



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
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	\$ 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
	\$ 14,277.73

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

2. 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
W 13. Volunteer Security
Controlled access

C 14. COMMERCIAL AREA

FOOD COURT

P 15. Food Truck

R 16. Food Truck

E 17. Food Truck

S 18. Lounge Area

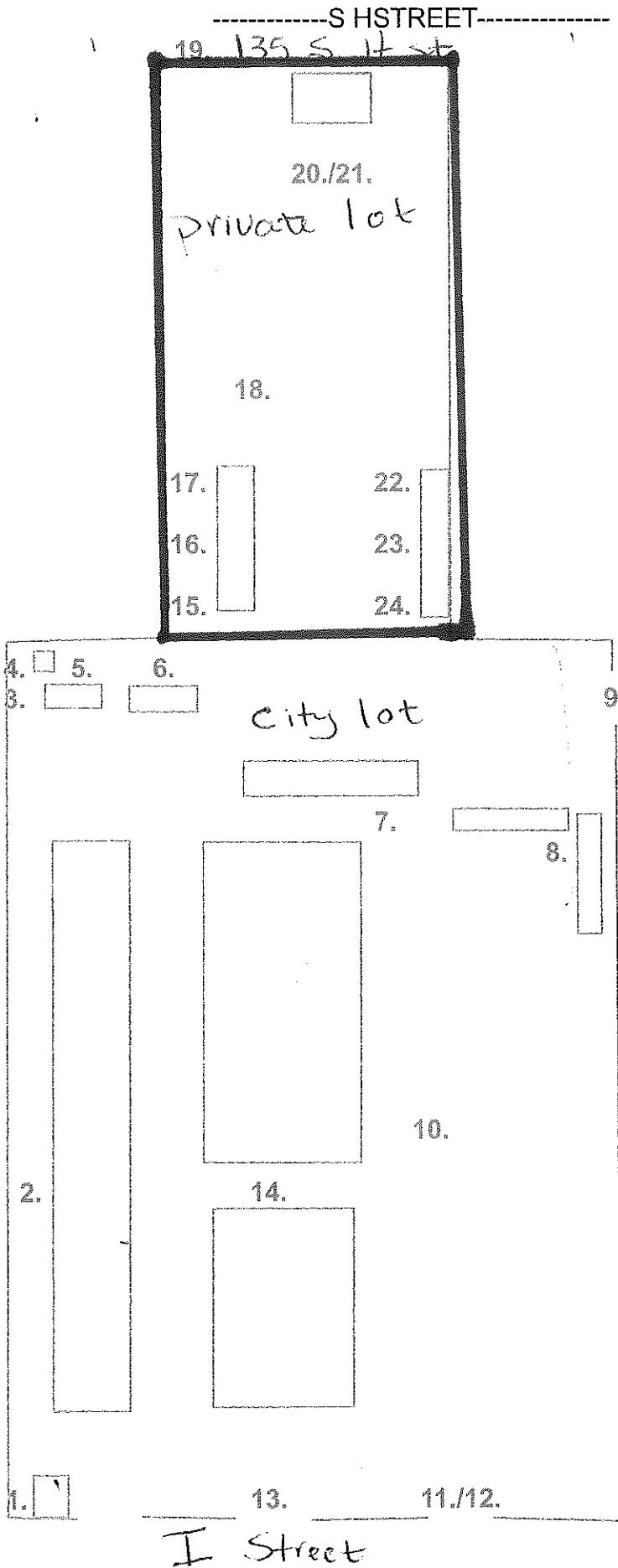
S 19. Volunteer Security
Controlled access

A 20. Covered Stage

V 21. Performance area

E 22. Beverage Service

23. Beverage Service



I Street

**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) Barbara Satterfield Organization The Lompoc Theatre Project

Event Coordinator (if different from applicant) _____

Mailing Address 740 NORTH H STREET, #238, LOMPOC, CA 93436

Day Phone: 805 570 0741 After Hours Phone: 805 570 0741 Fax: _____

Public Information Phone: _____ E-mail: LompocChalks@gmail.com

Secondary Contact Name: Heather Bedford Phone: 805 315 6672

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 Lompoc Chalks Festival

Park (list all sites being requested) DownTown Parking Lot / Cypress and I Street

Event Times

Set-Up Days/Dates October 11 From 8:00am am / pm to _____ am / pm
(Complete only if set-up day is separate from event day)

Event Days/Dates October 11 - October 13 Set up 8:00am am / pm to 6:00pm am / pm
(Include "day-of" setup and breakdown times) Event _____ am / pm to _____ am / pm
Breakdown _____ am / pm to _____ am / 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

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:

Lompoc Chalks festival is a weekend 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!

#1900.

- Rock climbing wall height: no 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: Maybe
- Carnival games or rides? Specify type no Company: _____
- Other Children's chalk squares
- No kid activities at event

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

Yes. Describe:

Saturday Hay Ride

No

WASTE MANAGEMENT

Contracting with trash/recycling vendor.

Company City of Lompoc

Drop of Day & Time TBD

Pick Up Day & Time _____

Containers to be serviced Day & Time TBD

Contracting with portable toilet & hand washing station vendor.

Company Portable Johns

Drop of Day & Time October 11

Pick Up Day & Time October 14

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-

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

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



Company: Lompoc Theatre Project
 112 North H St.
 Lompoc, CA 93436

Customer Type: Non-Profit
 Prepared By: s_vega

Agent: Barbara Saterfield
 Email: barbaras@lompoctheatre.org

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	\$849.00

RESERVATIONS

Event	Resource	Center	Notes		
2019 Chalk Festival Type: Special Event Attend/Qty: 100	Parking - 100 W. Cypress	Parking Lot - Downtown I Street (between Ocean and Cypress) Lompoc, CA 93436 (805) 875-8100	--		
Days Requested		Event Begins	Duration	Event Ends	Notes
Day	Date			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.				

RESERVATIONS

Event	Resource	Center	Notes		
2019 Chalk Festival Type: Special Event Attend/Qty: 100	Parking - 200 W. Cypress	Parking Lot - Downtown I Street (between Ocean and Cypress) Lompoc, CA 93436 (805) 875-8100	--		
Days Requested		Event Begins	Duration	Event Ends	Notes
Day	Date			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
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CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	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 Schedule for Original Balance 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

WAIVERS

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

X: _____
Recreation Division Representative