



Park Site Rental Information Packet

Parks and Recreation Services Department (PRSD)

1100 West Street • Napa, CA 94559 • (707) 257-9529 • Fax: (707) 257-9532



FACILITY RENTAL PROCESS AND CHECK LIST

- _____ Review calendar – confirm date is available
- _____ Applicant/renter reviews rental rules and regulations, fee information and cancellation/refund policy.
- _____ Applicant completes facility rental application - initials bottom of each page of Rules and Regulations and signs last page.
- _____ Reservations can be made (12) months in advance, but no later than 10 working days prior to requested date. ***If a late application is accepted, it will be subject to an additional late application fee. (N.M.C. 12.48.130).*** (See fee schedule for current rates).
- _____ A supplemental application must be completed for request to serve or consume alcohol. See pages 15-17 for more details on criteria for issuing an alcohol permit and the supplemental application.
- _____ All fees are due at time of reservation. A refundable security deposit is due no later than 30 days prior to the rental date.
- _____ Insurance is required for all facility rentals. Exceptions apply for individuals renting outdoor picnic spaces with no alcohol consumption. See insurance page for more details.
- _____ Staff enters reservation in RecWare calendar – issue receipt for fees paid.

- _____ An **Approved Facility Permit** will be sent to applicant when deemed complete: **a.** All permits reviewed and signed by the City of Napa Facilities Supervisor; **b.** All fees paid in full; **c.** A valid insurance certificate on file.

Staff Reviewer Signature

Date

Applicant/Renter Signature

Date

Welcome to Napa City Parks! The City of Napa, Parks and Recreation Services Department is responsible for the maintenance and operation of over 748 acres of public land. We take seriously our obligation to serve the Napa public and to protect these valuable resources for all. The following information is provided so that you and other visitors will have an enjoyable experience utilizing the reservable picnic areas within our parks.

GENERAL INFORMATION:

- **Reservations are not accepted by phone.** Reservations can be made in person **Monday – Friday, 8:00a.m. to 4:30p.m.** at the Parks and Recreation Services Department, 1100 West Street, (behind the Cine Dome Theater). We are closed for lunch between 12:30p.m. – 1:30p.m. The office is closed Saturdays, Sundays & holidays.
- Application forms can also be submitted by **fax at: 707-257-9532**. Please use the Payment Transmittal Form to submit Visa or MasterCard payment information along with the reservation request form and signed Rules and Regulation pages. The calendar of availability can be accessed by logging onto our website, www.NapaRec.com.
- Reservations can be made (12) months in advance, but no later than 10 working days prior to your requested date. If a late application is accepted it will be subject to a late application fee, in addition to any regular fees established under the authority of N.M.C. Chapter 12.48.130. See Fee Schedule on page 4 for current rates.
- City parks are open and available for the public to view daily from dawn to dusk. Sites that are not reserved are available on a first come, first serve basis. **Renters are responsible for arriving prior to 10:30a.m. and leaving by dusk.**
- **Set Up/Clean-Up:** The applicant/renter is responsible for set-up and clean-up of all tables, chairs and decorations and any additional necessary cleaning. All cleaning must be completed the day of the event.
- **Changes or Cancellations** – Cancellations must be in writing and will be refunded at the following rates, less the cancellation processing fee (see Fee Schedule for current cancellation rate):
 - 3 months prior to the event = 100% refund of fees paid
 - 2 months prior to the event = 80% refund of fees paid
 - 1 month prior to the event = 50% refund of fees paid

If all fees are forfeited - cancellation-processing fee will be invoiced or deducted from security deposit.

- **Refunds** - The refundable Security Deposit will be refunded within 2 to 5 weeks after event. If the deposit was paid by check or cash, a check will be mailed to the payer. If paid by credit card, a credit will be issued to the credit card account. The same will apply for refunds due to cancellations.
- **Formal Garden Users** will be granted permission, upon request, to contract with a private company to place an additional portable restroom facility in the Formal Garden’s parking lot, at the sole cost to the permit holder. Permission will be granted for placement of a portable restroom on the working day immediately preceding the scheduled event with removal to be on the first workday after the event. Users providing their own portable restroom unit are encouraged to place a lock on the unit to ensure use by permit holder and invited guests only. Please contact our office for additional information. The City of Napa provides a portable restroom unit near the entrance to the parking lot for the Formal Garden area and the unit is cleaned weekly. However, usage of the City provided restroom unit is available to the public and not limited to Formal Garden Users.

FEE SCHEDULE: See pages 9 – 13 for each park and map to identify the size and fee of each available reservable picnic area.

Picnic Area Size	Maximum Capacity	Amenities	City of Napa Resident Daily Rental Fee	Refundable Security Deposit
Small	30	4 Tables	\$22.25 Mon-Thurs	\$110
		Single BBQ	\$28.25 Fri-Sun/Holiday	
Medium	60	6 Tables	\$80.00 Mon-Thurs	\$225
		Single BBQ	\$91.00 Fri-Sun/Holiday	
Large	100	12 Tables	\$159 Mon-Thurs	\$375
		Double BBQ	\$182.25 Fri-Sun/Holiday	

* **Non- Resident Fees** will be charged to all renters’ who do not live within the City Limits of Napa or to Companies and Organizations who do not have an office or business location within the City Limits of Napa.

