



## **Napa County Regional Park and Open Space District Special Event Permits**

**2021**

Special Events occurring on Napa County Regional Park and Open Space District properties require a Special Event Permit. A Special Event is defined as any non-NCRPOSD sponsored event that meets one or more of the following criteria:

- 1) Events with a participation fee;
- 2) Events that are of a non-outdoor recreational nature;
- 3) Outdoor recreational activities of 30 or more people;
- 4) On-going classes or programs;
- 5) Events that request partial or exclusive use of an area of the park;
- 6) Events of a commercial nature;
- 7) Events that request amplified sound; or
- 8) Events requiring stages, tents, barricades, fences or other items.

If you are unsure if your event requires a permit, please [contact us](#).

Any event held on NCRPOSD property cannot compromise the park or its grounds, harm the environment, deter public access where otherwise allowed, or significantly prevent park visitors from enjoying the park and facilities during normal operating hours as determined at the sole discretion of the District General Manager or his/her designee. Additionally, any Special Event must be consistent with any Napa County and/or Grantor restrictions to which the property in question is subject. Your cooperation and understanding of the rules and regulations of the park and the restrictions that we list are for protection of the park, the safety of the public, and your event guests.

NCRPOSD has the right to deny a request if the event is inconsistent with this document, inconsistent with other NCRPOSD policies and/or regulations, inconsistent with the preservation and natural resource protection missions of the District, or due to lack of staffing to accommodate the event.

### **Timeline**

You may submit your Special Event Permit application up to one year and no later than 60 days prior to the event. We encourage you to begin the process early, and [contact us](#) prior to completing an application to discuss availability of the park and whether your event would be allowed.



After we receive your completed application package and application fee, we will contact you with any questions or clarifications, and to discuss any additional needs such as a parking or traffic control plan, medical aid, or portable toilets. A \$200 non-refundable deposit to hold the date for your event is due upon issuance of the Special Event Permit. Remaining fees are due 30 days prior the event (see site use fees below). You must cancel 72 hours in advance of the event to receive a refund, less the \$200 deposit.

### **Site Use Fees**

Site Use Fees are fees for use of the site only and are charged on a daily basis. After review of the event application, additional staffing, maintenance, set up, etc., may result in additional administrative fees. Staff will review the completed application and inform you of estimated additional fees. The following are examples of potential site use fees:

\$350 (up to 30 people) 2 hours max  
\$500 (up to 50 people) 2 hours max  
\$1,000 (50-75 people) 2-4 hours max  
\$1,500 (100+ people) 2-4 hours max  
\$2,500 (50 to 75 people) 4-8 hours max  
\$3,500 (75 to 120 people) 4-8 hours max

### **Insurance and Liability**

You may be required to furnish, at your own expense, proof of insurance coverage for liability, bodily injuries, and property damage in an amount not less than one million dollars (\$1,000,000), naming Napa County Regional Park and Open Space District as additional insured by separate endorsement. Should this be required, an Insurance Certificate and a separate endorsement page must be provided 30 days prior to the event.

### **How to Apply**

Submit a complete Special Event Permit application package, which includes the following:

1. Completed application form
2. Detailed description or map of area(s) of the park where you would propose that the event take place
3. \$50 application fee (check made payable to Napa County Regional Park and Open Space District)