



Event Date: _____
Final Headcount: _____

Event Planner Form

Please return this form, filled out in full, to Ranch Office no later than 30 days prior to your scheduled event.

Event Contact: _____ Email: _____ Cell Phone: _____

Setup Time: _____ Organizer Arrival Time: _____

Requested Rehearsal Date & Start Time: _____

Rehearsals can only be scheduled Monday—Thursday, between 9am—5:00pm and are subject to availability. Gates close promptly at 5pm. Rehearsals must be confirmed with Ranch Office. Check-in is required upon arrival.

Adding Additional Site Rental Hour (\$250 per hour): ☐ Yes ☐ No Number of hours: _____

Payments towards the site rental must be paid in full no later than 90 days prior to event date. All payments are non-refundable.

Event Locations & Times To Be Used

****All receptions must end no later than 11pm, and the property must be cleaned and vacated no later than 1am to avoid additional charges of \$275 per hour.*

Write in ceremony, cocktail hour, or reception below.

- ☐ East Lawn: _____
- ☐ West Lawn: _____
- ☐ Front Lawn: _____
- ☐ Barn: _____
- ☐ House: _____

Write in event start and end times for each section.

Start Time: _____ End Time: _____
Start Time: _____ End Time: _____
Start Time: _____ End Time: _____
Start Time: _____ End Time: _____
Start Time: _____ End Time: _____

CRF Equipment Requested

Camarillo Ranch does not provide any setup or breakdown services.

*Equipment rentals must be ordered and paid in full no later than **30 days prior** to the event date.*

Barn Equipment Only:

[300] Banquet Chairs (\$3 each) Quantity: _____
[30] 60" Rounds: (\$5 each) Quantity: _____
[10] 8' Tables (\$5 each) Quantity: _____
[6] 6' Tables (\$5 each) Quantity: _____
[1] 4' Tables (\$5 each) Quantity: _____

Barn Only – Audio/Visual Equipment (\$200)

Projector Screen: ☐ Yes ☐ No
[2] TV Monitors: ☐ Yes ☐ No
[4] Wireless Microphones Quantity: _____
Computer Hookup: ☐ Yes ☐ No ☐ Mac ☐ PC
Audio Hookup: ☐ Yes ☐ No

Outdoor Equipment Only:

[200] Bistro chairs (\$1 each) Quantity: _____
Use: ☐ East Lawn ☐ West Lawn ☐ Front Lawn

List of Vendors

- All vendors and personnel must check-in at Ranch Office upon arrival.
- All caterers and bartenders must provide copies of licenses and certifications to work on-site.
- All portions of this document must be filled out in full prior to submission.

Security Company: Organized by CRF, unless otherwise specified.

Headcount: _____ **Number Of Guards:** _____

Phone#: _____ **Arrival Time:** _____ **Departure Time:** _____

Coordinator/Person In Charge: _____ **Arrival Time:** _____

Phone#: _____ **Email:** _____

Caterer: _____ **Phone#:** _____ **Arrival Time:** _____

Providing setup, breakdown and cleanup services: ☐ Yes ☐ No

Bartender: _____ **Phone#:** _____ **Arrival Time:** _____

(If independent contractor, must provide copy of bartending certification no later than 30 days prior to event date).

Sound/DJ: _____ **Phone#:** _____ **Arrival Time:** _____

*(DJs and bands may **not** connect to Foundation's sound system).*

Equipment: _____ **Phone#:** _____

Arrival Time: _____ **Pick-Up Time:** _____ *(No later than 11pm)*

Photographer: _____ **Phone#:** _____ **Arrival Time:** _____

(All photography inside the House must be escorted by CRF staff. All photography beyond the bridal suite, must be arranged during site rental time.)

Other: _____ **Phone#:** _____ **Arrival Time:** _____

Other: _____ **Phone#:** _____ **Arrival Time:** _____

Other: _____ **Phone#:** _____ **Arrival Time:** _____

Other: _____ **Phone#:** _____ **Arrival Time:** _____