

Special Events Permit Application Information and Instructions

City of Calistoga



***Special Event** as defined in the Calistoga Municipal Code, is any event, farmers market, festival, stroll, fair, show, showcase, house or garden tour, concert, dance, public or private fireworks display, rally, racing event, auction, parade, filming activity and demonstration or competition of creative athletic form which is held on public or private property within the City of Calistoga and has a duration of 1-6 consecutive days or an event series.*

Special Event Types



Public Facility Use – Any event which is planning on using one of the City of Calistoga Facilities for personal or commercial use. This includes the Community Center, Pioneer Park, Logvy Park, Community Pool and Monhoff Recreation Center.



Street Usage and Closure – Any event which takes place on a street or sidewalk. This includes events with and without street closures. Please NOTE: If you are requesting Lincoln Ave., you will have to obtain an additional permit from Cal Trans.



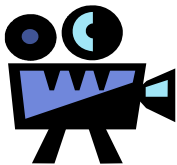
Parade – An event which involves a procession moving along City streets. Please NOTE: If you are requesting Lincoln Ave., you will have to obtain an additional permit from Cal Trans.



Public Property Event – Any event held on public property and may include city parking lots and other public property.



Event on or in Commercial Property - Any event held on/in commercial or private property which is outside of the issued Business Use Permit or business operation.



Filming and Photography - Event which is planning on filming or holding any type of photo shoot within City limits.

Event Type	Event Description	Deadline	Application Fee	Additional Fees	Form Needed
Public Facility Use	Any event which is planning on using one of the City of Calistoga Facilities for personal or commercial use – This includes the Community Center, Pioneer Park, Logvy Park, Community Pool or Monhoff Center	Minimum of 45 days – 1 year in advance.	\$50	Deposit: \$350 Hourly Fee: Varies	SEP
Street Usage and Closure	Any event which takes place on a street or sidewalk – this includes events with and without street closures. Please NOTE: If you are requesting Lincoln Ave. then an additional permit is required from Cal Trans.	Minimum of 45 days – 1 year in advance.	\$50	Deposit: \$350 Fee: varies based on event costs	SEP
Parade	This event which involves a procession moving along city streets. Please NOTE: If you are requesting Lincoln Ave. then an additional permit is required from Cal Trans.	Minimum of 60 days – 1 year in advance. This event requires City Council approval.	\$50	Deposit: \$350 Fee: varies based on event costs	SEP
Event on Public Property	Any event held on public property and may include city parking lots and other public property.	Minimum of 45 days – 1 year in advance.	\$50	Deposit: \$350 Fee: varies based on event costs	SEP
Event on/in Commercial/Private Property	Any event held on/in commercial or private property which is outside of the issued business Use Permit or business operation.	Minimum of 45 days – 1 year in advance.	\$50	Deposit: \$350 Fee: varies based on event costs	SEP
Filming/Photography	Event which is planning on filming or holding any type of photo shoot within City limits.	Minimum of 72 hours.	\$50	Deposit: \$350 Fee: varies based on event costs	SEP
Health Permit	This permit is needed if any food will be prepared and served at the event and must be obtained from the County directly. Will be required for final special event permit to be approved.	Contact Napa County Environmental Management Department directly for requirements	See Napa County ww.co.napa.ca.us	See Napa County ww.co.napa.ca.us	NCDEM
Alcohol Sellers Permit	This permit is needed if your event plans to sell alcohol. Will be required for final special event permit to be approved.	Contact Alcoholic Beverage Control (ABC) directly for requirements	See ABC	See ABC	ABC
Lincoln Avenue Banner Permit	This is a separate permit and is required to be eligible to place a banner across Lincoln Ave. This can be obtained from the Public Works Department.	Up to 1 year in advance and are issued as received based on availability	\$320	City Installed: \$320 Contractor Installed: \$160 refundable deposit	PW
Encroachment Permit	This permit is required to perform work or use any portion of a city sidewalk or street within the public right of way. This is included in the special event permit if you are NOT doing any street or sidewalk modification.		\$25 (may require an additional 5% inspection fee on the estimated cost of work)	N/A	PW

SEP – Special Event Permit application

NCDEM – Napa County Department of Environmental Management

(<http://www.countyofnapa.org/Pages/DepartmentContent.aspx?id=4294967929#TemporaryEvents>)

PW – Contact Public Works for the appropriate permit application

ABC – Alcohol Beverage Control (<http://www.abc.ca.gov/>)

General Rules and Regulations

If and when a special event permit is granted, the applicant must strictly adhere to any and all requirements and fees set forth in the permit. Violations of any requirement set forth in the permit can result in the cancellation of the permit, immediate termination of the event, forfeiture of deposits, civil actions and when applicable, criminal prosecution.