Please note that we do not offer discounted rates to **Non-profit organizations** for park reservations.

ADDITIONAL FEES THAT MAY APPLY:

Electrical Access Fee \$28.50
(Available in Redwoods area only)

Purchase of 3rd Party Insurance Certificate \$126.02 or Actual Cost depending on event
(Or applicant can provide Corporation or Homeowners Policy – see page 7 for Insurance information)

Supplemental Application Fee for Alcohol Permit \$20.25
(Supplemental application required with all uses where alcohol consumption is requested)

Change or Cancellation Fee \$28.50
(Administrative fee for processing a cancellation or change request)

Non-Resident Fee \$142.75
(Applicable to all applicants with addresses outside of City of Napa limits)

Excess Occupancy Surcharge \$76.00
(For each increment of 50 attendees or portion thereof exceeding above listed preferred occupancy standard)

Late Application Processing Fee \$50.75
(Applicable to applications submitted less than 10 calendar days from requested date of event)

ADDITIONAL CONDITIONS THAT MAY BE REQUIRED:

- Portable Restroom Facilities
- Additional Garbage Receptacles and Trash Removal
- Power Washing of Hardscape Areas
- Security Staffing
- Site Map with Set-up and Event Details

RULES AND REGULATIONS:

- Authorized individuals or groups (**Permit Holder**) shall agree to comply with and accept all policies, rules, and regulations pertaining to the use of City property. Any violation of said policies, rules, and regulations shall be cause for permit revocation and immediate departure from facilities. Authorized individuals or groups shall be solely responsible for the conduct of members or participants (including individuals entering the area whether considered a member, affiliate or not) in any activity authorized to be held in any City park or facility and agree to limit admission to stated capacity of the area/facility; shall be solely responsible for the use of all properties, equipment, or other resources thereon; and shall agree to be responsible for any damages or mistreatment of any part of the facilities or equipment as indicated on the Permit and to pay the cost of any repairs or replacement therefore. (**N.M.C. Chapters 12.36 and 12.40**).
- **Permits are not transferable.** Permit Holders must be at least **18 years of age; 21 years of age** if an alcohol permit is requested. **ID is required.**
- **City of Napa Park Division Staff** are official representatives of the City of Napa and have the authority to disperse any group for failure to comply with City ordinances, policies and/or rules. The City of Napa reserves the right of **full access** to all activities at any time in order to insure that all rules and regulations are being observed. The renter will be charged for any City staff, including fire and police, called out due to any disturbances caused by the guests at the event. If your group is requested to disperse, all paid fees and security deposit are forfeited and future use of facilities may be denied.
- **Adult Chaperones** may be required for youth activities. A list of chaperones must be submitted to the Parks and Recreation Services Department personnel at least five working days prior to the event and must include each chaperone address and phone number. A **ratio of one adult to each 25 young people** (17 and under) must be maintained throughout the course of any facility (building) use, unless otherwise arranged in advance.
- **No Smoking** – smoking is **PROHIBITED** in all City of Napa parks and facilities. (N.M.C. Chapters 12.36.280).
- **Alcohol is permitted by special permit only.** There is an additional application fee for the required supplemental alcohol permit application. (N.M.C. Chapters 12.36.220) See fee schedule for current rate.
- A **greater security deposit** may be required for some permits. This shall be used to cover additional fees or damage to the facility or equipment, or additional cleanup needs. A permit holder's additional liability shall not be limited to the amount of the deposit.
- **Security staffing** may be required for some uses. The Facility Supervisor will review each application, and if applicable, the permit holder may be charged a fee for **security staffing**. See fee schedule on page 4 for security staffing rates.
- **The Park/Facility permit may be revoked** or the Security Deposit forfeited at any time the permit application is found to contain false or misleading information or when the Permit Holder exceeds the stated use and limits of the permit.
- **Parking** is available in designated areas only. City policy **prohibits the driving or parking** of any motorized vehicle upon park property. (N.M.C. Chapters 12.36.100).

