



## Town of Yountville Special Event Guidelines

The following guidelines apply to Special Event Permit applications. The Town of Yountville requires anyone conducting a special event to have a permit when an event meets the following criteria.

### **MINOR SPECIAL EVENTS**

- A.** Upon any public street, alley, park or any other public grounds in the Town, any parade, march, ceremony, show, exhibition, pageant, street procession and/or gathering of 200 or more persons.
- B.** Upon any privately owned grounds in the Town:
  - 1.** The installation, placement or erection of any temporary building, edifice, tent, oversized balloon, blimp, marquee, float or similar structure at a location visible from public streets or neighboring property; or
  - 2.** Any gathering of persons where vehicles are to be parked on property which is not designed for parking; or
  - 3.** Any event which is required by the Town as a part of a conditional use permit to apply for and receive a special event permit; or
  - 4.** Any gathering of 200 or more persons:
    - a.** Held for the sole purpose of advertising any product, goods, wares, merchandise or event and designed to be held purely for private profit, or
    - b.** To which the general public is invited;

### **MAJOR SPECIAL EVENTS**

- A.** Any event taking place over multiple days and/or multiple venues within the Town of Yountville limits ie: Multi Day/Multi Venue Festival
- B.** Upon any public street, alley, park or any other public grounds in the Town, any parade, march, ceremony, show, exhibition, pageant, street procession and/or gathering of 200 or more persons.
- B.** Upon any privately owned grounds in the Town:
  - 1.** The installation, placement or erection of any temporary building, edifice, tent, oversized balloon, blimp, marquee, float or similar structure at a location visible from public streets or neighboring property; or
  - 2.** Any gathering of persons where vehicles are to be parked on property which is not designed for parking; or
  - 3.** Any event which is required by the Town as a part of a conditional use permit to apply for and receive a special event permit; or
  - 4.** Any gathering of 500 or more persons:
    - a.** Held for the sole purpose of advertising any product, goods, wares, merchandise or event and designed to be held purely for private profit, or
    - b.** To which the general public is invited;

**Alcohol:** Anyone involved in the sale or serving of alcoholic beverages at an event must be 21 years of age or older. In most cases, the sale or serving of alcohol at an event will require a license which can be obtained

through the State of California Department of Alcohol Beverage Control (ABC). ABC requires a signature from the Town of Yountville and/or Property Owner as well as the Yountville Sheriff's Department. For your convenience, the following contact information is provided.

**Department of Alcohol Beverage Control**  
**50 D Street, Suite 400**  
**Santa Rosa, CA 95404**  
**(707) 576-2165**  
[www.abc.ca.gov/permits/permits.html](http://www.abc.ca.gov/permits/permits.html)

**Amplified Sound:** Any event using sound amplification equipment requires a Town of Yountville Amplified Sound Permit. All event activities must comply with the local laws applicable to sound levels. A Sheriff's deputy or a Town staff member who determines that sound from your event is offensive to others or violates local laws will require you to stop the noise. Also the Sheriff may order musical entertainment to stop if it incites a crowd to become unruly and creates a risk of injury. For information about the Town of Yountville Amplified Sound Permit requirements, call the Parks and Recreation Services Department at 707-944-8712.

**Application:** MINOR event Applications must be submitted a minimum of 30 days in advance. Applications submitted less than 30 days may not be accepted. MAJOR Special Event Applications must be submitted a minimum of 120 days in advance of the event. Applications must be signed by a designated signee of the organization or business.

**Application Fee:** An application fee is due upon submittal of application:

MINOR EVENT: Submitted 90 days or more prior to event a \$183 application fee is required. If application is submitted less than 90 days prior to event a \$332 application fee is required.

MAJOR EVENT: Required to be submitted at least 120 days prior to the event date. \$1,626 application fee.

**Block Party:** A gathering, sponsored solely by owners, residents or tenants of properties fronting a street, requires a Block Party Permit. A block party is a closure of not more than one block of a local street to vehicular traffic and use of the street for a gathering of less than 100 persons. For more information about the Town of Yountville Block Party Permit requirements, call the Parks and Recreation Services Department at 707-944-8712.

