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Existing Temporary Event Application Packet and Temporary Event Manual

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 and Fee Waiver Request Form
5. Certificate of Insurance Sample
6. Temporary Event Categories That Do Not Require a License
7. Temporary Event Categories Which Require a License
8. Processing Flow-Chart
9. Temporary Events Manual
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TEMPORARY EVENTS LICENSE

APPLICATION CHECKLIST

- ___ 1. A completed application. 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 applicant is other than an individual, see the table below for authorized representative to sign and application and 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 a current Certificate of Insurance showing general public liability coverage in the amount specified in the Temporary Events Manual and, if applicable, an endorsement for alcohol. *(NOTE: Insurance subject to final review by Risk Manager and could result in delay or cancelation of event).*
- ___ 4. A list of all property owners, as shown on the last equalized assessment roll, adjacent to, or situated within 1000 feet of the event site property boundaries, a copy of all assessors' pages used in compiling the property owners list, and one set of mailing labels specifying the parcel number, name, and address of listed property owners. . (Note: This requirement applies only to Category 3, 4, and Subsequent Category 3 & 4 events (over 200 people) and any Subsequent Category 2A or 2B events involving a prior complaint).
- ___ 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 less than 60 days prior to the event. No application will be accepted if less than 50 days prior to the event.
- ___ 6. A list of the names, mailing address, and telephone numbers of the event food or goods suppliers.
- ___ 7. Location maps and floor plans showing where, on the property, the event will take place.
- ___ 8. Location maps and sample (including dimensions) of any promotional signs.
- ___ 9. Fee waiver request, if non-profit.



A Tradition of Stewardship
A Commitment to Service

FILE # _____

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

APPLICATION FOR A TEMPORARY EVENTS LICENSE

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 #: _____
Name of Venue: _____ Assessor's Parcel #(s): _____
Event Site Address: _____
Expected Attendance (per day): _____

Applicant's or Organization's Name: _____ Contact Person: _____
Business/Residence Address: _____
No. Street City State Zip
Mailing Address: _____
No. Street City State Zip
Telephone #: _____ Fax #: _____ Email Address: _____
Applicant or authorized representative: _____
Name (please print): _____
Signature: _____
Title: _____ Date: _____
Applicant's Legal Nature: ☐ Individual ☐ Partnership ☐ LLC ☐ Association
☐ Corporation ☐ Non-Profit, I.D. # _____ ☐ Other _____

Name(s) of Property Owner(s) (or authorized representative): _____
Address (es) of Property Owner(s): _____
No. Street City State Zip
Telephone #: _____ Fax #: _____ Email Address: _____
Mailing Address: _____
No. Street City State Zip

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) _____ Date: _____

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

Zoning District: _____ Category of Event: _____ Existing Use Permit(s) #: _____
Fees: \$ _____ Receipt: # _____ Received by: _____ Date: _____

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 description of event: _____

Date(s): _____ Hours: _____

Time of expected Peak Hour: _____

Maximum Daily Attendance

Expected: _____

Expected Attendance

at Peak Hour: _____

Supportive Retail Sales:☐ Yes Type: _____☐ No**Outdoor Amplified Music Proposed?**Yes ☐ No ☐

Will the event utilize caves at any time during the event?

Yes ☐ No ☐

Are there any pending Building Permits?

Yes ☐ No ☐ If Yes, # _____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 License Requirements.

Existing Use Permit Number(s) (if applicable): _____

TEMPORARY EVENT SUPPLEMENTAL INFORMATION

1. Location and number of vehicle parking spaces, method of traffic control.

- a) Location(s): ☐ On Site ☐ off Site
- b) Number of Vehicle Parking Spaces: Paved _____ Unpaved _____
- c) Method of Traffic Control: ☐ Valet Parking ☐ Staff Volunteers
- d) Parking Attendants for traffic control: ☐1 ☐2 ☐3 ☐4 ☐ Specify # _____
- e) A plot plan and verbal description of how off-site parking will be arranged (if applicable):

- f) A letter of permission from Property Owner to use the property where the off-site parking will be located has been submitted: ☐ Yes ☐ No ☐ N/A

2. If the event is be held at a winery or other business, will the site open to the public during the event?
Yes ☐ No ☐

3. Number of attendees will be controlled by use of: ☐ Number of tickets being sold ☐ Other Talley
If other, please explain: _____

4. Drinking Water Supply and Facilities:

- ☐ Drinking water provided by: _____
- ☐ Approved on-site system: _____
- ☐ Public Water System (name): _____
- ☐ Bottled Water: _____

5. Will food be served at the event? ☐ Yes ☐ No If YES, complete the following questions:

- a) Will food vendor donate 100% of net proceeds generated from food sales to a legal non-profit?
☐ Yes ☐ No, if yes, non-profit ID# _____
- b) Is event a maximum of one day? ☐ Yes ☐ No

If you answered YES to a) AND b) above, a permit for the temporary food facility IS NOT required from Environmental Health. Facility must operate consistent with guidelines.