Initials:

- **Cleaning and Garbage:** The facility must be cleaned the same day of the event. For example: All decorations must be taken down including balloons and streamers. All trash is to be disposed of in the containers provided; excess trash must be bagged and taken home. No excess trash should be placed next to the trash containers. (N.M.C. Chapters 12.36.210).
- **Damages:** The renter is responsible for any damage, acts of vandalism, or theft that occur during the time that the facility is scheduled for use. Failure to comply may result in the security deposit being withheld in part or in full. The cost of staff time and repairs will be deducted from the security deposit. If the cost exceeds the deposit, the permit holder will be billed for the additional costs. If the permit holder refuses to pay, legal action may be taken. In any case, the permit holder will not be allowed to use any City facility again until full payment has been made.
- **Pets** are not allowed in buildings; except for dogs when the dog is a service animal, guide dog or Seeing-Eye dog used by a visually or mobility-impaired individual. **Dogs** are allowed in parks **on leash** and off-leash in designated areas only. (N.M.C. Chapters 12.36.190 and 6.04.170).
- **No Standing** on benches, chairs or tables.
- **Use of Barbeques:** It is unlawful for any person to build, light, kindle, or maintain any open or outdoor fire at any place within the boundaries of any city park unless either: (A) the person is acting in compliance with written authorization from the director and the city fire safety official, or (B) the person is acting in accordance with signs posted by the city that authorize outdoor fire within specified areas or facilities and the fire is for the purposes of food preparation and contained within a designated barbeque area. **If the barbecue is used**, be sure to extinguish the fire completely before leaving the premises. **No portable barbeques allowed.** (N.M.C. Chapters 12.36.030).
- **Amplified music/sound** is allowed in City Buildings and Plazas. However, all music must cease by 11:30p.m. It is **NOT** allowed in neighborhood parks, **Kennedy Park or Fuller Park** without prior authorization and permit by the Director of Parks and Recreation Services. (N.M.C. Chapters 12.40.030).
- **Inflatable jump houses** or similar game-type structures are **NOT** allowed in any City Park, Plaza or Building Facility. (N.M.C. Chapters 12.36.260).
- **Final approval** of Park/Facility Permit is subject to applicant obtaining any other required permits or approvals, as appropriate, including, but not limited to, Police Department approval, City Business License, City Special Event Permit and County Health Permit.

As the applicant requesting to rent a City of Napa facility, I have read and understand the above stated Rental Rules and Regulations and understand my responsibilities as the renter of a public facility.

Signature of Applicant

Date



INSURANCE CERTIFICATE REQUIREMENTS

A Certificate of Insurance issued for a City of Napa Facility Rental Use is required for all ORGANIZATIONS / COMPANIES / AGENCIES for park and/or building rentals, for all uses that request to have alcohol and for PRIVATE INDIVIDUALS for building rentals; and must:

1. BE IN THE AMOUNT OF **ONE MILLION DOLLARS** (\$1,000,000.00)
2. NAME THE **CITY OF NAPA AS ADDITIONALLY INSURED** EITHER ON THE CERTIFICATE, OR ON AN ATTACHED ENDORSEMENT.
3. HAVE AN **ALCOHOL ENDORSEMENT** EITHER ON THE CERTIFICATE, OR ON AN ATTACHED ENDORSEMENT, IF REQUESTING TO SERVE ALCOHOL

SEND THE ORIGINAL CERTIFICATE TO:

PARKS AND RECREATION SERVICES DEPARTMENT
CITY OF NAPA
P.O. BOX 660
NAPA, CA 94559

OR DELIVER THE ORIGINAL CERTIFICATE TO:

PARKS AND RECREATION SERVICES DEPARTMENT
1100 WEST STREET
NAPA, CA 94559 (next to the Cine Dome Theater)

The original certificate must be on file with the completed facility form prior to the event. A fax of the original may be sent for review with the original to follow by hand delivery or mail. Fax number: 707-257-9532.

If you have any questions, please call the Parks and Recreation Services Department at 257-9529.

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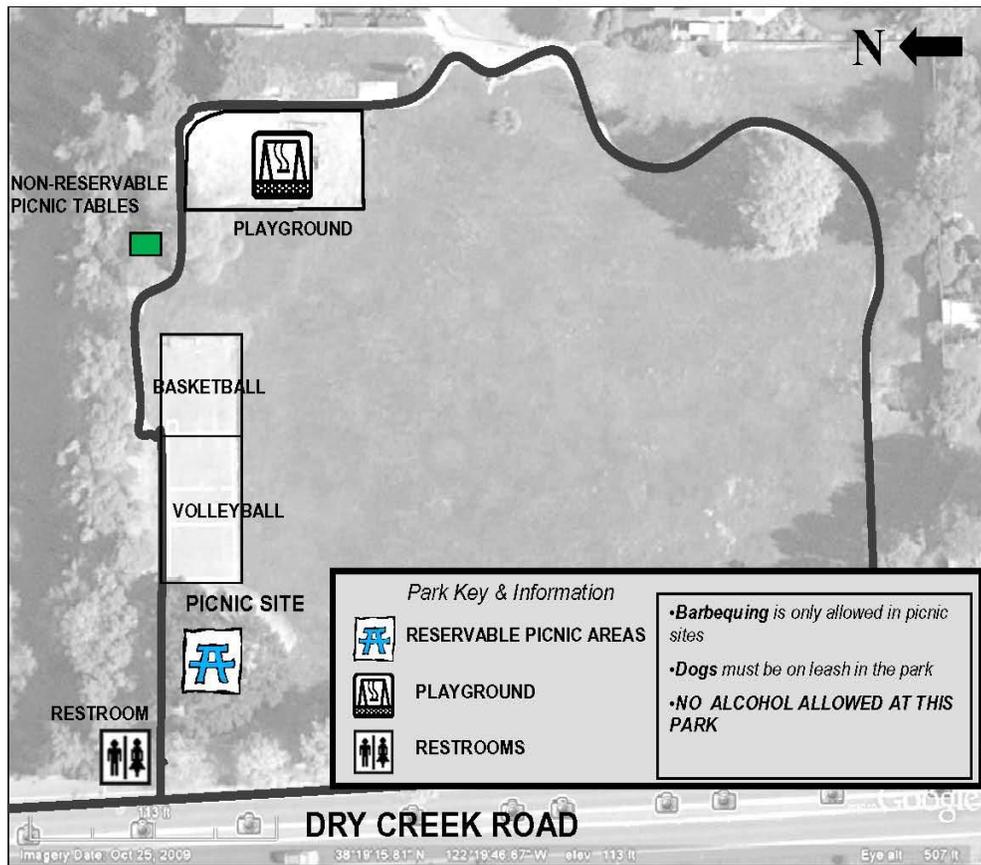
DRY CREEK PARK

