



# Special Event Guide & Application

(For Public Events)



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



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Welcome!

Thank you for considering a City of Lompoc location for your upcoming public event. Our Division hosts numerous annual events in Lompoc Parks including festivals, community and commercial events. We welcome new and returning events.

This guidebook will walk you through our special event reservation process and provide information, rules and regulations that are important in planning your event. Please read this over carefully since it is updated periodically and may be different than what you've received in the past.

Included at the end of this guidebook is the Special Event Reservation Application. Please complete and return this application by email, mail or fax. Remember to make a copy of the application for your records and keep the guidebook as you will refer to it often in planning and holding your event.

Our staff looks forward to working with you on creating a successful event!

## **APPLICATION AND DEADLINES**

Any event that takes place in a park under the jurisdiction of the City of Lompoc Parks & Recreation Divisions and is open to the general public is considered a "public event." Public events for which a reserved facility is needed must submit a Special Events Application in order to obtain approval for the park to be used on an exclusive basis. Examples of public special events include festivals, fairs and mass participation sports such as walks or runs.

Submitting the application is the first step in the process once you've contacted the City's Recreation Manager, talked about your event and tentatively booked a site and date. Please be as complete as possible on the application so staff have an accurate picture of your event and since fees and requirements are based on what's listed on the application. Feel free to provide any additional information that's specific to your event but might not be asked on the application.

Applicants should make an extra effort to ensure that dates and times specified on the application are correct. Applications may be filed up to one year in advance. Based on our experience we recommend that you apply for a reservation based on Large events (1,000 or more) 9 to 12 months, Events (1,000 or less) 9 to 6 months from your event date.

Keep in mind the scale of set up, whether multiple set up days are needed or if you have any special requests. The Recreation Manager may decline a reservation if there is insufficient time to properly prepare the event set-up in a manner consistent with the needs of public health and safety.

Reservation priority is given to returning events. Returning events must re-apply within one month after their event in order to maintain their priority. Otherwise, the date will be made available to other events.

## APPLICATION REVIEW AND CONFIRMATION

Once we receive the application, it will be reviewed by the Recreation Manager and a Special Event Review with conditions of use will be circulated to all City Departments for their consideration. Once the conditions of use are final, a Staff Report will go before the Parks and Recreation Commission for support of the Special Event, prior to your event.

Once the review is complete, confirmation paperwork will be mailed to you for your signature and then returned to our business office. This paperwork contains a contract outlining your fees and payment schedule, the Staff Report with conditions of use that the City Departments have approved and Parks and Recreation Commission supported.

We recommend that you do not advertise or issue print materials for your event until you have received written confirmation of your reservation from the Recreation Manager. **VERBAL DISCUSSIONS OR TENTATIVE HOLDS DO NOT CONFIRM YOUR RESERVATION.**

## APPLICATION DENIALS

Event reservation requests may be denied or revoked for the following reasons:

1. The proposed use conflicts with another reservation use.
2. The proposed use is not allowed in that particular park facility.
3. There is insufficient time to plan or organize the proposed use in a manner that is consistent with the needs of public health and safety.
4. The location is not available for reservation because the City has set it aside for a scheduled public event or maintenance.
5. The applicant fails to comply with reservation requirements or pay fees and deposits in a timely fashion.

Whenever possible, rather than denying an application based on the above-stated reasons, the City shall request the applicant to modify or relocate their event or their plans and the City may impose permit conditions on the event in order to reflect such modifications.

## COMMUNICATION

The applicant is the person or entity that is legally responsible for the event. Usually, the applicant is also the event coordinator; however this is not always the case. If the event coordinator is someone other than the applicant, please provide your event coordinator's name and contact information on the application. For purposes of the special event application, the event coordinator will be deemed the agent of the applicant and will be assumed to have authority to act on behalf of the applicant. In the end, the applicant is responsible for satisfying all permit conditions and requirements prior to the event.

Also, if you have a planning committee for your event, please designate one person to communicate with the Recreation Manager. This will reduce the potential for confusion in communication between the City and the applicant.

## FEES

Special event fees are based on several factors. Fees usually consist of:

- **Daily Reservation Rates** as stated below:
 

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
- **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.
- **Utility Fee-** Additional fees for electricity, gas or water usage may be charged if the utility is available at the venue.
- **Security Guards-** Security guards may be required for your event. The Lompoc Police Department determines security staffing levels. Security guards may be used for monitoring beer garden and/or event.
- **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).

We accept payment by cash, check or credit card (MasterCard, Visa and Discover only). Generally, the total amount of your fees is due 30 days prior to your first day use of the park.

### SET-UP & BREAKDOWN DAYS

There's separate Set-Up or Breakdown day fee, any use of the park will be charged a fee of \$100 per day. An exception to this rule exists for dumpsters and portable toilets. If dumpsters and portable toilets are picked up no later than 6:00 p.m. the following evening, you will not be charged a fee.

### RAIN OUT POLICY

Since most special events require months of pre-planning, we expect that prior consideration will have been given to the time of year chosen, in anticipation of optimal weather or daylight hours, or that your event will occur "rain or shine". However, if rain is predicted and you decide to cancel within 5 days prior to your event, no monetary refund will be given but we will work with you to re-schedule your event to another available date.

