

Hosting a Special Event: Step-by-Step Guide

1 Pick a Date & Location

Special Events can be held at:

- [Sunken Gardens](#) • [Veteran's Memorial](#) •
- [Atascadero Lake Park](#) •

2 Confirm Availability

Call 470-3360 to make a reservation.

Reservations can be made up to one year in advance. Dates are filled on a first come, first served basis.

3 Submit an Outdoor Facility Use Agreement Form

The Outdoor Facility Use form is located [HERE](#). Fill out the form completely and remember to sign the bottom!

The form can be submitted in person at Colony Park Community Center, faxed to 470-3479 or mailed to the Recreation Division (5599 Traffic Way Atascadero, CA 93422)

5 Event Approval

After submittal, your event will go through the approval process. Once approved, the City will contact you with the fees based on your event needs and an intake meeting will be scheduled. The City may also have additional questions for you.

Note: If a [road closure](#) is desired, that approval process will start during this time as well.

4 What About Fees?

Fees are based upon the following factors that may be needed:

- site staff support • road closures •
- security • waste removal • porta-potties •

6 Intake Meeting

Two to four weeks before your event, you will have an intake meeting at City Hall. Details of the event will be discussed and guidelines will be reviewed to ensure your event goes off without a hitch!

Additional documents may be requested (e.g. insurance certificate) if not already received. This is the perfect chance to answer any questions you have as well!

7 The Big Day!

Have a wonderful event!

Contact the on-call Parks worker if you have any issues on the day of the event.

What is a "Special Event"?

Your event may be determined by the Director of Public Works to be a "Major Special Event" if it meets one or more of the following criteria:

1. Estimated attendance of over 250 people.
2. Event organizers will receive fees or donations.
3. Amplified music or entertainers will be present.
4. Paid entertainment will be present.
5. Food or alcoholic beverages are to be sold.
6. Event involves special security or public safety controls.
7. Event precludes any other uses at the Park.

Do You Need an ABC Permit?

If you are planning on selling alcohol at your event, an ABC permit will be required.

The California Alcoholic Beverage Control website provides the following information and applications regarding one-day event beverage sales:

[Instructions](#)

[Application](#)

[Supplemental Diagram](#)