

Hosting a Special Event Step-by-Step Guide

1. Pick a Date and Location

Special Events can be held at a variety of locations including Atascadero Lake Park, Colony Park, Paloma Creek Park, and Sunken Gardens. They can also be held at The Plaza, Historic City Hall, the Pavilion on the Lake, the Zoo Garden and the Colony Park Community Center.

2. Confirm Availability

Call 805-470-3360 to check availability and to make reservations. Reservations can be made up to one year in advance.

3. Submit an Outdoor Facility Use Agreement

Complete an **Outdoor Facility Use Agreement**. (Thank you for taking the time to fill out the form completely!) You completed agreement can be submitted in person at the Colony Park Community Center (5599 Traffic Way) or digitally by email to events@atascadero.org.

4. What About Fees?

Fees can vary based on location, road closures, electricity, etc. Additional fees may apply if your event requires an ABC License or Health Permit. Please call 805-470-3360 for more information.

You will also need to obtain a **business license**. Call City Hall to make an appointment 805-461-5000.

5. Event Approval

If your event is approved, the City will contact you with the fees and documents required based on your event needs and an intake meeting will be scheduled.

6. Intake Meeting

An intake meeting will be scheduled two weeks before your event. Details of the event will be discussed, guidelines will be reviewed, and we'll answer any questions you may have to ensure your event goes off without a hitch!

All required documents will need to be turned in and payment will be processed. You will then be issued your permit.

7. The Big Day!

We hope you have a wonderful event! Please contact the number provided to you during your intake meeting if you have any issues or need assistance on the day of the event.

For additional venue information for events in Atascadero call 805-470-3360 or explore www.visitatascadero.com.