

May 7, 2019
Dear Parks and Rec Commission,

The Lompoc Theatre Project, as a 501 C3, would like to submit a request to be considered for a grant to be used for our second annual Lompoc Chalks Festival.

The event will be held the weekend of October 11-13. This is a wonderful community event, free to the public, embracing our artist community, our wonderful Down Town, and hundreds of spectators who enjoy strolling through the festival and enjoying art in action!

Last year we estimated close to 2,000 people attended the events and visited the site.

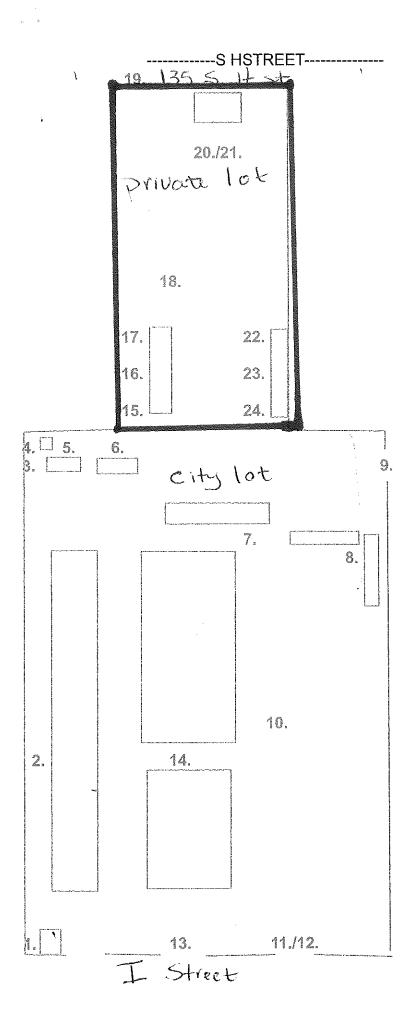
Our expenses paid to the City for use of the parking lot, Fire Inspection, and City Trash Services totaled \$1,277.00.

We will be scaling back our Friday night events but the chalking element will remain the same. Unfortunately, as a fundraiser for the Theatre, we did not raise the money we were hoping for, but it was so much fun we decided to try it again!

I have included an Income and Expense report from 2018 as well as the site plan from 2018. The site plan for 2019 will be similar.

Thank you for your consideration,
Barbara Satterfield
Lompoc Theatre Project Lompoc / Chalks Festival

Income and Expenses 2018	. [
Squares and Sponsors		20,957.00
Expenses	\$	16,965.30
Profit	\$	3,992.00
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Friday Night VIP Event		
Ticket sales @ \$50.00 Dinner / Dance Don / online	\$	900.00
Silent Auction	\$	1,594.00
Bar Revenue / cash	\$	799.00
Inklings Ticket Sales	\$	600.00
	\$	3,893.00
Expenses		
Parks and Rec	\$	1,130.00
VIP Event Food for 100	\$	570.00
VIP Rentals	\$	266.50
Entertainment	\$	600.00
ABC License and Auction	\$	125.00
Bar	\$ \$	-
The Sausage Co	\$	583.00
	\$	3,274.50
Profit	İŝ	618.50
Saturday and Sunday Income Sources		
Personal Squares		
Children's 2'x2' 50 x \$12.00 (100 squares sold)	\$	1,200.00
Square and sponsor income	\$	10,779.00
Square Deposit Saturday	\$	1,200.00
Square Deposit Sunday Misc sales, Beer and Wine	\$	327.00
Square Deposit Monday Misc sales, Beer and Wine	\$	97.00
donation plane tickets	\$	370.00
Donations	\$	737.00
Vendors Income	\$	175.00
Food Truck Income	\$	400.00
	\$	15,285.00
Saturday and Sunday Expenses		
Marketing, advertising, print, T Shirts	\$	1,682.91
Insurance	'	
Beer and Wine and soft drinks	\$	802.75
Entertainment	\$	2,175.00
Sponsor recognition	\$	165.00
City Trash	\$ \$	192.00
Parking lot rental 3 days	\$	1,085.00
ABC License	\$	100.00
Chalk	\$	596.91
Rental Toilets 10 @ \$105.00 8 for 500 people x 2 days	\$	1,211.56
Security	\$	560.00
Stage	\$	_
Hotel Accommodations 2 artists x 2 nights	\$	418.80
Artist event Food 2 days	\$	250.00
Artist Stipen Delphine	\$	450.00
Ice Box Rentals	\$	460.00
Aceco / generator	\$	339.80
Dustin Arth	\$	1,500.00
Sound Engineer	\$	1,468.00
Logo Contest	\$	450.00
airline tickets	\$	370.00



Lompoc Chalks Festival October 13-14, 2018 Site Plan

Legend (Clockwise from bottom left)