Dry Creek Park is located in North Napa on Dry Creek Road, just north of Redwood Road. The neighborhood park is approximately 2.4 acres in size and includes a large turf area, a children’s play area, basketball court, volleyball court, BBQ’s, picnic areas and a portable restroom. There is one non –reservable picnic area located next to the play area and parking is available along Dry Creek Road.

1 Reservable area - Medium size area

See Fee Schedule on page 4 for fee information.

DRY CREEK PARK GROUP PICNIC AREA



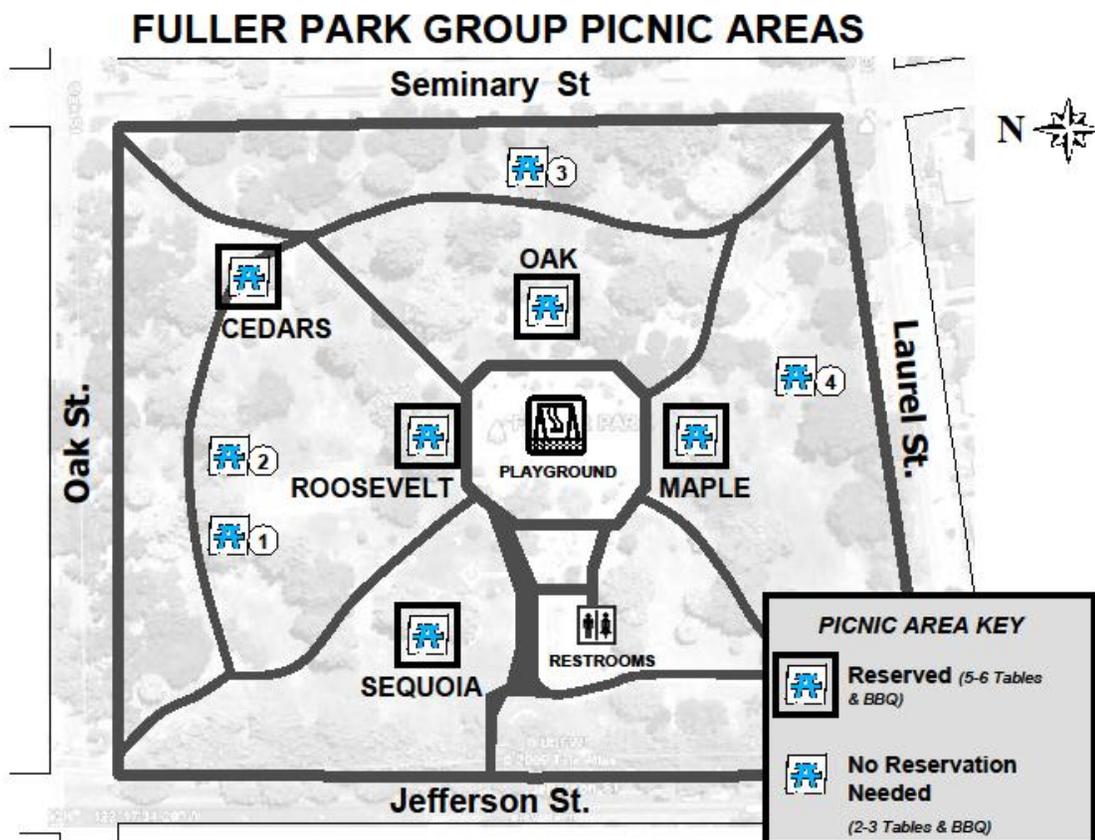
FULLER PARK

Fuller Park is the City's oldest park purchased in 1904. It is a 10-acre site located in Old Town Napa, at the corner of Jefferson and Oak. In addition to the reservable picnic areas with group size BBQ's, the park has non-reservable picnic areas with picnic tables and BBQ's, a children's playground, restrooms and horseshoe pits. Parking is limited - street parking only.

