

Draft Temporary Event Application Packet

COUNTY OF NAPA PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

TEMPORARY EVENTS LICENSE APPLICATION PACKET

- 1. Application Checklist
- 2. Application
- 3. Defense and Indemnification Statement
- 4. Request for Fee Waiver Memo, Fee Waiver Request Forms, and Community Feedback
- 5. Certificate of Insurance Sample (To Be Forthcoming)
- 6. Temporary Event Categories That Do Not Require a License (To Be Forthcoming)
- 7. Temporary Event Categories Which Require a License (To Be Forthcoming)
- 8. Temporary Events Manual
- 9. Frequently Asked Questions (To Be Forthcoming)
- 10. Late Application Justification Form

TEMPORARY EVENTS LICENSE APPLICATION CHECKLIST

 1.	The application shall be signed by both the applicant or authorized representative and the owner or lessee or authorized representative of the property on which the event is to be held. If the applicant is other than an individual, see the table below for the authorized representative to sign an application and the required information to be attached:
 2.	A Defense and Indemnification Statement signed by the applicant or authorized representative and property owner or authorized representative (see No. 1 above).
3.	A copy of the current Certificate of Insurance (COI) showing general public liability, minimum \$2,000,000 individual and \$4,000,000 in aggregate, coverage in the amount specified in the Temporary Events Manual and, if applicable, an endorsement for alcohol. If alcohol will not be served, please include a note detailing so on the COI. (<i>NOTE: Insurance subject to final review by Risk Manager and could result in delay or cancelation of event).</i>
 5.	A check payable to the County of Napa for the appropriate fee (please call for current fees) as adopted by the Board of Supervisors and set forth in Section III of the Napa County Policy Manual. A late fee, as adopted by the Board and set forth in Section III of the Napa County Policy Manual, will be assessed if the application is submitted after the required submittal timeframe of 90 and 120 days prior to the event. Please refer to the Late Application Justification Form.
 6.	A list of the names, mailing address, and telephone numbers of the event food or goods suppliers. Please include operating permits in submittal. If pumper trucks are being used, please include operating permit for them.
 _ 7.	Location maps and floor plans showing where on the property the event will take place. Please include location of all bathrooms (identify which are ADA) and all paths of ingress and egress. Please identify parking and note all ADA compliant parking spaces.
 8.	Location maps and sample (including dimensions) of any promotional signs.
 9.	Fee waiver request, if applicable.
 10.	Late Application Justification, if applicable

FILE #



Fees: \$ _____

NAPA COUNTY

PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES 1195 Third Street, Suite 210, Napa, California, 94559 (707) 253-4417

APPLICATION FOR A TEMPORARY EVENTS LICENSE

A Tradition of Stewardship A Commitment to Service To be completed by Applicant (Please type or print legibly) Name of Event: _____Subsequent Event: ___ Yes __ No Date(s) of Event: ______ Previous Temporary Event Date(s): _____ Time(s) of Event: _____Previous License #:_____ Assessor's Parcel #(s): Name of Venue: Event Site Address: Total Persons on Site (include staff):_____ Applicant's or Organization's Name: Contact Person: Street State Mailing Address: _______ State Telephone #: _____ Fax #: ____Email Address: ____ Applicant or Authorized Representative: Name (please print): Signature: Title: Date: ☐ Individual ☐ Partnership ☐ LLC ☐ Corporation ☐ Non-Profit, I.D. # _____ Applicant's Legal Nature: Association Other Name(s) of Property Owner(s) (or Authorized Representative): Address(es) of Property Owner(s): _ City State Fax #:_____Email Address: _____ Telephone #: _____ Mailing Address: I hereby give my unconditional consent for all owners or current lessees for the use of my property for the above event and the right of access to the property involved, as are deemed necessary by the Napa County Planning Division for preparation of reports related to this application. Signature of Property Owner (authorized representative)

TO BE COMPLETED BY PLANNING. BUILDING. AND ENVIRONMENTAL SERVICES

Receipt: #_____ Received by: _____

Zoning District: _____ Category of Event: ____ Existing Use Permit(s) #:____ Received by:

