1. Maintenance - We understand Kevin will be the main contact. However, will maintenance be scheduled for certain days? If so, how many days out of the month? For instance, if a light bulb needs changing or a plant in a prime location is dying will this be addressed as needed or only on the scheduled days? CONTRACTOR is required to report any maintenance needs that will be addressed by the City within a reasonable timeframe. City will schedule and conduct regular routine inspections and perform preventative and corrective maintenance as needed. City will coordinate and schedule with the CONTRACTOR, maintenance work to avoid any disruption in services.

2. Financials- The chosen contractor will manage all previously booked events. However, will the booking deposits and balances due for such events be turned over to the assigned contractor? For instance, if for any reason a refund is due as Security deposit usually are, who will be financially responsible? This matter is under discussion between the City and Camarillo Ranch Foundation (CRF). CONTRACTOR should proceed as if the CRF will keep any *non-refundable* deposits already paid prior to November 1, 2019. If any refundable deposits are due from payments already collected by the CRF, for example, from a damage waiver deposit, the CRF will turn over these funds to the CONTRACTOR or the CITY (to be worked out in the contract). The CONTRACTOR, in its proposal should provide at what cost, if any to the City, would the CONTRACTOR assume all events that have been booked by the CRF.

3. Who will receive the catering commissions for the booked events hosted by Command Performance? Command Performance is the exclusive caterer for all events that have been booked by the CRF and where a service agreement exists between the Client and Command Performance. Catering commissions for events booked by the CRF (as outlined in the exclusive service agreement), but managed by the new CONTRACTOR, will be paid by Command Performance to the new CONTRACTOR.

4. Lastly, when turning in monthly financials, will this consist only of the itemized spreadsheets for the venue costs, not including catering details? Financial reports will include all revenues and expenses generated for the business at the Camarillo Ranch Property.

5. Upgrades- If the client decides to add additional event time will this profit belong to the contractor? This depends on how the revenue sharing agreement is structured.

6. Licensing- As a contractor, would we be required to purchase an event venue license, or would this be exempt do to city ownership? A Special Event Permit, approved by the City is required for events with 600+ participants.

7. Bridal Shows- The Camarillo Ranch is well known for hosting one of the largest bridal shows on the property. Would this event be considered a wedding event managed by the contractor or a city event hosted and managed by the designated nonprofit? This event is considered a wedding event and will be coordinated and managed by the CONTRACTOR.

8. Office Space- If we requested two spaces, could one of them be used at our discretion for client use or showroom. Please submit your proposal on the use of office space. The City will consider reasonable use off office space for other activities related to the business. Final approval will be determined and written into the contract. Please note that 1-2 offices are available for CONTRACTOR use, and the Designated Nonprofit will use 1-2 office spaces.

9. Current Contract- When will the current contract between Command Performance and CRF be terminated? The exclusive service agreement between Command Performance and the CRF will end upon the termination of the current Operating Agreement between the City and the CRF, which is expected to happen on October 31, 2019. However, Command Performance will continue to honor existing client agreements for any events, where an agreement already exists.