Application Process

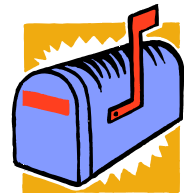
- Special Event Permit Applications are available in the following locations:

Online: www.calistogarecreation.com

For pick-up: City Hall 1232 Washington St. Mon. – Fri. 8 am – 4:30 pm.

Community Resources Office 1505 Grant St. Mon. – Fri. 8 am – 4:30 pm

- Completed applications must be turned in with the application fee and deposit at least 45 days prior to an event and prior to City approval. (Applications submitted on-line must be followed by payment within 72 hours.)
- Application will be reviewed and permit or confirmation will be sent within 3 weeks (15 business days) with a complete summary of all permit requirements and fees.
- All remaining fees and insurance documents must be submitted to the Community Resources Division office at least two weeks (10 business days) prior to the event.
- Rental fees and deposits will be refundable for events cancelled at least two weeks (10 business days) prior to the scheduled event, otherwise all fees will be forfeited. Application fee is *non-refundable*.
- Any refundable deposits will be returned within 2-5 weeks after event or cancellation.



Special Event Form Explanation

Section 1. Applicant Information

Applicant or Main Contact must be a minimum of 18 years of age for non-alcoholic events and 21 years of age for events which will include any type of alcoholic beverage. The person whose signature appears on the permit application should be listed as the **Main Contact** responsible for the actions of the party or organization for the duration of the scheduled event. The completion of this application does NOT guarantee permit or availability of facility or location.

Note: If the event is to be held on private/commercial property, a Letter of Authorization from the property owner must be submitted along with this application. Your application will not be reviewed until this letter is submitted.

Section 2. Event Information

Event Dates and Times – Event Start and End Time should reflect the entire length of the event. Set-Up and Clean-Up hours should reflect the required time requested to set-up and clean-up entire location. If event runs over multiple days, please add any additional date and time information in the description box below.

Event Location – The completion of this application does NOT guarantee permit or availability of facility or location.

Public Facilities

- Calistoga Community Center – 1307 Washington St. This is a one room hall suitable for social gatherings, receptions, meetings, and classes of up to 80 people. There is a small kitchen with a sink, 4 burner stove/oven, and full size refrigerator. Rental of the Community Center includes the use of seven 8-foot tables and 75 folding chairs. Rental also includes use of three picnic tables and patio area located outside. Parking lot is available for car parking only and can not be used for additional event space.
- Calistoga Community Pool – 1745 Washington St. This is a 2 pool aquatics facility which includes a six lane – 25 yard lap pool with a diving board and a smaller recreational pool with water features. The facility also includes a large lawn and picnic area. Alcohol is **prohibited** inside this facility at all times. Permits are only approved during non-operational times during the open season (approx. May – September)
- Logvy Community Park – 1745 Washington St. This community park includes a softball diamond, soccer field, drinking fountain, restrooms, parking lot and Veterans Memorial.
- Monhoff Recreation Center – 1505 Grant St. This location serves as the Community Resource Division Main Office as well as the home to the Calistoga Teen Center. The facility includes indoor racquetball courts, lighted tennis courts, outdoor lighted basketball, backboards, restroom and drinking fountain.
- Pioneer Park – 1308 Cedar St. This community park is nestled within residential Calistoga and is designed for more passive recreational activities. Park includes a

drinking fountain, restrooms, children's playground, gazebo, picnic area and BBQ pits. This park is first come, first serve for smaller groups and does not require a permit. Events expecting to use multiple facilities within the park are required to obtain a permit.

Sidewalks, City Streets, other Public or Private Property

Please submit a site or sketched plan showing the exact location(s) and layout of the event to take place. Included in this plan should be:

- Parking plan and locations to be utilized during the event.
 - Please Note: If your event location will take place on streets or lots, "No Parking" signs must be posted on all city streets and parking locations, 72 hours prior to event use.
- Type, location and estimated number of **water and/or first aid stations** – For planning purposes please factor 1 for every 100 people.
- Type, location and estimated number of **sanitary facilities** that will be able to serve the participants – For planning purposes please factor 1 for every 50 people.
- A description and location for any sound-amplification equipment and the times during which the equipment will be used at the event.
- A description and location of all garbage and recycling receptacles. The City of Calistoga strongly encourages proper and responsible recycling. The City will assist in the sourcing of recycling receptacles when ever possible to support the recycling efforts.