MAIN EVENT AREA

- 1. Pedestrian Entrance Tickets & Information Booth Volunteer Security Controlled access
 - Chalk Painting Area
 - 3. Volunteer Security

Alley closure

Controlled access

- 4. Porta-Johns/Water
- 5. Hayride Staging Area
- 6. Photo Booth
- 7. Bedford Mobile

First Aid and Security Station

- 8. Porta-Johns, Hand wash Station and Water
- 9. Volunteer Security

Alley closure

Controlled access

- 10. V.I.P. Parking
- 11. VIP Parking Entrance
- 12. Volunteer Security

Controlled access 13. Volunteer Security Controlled access

14. COMMERCIAL AREA

YFOOD COURT

C

- 15. Food Truck
- 16. Food Truck
- 17. Food Truck E
- S 18. Lounge Area S
 - 19. Volunteer Security

Controlled access

- 20. Covered Stage V
- 21. Performance area Ε
 - 22. Beverage Service
 - 23. Beverage Service

Special Event Application Lompoc Recreation Division 125 West Walnut Avenue Lompoc, CA 93436

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

APPLICANI INFORMATION Applicant (Your Name) Barbara Satterfield	Organization The Lompoc Theatre Project
Event Coordinator (if different from applicant)	
Mailing Address 740 NORTH H STREE	ET, #238, LOMPOC, CA 93436
Day Phone: 805 570 0741 Afte	er Hours Phone: 805 570 0741 Fax:
Public Information Phone:	E-mail: LompocChalks@gmail.com
Secondary Contact Name: Heather Bedfo	ord Phone: 805 315 6672
Please complete the following sections with as mu	ich detail as possible since fees and requirements are based on the information you provide us.
Ivne of Event	Run O Parade/March Staging O Other (specify)
All Control of Control of Walk of	——————————————————————————————————————
Event Name & Location Event Title Lompoc Chalks Festival Park (list all sites being requested) DownTown	n Parking Lot / Cypress and I Street
Event Times Set-Up Days/Dates Complete only if set-up day is separate from even	From 8:00am am / pm toam / pm
Event Days/Dates October 11 - Octobe Include "day-of" setup and breakdown times)	Set up 8:00an am / pm to 6:00pm am / pm Event am / pm to am / pm
morade day of social and oreastion in times)	Breakdownam / pm toam / pm
Breakdown Day October 13	From 5:00pm am / pm to 6:00pm am / pm
Complete only if breakdown day is separate from	event day)
DESCRIPTION OF EVENT O First time event (include site map with applicate that this description will be published)	ication) Returning event (include site map with application) d in our City Parks & Recreation Public Special Events Calendar:
	of Art, music, food, and fun! Forty five artists will be creating original
art. Children's Squares are also going	to be available for the budding artists of Lompoc!

Anticipated # of event participants per day (people directly participating in event, event vendors/staff/volunteers)
60
Anticipated # of event attendees/spectators per day (people attending event): 500
Grand total of anticipated # of people per day: 600
ELEMENTS OF YOUR EVENT
Setting up a stage?
O Platform style, dimensions TBD O Concert style, dimensions
O No stage at event
Setting up tables, chairs, canopies and tents?
O Tables: # 10 O No tables being set up
O Chairs: # 80 - 100
O Canopies: # and their dimensions 6-8 10x10 pop ups O No canopies being set up
O Canopies: # and their dimensions 6-8 10x10 pop ups O Tents: # and their dimensions no tents O No tents being set up
Having amplified sound and/or music?
O Amplified sound for announcements only
O Amplified sound for music (check one) O CD player/DJ music O Small 4 – 5 piece live band O Large 6+ piece live band
O Other amplified sound for announcments and small bands.
O No amplified sound/music at event
Using utilities? O Gas O Water O Electricity O For sound O For food preparation and/or refrigeration equipment O For lighting O*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) # 4 pex day
O Vendors bringing in pre-packaged food and beverages (don't include prepared food vendors counted above) #
O All food and non-alcoholic beverages handled by organization; bringing in no outside vendors #
O 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 11:00 to 5:00
Days alcohol will be served: October 11 -1 3
O No alcohol at event
Having selling and/or informational vendors at your event? O Vendors selling food only #4-5 O Vendors selling merchandise/services only #10 - 15
O Vendors passing out information only (no business license needed) #
O No selling or informational vendors at event
Having kid activities?
O Inflatable Bounce Houses # NO Company:
O Inflatable Rounce Slides # po Company:

