



Town of Yountville
"The Heart of the Napa Valley"

Town of Yountville Special Event Permit

This permit must be always in the possession of the onsite event manager during the event and must be produced when requested by Town officials or Public Safety Personnel.

PERMIT #	EVNT-23-18	Date Issued:	10/04/2023
EVENT NAME	Bouchon Bistro 25 th Anniversary Party		
TYPE OF EVENT	Celebration of 25 years		
DATES of EVENT	10/14/2023		
TIMES OF EVENT	5 PM – 10 PM		
EVENT LOCATION/S	Street closure of Washington street, in front of Bouchon Bistro and Bakery		
PROJECTED ATTENDANCE	300/ 125 at any one Time		
EVENT DESCRIPTION	Celebrating the 25 th anniversary of Bouchon Bistro		
SPONSORING ORGANIZATION	Bouchon Bistro/TKRG		
ON SITE MANAGER	Alex Laos alaos@bouchonbistro.com 707-531-2880		

See the attached conditions of approval. Permit is valid only if all attached conditions of approval are complied with.

Authorized By:

Kendra Bruno

10/4/2023

Code Compliance Officer

Bouchon Bistro 25th Anniversary Party

Bouchon Bistro/TKRG
6534 Washington Street
10/14/2023
5 PM – 10 PM

Event set up: 2 pm – Midnight

1. **Event Logistics:** Bouchon Bistro/TKRG is responsible for all event logistics.
 - a. **Set up:** Set up will take place on 10/13/2023 starting at 3 pm with the understanding and condition of not blocking Washington Street for deliveries per the Sheriff Department.
2. **Traffic Control:** Washington Street will be closed from north of V Marketplace entrance and just south of Estate Yountville's West Pavilion parking lot for vehicular and pedestrian traffic from 2:00 pm to 12:00 am on 10/14/2023 on the following conditions:
 - a. Traffic Management, Incorporated will set up and remove the street closure and detour with the fully burdened cost.
 - b. Traffic Management, Incorporated will provide flaggers at both ends of the closure to direct both event guests as well as pedestrians for the duration of the closure.
 - c. The applicant agrees to notify all affected neighboring residents and businesses in writing of the closure. Notifications must be sent or delivered to all addresses along Washington Street from Yount Street to Humboldt street and provide copies to the Town via email at kbruno@yville.com.
 - d. The applicant agrees to the cost of \$208 per electronic message sign to be placed on Washington Street south of Webber and Madison at Washington St. for a total of 2 = \$416.00
3. **Parking Control:** Bouchon Bistro/TKRG staff will park at the Church parking lot and Bouchon Bistro is getting transportation for them. Parking will also be found at Edward James Courtyard and Hestan Vineyards, meeting the required 42 spaces per the YMC. Parking control plan included as an attachment.
4. **Street Closure:** Street closure of Washington street, directly in front of Bouchon Bistro and Bouchon Bakery on October 14, 2023 from 2 pm to 12 am.
5. **Amplified Sound:** All amplified sound shall occur in accordance with the Town's Amplified Sound Permit issued to Bouchon Bistro for this event. Sound Amplification Permit has been approved: AMP-23-??.
6. **Insurance:** Bouchon Bistro/TKRG shall provide general liability insurance in the amount of \$1,000,000 which indemnifies and holds the Town harmless and names the Town as additional insured. Additionally, liquor liability insurance shall be provided by Bouchon

Bistro/TKRG in the amount of \$1,000,000. Certificate of insurance and endorsement page have been received.

