VENDOR APPLICATION

Senior Center Presenter 2027

Community Center Park, 1605 E. Burnley St., Camarillo

PLEASANT VALLEY RECREATION & PARK DISTRICT
www.pvrpd.org • 805-482-1996

Applications will be reviewed for pre-approval prior to requesting insurance requirements and collecting Vendor fees. Approval of this application is not guaranteed upon submission, it is at the discretion of the District based on the following:

1. Vendor category; based on description of goods and services offered.
2. Meets District business operations and insurance requirements.

Applicant Information			
Business/Organization Name:			
Returning Vendor:	☐ Yes, I have been a PVRPD vendor	☐ No, first time vendor with PVRPD	
Contact Name:			
Title:			
Address:			
City:	**State:**	**Zip:**	
Email:			
Website:			
Day Phone:	**Cell Phone:**		

Vendor Information

Type of Vendor:

☐ Business
- ☐ Business
- ☐ Organization
- ☐ Food Truck (must have MFF permit)

☐ Individual or Non-Profit
- ☐ Home-based business
- ☐ Government agency
- ☐ 501c3 organization

Presentation Topic/Service & Preferred Date(s)/Time(s):

Fees:

☐ $100 Business Vendor

☐ $50 Individual or Non-Profit Vendor

Total $_____

Fees will not be charged until the application, insurance, or any additional information is received and approved.

Room setup and requirements:

VENDOR AGREEMENT

AUTHORIZED SIGNATURE REQUIRED TO COMPLETE APPLICATION

I, the undersigned, and on behalf of all members, employees, volunteers, and all other persons associated with the referenced business or organization, am voluntarily participating in Pleasant Valley Recreation & Park District events. I understand that such participation does not establish or imply an employer-employee or an agency relationship with Pleasant Valley Recreation & Park District. Pleasant Valley Recreation & Park District does not provide any insurance coverage of any kind, for any event participant. Pleasant Valley Recreation & Park District strongly recommends that appropriate insurance be obtained by each participant. I, the undersigned, in consideration of the request and permission to participate in Pleasant Valley Recreation & Park District events.

I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the District (including its officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above.

It is further agreed that this waiver, release, and assumption of risk is to be binding on my heirs, administrators, executors, and assigns and that I shall indemnify and hold the District (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with my participation in said activity .Additionally, I fully understand that my participation in the above-referenced activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I hereby grant Pleasant Valley Recreation & Park District at its discretion and free of charge, permission to use videos, still photography, likenesses, images, media, and/or voice recordings of myself participating in District sponsored recreation programs for the purpose of publicizing or promoting said programs.

I hereby agree to the following:

1. Vendors must comply with all Local, State, County and Federal health and safety guidelines.
2. All Vendor fees collected are non-refundable. In the event of inclement or extreme weather conditions, the District may cancel, close, or move this event to an indoor facility and fees collected may be credited to a future event at the District's discretion.
3. The District will not accept any responsibility for goods presumed to be damaged due to inclement weather. The Vendor accepts this responsibility upon set-up.
4. All canopy legs must be properly secured, either staked into turf or adequately weighted on concrete.
5. Vendors must advertise that they will be presenting at our Senior Center on their social media and/or website.
6. Artists/Craft vendors must submit photos of goods that will be offered for sale.
7. Goods and services offered for sale must be handmade or commercially purchased.
8. Vendors must arrive promptly at their assigned arrival time.
9. Smoking/Vaping of any substance is prohibited on all District properties.
10. Vendor must leave assigned spaces in their original condition; all waste must be disposed of properly.
11. Flyers will not remain up at the Senior Center beyond the presentation day.
12. Marketing materials and promotional items may not be left at the Senior Center following the presentation and must be removed at the conclusion of the event.

I understand that Pleasant Valley Recreation & Park District reserves the right to approve or reject any application. I further agree to abide by all terms and conditions as outlined in the vendor agreement. I, the undersigned, realize that all fees are non-refundable.

_____ _____ _____

Print Name Signature Date

Pleasant Valley Recreation & Park District
Liability Insurance Requirements

Pleasant Valley Recreation & Park District requires evidence of insurance coverage documents prior to participation in a District event.

1. **Certificate of Insurance / Additional Insured:**
   - **Vendor booths** must have a minimum of $1,000,000 per occurrence, $2,000,000 aggregate general liability insurance coverage.
   - **Food Trucks and Entertainment Vendors** must have a minimum of $2,000,000 per occurrence $4,000,000 aggregate general liability insurance coverage.

   Pleasant Valley Recreation & Park District must be named as additional insured. A current certificate of insurance (COI) and additional insured endorsement document must be submitted. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this event/location or the general aggregate limit shall be twice the required occurrence limit. ***A certificate of insurance is NOT sufficient without an additional insured endorsement.***

   The following must be typed in the "Description of Operations" section:
   - "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees are listed as an Additional Insured."
   - Name of event
   - Date of the event (if multiple dates, list them all)
   - Location of event

   The following must be typed in the "Certificate Holder" section:
   Pleasant Valley Recreation & Park District
   1605 E. Burnley St.
   Camarillo, CA 93010

   The Additional Insured Endorsement must include the following (*a Blanket Endorsement is NOT sufficient*):
   - Policy number (must match the COI policy number)
   - "This endorsement changes the policy"
   - Name of Additional Insured Person(s) or Organization(s) in the Schedule Box must read "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees."

   Notice of Cancellation- A cancellation clause must state the following:
   - "Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named."

2. **Automobile Liability:** Vendors owning or using commercial vehicles must provide proof of commercial auto insurance of no less than $1,000,000 per accident for bodily injury or property damage.

3. **Workers' Compensation**: As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than $1,000,000 per accident for bodily injury or disease. If you are a home business or workers compensation does not apply for your business, a signed "Workers Compensation Exemption Certification" is required.

4. **Primary and Noncontributory Endorsement**

5. **Waiver of Subrogation Endorsement**

PVRPD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Coverage limits listed above are to be considered minimum coverage, PVRPD reserves the right to require higher limits and additional coverages at its discretion. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, PVRPD requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to PVRPD.

Application Submission Checklist

Submit all required information to:

Pleasant Valley Recreation & Park District
1605 E. Burnley St., Camarillo, CA 93010
Attn: Senior Center
Or
email seniorcenter@pvrpd.org
Subject Line: Senior Center Presenter

Incomplete applications will not be accepted.

Upon review and approval, an email will be sent to the email listed on the application. Insurance requirements will be requested if the application is approved. Insurance certificates and endorsements are due to the Pleasant Valley Recreation & Park District within 14 business days of vendor application approval.

Food Vendors:
☐ Include MFF permit copy with vendor application

Non-Profits:
☐ Include 501(c)3 Letter of Determination with vendor application

For questions, please contact the Senior Center at 805-482-1996 x 203 or seniorcenter@pvrpd.org