5 Reservable areas

Medium Areas: Cedars, Oak, Sequoia, Roosevelt and Maple

See Fee Schedule on page4 for fee information.



KENNEDY PARK

John F. Kennedy Park is a 350-acre park that includes 15 acres for picnicking with several reservable and non-reservable picnic areas, a large children’s playground area, 2 sand volleyball courts and restrooms. The park is located at the end of Streblov Drive, along the Napa River off the Napa/Vallejo Highway. Alcohol is allowed at Kennedy Park by special permit only and only in a reserved picnic area. See supplemental alcohol permit application for more details.

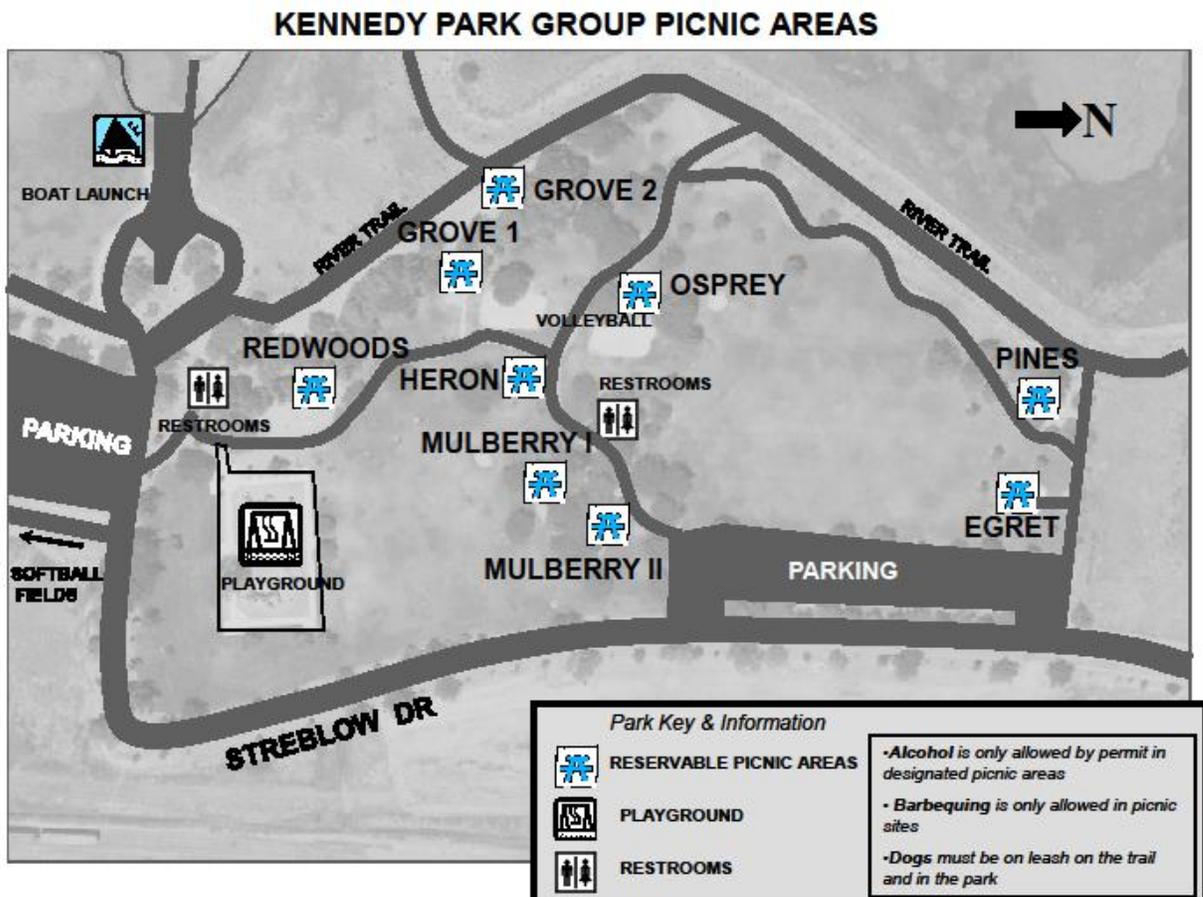
10 Reservable areas

Medium Areas: Egret, Heron, Osprey, Mulberry II

Large Areas : Mulberry I, Grove I, Grove II, Redwoods, Pines and Formal Garden (located on left side of Streblov Drive before Golf Course parking lot).

Large groups exceeding listed capacity will be required to reserve more than one designated area.

See Fee Schedule on page 4 for more information on special conditions/requirements.



