



Special Event Permit Application Checklist

The following information is required for the application review process. A meeting with the City Special Event Team may be required as determined through the application review. Required submittal information is pursuant to Napa Municipal Code 12.48.060 (c).

Submittal information for initial application review:

- Special Event Application Form
- Event Site Plan*(Indicate on the map provided the location of all major features & activities associated with the event. Include location of first aid facilities, stages, platforms, canopies, tents, portable toilets, booths, beer booths, cooking areas, trash containers, dumpsters, generators, electrical needs, vehicles, trailers, exit locations, etc.)
- Event Insurance Certificate or proof of ability to obtain event insurance (see Rules & Regulations for limits)
- Special Events Rules & Regulations Agreement Signed
- Photo-copy of State issued ID of person who will be on site and overseeing the event.

Additional Submittal Information (if applicable):

- For events serving or selling alcohol - ABC Permit (must include both the ABC application & the City application when using a park or plaza)
- Waste/Recycling Service Agreement (Verification of approved plan from Public Works Materials Diversion Division required prior to event)
- Safety Plan (Written description of how minor emergencies will be handled, location of 1st aid booth &/or supplies)
- Logistics Plan (Written Itinerary for the event beginning with set-up through clean-up)
- Traffic Control Plan (Verification of approved plan from Public Works required prior to event)
- Events with vendors are subject to the following:
 - Napa Business License for Booth Sales (required if vendors are selling anything for profit)
 - Napa County Environmental Health Department Approval for Food and Beverage vendors (A copy of the Permit issued by Napa County Environmental Health for the event is required no less than 15 days prior to event)

Required fees and other applicant formation (additional fees may apply):

Application Fee:

- 365 – 90 days: \$200.00 89 – 30 days: \$400.00 29 – 15 days: \$800.00
- Special Event Initial Deposit - \$250.00 to \$1,000.00
 - 250 – 499 people: \$250 500 – 1200 people: \$500 1201+ people: \$1,000

Park Rental & Misc Fees:

(A separate application and site map is required for park & plaza requests. Baseline fees & deposit only per City Policy Resolution 16; subject to change based on size and scale of event, adoption of new fees. A Commercial Surcharge Fee will be applied to all for-profit events.)

Location:

- Veteran's Park \$182.25 Kennedy Park \$182.25 Parking Lot J \$30
- Dwight Murray Plaza \$91 River Trail \$182.25 Oxbow Commons \$182.25
- Refundable Facility Deposit
 - Large: \$375 Medium: \$225

Misc Fees:

- Alcohol Permit \$20.25 Electricity \$28.50 (staff charges will apply) Portable Restrooms \$84 p/day (add'l fee may apply depending on size on location)

"Special Event" refers to any parade, or any ceremony, demonstration, assembly, show, festival, fair, carnival, circus, market, concert, athletic event, review, exhibition, pageant, or any other gathering of 250 or more persons at the same time and for the same collective purpose within any park (or property adjacent thereto), public street, public square or recreation facility, or any event, regardless of the number of participants, requiring closure of a public right of way or involving activity that interferes with the use of the public right of way."

Submit complete application packet to:	For Questions or Additional Information contact:
City of Napa Special Events Parks & Recreation Services Department 1850 Soscol Ave, Suite 201 Napa, CA 94559 Or email to: kabernathy@cityofnapa.org	Kelly M. Abernathy, Recreation Supervisor City of Napa Parks & Recreation Services 1850 Soscol Ave, Suite 201, Napa, CA 94559 Phone (707) 257-9206 or email to: kabernathy@cityofnapa.org

For Office Use Only:

Application Date:		Event Date:	
City Co-Sponsorship Requested:		Reviewed By:	



Special Event Permit Application

SE16 – 00 _____

EVENT SPONSOR & CONTACT INFORMATION			
Applicant Name			
Sponsoring Organization		Non Profit Tax ID	
Applicant Address			
City, State, Zip Code			
Day Phone	()	Cell Phone	()
Email Address			

EVENT INFORMATION			
Event Name			
Event Date			
Event Location	<i>An additional rental application is required for events using a park, plaza, and/or trail</i>		
Type of Event	PARADE	FOOTRACE	FESTIVAL
Start Time		End Time	
Set Up Time		Clean Up Completion	
Estimated Attendance		Number of participants	
Road Closures YES NO	<i>Please note specific location of street and/or sidewalks requested to be closed.</i>		
Traffic Control	<i>Describe proposed method of handling vehicular & pedestrian traffic:</i>		
Vendors YES NO	<i>Please describe the specific type of vendors that will be at your event. A City of Napa business license is required for vendors selling product for profit.</i>		
Alcohol Sales & Consumption YES NO	<i>Please describe the specific location of the proposed dispensary locations: A copy of your ABC license will be required.</i>		
Food Handling	<i>Please describe the food and beverages to sold or distributed. If holding an event in Veterans Park, food vendors may not set-up in the park or on Main Street unless they are a Main Street business.</i>		

Entertainment & Amplified Sound	Please describe the type of entertainment and/ or amplified sound, loudspeakers that will be used for your event:
Event Security	Please describe your event security:
Insurance Requirements	<p>Insurance is required for all Special Events. Event Holder will provide a minimum Certificate of Insurance of \$1,000,000 General Liability, \$2,000,000 General Aggregate 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. 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 \$1,000,000.</p> <p>_____ I will provide the appropriate insurance for the special event. (please initial)</p>

AGREEMENT: The undersigned, as the representative for the _____,
(Person/Organization holding the event)

agrees to take full responsibility for use of City premises as stated in approved Special Event Permit and all individuals/parties/organizations participating in this event will hold the City of Napa, its employees, agents, volunteers and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of service, action and causes of action by any person or persons, for injuries to persons or loss or damages to property occasioned by or in connection with the use of the facilities, equipment or premises caused by any source whatsoever.