**Business License:** All vendors participating in an event held in Yountville must obtain a current business license. For information about the Town of Yountville Business License requirements, call Town Hall at 707-944-8851 or visit [www.townofyountville.com](http://www.townofyountville.com).

**Cancellation:** Cancellation of an approved special event must be received by the Town's Parks and Recreation Services Department no less than three (3) business days prior to the start of event. The applicant is responsible for any labor or direct Town costs incurred up until the time of cancellation. The applicant is also responsible for all venue rental fees. Additionally, the permit application fee is non-refundable.

**Crowd Control and Security:** Event organizers are required to provide a safe and secure environment for their event. This is accomplished through sound planning and anticipating potential problems. Your event may require the services of a professional licensed security company or the Napa County Sheriff. Town of Yountville staff will ultimately decide if security is necessary.

**Film/Photography:** Defined as all activities pertaining to commercial still photography, filming commercial motion pictures, television shows and commercials in any medium including film, tape or digital format. Film/Photography activities require a Town of Yountville Film/Photography Permit. For information about Film/Photography requirements, call the Town's Parks & Recreation Services Department at 707-944-8712.

**First Aid:** Certain events require a First Aid Station staffed with primary emergency medical personnel. Emergency Medical personnel shall provide all appropriate first aid equipment (including an AED unit) and have it accessible on-site at the first aid station. For your convenience, the following contact information is provided.

**Napa County AMR**

**Operation Address:** 841 Latour Court, Suite D  
Napa, California 94558

**Main Phone Number:** 707.501.5280

**Email:** [amr.napa.county@amr.net](mailto:amr.napa.county@amr.net)

**Food Vendors at Temporary Events:** A permit for "[Sponsors of Temporary Events](#)" may be required by the County of Napa Department of Environmental Management if food or beverages are sold or distributed during the event. The type of permit, policies, procedures and fees depends on the event classification and the number of days your event is being held. For your convenience the following contact information is provided.

**County of Napa**  
**Department of Environmental Management**  
1195 Third Street, Suite 101  
Napa, CA 94558  
707-253-4471

**Indemnification:** You must agree to indemnify and hold harmless the Town of Yountville, its officers, agents and employees from any and all claims, damages or suits that may arise by the granting of a Special Event Permit.

**Insurance:** A CERTIFICATE OF INSURANCE (COI) including the ENDORSEMENT is required. Documents must name the Town of Yountville, its employees, officers and/or officials, agents, and volunteers as additional insured. The minimum amounts of coverage are \$1,000,000 Property Damage and \$2,000,000 General Liability. Certificate and Endorsements are due to the Town 15 days prior to the date of your event unless other arrangements have been made. Higher liability limits may be required based on risk manager's assessment.

**Notification Letter:** The event sponsor may be required to distribute a notification letter to all residences and businesses within a one block area of the event or greater with information about the event. The letter shall include but not be limited to information regarding event location, impact on access, areas of parking and traffic restriction and whom to contact should issues arise. The letter must reach residences and homes no later than 48 hours prior to the start of the event.

**Parking:** A parking plan for event attendees, staff and volunteer vehicles must be included with the special event permit application. Parking for trucks and trailers is extremely limited in town. Your parking plan should address where and how you will notify your attendees/staff/vendors of designated parking area and what those designated parking areas are. In the event you will be using a private parking area for your event, you must submit a signed letter of approval from the private land owner/manager. Those requesting public parking spaces marked as "Event Parking Only" for an event must indicate so on the parking management plan including location and duration. This is a request only and will be reviewed by the commission. Public Parking spaces are billed at \$61 per day, per space which includes staff time to deploy signage.

**Portable Toilets and Hand Washing Sinks:** Locations of portable toilets and hand washing sinks must be coordinated with and approved by the Town of Yountville. The number of facilities should be appropriate for the event size as directed through the County Department of Environmental Management.

**Property Owner Permission:** Applicants are required to have written permission from property owners to use their property or to conduct an event in front of or in proximity to their business before a permit is approved.

**Pyrotechnic Approvals:** All activities involving pyrotechnics require special approval from the Town's contracted fire service provider, Cal Fire. Requests for pyrotechnic activities shall be reviewed at a meeting between the organization and all approval authorities to be held at least sixty working days prior to the scheduled event. For your convenience, the following contact information is provided.