Parade and street closures will require City Council approval and may require additional permits through Cal Trans. Please keep in mind that any additional Public Works and Public Safety employees that are required to secure this event will be billed back to the event at the current billable hourly rate.

Section 3. Event Requirements

Eligible Individuals or Organizations

- *Calistoga Resident* – Individual residing within the Calistoga area as designated by the Calistoga School District Boundaries.
- *Non-Resident* – Individual residing outside of the Calistoga area as designated by the Calistoga School District Boundaries.
- *Local Not-for-Profit* – 51% of the members are Calistoga Residents and organization has a Federal and State Non-profit tax ID number.
- *Not-for-Profit* – Less than 51% of the members are Calistoga Residents and organization has a Federal and State Non-profit tax ID number.
- *Business or Commercial* – Any profit earning individual, business, company, agency, or corporation using a Facility or hosting an event for the purpose of making a profit, soliciting or introducing products or services. Any group which charges admission or parking fee.
- *Exempt Organizations* – City sponsored events and other government agencies such as the Calistoga Joint Unified School District and Napa County Fair Board.

Insurance Information and Requirements – The approved permittee is required to have comprehensive general liability insurance providing for the following limits naming the City of Calistoga, its electives and appointive boards, commissioners, officers, agents and employees as additional insured in the amount not less than one million dollars (\$1,000,000). If alcohol is to be sold or served, insurance coverage must include Liquor Liability.

Please Note: As a condition of issuance, the approved permittee, agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent, or groundless) to the maximum extent allowed by law, the City Manager, the City of Calistoga, its City Council, and each member thereof, and its officers, employees, advisory board members and representatives, from and against any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation) which in whole or in part result from, arise out of, or are claimed to result from or to arise out of any acts, negligence, errors, or omissions of approved applicant, its employees, representatives, contractors, subcontractors, or agents by reason of or arising out of, or in any matter connected with, any and all acts, operations, privileges authorized, allowed or undertaken pursuant to the use approval under their ordinance including, without limitation, any condition or property used in operations.

This agreement of indemnity includes, but is not limited to, personal injury, (including death at any time) and property or other damage sustained by any person or persons (including, but not limited to, companies, corporations, approved applicant and its employees or agents, and members of the general public).

Event questionnaire and additional information

Alcoholic Beverages in Public Places – According to Calistoga Municipal Codes Section 9.08.010 alcohol is prohibited in public places. However there are certain exceptions stated in the Municipal Code Sections 9.08.020 and 9.08.040 which state alcohol may be permitted on city property which has been authorized through an alcohol permit approved by the City of Calistoga and the Police Chief. It is important to remember these following rules at such events:

- Fill out the Special Events Permit Application and indicate alcohol will be served.
- Secure proper insurance to meet city requirements which includes alcohol consumption liability.
- Limit alcohol served to beer or wine only
- Limit persons consuming alcohol to 21 and older.

Security – Any large party expecting 50 or more people and/or any party serving alcohol will be required to have one security guard per additional 50 people (i.e. 51 people – 1 security guard, 101 – 2 security guards, 151 – 3 security guard etc.). At the discretion of the Police Chief, special events may not be required to have private security. When Security is required a signed contract with the Security Service Provider will be required two weeks prior to the event.

Event Inspections – Depending on the event specifications, inspections by Public Safety or Public Works Officials may be required for permit approval. This may include but is not limited to tents, canopies, stages, electrical, and generators. The fees associated with this will be the responsibility of the Applicant.

Entertainment – Please submit detailed information on any music and/or entertainment that is going to be provided at the event including whether it will be live or recorded, means of amplification, and proposed hours of music/entertainment. Live entertainment and/or amplified music is subject to the City's noise regulations as stated in Section 8.20 of the Calistoga Municipal Code.

Additional City Staff and Services – Police, Fire, Public Works, and Recreation employees may be available for this event. Please be advised that whether planned or special response, all employee hours will be billed back to the event at the current billable hourly rates. These billable hours will be required regardless of any fee exemption the event may have.