NAME OF EVENT SUPERVISOR:			
Will the event have any of the following? Displays, Demonstrations, Food tastings, Beverages sold (offered for sale or given away), Known person or celebrity appearance, Sales, book or other signings, Musical or creative arts presentations.			
Please give a detailed descri	ription of event:		
☐ Yes Type:		Is amplified Yes □ N	Is the parcel located within the floodplain? Yes □ No □ If yes, contact the Engineering division prior to 30 days before the event. Outdoor music proposed? O □ music must end by
Will the event utilize caves at any time during the event? Yes No Are there any pending Building Permits? Yes No If Yes, # Will this event require the use of any public roads? Yes No If Yes, where the use of any are the use of any		Will tents, canopies, pavilions or food booths be used at this event? Yes □ No □ If yes, contact Napa County Fire Marshal 30 days prior to event for permit requirements. Will stages (over 400sqft.), generators, or tents (over 7500sqft.) be used at this event? Yes □ No □ If yes, contact the Building division 30 days prior to the event.	

TEMPORARY EVENT SUPPLEMENTAL INFORMATION

1.	Locat a)	ion and number of vehicle parking spaces, method of traffic control. Location(s): On Site Off Site
	b)	Number of Vehicle Parking Spaces: Paved Unpaved
	c)	Number of ADA compliant parking spaces: (Please show on site plan)
	d)	Method of Traffic Control: Valet Parking Staff Volunteers
	e)	Parking Attendants for traffic control:
	f)	A plot plan and verbal description of how off-site parking will be arranged (A full traffic control plan may be required for events of category 5 and 6.):
	g)	A letter of permission from the Property Owner to use the property where the off-site parking will be located has been submitted: Yes No N/A
2.		event is to be held at a winery or other business, will the site open to the public during the event?
3.		per of attendees will be controlled by use of: Number of tickets being sold Other Talley er, please explain:
4.	Drink	ing Water Supply and Facilities: Drinking water provided by: Approved on-site system: Public Water System (name): Bottled Water:
5.	Will fo	ood be served at the event?
	a)	Is food vendor a non-profit entity or a for-profit entity that receives no monetary benefit beyond recognition for participation in the event? Yes No
	b)	Is event a maximum of one day? Yes No
	Envir	answered YES to a) <u>AND</u> b) above, a permit for the temporary food facility IS NOT required from onmental Health. Facility must operate consistent with "Non-Profit, One-Day Temporary Food Facility elines".
	perm	answered NO to a) OR b) an application for the temporary food facility must be approved and a it issued by Environmental Health. Contact Environmental Health at (707) 253-4471 or visit countyofnapa.org for an application.
6.	Sanita a) b)	ation Facilities: The number of permanent toilet facilities The number of portable/chemical toilets provided for guest use during this event:
7.	toilets recyc	e of pumping company, permitted under County Code section 5.2.020, providing chemical s/pumper truck:Provisions for cleanup of trash and recyclables, the premises and removal of lables and non- recyclables (If to go containers are provided, they must comply with Compostable aging Ordinance.):
	a) b)	Number of receptacles to be provided for trash

	c)	Number of clearly labeled receptacl (Recycling receptacles should always				r beverage are	eas.)
8.	Medic	al Facilities and Services (if Emergen First Aid kit available Staff trained in First Aid available Capabilities of contacting 911 in an	•	ical Plan is not r	needed):		
9.	Fire P	rotection Facilities and Procedures: Fire Extinguishers available Staff trained in Fire Procedures		☐ Yes ☐ Yes	☐ No ☐ No		
10.	Will ar Yes	please include a floor plan showing					
11.		ity Protection Company hired: name of company:	Yes	□ No	0		
12.	Dust C	Control:	☐ Yes	□ N	0		
13.	Premi	ses Illuminated:	☐ Yes	□ N	0		
14.	Will Ev a) b) c)	vent take place over night: Arrangements for illuminating the pr If yes, explain: What arrangements for camping o			Yes	☐ No	-
15.		ance attached E: Insurance subject to final review l	by Risk Manage		es		
16.	Defen	se and Indemnification Statement h	as been read, si	gned and attacl	hed:	☐ Yes [□ No
17.		ost event report needs to be submit ension of the event or denial of future Submit confirmation of donation w	e applications.		ailure to do so	could result ir	l

