

SPECIAL USE / EVENT APPLICATION

APPLICANT INFORMATION

Organization Name: _____

Type of Organization: County of Ventura Non - County Non - Profit Other: _____

Address: _____ Phone #: _____

_____ Fax #: _____

_____ Tax ID / B.U. _____

Contact Person: _____

There is a \$30.00 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 are exempt from this fee, but must list budget unit above.** All other fees and charges (if any) will be established after the further review of this application. For questions on charges call: (805) 477-7187.

\$ 30.00 Application Fee Attached for Processing: Yes No

ACTIVITY INFORMATION

Title of Event: _____

Description of event or special use: _____

Estimated Attendance: _____

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

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

Location of Event(s) _____

Additional Requirements: _____

Applicants Signature: _____ Date: _____

If you would like to mail in the application please list the following address: GSA - Special Services L# 3030
800 South Victoria Ave.
Ventura, CA 93009

OFFICE USE ONLY

Departments/ Agencies affected: _____

Disruption/ Inconvenience level: Acceptable Unacceptable/ Denied

Support Services Required: _____

Insurance Certificate received and reviewed by GSA Risk Management: Approved Disapproved

GSA Risk Management 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:

Reviewed By: _____ Date: _____