I have read the below Policies for Special Activity/Event. I understand that it is unlawful to conduct an activity in violation of the permit provisions and may cause this reservation or the activity/event to be canceled at any time.

_____ Date _____

Signature of Applicant/ Authorized Agent

For Office Use Only

Returning Event			New Event	
ABC License			Insurance	
County Health Permits			City Co-Sponsorship	YES NO
Entered in Active			Fees	\$ Date:
Entered in Outlook			Deposit Paid	\$ Date:
Scanned to Sp Event Folder			Site Map Received	
Conditions Created			Safety Plan Received	
Park App Received			W & R Plan Received	
Park Site Map Received			Logistics Plan Received	
			Refund Issued	

Rules and Regulations and Supplemental Information for Special Events

Please keep these Rules and Regulations for your reference

Special Events are subject to specific criteria and area limitations. Listed below is an outline of City requirements and submittals.

All events in the downtown shall follow the prescribed event areas and traffic control plans unless otherwise approved. Special Events located outside the downtown require that the applicant submit a detailed map of the proposed event space. Events falling outside of the pre-approved event areas are subject to additional fees per the City's Special Event Policy.

Application Fees and Timelines		Minimum Deposit	
365 – 90 days in advance	\$200	250 – 500 people	\$250
89 – 30 days in advance	\$400	501 – 1200 people	\$500
29 – 15 days in advance	\$800	1201 + people	\$1,000

- Organizations should file a complete City Special Event Application a minimum of 90 days prior to the event. Changes to Special Event Applications less than 30 days prior to event are subject to City approval and may require additional charges. Events falling into the Spontaneous Event Category have special filing dates; please call 707-257-9529 for additional information.
- All users must pay the application fee upon submittal of the application. The remaining fees and deposits are due no less than 30 days prior to the event start date. The deposit is refundable provided there is a remaining balance after staff costs are calculated and all facilities are restored to their original condition. If additional cleanup is required or damage is sustained to City property or equipment or City Staff Services are required the day of the event, a portion of or all of the deposit shall be forfeited, and additional charges may apply.
- All activities must be carried out in compliance with the City Permit and these regulations. Activities not carried out pursuant to the permit are punishable by a fine as set forth in the City of Napa Municipal code, section 12.48.100 and 110 and may result in forfeiture of the scheduled event and future City facility/ Park usage.
- 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.

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 \$1,000,000 General Liability, \$2,000,000 General Aggregate 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.**
2. Each certificate shall contain a 30-day cancellation notice to the City of Napa.

3. 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 \$1,000,000 naming the City as additional insured with a 30-day cancellation notice.
4. 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 the Parks & Recreation Department at (707) 257-9529.

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) **The west side of Main Street between Second and Third Streets must remain clear.**
 - s) Fire extinguisher for booths.
 - t) Pyrotechnic or firework display firing site.
 - u) Animals at the event (if applicable)
 - v) Amplified music or sound during the event
 - w) Private property being used for your event
 - x) Event command location where staff can be found during the event

ELECTRICAL ACCESS

1. **Only City of Napa spider boxes will be approved for use. A request for access must accompany your application.**
2. **Only City of Napa electrical staff are to connect/ disconnect power for all events. City staff will be assigned to events based on required need and hours listed on the Special Event Application. Fees will be charged according to the City Policy Resolution No. 16.**
3. Power not to exceed 120 volt 20 amps
4. All extension cords must be 14 gauge or larger with 3 prong grounding connectors
5. All cords must be free from defects and damage and in proper working order
6. If other power is needed Electrical Division must be contacted to discuss possibilities of accommodating

FOOD & ALCOHOL

1. Alcohol consumption in a designated City Park required a separate permit. Application needs to be submitted with park rental application.
2. 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.countyofnapa.org.
3. 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 at www.abc.ca.gov.
4. 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 the Police Department at (707) 257-9550 to set up this appointment.**
5. 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.

6. Food preparation and service including cooking or barbecues in City parks and facilities is subject to approval and additional requirements.
7. 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 any time 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. Event organizers must contact merchants and hotels a minimum of two (2) weeks prior to the event to notify them of the event. A second notification is required within 48 hours of the event with specific details including but not limited to: day, time, street closures, and type of activities.
2. Street closures requiring more than six (6) hours will require a meeting with the Special Event Team for review.
3. In an effort to support downtown merchants, streets may not be closed for more than two (2) meal periods. Special consideration must be made in writing and may require a meeting with the Special Event Team for review.
4. 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.
5. The back of the booths shall be kept tidy.
6. Event organizers must publicize parking areas for the event.
7. 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.
10. Throwing candy, promotional items, etc from moving vehicles is strictly prohibited. Walking volunteers must be used for this purpose.
11. **Spray paint and spray chalk may not be used to mark parade spaces on the ground.**
12. A City Staff may be required to be onsite the day of the event. Fees will charged according to the City of Napa's Policy Resolution No. 16 for direct staff costs.

Revised 12/01/2015