

**Special Event Application  
Lompoc Recreation Division  
125 West Walnut Avenue  
Lompoc, CA 93436  
Phone: (805) 875-8100 Fax: (805) 736-5195**

**APPLICANT INFORMATION**

Applicant (Your Name) \_\_\_\_\_ Organization \_\_\_\_\_

Event Coordinator (if different from applicant) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Day Phone: \_\_\_\_\_ After Hours Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Public Information Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please complete the following sections with as much detail as possible since fees and requirements are based on the information you provide us.

**Type of Event**     Festival     Walk or Run     Parade/March Staging     Other (specify)

\_\_\_\_\_

**Event Name & Location**

Event Title \_\_\_\_\_

Park (list all sites being requested) \_\_\_\_\_

**Event Times**

**Set-Up Days/Dates** \_\_\_\_\_ From \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

(Complete only if set-up day is separate from event day)

**Event Days/Dates** \_\_\_\_\_ Set up \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

(Include "day-of" setup and breakdown times)

Event \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

Breakdown \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

**Breakdown Day** \_\_\_\_\_ From \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

(Complete only if breakdown day is separate from event day)

**DESCRIPTION OF EVENT**

First time event (include site map with application)     Returning event (include site map with application)

Note that this description will be published in our City Parks & Recreation Public Special Events Calendar:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

## ESTIMATED ATTENDANCE

Anticipated # of event participants per day (people directly participating in event, event vendors/staff/volunteers)

Anticipated # of event attendees/spectators per day (people attending event): \_\_\_\_\_

Grand total of anticipated # of people per day: \_\_\_\_\_

## ELEMENTS OF YOUR EVENT

Setting up a stage?

- Platform style, dimensions \_\_\_\_\_  Concert style, dimensions \_\_\_\_\_  
 No stage at event

Setting up tables, chairs, canopies and tents?

- Tables: # \_\_\_\_\_  No tables being set up  
 Chairs: # \_\_\_\_\_  No chairs being set up  
 Canopies: # and their dimensions \_\_\_\_\_  No canopies being set up  
 Tents: # and their dimensions \_\_\_\_\_  No tents being set up

Having amplified sound and/or music?

- Amplified sound for announcements only  
 Amplified sound for music (check one)  CD player/DJ music  Small 4 – 5 piece live band  
 Large 6+ piece live band  
 Other \_\_\_\_\_  
 No amplified sound/music at event

Using utilities?  Gas  Water  Electricity

- For sound  For food preparation and/or refrigeration equipment  For lighting  
 \*Additional electrical pedestals needed at Ryon Park # \_\_\_\_\_

*\*Additional fees apply for each additional pedestal*

Having food and non-alcoholic beverages at your event?

- Vendors preparing food on-site (don't include pre-packaged food/beverage vendors) # \_\_\_\_\_  
 Vendors bringing in pre-packaged food and beverages (don't include prepared food vendors counted above) # \_\_\_\_\_  
 All food and non-alcoholic beverages handled by organization; bringing in no outside vendors # \_\_\_\_\_  
 No food at event

Having alcohol at your event?

- Yes, serving/selling beer and wine (complete Alcohol Request Form)  
Hours of alcohol being served: From \_\_\_\_\_ to \_\_\_\_\_  
Days alcohol will be served: \_\_\_\_\_  
 No alcohol at event

Having selling and/or informational vendors at your event?

- Vendors selling food only # \_\_\_\_\_  Vendors selling merchandise/services only # \_\_\_\_\_  
 Vendors passing out information only (no business license needed) # \_\_\_\_\_  
 No selling or informational vendors at event

Having kid activities?

- Inflatable Bounce Houses # \_\_\_\_\_ Company: \_\_\_\_\_  
 Inflatable Bounce Slides # \_\_\_\_\_ Company: \_\_\_\_\_

- Rock climbing wall      Height? \_\_\_\_\_      Company: \_\_\_\_\_
- Truck to bring wall in?  Yes  No      Truck acts as counterweight to wall?  Yes  No
- Arts & crafts (i.e. craft making, face painting, etc.)
- Petting zoo? Company: \_\_\_\_\_
- Carnival games or rides? Specify type \_\_\_\_\_      Company: \_\_\_\_\_
- Other \_\_\_\_\_
- No kid activities at event

Any additional elements unique to your event but not asked above?

- Yes. Describe:

---



---

- No

**WASTE MANAGEMENT**

- Contracting with trash/recycling vendor.

Company \_\_\_\_\_

Drop of Day & Time \_\_\_\_\_

Pick Up Day & Time \_\_\_\_\_

- Containers to be serviced      Day & Time \_\_\_\_\_

- Contracting with portable toilet & hand washing station vendor.

Company \_\_\_\_\_

Drop of Day & Time \_\_\_\_\_

Pick Up Day & Time \_\_\_\_\_

- Portable toilets to be serviced      Day & Time \_\_\_\_\_

**MISCELLANEOUS**

Please list anything important about your event not already asked on this application:

---



---



---

*-For Office Use Only-*

Contract #: \_\_\_\_\_ Reservation taken by: \_\_\_\_\_ Reservation Fee Paid ( )Y ( )N  
Balance Paid \_\_\_\_\_ Key #: \_\_\_\_\_ Key Returned: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_  
Supervisor Approval: \_\_\_\_\_ Parks & Recreation Commission Month: \_\_\_\_\_