



# Parks & Recreation 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.cityoflompop.com](http://www.cityoflompop.com), as well as the special event application. Please review the information and contact Parks & 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.cityoflompop.com](http://www.cityoflompop.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 authorization deposit is an addition to your daily reservation rate and must have a credit card on file. A typical authorization deposit is \$500 - \$5,000 per event and credit card on file at time that application submission.**
- **Cannabis Special Event Special Processing Fee** – \$1,000
- **Event Fees** –

Nonprofit & Private:	\$275 per event day for Park <b>per section</b>
Commercial	\$500 per event day for Park per section
Ryon Park (3 sections)	per event day per Park Sections
River Park (5 picnic sections)	per event day per Park Sections
River Bend Park (4 sections)	per event day per Park Sections
City owned Parking Lots	per event day
Set-up and breakdown days	\$100 per day per Park or Park Sections <b>NP/P</b>
	<b>\$275 per day per Park or Park Sections</b>
Alcohol Permit Fee	\$75 per day
- **Fire Inspection and Plan Review** –

\$575 – Cannabis Event with on-site smoking
\$425 – Cannabis Event without smoking on-site
\$298 – Trade Shows, Circus, Haunted House
\$199 – 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) 3 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.

- **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. \*\*Smoking is allowed of cannabis in City parks solely within the boundaries of a City-permitted cannabis 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** – Cannabis Events: Security Plan required along with Security Guard list with Guard Card Numbers for ALL Cannabis Events.

Other Events: 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.

ALL Events: The Lompoc Police Department determines security-staffing levels for each event; and may vary from time to time dependent on public safety issues at the time of your event. Per Lompoc Municipal Code Section 5.08.040 (C) All detective agencies, patrol services, private policemen and special guards in private night watch service are required to obtain a written permit from the Chief of Police. The permit application is available at the City Clerk’s Office.

1. Permit Application: Complete, sign, and return the Permit Application to the Lompoc City Clerk’s Office at 100 Civic Center Plaza, Lompoc, CA 93436. Be sure to include the processing fee of \$120.00
2. Police Clearance: A \*LiveScan and a Department of Justice criminal history check is required. You will need to contact the Lompoc Police Department at (805) 875-8102 for accurate background check and LiveScan costs.
3. The Business Tax Certificate [BTC]: Issued by Business Tax Office upon approval of Police Clearance. Please contact the Business Tax Office at (805) 875-8241 or (805) 875-8236 with any questions.

- **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 Parks & Recreation Manager.

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