration ("OSHA"). Ventura County Ordinance, Chapter 9, Section 6910 Storm Water Quality Management.

Safety

The applicant's organization (or group) shall become familiar with and obey all COUNTY Regulations including fire, traffic, and security regulations. The applying organization and its vendors and contractors on the Premises shall keep within the designated limits of parking facilities and avenues of ingress and egress, and shall not enter any other or restricted areas unless required to do so and are cleared for such entry.

A permit may be denied if the proposed activity would pose a threat to public safety or impede pedestrian or vehicular traffic.

Guidelines and Rules

The applicant must agree to comply with and observe all the following rules and regulations:

1. Smoking, Vaping or E-Cigarettes are prohibited in any County facility, including meeting rooms, or any County vehicle. Smoking, vaping and e-cigarettes are allowed in designated smoking sections at least 20 feet away from any entrance or public gathering.
2. Consumption of alcoholic beverages are not allowed in County Facilities or Grounds as per the Food and Beverages in County Facilities Policy Chapter IV A-10.
3. The applicant and its patrons shall not use offensive language, make noises, or create odors that will distract from or interfere with the primary purpose of County facilities and/or grounds.

4. Shouting and/or yelling is not allowed.
5. Use of bullhorns, loudspeakers, televisions, phonographs, radios, or any musical playing devices including musical instruments or amplifiers used for live performances shall not be permitted without prior approval. Sound regulations are strictly enforced as to not interfere or disrupt County Government Business.
6. Congregating inside the buildings is not allowed.
7. Blocking of access and/or egress routes is not permitted.
8. Posting of signs without prior permission is not permitted.
9. No soliciting, leafleting or placing of flyers on automobiles.
10. Picket signs posted on sticks, posts, boards or any other type of pole can not be brought into the building, including meeting rooms, without prior authorization.
11. The applicant shall not commit or suffer to be committed any waste upon the Premises or any nuisance or other act or thing which may disturb the quiet enjoyment of any person within one hundred feet of the boundaries of the assigned areas. This includes neighboring Non County properties.
12. No storm drain runoff per County Ordinance 6910. In addition to other conditions identified in your event permit, you are asked to use best management practices related to storm water pollution prevention.
 - Before your event, make sure you are familiar with the location of storm drains in the area where people will gather.
 - Place temporary screens over catch basins where necessary.
 - Do not place liquids or trash into or near storm drains.
 - Use dry clean methods first! Try not to use water to clean up spills. Use mops, brooms or wire brushes to clean sidewalks, pavement and other impervious surfaces. If you must use water, mop it up, place it in a container and take it with you for disposal into a sink so that it can be properly treated by the sanitary sewer system.
 - If you are serving food or beverages, make spill kits available. These kits should contain paper towels, cloth towels, kitty litter and/or sand.
 - Do you use cleaning solutions or any other chemical agents? Never use soap, detergents, cleaning solutions or any other chemical agents to wash away a spill. Even biodegradable soaps can harm fish and wildlife in streams and the ocean.
 - If you use water or ice at your event, do not empty any of these containers onto streets or sidewalks. Take these liquids with you and empty them into sinks or indoor drains.

- If you use water or ice at your event, do not empty any of these containers onto streets or sidewalks. Take these liquids with you and empty them into sinks or indoor drains.
- If there are pets at your event, advise participants that the event is one where “poop and scoop” is required. After the event, survey the area and, if pet waste is visible, collect the waste in plastic bags and dispose of it in trash receptacles.
- Keep your area free of litter. Use the trash receptacles to minimize litter. If receptacles are overflowing during your event, arrange for collection of the trash or advise the Special Events Coordinator.
- After your event, arrange for the removal of catch basin trash screens, the collection of trash and all wastes, and clean-out of catch basins.

Should a discharge to the storm drain system occur, immediately notify the Special Events Coordinator or County representative assigned to your event, with details regarding the incident and any actions you have taken to mitigate the incident. You will be asked to provide written documentation immediately following your event.

13. No Styrofoam or expandable polystyrene food containers or utensil are allowed to be used at the County Harbor, Parks, Government Center, and County Sponsored events as per County Board of Supervisors Resolution dated 10/12/04.

14. The premises must be left in as good order and condition as it was prior to the event. Failure to remove all items from the area may result in a fine.

15. No fire or open flame is permissible on County premises including candles, torches, gas lanterns or any other item that operates with a fire.