DEFENSE AND INDEMNIFICATION STATEMENT

I HEREBY AFFIRM THAT <u>I HAVE READ THE TEMPORARY EVENTS MANUAL</u> AND STATE THAT THE INFORMATION PROVIDED WITH THE APPLICATION IS CORRECT. I AGREE TO COMPLY WITH ALL CONDITIONS ATTACHED TO THIS LICENSE, COUNTY ORDINANCES, AND STATE LAWS RELATED TO CONDUCTING THE ACTIVITIES DESCRIBED IN THE APPLICATION. I AGREE TO DEFEND, INDEMNIFY AND HOLD THE COUNTY OF NAPA AND EACH AND ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, DAMAGES, COSTS AND EXPENSES, INCLUDING ATTORNEY'S FEES, TO THE EXTENT SUCH ARE CAUSED BY THE NEGLIGENT ACTS OR OMISSIONS BY ME OR AUTHORIZED PARTICIPANTS OR ATTENDEES AT THE TEMPORARY EVENT.

DATE
DATE
INSURANCE TO THIS DOCUMENT
SE ONLY
FILE NUMBER:

ADJOINING PROPERTY OWNER LIST REQUIREMENTS

All applications shall include a list of the current owners of all the properties whose outer perimeters are within **1000** feet of the property boundary of the project site. The list shall include the property owner's names, their addresses and the assessor's parcel numbers of the property owned.

Preparation, verification and submission of this list of property owners is the responsibility of the applicant. Lists of the property owners appearing on County tax rolls in the form required are available from all local title insurance companies. Each such list must be certified by a title insurance company as reflecting the most recent County tax roll information.

INSTRUCTIONS TO TITLE COMPANY

Please prepare the property owners' list as follows:

- Type the property owners' names, parcel numbers and mailing addresses on an 8½"x11" sheet of Avery #5160 Laser Labels so that this information can be readily used in mailing by Planning, Building, and Environmental Services.
- 2. Submit a full page copy of the assessors' parcel book page(s) and a copy of the latest equalized assessment roll used to compile the property owners' list. Please indicate the location of all parcels listed, by check mark or colored parcel number circled on the pages.

If you should have any questions, please contact Planning, Building, and Environmental Services at (707)253-4417.



1195 Third Street, Suite 210 Napa, CA 94559 www.countyofnapa.org

> Brian D. Bordona Director

TO: Temporary Event Applicant

FROM: Riley Hebb, Planner I

DATE: September 9, 2025

RE: Temporary Event Application – Request for Fee Waiver Information

Napa County Policy Manual, Part 3, Section 10.020(a) provides that the County officer or employee responsible for collecting any fee (or on appeal to the County Executive Officer) may waive the fee if certain findings are made.

The four required findings under Section 10.020(a) are as follows (must meet all our findings):

- The applicant is a non-profit organization;
- The waiver of the fee will advance a public policy;
- The waiver of the fee is in the public interest and will promote a public benefit; and,
- A non-profit organization approved for a Fee Waiver shall provide written assurance that a
 designated percentage of at least 25 of the proceeds of said event will be donated for the
 public benefit of the citizens of Napa County.

A non-profit organization approved for a Fee Waiver for any Category event, that does or does not require Zoning Administrator approval, shall still pay a minimum processing fee. The fee waiver is for planning fees only and cannot be applied for other divisions' review fees, as set forth by the Napa County Policy Manual. Fee waiver does not waive fees to any additional permits needed (i.e., tent, generator, etc.).