	Сопрану.
Truck to bring wall in? O Yes O No Truck acts as counterweight	to wall? O Yes O No
O Arts & crafts (i.e. craft making, face painting, etc.)	
O Petting zoo? Company: Maybe O Carnival games or rides? Specify type	Company
Other (1) 22 and (2) 2 and (2)	Company:
O Other Children's (halk squares O No kid activities at event	
TWO KIG GOLLATION OF ONLY	
Any additional elements unique to your event but not asked above? Yes. Describe:	
Salandar Hari Rida	
Saturday Hay Ride	
No No	
WASTE MANAGEMENT	
O Contracting with trash/recycling vendor.	
Company City of Lompoc	
Drop of Day & TimeTBD	
Pick Up Day & Time	
O Containers to be serviced Day & Time TBD	
O Contracting with portable toilet & hand washing station vendor.	
Company Portable Johns	
Drop of Day & Time October 11	
Pick Up Day & Time October 14	
O Portable toilets to be serviced Day & Time	
MISCELLANEOUS	n this applications
Please list anything important about your event not already asked o	n this application:
Eng Office Has Oak	
-For Office Use Only-	

Permit Contract

Anderson Recreation Center

Administrative Offices 125 W. Walnut Ave. Lompoc, CA 93436 Phone: (805) 875-8100 FAX: (805) 736-5195

Email: recreation@ci.lompoc.ca.us

Company: Lompoc Theatre Project

112 North H St. Lompoc, CA 93436

Agent: Barbara Saterfield

Email: barbaras@lompoctheatre.org

Permit #1900, Approved May 17, 2019 10:26 AM



Customer Type: Non-Profit Prepared By: s_vega

Primary Phone: (805) 570-0741

Charges Taxes Discounts Total Charges Deposits Deposit Taxes Total Payments Refunds Balance \$849.00 \$0 \$0 \$849.00 \$0 \$0 \$0 \$0 \$0 \$849.00

RESERVATIONS

Event Resource Center Notes

2019 Chalk Festival Parking - 100 W. Cypress Parking Lot - Downtown --

Type: Special Event I Street (between Ocean and Cypress)
Attend/Qty: 100 Lompoc, CA 93436
(805) 875-8100

Event Ends Days Requested Event Duration **Begins** Date Time Day Date 5:00 PM Oct 11, 2019 Friday Oct 11, 2019 8:00 AM 9 hours Oct 12, 2019 8:00 AM 9 hours Oct 12, 2019 5:00 PM Saturday Sunday Oct 13, 2019 8:00 AM 9 hours Oct 13, 2019 5:00 PM

Summary Notes

Total Number of Dates: 3 Have customer complete facility use application. When complete refer request to Facility Supervisor. If Ryon Park Stage, charge extra fee for electricity use.

Total Time: 27

hours

Eve	nt	Resource		Center	Notes
2019 Chalk Type: Specia Attend/Qty:	al Event	200 W. Cypress	Parking Lot - I Street (betw Lompoc, CA (805) 875-816	een Ocean and Cyp 93436	oress)
Days Requested Event		P3	Event Ends		
Day	Date	Begins	Duration	Date	Time
Friday	Oct 11, 2019	8:00 AM	9 hours	Oct 11, 2019	5:00 PM
Saturday	Oct 12, 2019	8:00 AM	9 hours	Oct 12, 2019	5:00 PM
Sunday	Oct 13, 2019	8:00 AM	9 hours	Oct 13, 2019	5:00 PM

Summary	Notes
Total Number of Dates: 3 Total Time: 27 hours	Have customer complete facility use application. When complete refer request to Facility Supervisor. If Ryon Park Stage, charge extra fee for electricity use.

CHARGES					
Description	Event / Resource	Unit Fee	Units	Тах	Charge
Fire Inspection Fee Level 1	2019 Chalk Festival #1900 Parking - 100 W. Cypress	\$199.00	1.00		\$199.00
Special Event Day Fee	2019 Chalk Festival #1900 Parking - 100 W. Cypress	\$275.00	2.00		\$550.00
Special Event Set Up	2019 Chalk Festival #1900 Parking - 100 W. Cypress	\$100.00	1.00		\$100.00

Payment Sched	dule for Original Bal	ance of \$849.00		
Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Oct 11, 2019	\$849.00	\$0	\$0	\$849.00
			Current Balance	\$849.00

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Security/Damage Deposit Agreement - Special Event

Waiver for:Barbara Saterfield Due Date: Oct 11, 2019

SECURITY/DAMAGE DEPOSIT AUTHORIZATION AGREEMENT? SPECIAL EVENT

I authorize the City of Lompoc to debit my credit card or bank account on file not to exceed \$2,000 if damage has occurred from the activity OR IF keys have not been turned in within a week of the rental. If damage is greater than \$2,000 the renter will be billed separately.

In the event that City Property is damaged, broken, stolen, or excessive cleaning (over and above normal custodial service) is necessary as a result of actions during your rental, all or a portion of your authorized deposit will be retained.

The Recreation Division reserves the right to require any person/persons/business to obtain a Certificate of Liability of a minimum of \$1,000,000.00 naming the City of Lompoc as an additional insured.

Signature:	

The undersigned has read and on behalf of the licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the licensee and has sufficient power, authority and capacity to bind the licensee with his/her signature.

X:	
Renter	

Permit Contract Page 3 of 3