



Facility Reservation Request

125 West Walnut Avenue, Lompoc, CA 93436

Phone: (805) 875-8100 Fax: (805) 736-5195

Email: recreation@ci.lompoc.ca.us

APPLICATION FOR FACILITY USE REQUEST- Execution of this application does not confirm reservation. Please print clearly. For consideration, complete application must be submitted with appropriate reservation deposit payable to the City of Lompoc. Some functions may require additional building attendants, and/or additional security guards at standard rates, and/or the purchase of wristbands, or other additional fees. The Recreation Supervisor will notify you in advance if additional attendants, security guards, or additional fees are required due to the nature of your event.

Applicant's/Organization Name: _____ Today's Date: _____
 Address: _____ City: _____ Zip: _____
 Daytime Phone: _____ Evening Phone: _____ Cell: _____
 Fax: _____ E-mail: _____
 Secondary Contact Name: _____ Secondary Contact Phone: _____

Function or Event: _____
 Month: _____ Day(s): _____ Year: _____

Anticipated Attendance: _____ Event Time: _____
 Will Food be served? () Yes () No Name of caterer? _____
 Will there be music? () Yes () No Music Type () Live Band () DJ () CD/ MP3 Player
 Will you be Barbecuing? () Yes () No Alcohol Type () Beer () Wine () Spirits
 Will there be Alcohol*? () Yes () No Time alcohol to be served: _____
 Will Alcohol be sold**? () Yes () No **If yes, name of alcohol caterer? _____

* Security guards are required at any event serving alcohol. You must designate two individuals who will serve & will be at the bar at all times. Maximum time allowed to serve alcohol is 6 hours. Alcohol will stop being served at 11pm for all functions. Reservation dates are not held without the deposit. Lompoc Recreation Division reserves the right to withhold payment of deposit for damage to the facility site and/or its properties. All amplified music must cease at 11:00 PM. ** If yes, an Alcohol Beverage Control license is required.

REQUEST THE USE OF THE FOLLOWING ROOMS(S) (Check all that apply):

Times must include: arrival time, setup, event time and breakdown. Additional room occupancy is available upon request.

Anderson Recreation Center (125 West Walnut Avenue)		
___ Gymnasium-225 Banquet	FROM: _____	TO: _____
___ Kitchen	FROM: _____	TO: _____
___ Panorama- 30 Classroom	FROM: _____	TO: _____
___ Conference Room- 25 Classroom	FROM: _____	TO: _____
Dick DeWees Community & Senior Center (1120 West Ocean Avenue)		
___ Multi Purpose Room- 96 Banquet	FROM: _____	TO: _____
___ Multi Purpose Kitchen	FROM: _____	TO: _____
___ Banquet Kitchen	FROM: _____	TO: _____
___ Banquet Room 102 (A)- 300 Banquet	FROM: _____	TO: _____
___ Banquet Room 102 (B)- 150 Banquet	FROM: _____	TO: _____
___ Banquet Room 102 (C)- 60 Classroom	FROM: _____	TO: _____
___ Banquet Room 102 (D)- 60 Classroom	FROM: _____	TO: _____
___ Banquet Room 102 (E)- 60 Classroom	FROM: _____	TO: _____
___ Classroom 105 (F)- 25 Classroom	FROM: _____	TO: _____
___ Classroom 106 (G)- 25 Classroom	FROM: _____	TO: _____
___ Classroom 107 (H)- 15 Classroom	FROM: _____	TO: _____
___ Classroom 108 (I)- 15 Classroom	FROM: _____	TO: _____
___ Meeting Room 118 (J)- 10 Classroom	FROM: _____	TO: _____
Civic Auditorium (217 South L Street)		
<i>If requesting multiple days, please attach a schedule of use to identify rehearsals, performances and when items are to be stored in rooms.</i>		
___ Auditorium- 430 Seats	FROM: _____	TO: _____
___ Classroom- 40 Occupancy	FROM: _____	TO: _____

- For Office Use Only -

Contract #: _____ Reservation taken by: _____ Reservation Fee Paid ()Y ()N Balance Paid _____
 Set-Up Collected _____ Deposit Returned: _____ # of Security Guards required: _____
 Security Contacted: ()Y ()N Date: _____ Supervisor Approval: _____