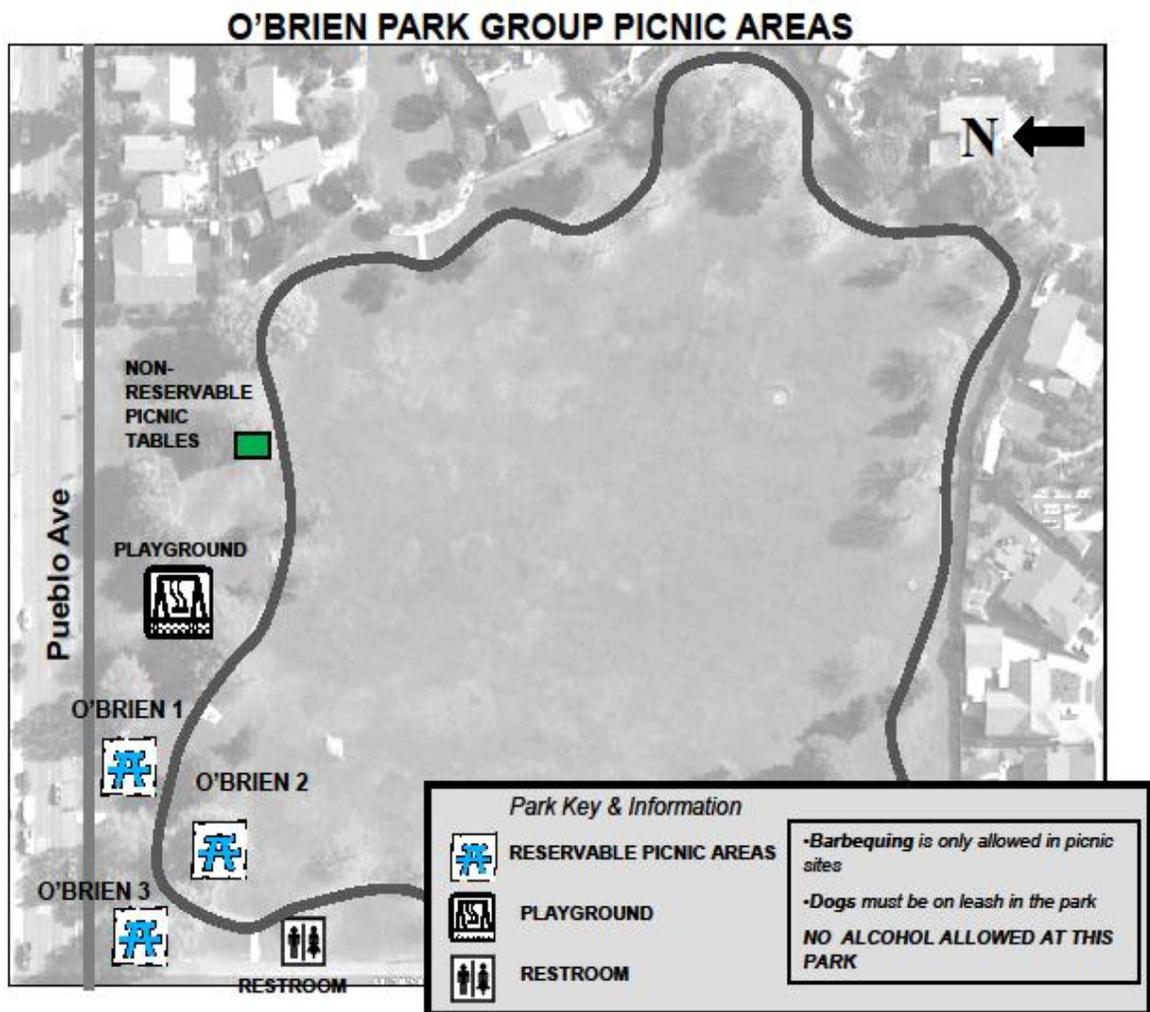
O'BRIEN PARK

O'Brien Park is located in central Napa adjacent to McPherson Elementary School on Pueblo Avenue. The park is approximately 8.5 acres and includes a large turf area, walking path, children's play area, picnic tables, BBQ's and restroom. Parking is available along Pueblo Avenue

3 Reservable areas

Small size areas: O'Brien, 1, O'Brien 2, O'Brien 3

See Fee Schedule on page 4 for fee information.



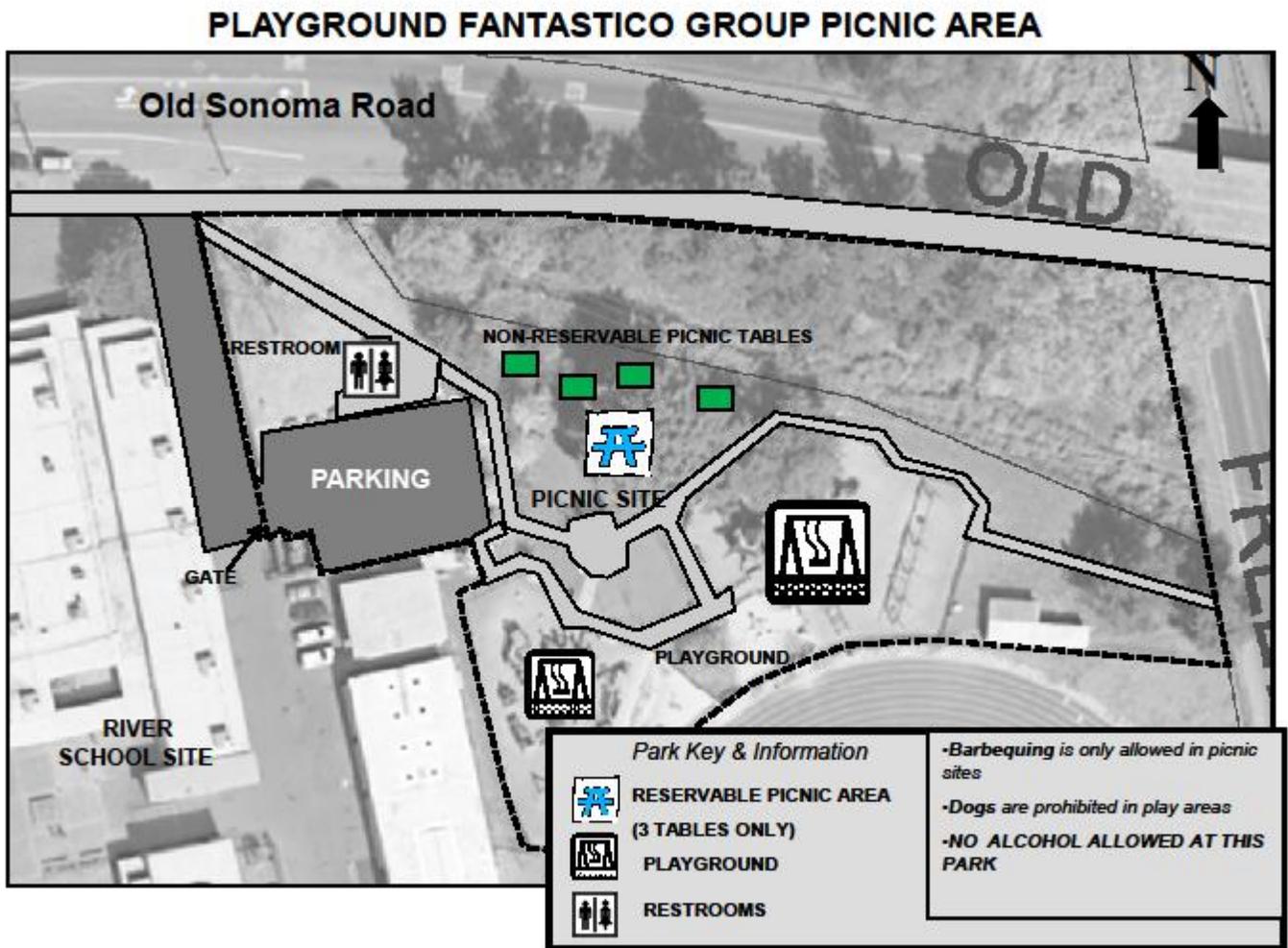
PLAYGROUND FANTASTICO

Playground Fantastico is located at 2449 Old Sonoma Road next to River Middle School. The park is approximately ¼ acres and includes state of the art children’s play structure, picnic tables, BBQ and restrooms. There is one reservable picnic area with **3 tables**. All other tables are first come first serve. Parking is available in the adjacent parking lot.

1 Reservable area

Small size area

See Fee Schedule on page 4 for fee information.



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**APPLICATION REQUEST FOR RENTAL OF CITY OF NAPA FACILITY
PAYMENT TRANSMITTAL - Fax or Mail-In requests**

Name of Facility _____ Date of Rental _____

Name of Renter _____

TYPE OF CHARGE (see Fee Schedule – page 4)	AMOUNT DUE	AMOUNT PAID		DATE PAID (office use only)	RECEIPT NUMBER (office use only)
Rental Fee - Per Use Non-Resident Fee	\$ \$	\$ \$	Visa MasterCard		
Refundable Security Deposit	\$	\$	Visa MasterCard		
Cancellation/Change Fee	\$	\$	Visa MasterCard		
Alcohol Application Fee (Kennedy Park Only)	\$	\$	Visa MasterCard		
Other			Visa MasterCard		

*** ANY REFUNDS DUE WILL BE PROCESSED 2-5 WEEKS AFTER EVENT OR CANCELLATION ***

If faxing, please list Credit Card Information below:

Visa / MasterCard (Circle one) **Note: We do not accept American Express or Discover Card**

Name as listed on Credit Card: _____

Authorized Signature: _____

Card # _____ - _____ - _____ - _____

Expiration Date ____/____ (Month /Year)

CRITERIA FOR ISSUING A PERMIT FOR ALCOHOL CONSUMPTION IN CITY OF NAPA PARK AND RECREATION FACILITIES

Policy Issued July 23, 2010

(Replaces policy issued January 2010)

The City of Napa will accept requests for a permit to consume alcohol for the following facilities: Kennedy Park Group Picnic Areas, The Pelusi Building at Kennedy Park, Veteran's Memorial Park, Dwight Murray Plaza, Opera House Plaza, Napa Senior Center, and the Las Flores Community Center. Below are the criteria and conditions used for review and approval of permit requests.

- ◆ Insurance is required: A certificate of insurance in the amount of \$1,000,000 in liability coverage, naming the City of Napa as *additionally insured*, with a special endorsement for *Liquor Liability* coverage, is required. The following information must be contained in the body of the certificate or attachment that shows:
 - Endorsement naming the City as the additional insured
 - A copy of the liquor liability policy that states the conditions under which alcohol may be served;
- ◆ Food and Non-Alcoholic Beverages must be available during the same time as alcohol is being served or consumed;
- ◆ The applicant must provide documented identification proving they are age 21 or older;
- ◆ Alcohol Beverage Service must end 1/2 hour prior to the end of event, subject to review by the Napa Police Department which may request an increase to 1 hour;
- ◆ All ABC rules and regulations rules and regulations will apply. See the California Department of Alcoholic Beverage Control (ABC) website <http://www.abc.ca.gov> for additional information. A copy of the ABC permit application must be submitted with the application to serve or consume alcohol in a City park. Hours of service on both applications must coincide;
- ◆ All applications for facility rental that require a City of Napa Special Event Permit are submit to the Napa Police Department Conditions of Operation for Special Events with Alcohol. For additional information please contact Debbie Peacock at the Napa Police Department, 707-257-9256;
- ◆ All organizations are encouraged to visit the website of the Napa County DUI Task Force for information on free trainings for responsible beverage service at soberdrivernapavalley.com

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APPLICATION REQUEST FOR PERMIT
FOR SERVICE OR CONSUMPTION OF ALCOHOL
IN A CITY OF NAPA PARK OR BUILDING FACILITY

Application Fee \$20.25

Complete the following information:

Name of Applicant or Authorized Agent:

Contact information: Phone: Email:

How can we contact you during your event? Cell Phone: other:

Driver's License or Alt. ID # Date of Birth:
(APPLICANT must be verified to be 21 or older)

Name of Organization: (if applicable) Non Profit# (if applicable)

All Applicants complete the following information:

Facility Name: Date of Use:

Facility Address:

Type of Event: Estimated Attendance

Event Hours: am/pm to am/pm

Hours that alcohol will be served or consumed: am/pm to am/pm

Hours that food and non-alcoholic beverages will be available to attendees: am/pm to am/pm

What type of food and non alcoholic beverages will be served:

What type of Alcohol to be served or consumed:

Note: Glass bottles or containers are not allowed in any City of Napa outdoor park facility.

Will you be selling alcohol? Yes No

For Youth Oriented Events Only:

How many minors (under age 21) will be attending event:

How many attendees are over the age of 21:

I am submitting this application to request a permit from the Parks and Recreation Director to allow consumption or possession of alcoholic beverages at the event, as outlined above, pursuant to Chapter 12.36.220 of the City of Napa Municipal Code. Should my application be approved, I agree to adhere to any and all City and State Laws, Rules, Regulations and stipulated conditions of approval. Non-compliance of the rules and regulations may result in a forfeiture of my security deposit and/or other penalties as allowed per Chapter 12.48.150 of the Napa Municipal Code. As the applicant, I agree to hold harmless and indemnify the City of Napa and its officers, employees, and agents for any loss, damage, liability, cost or expense arising for the use of occupation of the park, facilities and equipment relating to this application. THE COST of any special cleaning or damage to the facility, equipment, or grounds, due to the event, will be charged to the applicant.

X

Signature of Applicant

Date

Application Denied, for the following reasons: _____

Application Approved with the following conditions:

- Insurance is Required (naming the City of Napa as *additionally insured* in the amount of *one million dollars* with a special endorsement for *Liquor Liability* coverage);
- Glass bottles or containers, including wine bottles, are not allowed in any City of Napa outdoor park facility;
- Food and Non-Alcoholic Beverages must be available during the same time as alcohol is being served or consumed;
- Alcohol Beverage Service must end ½ hour prior to the end of event; The Napa Police Department reserves the right to increase this provision to 1 hour after their review.
- All ABC rules and regulations rules and regulations will apply. See the California Department of Alcoholic Beverage Control (ABC) website <http://www.abc.ca.gov> for additional information;
- Other: _____

If applicable, a copy of the approved ABC permit must be submitted to the Parks and Recreation Services Department at 1100 West Street, Napa (707-257-9529) prior to the event. Permit holders must make available the original approved ABC permit, upon request of any City of Napa Employee.

Based on the information provided in this application, by authorized approval signature on this permit, the applicant has been approved to sell and/or serve alcohol beverages at their event in the City of Napa owned property as listed on page one of this application. This use requires the applicant to meet all conditions of approval as stated herein including a certificate of insurance naming the City of Napa as *additionally insured* in the amount of *one million dollars* with a special endorsement for *Liquor Liability* coverage. All sales must be in accordance with ABC regulations on the listed dates and times.

X

Reviewed and approved/denied

Date

Cindy Bannister, Facility Rental Supervisor
(as appointed designee of Larry Mazzuca, Director of Parks and Recreation Services)