

REQUEST FOR PROPOSALS
WEDDING AND SPECIAL EVENT MANAGEMENT SERVICES
Response to Questions (List 1 of 2) from Site Walk Through 8/6/2019

1. When will the contract go into effect?

The contract is expected to go into effect November 1, 2019.

2. Can the CONTRACTOR have use of the interior of the house for pictures?

During the site walk-through, staff received information that pictures inside and around the Ranch House, including the balcony and stairs are a big selling point for clients. After further consideration, CONTRACTORS will be given access to the house for pictures limited to the Bride and Groom, in coordination with the Designated Non-profit. To reduce the wear and tear of this historic property, wedding parties are not allowed to accompany the bride/groom. No staging of food, beverages or wedding cake will be allowed.

3. Can cocktail tables be set up on porches?

No. Porches and balconies are solely for photo opportunities. No event or ceremony of any size is to be held inside the House, or on any of the balconies or porches. Cocktail tables and other equipment, all beverages and food, including the wedding cake are not allowed in these areas. Every effort will be made to preserve the Ranch House and reduce wear and tear.

4. Who pays the utilities?

Per Section 2.10.0, "City will provide for all utilities including water, wastewater, trash, and electricity and gas charges.

5. Will the CONTRACTOR be able to use the office space and conduct business for other events outside of this Property?

No. The use of office space is solely for business at the Camarillo Ranch (Section 2.3.4).

6. Filming Permits. The Designated Non-Profit is receiving revenue for filming permits and responsible for monitoring. Who will have the responsibility of setting up tables, chairs, and provide catering, if requested?

Typically for these events, permittees provide their own tables/chairs and catering services. The CONTRACTOR is not responsible for any services under a film permit.

7. Are business plans required to be approved by the City, such as standard operating procedures?

Certain plans will be required to be approved by the City. See Section 2.4.0- Communications and Marketing Plan. As an Alternate Proposal, CONTRACTOR may submit "Rules and Regulations" to be considered and approved by the City (Appendix C).

8. Are there any limit on number of events?

Other than black-out dates and additional dates requested for city sponsored events, and Community events held by the Designated Nonprofit, the

CONTRACTOR is not limited on the number of events. Of the events listed in Section 3.0.3.5, 7 of the 10-12 are held on Thursdays.

9. Does the CONTRACTOR have any financial responsibility or buy in at the start of the contract?

No. According to Sections 2.3.0 and Section 4.3.0 of the RFP, "As part of the financial pro forma, CONTRACTOR must state at what cost, if any to the City, CONTRACTOR will assume and manage existing contracts."

10. Does the CONTRACTOR have any responsibility to monitor the facility outside of event hours?

No, the CONTRACTOR is not obligated to monitor the facility outside of event hours. However, the CONTRACTOR is responsible for providing oversight of the facility during events of all sizes.

11. Will public restrooms be available for large events?

Yes, public restrooms will be made available for all CONTRACTOR events, including large events, (e.g. Meadowlark's Taste of Camarillo, Rebozo Festival), where attendance can be well over 1,000. It is the CONTRACTOR'S responsibility to provide the necessary monitoring and cleaning of the bathrooms (and Property) before, during, and after the events.

12. Will CONTRACTOR have access to the pictures that are currently on the Camarillo Ranch House website (camarilloranch.org), for marketing purposes and a new venue rental website?

The photography used at camarilloranch.org is owned by the Camarillo Ranch Foundation. It is unknown at this time, if the Foundation will give permission for the use of this photography for future marketing of the venue or any other purpose. The Foundation is agreeable to provide a link on their website to the CONTRACTOR'S website. There may be other stock photography available. City will keep CONTRACTOR informed.

13. Will the domain name camarilloranch.org be available for the use by the CONTRACTOR?

No. The domain "camarilloranch.org" is owned by the Camarillo Ranch Foundation. The Foundation will continue to use this website for other services. The City is currently discussing if it will acquire certain domain names related to the Camarillo Ranch, and provide its use by the CONTRACTOR during the term of the contract.

14. Are tables and chairs available for use by CONTRACTOR?

Unknown at this time. Please reference Section 2, 5.8 and Appendix B for known and available equipment and Amenities.