Fees entitled to the fee waiver will be issued in the form of a refund check after the event is over and the county has received the post event report. Please include proof of donation in the post event report, as fee waiver will not be issued without proof of waiver criteria being met.

A fee waiver for a Temporary Event is approved through Napa County Planning, Building, and Environmental Services. Should the application be late, a late fee will be applied. This fee cannot be waived.

Attached is the Fee Waiver Request Form. Please submit it for approval with your Temporary Event Application.

If you have any questions, please feel free to contact me at (707) 299-1334.

FILE#	
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Fee Waiver Approved By: _

Applicant Notified of Approval on:

NAPA COUNTY

PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

1195 Third Street, Suite 210, Napa, California, 94559 (707) 253-4417

FEE WAIVER REQUEST FORM

A Commitment to Service
To be completed by Applicant (Please type or print legibly)
Applicant Name:
Date of Fee Waiver Application:
Date(s) of Event:
Location of Event:
Contact Person:Phone #:
Please complete the following questions: 1. Our organization is a qualified non-profit corporation, incorporated pursuant to the Non-Profit
Corporation Law. Yes Tax ID #: No
2. Our organization will advance one or more of the following public policies: (please check at least one box) Public Education Human Resource Development
Public Safety Environmental Policy
Social Welfare Other: Public
Public Health Care Approval of the fee waiver is in the public interest and creates a public benefit for the citizens of Napa County because: (Include to whom 25% of the proceeds will be donated to.)
Example: Approval of the fee waiver is in the public interest and creates a public benefit because this event and the dollars raise will allow our chartered school, which is operating under the Napa Valley Unified School District, to continue offering after school programs, music, art and other core subject support and enrichment programs.

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

Date of Fee Waiver Approval: ____

T.E. Application Submitted on: ____

Signature of applicant

Temporary Event Post Event ReportNapa County Planning, Building, & Environmental Services
1195 3rd St, Napa, CA 94559
707-253-4417



Applicant:	Date:		
Authorized Representative:	APN #:		
Phone:	Cell:		
Email:	Website:		
Address:	City: State:	Zip:	
Event name:	Location:		
Event date(s):	Event time(s):		
Total number of participants:	Free event: Yes No		
% of profit donated:	Estimated amount of donation:		
Non-profit name(s):	Non-profit ID #(s):		
From the Applicant's perspective, what was your overall opinion of the event?			
How did the community benefit from the event?			
How did other organizations or local businesses bene	fit from the event?		
Please describe the work the non-profit (s) do for the	oublic benefit of the citizens of Napa	a County:	

Date

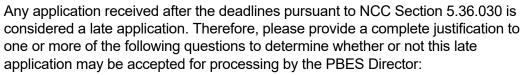
Temporary Event Community Feedback Form

Napa County Planning, Building, and Environmental Services 1195 3rd St, Napa, CA 94559 707-253-4417



Event name & APN:	Event date:	
Please let us know any issues or concerns you exper	ienced with this event:	
Please let us know any considerations you would rec	ommend for this event in the future:	
The state of the s		
Please share any positive experiences you had at the event:		
Other general comments:		
Name (optional):		
Email (optional):	Phone (optional):	

Late Application Justification FormNapa County Planning, Building, and Environmental Services 1195 3rd St, Napa, CA 94559 707-253-4417





Event name & APN:	Event date:
Please let us know how the pro reasonably allow you to file a ti	posed event is in response to an occurrence whose timing did not nely application:
Please let us know how the im expressive activity:	osition of the time limitations would place an unreasonable restriction on your
	of the proposed event is one that may reasonably be accommodated without unty staffs' ability to process such an application:
Applicant Name:	
Email:	Phone:
Signature:	Date:
process in accordance with this cl Events Manual. Late applications	re of the above conditions to exist, the Director may accept the application and apter, unless the application does not meet the criteria set forth in the Temporary may be subject to a late application fee in addition to any regular fees established by one for Category 4, 5, and 6 events received less than 100 days prior to the er any circumstance.
TO BE COMPLET	ED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES
Accepted by	Signature: