

## Rules and Regulations and Supplemental Information for Special Events

*Please remove and keep these Rules and Regulations for your reference*

### PARK & FACILITY USE

1. Application for use of a Park or City Facility must be applied for separately through the Parks and Recreation Services Dept. Separate fees may apply. Application for facility rental AND special event permit application must be submitted at the same time.
2. Event Holders are allowed to utilize only those areas that were approved through the permit application. Unauthorized use of additional streets, sidewalks, and areas will result in additional forfeiture of security/damage deposit and or possible forfeiture of future City facility /park usage.
3. Agreement for use of parks, streets, sidewalks and /or facilities shall be on an as-is and as-equipped basis.
4. **Glass, including wine bottles is not allowed in City parks at any time (NMC 12.36.240).**
5. The permit holder is responsible to return public grounds and facilities to pre-event conditions and ensure return of all equipment.
6. Booth set up on grass surfaces is not allowed. Requests for special consideration will be reviewed for discouraged possible approval, if submitted in advance.
7. Each park in which an event occurs shall remain open to the public during the event to the extent consistent with the park's capacity and to the maximum extent feasible given the nature of the event. No park, trails or other public access area shall be closed to the public during an event, unless specifically authorized pursuant to a permit issued.

### INSURANCE

1. Insurance is required for all Special Events. Event Holder will provide a minimum Certificate of Insurance of \$2,000,000 General Liability coverage naming the City of Napa as an additional insured, with this insurance being primary. The Additional Insured Endorsement must accompany the Certificate of Insurance. Each certificate shall contain a 30-day cancellation notice to the City of Napa.
2. Users proposing to sell or serve alcohol beverages at events open to the public must also submit a Certificate of Public Liability and Host Liquor Liability in the amount of \$2,000,000 naming the City as additional insured with a 30-day cancellation notice.
3. Users unable to secure the coverage specified above may be able to do so through a third party, city administered insurance company. For more information, contact Cindy Bannister at 257-9953 or [cbannister@cityofnapa.org](mailto:cbannister@cityofnapa.org).

### SITE MAP REQUIREMENTS

1. The City of Napa will provide a site map for pre-approved event areas in Downtown Napa; should the requested event be located outside of the Downtown area the Event Holder is responsible for providing a legible map of the site. Applicants shall use this map to indicate the following information if applicable:
  - a) Name of the event clearly stated
  - b) On outline of the entire event area for both stationary and moving events. If a moving event (Parade) you must show clear direction of travel.
  - c) All street closures showing limits of the closure and a minimum 20 foot fire lane for all streets used.
  - d) Fencing, barriers and/or barricades. Also indicating if the barriers are stationary or removable. \*These do not include street closure barriers & barricades.
  - e) First aid facilities and, if applicable, the location of ambulances.
  - f) Generator locations and/or source of electricity.
  - g) Placement of vehicles and/or trailers.
  - h) Exit locations for outdoor events that are fenced.
  - i) Stages or platforms, scaffolding, bleachers or grandstands.
  - j) Canopies and tents
  - k) Portable or stationary restrooms.
  - l) Booths
  - m) Beer garden or alcohol sales area
  - n) Cooking areas
  - o) Trash/recycle containers and dumpsters
  - p) Any other temporary structure

- q) A detail or close up map of the food booth layout and any cooking areas clearly marking vendors who will be cooking with flammable gases or barbecue grills.
- r) Fire extinguisher for booths.
- s) Pyrotechnic or firework display firing site.
- t) Animals at the event (if applicable)
- u) Amplified music or sound during the event
- v) Private property being used for your event
- w) Event command location where staff can be found during the event

## **FOOD & ALCOHOL**

1. Prior to the event, all users proposing to sell or give away food items must submit proof of compliance with the regulations of the County of Napa Department of Environmental Management. They can be reached at (707) 253-4471 or [www.co.napa.ca.us](http://www.co.napa.ca.us).
2. Prior to event, all users proposing to sell alcoholic beverages must submit proof of compliance with the regulation of the Alcohol and Beverage Control Board. They can be reached at (707) 576-2165 or online a [www.abc.ca.gov](http://www.abc.ca.gov).
3. All event holders who must obtain an ABC License must contact the Napa Police Department to receive approval on the ABC License. At the time of this approval, the event holder must meet with a Police Department representative, review and sign the Napa Police Department Conditions of Operation for Special Events with Alcohol. Please call Lt. Debbie Peacock at (707) 257-9256 for this appointment.
4. All persons engaged in or assisting with the sales or service of alcoholic beverages (regardless of whether they are stationed inside the sales booth or not) should complete an approved course on Responsible Beverage Service (RBS) or LEAD (ABC certified) prior to working in the alcoholic sales booth. RBS/LEAD certification is valid for three years from the date of training or as indicated on the certification card.
5. Food preparation and service including cooking or barbecues in City parks and facilities is subject to approval and additional requirements.
6. A 2A10BC fire extinguisher is required at each cooking booth or group of 3 booths if they are immediately adjacent to each other. Contact the Fire Prevention Bureau at (707) 257-9590 for booth requirements and specific standards.

## **SALES-FOOD or MERCHANDISE**

1. Any person or organization, including a non-profit organization, who is selling food or merchandise at a special event, must have a business license. Depending on the nature of your event, the type of license may vary. Please call the City of Napa Business License Department at (707) 257-9508 for more information.

## **SAFETY & SECURITY**

1. Event Holder must provide monitors for crowd control and security at the rate of one unarmed event staff person per twenty-five (25) attendees and establish liaison with the police department concerning security. Professional Security or Police Department Services may be required for events with an estimated attendance in excess of 750 persons, and events for which the Director determines identified public safety concerns warrant security.
2. The City reserves the right of full access to all activities at anytime to insure all rules and laws are being observed. The City reserves the right to suspend any individual or group from using City facilities and property if their behavior is determined to be abusive, destructive or in violation of any City rule without refund. The City reserves the right to cancel any scheduled event.
3. All Special events closing streets, or estimating 250 or more people must submit a SAFETY PLAN with their application. Safety Plan must contain who is monitoring the event for safety and what is the action plan in the event of a minor or major injury or incident.
4. At the discretion of the Director, the City may require outside security services at event holders expense.
5. The Fire Department requires that all decorations be fire-retardant per se. 1103.3.3 of the uniform fire code, and no open flame or pyrotechnics are allowed without written approval from the Fire Prevention Bureau (707) 257-9590.
6. A 20 foot fire lane and clear accessibility to all fire hydrants is required for all events using city streets. This fire lane must be accessible at all times and clearly marked on the site map.
7. Use of fireworks requires a separate permit issued by the Fire Prevention Bureau (707) 257-9590.

8. Use of tents requires a Special Permit and inspection by the Fire Prevention Bureau (707) 257-9590.
9. To comply with the Federal Americans for Disability Act, the event holder will maintain a public walkway minimum clearance of 48 inches. All public areas of the event will be handicapped accessible.
10. Animals are not allowed within the boundaries of special events unless approved through the application process. This prohibition shall not apply to persons with seeing-eye dogs, and police service dogs.
11. Event holder must provide first aid stations and personnel within the event area to provide minor emergency medical aid to participants.
12. Event holder must provide portable sanitation facilities and other equipment and services sufficient to serve the estimated number of attendees, with a number of handicapped-accessible facilities sufficient to satisfy applicable state and federal accessibility regulations.
13. Event holder must distribute notices throughout the surrounding areas 14 days and AGAIN 48 hours in advance of the event, notifying the affected residents and business people of any street closures or parking restrictions associated with the event. Applicant may be required to post "No Parking" signs within the event and closure areas.

### **WASTE DIVERSION-RECYCLING**

1. All events are required to provide waste diversion (garbage) and recycling services. Please contact Napa Recycling & Waste Services for garbage removal and recycling service at 255-5200. Prior to event approval proof of waste diversion (garbage) and recycling services is required to be submitted to the Special Event Coordinator.

### **SPECIFIC POLICIES FOR EVENTS IN THE DOWNTOWN AREA**

1. Sidewalks next to storefronts are to be clear and "merchant friendly" so as not to block pedestrian traffic flow from the event to store fronts.
2. The back of the booths shall be kept tidy.
3. Event organizers must publicize parking areas for the event.
4. Event organizers must include in all advertisements that "Parking in the event or parade area parking is limited. We encourage attendees to take public transit such as...., or use alternate parking areas such as..."

### **SPECIFIC POLICIES FOR PARADES**

1. Conditions may be made to accommodate the parade's pedestrian and vehicular traffic, including the restriction of parade participants to city sidewalks, or portions of city streets or other public ways.
2. Conditions may be designed to lessen interference with public safety and emergency service access.
3. There may be limitations and regulations on the number and type of vehicles, animals, or structures to be displayed or used in the parade.
4. Inspection and approval by City personnel of stages, booths, floats, structures, vehicles or equipment to be used or operated in the parade to ensure that such items are properly constructed, may be safely operated, and conform to all applicable laws and regulations.
5. Conditions may require the use of event volunteers.
6. A cleaning deposit if the parade includes operation of water stations, food or beverage distribution or sales, sales of other goods or services, display or use of horses or other large animals.
7. If horses or other animals are included in the parade, a plan for pick and up disposal of animal waste is required.
8. Noise restrictions including time and length of noise allowed may be made.
9. The sale and consumption of alcohol at the parade is prohibited.