Napa County Fire Marshal's Office  
Napa County Fire Chief  
1125 Third Street  
Hall of Justice, 2nd Floor  
Napa, CA 94559  
**Main Phone:** (707) 299-1464

**Refundable Security Deposit:** A refundable security deposit of \$500 is required upon submittal of application. If no damage occurs, extra clean-up is not required and additional Town staff time is not incurred, your security deposit will be returned by check within 30 days. A higher deposit may be required based on risk manager's assessment.

**Revocation of Permit:** Any permit granted pursuant to this section shall be revocable at any time by the Town Manager or his designee for good cause. The Town Manager or his designee shall be authorized to immediately revoke the rights and privileges conferred by this permit, in whole or in part, in his or her absolute discretion, for reasons related to, among other things: 1) preserving health and safety; or 2) for the breach of any term or condition of this permit.

**Sanitation/Recycling:** You must have a trash and recycling plan and include that information in your application. It is your responsibility to properly dispose of waste and garbage throughout the duration of the event and immediately upon conclusion of your event. The event area must be returned to a clean condition. Failure to perform adequate clean-up may include denial of future special event permit requests, charges at full cost for the Town's clean-up, and/or a cash deposit or surety bond for future events. Depending upon the size and scope of the event, dumpsters may be required. Recycling containers for aluminum cans, cardboard and glass are required at all events. For additional information on decreasing the amount of waste at your event, log on to [www.naparecycling.com/special\\_events](http://www.naparecycling.com/special_events).

**Site Plan:** Applicants must submit a clear and legible site plan with application. The site plan must indicate the location of all temporary structures, including tents, stages and portable toilets as well as any item applicable and marked yes on page one of the application. Parades, runs, walks and cycling events must include the routes traveled, locations of monitors, staging and dispersal areas.

**Temporary Banners:** Authorization to install temporary banners is limited to Town of Yountville non-profit organizations through the Town of Yountville banner application process. For more information on applying for temporary banner placement, contact the Parks and Recreation Office at (707) 944-8712 or log on to [www.townofyountville.com](http://www.townofyountville.com).

**Temporary Structure Approvals:** Temporary structures exceeding 100 square feet including tents, canopies and stages must be inspected by Cal Fire and/or the Town of Yountville's Building Inspector. For your convenience the following contact information is provided.

Napa County Fire Marshal's Office  
1125 Third Street  
Hall of Justice, 2nd Floor  
Napa, CA 94559  
**Main Phone:** (707) 299-1464

**Town Facilities and Parks:** Permission for use of Town of Yountville properties and public rights-of-way are coordinated through the Town Parks and Recreation Services Department. Reservation fees apply to Yountville Park Picnic Areas, Bocce Courts, Community Center and other Town Facilities. For information about Town facility reservations call the Parks and Recreation Department at 707-944-8712 or by logging on to [www.townofyountville.com](http://www.townofyountville.com).

**Town Staff Services:** The scheduling of police, fire or other Town staff for event support is on a manpower availability basis. Requests for staff assistance must be made in the application packet a minimum of thirty days in advance. A two-hour minimum charge applies for all Town staff scheduled to support the event. Cancellations of staff support that occur less than twenty-four hours in advance of event shall be invoiced at full scheduled cost. Charges are calculated for each staff member by the hour or any portion thereof.

**Traffic Control Plan:** Applicant must submit a clear and legible traffic control plan. A diagram must be submitted and include: locations of any detours, delay warnings, routing, no parking locations, traffic monitors, etc. The plan must be approved by Town Public Works and public safety personnel prior to permit approval and must be followed at all times during the event. If Town barricades and signs are used, a fee of \$14 per barricade or sign will be charged. The Town may require the deployment of the changeable message sign for the safety of your event attendees. If required, a \$183 fee per changeable message sign will be charged.

**Temporary Signage and Markings:** Applicants placing temporary signage or route markings are required to completely remove all markings after the event. This includes use of powders and "flour" that may be used for runs or races. Spray paint or other semi-permanent materials may not be used at any time. In the event the route markings are not completely removed after the event, the applicant will be charged on a time and materials basis for Town staff to remove the signs and markings.