7. **Cleanup:** Bouchon Bistro/TKRG is to provide appropriate cleanup on impacted streets and at associated facilities during and after the event. Bouchon Bistro/TKRG shall be responsible for ensuring that all litter, trash, signs, and all other items are picked up and removed, respectively.
8. **Notification to Area Businesses & Neighbors:** Bouchon Bistro/TKRG is responsible for notifying area businesses and residential neighbors about the details of the event including those at the V Marketplace. **Addresses will be provided by Town staff for notification purposes.**
9. **ABC Permits:** Verified online – License #344318
10. **Napa County Health Department:** The Napa County Department of Environmental Health shall be contacted to determine if any special permits are required for the food booths.
11. **Temporary Structures:** Any tent, canopy or temporary structure shall be approved as part of the Fire Code (Article 32 of the Yountville Municipal Code Sections 15 – 16).
12. **Solid Waste Management Plan:** The event staff has provided a solid waste plan that includes diverting as much material as possible from landfill. There will be triple streams set up throughout the event space.
13. **Filming/Photography:** Approved as per application for still photography during the event.
14. **Who To Call:** In the event there are Town related issues during the event (Restroom Malfunction, Unsafe Conditions), the event holder is asked to call Napa Sheriff Dispatch Non-Emergency at (707) 253-4451 to request assistance.
15. **Temporary Structures:** Any tent, canopy or temporary structure shall be approved as part of the Fire Code (Article 32 of the Yountville Municipal Code Sections 15 – 16).
16. **Law Enforcement:** All local traffic laws shall be complied with.
17. **Vendors:** All vendors doing business within the Town limits shall have a valid Yountville business license.
18. **Additional Assistance:** If Town staff is called out to assist with the event it will be on a billable overtime basis and the event is fully liable for those costs.
19. **CalFire:** See Exhibit B with all the Conditions of Approval, including the requirement to easily move the fences to create a fire lane.



A Tradition of Stewardship
A Commitment to Service

Napa County Fire Department
Fire Marshal's Office
Hall of Justice, 2nd Floor
1125 3rd Street
Napa, CA 94559

Office: (707) 299-1464

Jake White
Fire Marshal

Exhibit B

Special Event Operations Requirements

TO:	Alex Laos	DATE:	9/25/2023
FROM:	Jason Downs, Deputy Fire Marshal	PERMIT #	EVNT-23-18
SUBJECT:	Bouchon Bistro -25 th Anniversary Party	APN:	6534 Washington Street

The Napa County Fire Marshal's Office has reviewed the submittal package for the temporary events. The Fire Marshal approves the temporary event as submitted with the following conditions of approval:

Fire and Life Safety Requirements

- Inspection by the Fire Department is required prior to occupancy or event.
- Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space, for the intended configurations. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or the owner's authorized agent. (CFC 1004.9).
- For events with 500 people or more crowd managers shall be provided for the event per CFC 403.11.3. No fewer than 2 trained crowd managers, and not fewer than 1 crowd manager per every 250 people or a portion thereof shall be provided per CFC 403.11.3.1

Crowd managers shall presume all the following duties per CFC 403.11.3.3:

1. Conduct an inspection of the area of responsibility and address egress barriers
2. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards
3. Verify compliance with all permit conditions.
4. Direct and assist the event attendees in the evacuation during an emergency
5. Assist emergency response personnel where requested
6. Other duties required by the fire code official
7. Other duties as specified by the fire safety plan



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Special Event Operations Requirements

- If the event is outdoors all electrical equipment and wiring shall be labeled for outdoor use per CFC 3106.1

Fire Department Access

- Emergency lanes for fire access shall maintain 20' in width per CFC 503.2.1
- Building exits and fire lanes shall not be blocked or obstructed per 503.4
- Unobstructed access to fire hydrants, drafting sources, and other fire protection features shall be maintained at all times per CFC 3106.2.3.1.

Please note that the comments noted above are based on a Fire Marshal review only. There may be additional comments or information requested from other County Departments or Divisions reviewing this application submittal package.

Detailed information can be found by visiting the Napa County Fire Marshals website and clicking on the link [Special Event Guidelines](#). Should you have any questions, please contact me at (707) 299-1467 or at jason.downs@countyofnapa.org.