



Parks Special Event General Information

Thank you for considering a City of Lompoc Park for your upcoming public Special Event. The General information listed below will allow you to have a quick understanding of key areas to host a special event. The Special Event Guide for more detail can be downloaded at www.cityoflomdoc.com, as well as the special event application. Please review the information and contact Mario Guerrero Jr, Recreation Manager at 875-8095 to set a meeting prior to the submittal of the special event application and site map.

- **Special Event Application Submittal** – Applications available at the Anderson Recreation Center, 125 W Walnut Ave and at www.cityoflomdoc.com.
- **Refundable Deposit** – The deposit amount varies between events based on the size of the event, the scope of the event, the degree of impact on the Park, number of event days, etc. The refundable deposit is an addition to your daily reservation rate and is refundable. A typical deposit is \$500 - \$2,000 per event and is paid at time that application is submitted.
- **Event Fees** –

Nonprofit & Private:	\$275 per event day for Park
Ryon Park (3 sections)	\$275 per event day per Park Sections
River Park (5 picnic sections)	\$275 per event day per Park Sections
Set-up and breakdown days	\$100 per day per Park or Park Sections
Alcohol Permit Fee	\$75 per day
- **Fire Inspection and Plan Review** - \$275 – Trade Shows, Circus, Haunted House
\$185 – all other special events
- **Temporary Membrane / Tent Permit** - Fire Department permit fee \$138 (400-800 sq ft), \$188 (801-1000 sq ft), and \$376 (1001-2000 sq ft).
- **Time Line for Review** – Large events (1,000 or more) 9 to 12 months, Events (1,000 or less 9 to 6 months
- **Site Map** – Site map should be as detailed as possible and list any and all equipment that will be brought on site (i.e. parking, stage, tents, canopies, generators, tables, kid activities, dumpsters, portable toilets, etc).

- **Insurance** – The City reserves the right to require insurance for events on case by case basis and the coverage amount may be increased if higher risk activities are associated with your event. Typical amount is a minimum 1 million dollars General Liability.
- **Portable Toilets** – See Chart for reference.
- **Smoking Ordinance** – Smoking is prohibited in City Parks (City Code 8.16.020), except in the cases of group area reservations and special events where a designated smoking area has been requested from, and approved by the Lompoc Recreation Division. If a designated smoking area is requested, the location must be proposed for approval at least two weeks prior to the event.
- **Alcohol Requirements** – If you intend to sell any alcoholic beverages, an “A.B.C. permit” will be required. An application must be submitted to the State of California’s Alcoholic Beverage Control Board office in San Luis Obispo, California before issuance of the permit.
- **Security Requirements** – Professional security guards may be required if an event has a large number of under-aged minors attending, if crowd control may be an issue, if alcohol is being served, if public safety issues have occurred in previous years or if it is deemed necessary by the Lompoc Police Department. The Lompoc Police Department determines security staffing levels for each event.
- **Additional City Services** – Based on the nature of each event, additional city services maybe required for approval and will be discussed upon first meeting with the Recreation Manager.

Lompoc Recreation Division
 “Creating Community through People, Parks and Programs”
 Phone: (805) 875-8100 * Fax: (805) 736-5195 * www.cityoflompop.com