# Town of Yountville Special Event Permit Application

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MAJOR SPECIAL EVENT  
(MULTI-DAY/MULTI-VENUE)

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MINOR SPECIAL EVENT  
(ONE DAY/ONE VENUE)

<b>APPLICATION DATE:</b>		<b>EVENT DATE:</b>	
<b>EVENT NAME:</b>			
<b>ORGANIZATION NAME:</b>		<b>Non-Profit Organization:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>CONTACT/APPLICANT NAME:</b>		<b>Email:</b>	
<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>DAYTIME PHONE:</b>		<b>DAY OF/CELL PHONE:</b>	
<b>ON SITE MANAGER:</b>		<b>CELL PHONE:</b>	
<b>ESTIMATED ATTENDANCE:</b>		<b>ATTENDANCE AT ANY ONE TIME:</b>	
<b>EVENT SET UP DATE:</b>		<b>EVENT SET UP TIME:</b>	
Use one line below for EACH event date			
<b>EVENT DATE</b>	<b>START/END TIME</b>	<b>EVENT LOCATION</b>	
<b>EVENT BREAK DOWN DATE:</b>		<b>EVENT BREAK DOWN TIME:</b>	
<b>TYPE OF EVENT:</b> <input type="checkbox"/> Street Festival <input type="checkbox"/> Parade <input type="checkbox"/> Auto Show <input type="checkbox"/> Run/Walk <input type="checkbox"/> Cycling <input type="checkbox"/> Assembly <input type="checkbox"/> Musical <input type="checkbox"/> Other _____			
<b>EVENT DESCRIPTION:</b> Please describe your event in sufficient detail for the Town to fully understand it and its impacts. (Attach additional sheets if necessary)			

<b>Please check Yes or No to all items below as they relate to your event:</b>	
<b>Amplified Music/Sound</b> No	<b>Animals will be present</b> No
<b>Food Sold</b> No	<b>Food Cooked</b> No
<b>Filming/Still Photography</b> No	<b>Sheriff's Dept Support Needed</b> No
<b>Streets Blocked</b> No	<b>Highway Access Blocked or impeded</b> No
<b>Temporary Structures (Tenting/Stage)</b> No	<b>Sidewalks Blocked or impeded</b> No
<b>Beer &amp; Wine Served or Sold</b> No	<b>Use of Barricades (\$14 each)</b> No
<b>Use of Town Facilities or Parks</b> No	<b>Concessions/Vending Sold</b> No
<b>Use of Fireworks</b> No	<b>Message Trailer Required.(\$183)</b> No
<b>Public Parking Spaces Blocked</b> No	

#### ATTACHMENTS REQUIRED:

- Description** of all items you checked YES on above.
- Alcohol:** Description of your controls during the event and how you will verify age.
- Parking Plan:** If your event is drawing more attendees than your parking can hold, you are required to attached a parking plan including maps, space counts, contracts for parking services or lots and a plan for executing and notifying your guests.
- Event Site Plan: A legible map (Hand-drawn or other) including the following-**
  - Location and/or event Routes
  - Street Closures
  - Entry and Exits
  - Location of Traffic Monitors
  - Location of Temporary Structures
  - Location of portable toilets
  - Parking Areas
  - Transportation/Shuttle Route and Staging
  - Trash and Recycling
  - Any impacted parking areas
- Event Timeline: Includes set up/take down, deliveries etc..**
- Application Fee & Deposit: Check or completed credit card authorization**

Submitted 90 days or more prior to event:	\$183
Submitted less than 90 days prior to event:	\$332
Major Special Event required 120 days prior:	\$1,626

**Refundable Security Deposit (due upon submittal of application): \$500**

For a Major Special Event, a higher deposit may be required.

#### 7. Certificate of Insurance:

As an authorized representative of the above referenced organization, I agree to comply with all applicable laws. By signing this I am certifying that I have read and understand the Town of Yountville Special Event Permit Guidelines that accompanies this application and I agree to abide by them. We agree to indemnify and hold harmless the Town of Yountville, its officers, agents, and employees from any and all claims, damages or suits that may arise or in any way be occasioned by the granting of this permit. Other permits may also be required, such as Amplified Sound Permit, etc.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_