### MANDATORY MEETINGS

All events may be required to have a "pre-event meeting" which is generally scheduled 3-6 months prior to the actual event date. The goal of this meeting is to provide information to any and all City departments involved or impacted by your event.

The Recreation Manager may require any event to have an "on-site meeting." On-site meetings are generally scheduled 1 month prior to the event date and final site map must be presented at this time.

First-time events that expect to be recurring events may also be required to attend a “post-event meeting,” generally held within 2-4 weeks after the event. This is a time to discuss any problems or ideas for the next year, while items are still fresh in everyone’s mind.

The City’s Recreation Manager will invite representatives from other City Departments to these meetings if they were involved or affected by your event. It is important that you try to make the designated times, as several people are usually scheduled for these meetings. If you cannot make the designated times, please call in advance to re-schedule.

## **RESERVATIONS, PERMITS AND COMPLIANCE ITEMS**

Your confirmation letter and copy of the Parks and Recreation Commission Staff Report will list any supplemental information and provisions that will be required. These permits and “compliance” items must be received no later than **2 weeks prior to your event**.

**Certificate of Liability Insurance** – Applicant must provide a \$1 million certificate of general liability insurance naming the City of Lompoc as additional insured and stating all third party vendors providing on-site services for event are covered under organization event insurance. Lompoc Recreation Division reserves the right to request a separate insurance policy from any third party vendor which may be deemed a high risk. The City shall be provided with the certificate at least 30 days in advance of the activity. The certificate shall cover set-up and takedown dates.

**Police Street Closure Permit** – If your event requests a full or partial closure of a street or side walk, a Street Closure permit will be required. An application to request City streets closed, the permit can be obtained through the City of Lompoc Police Department from the Police Professional Standard Sergeant at (805) 875-8109 or online at [www.cityoflomdoc.com](http://www.cityoflomdoc.com). This application must be submitted no later than 30 days prior to your actual event. At the same time the application is submitted, a “temporary traffic control plan” must be submitted showing how traffic affected by the closure will be diverted. Ideally, the sooner you can submit this application and plan, the better. This allows time for the Police Professional Standard Sergeant to consult with staff from Public Works/Transportation Operations. A copy of the approved permit must be submitted to the Recreation Manager 30 days in advance of the event date.

Two major highways run through Lompoc – Highway 1 and 246. An application to request a highway closure can be obtained through the Buellton California Highway Patrol office, (805) 688-5551.

Events identified to have potential issues related to public safety, alcohol and/or crowd control may be required to hire Lompoc Police Department Officers to provide back-up assistance to event-hired security guards. Additional information can be found under the Security Section in this guidebook.

**Temporary Membrane / Tent Permit** – Fire Department permit fee \$138 (400-800 sq ft), \$188 (801-1000 sq ft), and \$376 (1001-2000 sq ft), you will need to obtain a tent permit from the City of Lompoc Fire Department. An application to request a fire or tent permit can be obtained through the Lompoc Fire Department at (805) 875-8063 or online at [www.cityoflomdoc.com](http://www.cityoflomdoc.com) and is included in this packet. A copy of the approved permit must be submitted to the Recreation Manager 30 days in advance of the event date.

**Building Permit** – Events that set up bleachers, stages, fencing or other temporary structures will be required to obtain a building permit. This permit is also obtained from the City of Lompoc Building and Safety Department and only a licensed contractor can apply for this permit. For further information about this permit, contact Building and Fire Safety Department at (805) 875-8063 or online at [www.cityoflompoc.com](http://www.cityoflompoc.com). A copy of the approved permit must be submitted to the Recreation Manager 30 days in advance of the event date.

**Business License** – If you plan on having vendors sell food, beverages, merchandise or services (i.e. a vendor selling massages after an organized run), your vendors must obtain a Business License. An application for Business License is available from the City of Lompoc City Clerk office at (805) 875-8242 or online at [www.cityoflompoc.com](http://www.cityoflompoc.com). A copy of the all the vendors’ business names, contact information and license numbers must be submitted to the Recreation Manager 30 days in advance of the event date.

**A.B.C. Permit** – 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. The “A.B.C.” office number is (805) 543-7183. An application can be found on their website at [www.abc.ca.gov/forms](http://www.abc.ca.gov/forms).

Note that before the A.B.C. office issues their permit, they will require pre-approval by Lompoc Recreation Division as the property owner of our City’s Parks and Lompoc Police Department as the local law enforcement agency. Please call our Recreation Manager at (805) 875-8095 for further information about this. A copy of the approved permit must be submitted to the Recreation Manager 30 days in advance of the event date.

**Site Map** – All events are required to provide an event site map by the time designated on the confirmation letter. First-time events are required to submit a rough site plan with their application in order for the Recreation Manager to set fees and requirements correctly. Your site map should be as detailed as possible and list any and all equipment that will be brought on site (i.e. stage, tents, canopies, generators, tables, kid activities, dumpsters, portable toilets, etc). Please label items on your site map, along with approximate dimensions. Keep in mind the Lompoc Fire Department requires a 20’ clearance lane throughout your event for access by emergency vehicles. Returning events should provide a final site map at the scheduled event site walkthrough meeting. Requests to make notable changes and/or additions to the site map after the walkthrough meeting may not be honored.