Set-up and Clean-up – Set up and clean up for all events is the sole responsibility of the Applicant unless previously arranged through the permit process. Please follow this clean-up responsibilities list to ensure your cleaning deposit is returned in full:

- Collect and dispose of all trash in the receptacles provided. **Where receptacles are not provided or receptacles are full, the trash must be carried away from the park by the permit holder and should not be left at the facility.**
- The City of Calistoga highly encourages recycling at all events. Please see Appendix XX001 for additional suggestions to recycling at your special event.
- Do not dump ice or grease on the grass or landscaped areas. The Municipal Code states that it is unlawful to place any substance which may result in the pollution of water into a storm sewer or drain. Ice or grease shall be carried away from the park by the permit holder and not left at the facility.
- Remember: No GLASS is allowed in the parks or pool facility.
- Remove all decoration and other items brought in by your party.
- If food was served, wipe off all tables and counter tops
- Tables and chairs should be returned to storage closets.
- Make sure all lights are off and building is secure.
- Fires in BBQ pits should be completely extinguished before leaving the park.
- The Community Center floor should be clean of all debris and mopped after every event.**
- Immediately report any damage or injury to the Calistoga Police Department at 942-2810

** The janitor's closet at the Community Center is located adjacent to the men's restroom. The closet will be unlocked by the Facility Attendant and permit holders may borrow a broom and mop if needed to leave the Community Center in satisfactory conditions. There are also extra paper supplies stored in the closet if needed for the restrooms.

Fee Schedule

Deposits – Every Special Event Permit Holder is required to put a cleaning and security deposit down for the event. For Facility and Park events, the facility attendant will check applicant in and out of the facilities and will utilize a standardized check-list to determine cleanliness. Please allow two to five weeks for the processing of all deposits. Deposits for most special events is \$350. Deposit for the Calistoga Community Pool is \$500.

Fees – Fees for facilities and parks are determined per hour. Application fee is NON-Refundable.

Parks – Logvy and Pioneer

Applicant Status	Deposit	Application Fee	Hourly Rental Fee
Calistoga Resident	\$350	\$50	\$56
Non-Resident	\$350	\$50	\$200
Calistoga Non-profit	\$350	\$50	\$24
All other Non-profit	\$350	\$50	\$56
Business/Commercial	\$350	\$50	\$200

Facility – Community Center – 1307 Washington St.

Applicant Status	Deposit	Application Fee	Rental Fee	Floor Cleaning Fee
Calistoga Resident	\$350	\$50	\$18	\$50
Non-Resident	\$350	\$50	\$50	\$50
Calistoga Non-profit	\$350	\$50	\$10	\$50
All other Non-profit	\$350	\$50	\$12	\$50
Business/Commercial	\$350	\$50	\$100	\$50

Facility – Calistoga Community Pool

Applicant Status	Deposit	Application Fee	Rental Fee (0-100 people)	Rental Fee (101-200 people)
Calistoga Resident	\$500	\$50	\$100	\$150
Non-Resident	\$500	\$50	\$150	\$200
Calistoga Non-profit	\$500	\$50	\$100	\$150
All other Non-profit	\$500	\$50	\$150	\$200
Business/Commercial	\$500	\$50	\$200	\$400

Other Events and Associated Fees

Event	Deposit	Application Fee	Associated Fees
Parade	\$350	\$50	Applicant billed for all additional event costs.
Street Usage w/ and w/o closure	\$350	\$50	Applicant billed for all additional event costs.
Event on Public Property	\$350	\$50	Applicant billed for all additional event costs.
Event on Private/Commercial Property	\$350	\$50	Applicant billed for all additional event costs.
Filming and Photography	\$350	\$50	Applicant billed for all additional event costs.
Inspection fee			Based on event needs and plans. Applicant will be responsible for all inspection fees.**
Expedition fee			\$250**

** These inspection and expedition fees will be billed regardless of any fee exemption the event may have.

Guide to Recycling at Special Events

Special events provide a great opportunity to recycle. Efforts are appreciated by both your guests and staff.

Once you learn the basics, you'll see how **EASY** it is to recycle at your event!



RECYCLING GUIDELINES



PLAN AHEAD - Include recycling from the start of the event planning process.