**Trash Contract** – Trash boxes or containers must be placed throughout the event site and emptied throughout the day. Events with 300 or more people may be required to provide at least one “trash” dumpster. These trash boxes/containers and dumpsters are provided at the expense of the event. The Recreation Manager will work with you to figure out the appropriate number of receptacles and whether dumpsters are needed. The City of Lompoc Solid Waste Contract can be obtained by calling (805) 875-8024 or online at [www.cityoflompoc.com](http://www.cityoflompoc.com). A copy of a contract from the waste management company of your choice must be provided 1 week prior to your event as proof of this compliance.

**Portable Toilet Contract** – See attached Chart for reference.



**Security Guard Contract** – 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. Additionally, if any set-up stays in a City park location overnight, a professional security guard will also be required to watch the equipment.

Professional security guards can be contracted with Lompoc Recreation Division’s security guard company. Also, professional security guards must be contracted through a security guard company with a valid PPO (Private Patrol Operator) license number. The company must have insurance stating the “City of Lompoc” additionally insured up to \$1,000,000 per occurrence and the guards must have valid guard card numbers. A copy of the security company contract showing the hours of service must be submitted no later than 1 week prior to your event as proof of compliance along with the PPO license number, insurance certificate and the names and guard card numbers of the security guards.

**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.

## **ACCESSIBILITY REQUIREMENTS**

It is the event’s responsibility to comply with all City, County, State and Federal accessibility requirements, including the Americans with Disability Act (ADA). Please keep this in mind as you design your event. Accessibility compliance will be required if a building permit is required for a stage or other equipment.

## **ALCOHOL REQUEST PROCEDURE**

Alcohol is allowed by “permit only” in Lompoc Parks Picnic Reservation Areas. Note that Lompoc Recreation Division only allows beer and wine in our parks and glass containers are not allowed. For non Picnic Reservation Areas where alcohol is prohibited, an exception can be granted as long as the event is considered a “community event” and open to the general public.

Any alcohol served to the general public must be served within a “beer garden.” This type of beer garden requires that alcohol be served within a fenced area only, has only one entrance with a sign indicating “no one under 21 allowed inside” and IDs are checked before anyone is admitted into the garden. Alcohol service must stop 30 minutes prior to the closing time of the event.

## **AMPLIFIED SOUND & MUSIC**

Pre-approval must be granted to be allowed to have amplified sound and/or music in City Parks. Please keep in mind if you receive complaints, the Police, Park Ranger or Park Host may require you to turn the volume down or off. Some events may be required to provide an independent “sound monitor” to ensure that sound levels are kept within the levels set forth in your conditions of use, that music curfew times are observed, and that any other requirements for amplified sound/music are followed.

## **STAKES**

The use of stakes to anchor tents, canopies, inflatable bouncers, etc. requires a pre-walk through with the Recreation Manager and Parks Staff to guard against stakes damaging park turf and infrastructure. If you are planning to have anything that needs to be anchored down, please plan accordingly.

## **VEHICLES**

Lompoc Parks Division prohibits vehicles on park turf due to their negative impact on the parklands. Because we know it's difficult for events to set-up or breakdown without this access, exceptions to this policy may be granted by the Parks Division or designated representative and will only be considered for public events. Access into a park must be limited to vehicles deemed essential to the set-up or breakdown of the event, such as vehicles unloading/loading equipment or supplies or vehicles related to the event (i.e. display vehicles).

Those events that are granted permission will receive either a temporary parking pass or a loading/unloading pass for the authorized vehicles to display on their dashboard and will be required to abide by certain conditions such as driving in low gear, not exceeding 5 mph, having flashers and highlights on while in a park location. Support vehicles will be allowed on the park grounds, but may not exceed 35,000 gross vehicle weight without prior written approval of the Parks Supervisor. No moving vehicles are allowed in the park during actual event hours.

## **TURF IMPACT & DAMAGE**

Because exceptions are made to the "no vehicles allowed within the parkland" policy, some events may have very high impact on park turf due to the number and size of vehicles on the turf. In these cases, Lompoc Parks & Recreation may require some groups to coordinate and directly pay for aeration or reseeding the affected turf. In addition, damage due to such impact combined with rain or causes of nature will also be billed directly to the event.

Please take this into consideration when planning your set-up, especially if your event is held during a potentially rainy month.

## **SIGNAGE**

Lompoc Parks Division does not allow signs or anything else to be nailed, stapled, thumb-tacked or taped to trees or buildings, or hung over permanent signs.

## **CLEAN-UP**

A cleaning crew, staffed with your organization's personnel or volunteers, is required to clean during and at the end of each day of an event. Depending on the size and impact of your event, you may be required to hire a professional cleaning company do the cleaning and/or have streets, sidewalks or parking lots power-washed after your event.