1. Check with the facility to verify existing trash and recycling services. If these services will not meet your needs, contact your service provider (see reverse) for assistance in selecting appropriate recycling and trash containers for your event.
2. If the facility cannot accommodate the additional materials generated at your event, order extra service at least several weeks in advance.
3. Advanced notification to vendors and/or caterers is important. A message with instructions about recycling at the event should be included in your written event communications.
4. Think about where the recycling containers will be located and who will be using them (public or staff). There is a variety of equipment available: including carts, bins, and large boxes.
5. Determine who will be emptying the recycling and trash containers at the event – be sure to communicate with them so you can address any concerns in the planning stages and not on the day of the event. NRWS/NCRWS offers free recycling trainings for event staff – call for details. If you have another provider, contact them for service options.

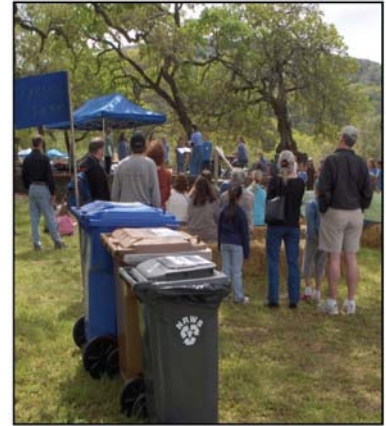
EVENT SETUP

- **Always** place recycling containers alongside trash containers - neither should EVER be alone, since a lone recycling container will just fill up with trash, and visa versa! Lidded containers with restricted openings work best for recycling since this discourages trash.
- Recycling and trash containers should be different colors (blue for recycling). If bags are used, try to use clear for recycling and black for trash for easy identification. Never use dark bags for recyclables.
- Proper signage on all containers is **Key** (print out sample signs at www.naparecycling.com). It should be clear what items can be recycled - use graphics and provide bilingual information whenever possible.
- Reminders (signs placed around the venue, live stage announcements, flags, messages in event programs) help reinforce the recycling message.



- Make sure ample recycling containers are placed near high volume areas: bars, kitchens, food bussing areas, food stalls, etc.
- Work with the cleanup staff – let them know about the program and listen to suggestions.
- Make sure trash cans are emptied regularly and don't overflow – this can cause guests and staff to start using the available recycling containers for trash.
- Specifics will differ from event to event. Use these tips as an outline to begin building a successful recycling program.

Success stories: *The 2006 Earth Day Festival at Skyline Park recycled or composted 94% of the event waste and generated only 72 lbs. of garbage! At the 2006 Town and Country Fair, NRWS collected over 81 tons of recyclable and compostable materials - 2/3 of the total material generated at the event!*



REASONS TO RECYCLE

- Special events typically produce a lot of waste...which can lead to unexpectedly huge garbage bills. Recycling can **save you money** - there is always a charge for trash collection, while recycling service is provided free of charge or at a discounted rate.
- State and County policies require recycling at large events.
- Your guests notice and appreciate it – recycling is good public relations!
- By recycling, you save valuable resources, conserve energy and reduce pollution.
- Increasingly, corporations and agencies give preference to “green practices” when shopping for event locations and service providers.

RESOURCES

County of Napa Environmental Mgmt: (707) 253-4471; **City of Napa Recycling Division:** (707) 257-9200

www.bottlesandcans.com: free information and supplies from the California Dept. of Conservation

Purchase your own recycling containers: Office supply stores carry a wide selection, or check www.crra.com/vserc/vendors.html for a list of container vendors.

Food donations: Napa Valley Food Bank - (707) 253-6128 (the Good Samaritan Law protects you by limiting donor liability)

Buy recycled products: Check the directory in Napa County’s phone book *Recycle Guide* (in the yellow pages).

Sustainable special event products: www.greenhome.com, www.greenearthofficesupply.com

Reduce event waste even more by composting food waste – **NRWS/NCRWS** has info on biodegradable food service products, collection opportunities, and more at www.naparecycling.com.

Be on the cutting edge and throw a “Zero Waste” event!



SERVICE PROVIDERS IN NAPA COUNTY:

- **Upper Valley Disposal Service** – Serves Yountville, St. Helena, Calistoga, and portions of unincorporated northern Napa County. Recycling is offered at a reduced rate and services for special events are limited. (707) 963-7988 or www.uvds.com
- **Berryessa Garbage Service** – Services for special events are limited. (707) 226-9543
- **American Canyon Recycling & Disposal** – (707) 552-3110 or www.americancanyonrandd.com
- **Napa Recycling & Waste Services/ Napa County Recycling & Waste Services (NRWS/NCRWS)** – Serves the City of Napa and surrounding unincorporated County areas. (707) 255-5200 or www.naparecycling.com