If you answered NO, or any portion of the profit will be kept by the vendor OR the event is more than one day, an application for the temporary food facility must be approved and a permit issued by Environmental Health. Contact Environmental Health at (707) 253-4471 or visit www.countyofnapa.org/DEM for an application.

Contact information for person at event with food safety certificate or safe food handling knowledge:

Name: _____ Phone: _____

Date of Food Safety Certificate, if applicable: _____

Food Preparation and Service (check one):

☐ By a permitted caterer, who will prepare, serve and be responsible for safe food preparation and handling throughout the event.

Name of Caterer _____ Permit ID # of Caterer _____

☐ On-site permitted kitchen _____ Permit ID # of Kitchen _____

Are there additional food vendors ☐ Yes ☐ No If yes, provide us with a list of their names and Permit #s. Temporary food facility permit may be required, contact Environmental Health.

6. Sanitation Facilities:

- a) The number of permanent toilet facilities _____ and/or the number of chemical toilets available in the area of the event for guest use?
- b) Company providing the chemical toilets: _____

7. Provisions for cleanup of trash and recyclables, the premises and removal of recyclables and non-recyclables:

- a) Number of receptacles to be provided for trash _____
- b) Describe location where these receptacles will be placed _____
- c) Number of clearly labeled receptacles to be provided for recyclables _____
(Recycling receptacles should always be placed next to a trash receptacle and near beverage areas.)

8. Medical Facilities and Services:

- | | | |
|--|------------------------------|-----------------------------|
| First Aid kit available | ☐ Yes | ☐ No |
| Staff trained in First Aid available | ☐ Yes | ☐ No |
| Capabilities of contacting 911 in an emergency | ☐ Yes | ☐ No |

9. Fire Protection Facilities and Procedures:

- | | | |
|----------------------------------|------------------------------|-----------------------------|
| Fire Extinguishers available | ☐ Yes | ☐ No |
| Staff trained in Fire Procedures | ☐ Yes | ☐ No |

10. Building Safety:

Will any part of the event take place in a building(s) that are under construction and/or within a cave(s)?

Yes ☐ No ☐

If yes, please include a floor plan showing the areas of the building(s) and/or cave(s) where event will take place.

11. Security Protection Company hired: ☐ Yes ☐ No

If yes, name of company: _____

12. Dust Control: ☐ Yes ☐ No

13. Premises Illuminated: ☐ Yes ☐ No

14. Will Event take place over night: ☐ Yes ☐ No

a) Arrangements for illuminating the premises have been made: ☐ Yes ☐ No

b) If yes, explain: _____

c) What arrangements for camping or similar facilities are being made: _____

15. Insurance attached and approved by Risk Management: ☐ Yes ☐ No

(NOTE: Insurance subject to final review by Risk Manager and could result in delay, or cancelation of event).

16. Defense and Indemnification Statement has been read, signed and attached: ☐ Yes ☐ No

DEFENSE AND INDEMNIFICATION STATEMENT

I HEREBY AFFIRM THAT I HAVE READ THE TEMPORARY EVENTS MANUAL 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.

SIGNATURE OF APPLICANT (or authorized representative)
(Required)

DATE

SIGNATURE OF PROPERTY OWNER (or authorized representative)
(Required)

DATE

PLEASE ATTACH YOUR CERTIFICATE OF INSURANCE TO THIS DOCUMENT

FOR OFFICE USE ONLY

DATE SUBMITTED: _____

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:

1. 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.



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Planning, Building & Environmental Services

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

Hillary Gitelman
Director

TO: Temporary Event Applicant

FROM: Terri Abraham, Planner I

DATE: July 13, 2009

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:

- 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 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 shall still pay a minimum processing fee as well as any applicable expedited processing fee set forth in Section III of the Napa County Policy Manual, as may be amended by resolution of the Board of Supervisors.

A fee waiver for a Temporary Event is approved through Napa County Planning, Building, and Environmental Services. After the fee waiver is granted, the applicant must still submit a completed application 60 days prior to the event date. Should the application be late, an expedited processing fee will be applied. The expedited processing 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) 299-1331.



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FILE # _____

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

FEE WAIVER REQUEST FORM

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

3. Approval of the fee waiver is in the public interest and creates a public benefit because:

Example: Approval of the fee waiver is in the public interest and creates a public benefit because this event and the dollars raised 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.

4. A non-profit organization applying for a Fee Waiver shall indicate what percentage _____% or dollar amount \$_____ of the proceeds of this event will be donated for the public benefit of the citizens of Napa County.

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

Fee Waiver Approved By: _____

Date of Fee Waiver Approval: _____

Applicant Notified of Approval on: _____

T.E. Application Submitted on: _____



NANCY WATT
County Executive Officer

COUNTY *of* NAPA

TO: Patricia Hornisher, Planning Department

FROM: Nancy Watt
County Executive Officer

DATE: March 30, 2004

RE: Temporary Event Applications – Certificates of Insurance

Attached for your review and information is a sample Certificate of Insurance relating to Temporary Event applications. We need the following information in addition to the highlighted box on the Certificates of Insurance before the County Executive Office can approve the event:

- Policy Effective Date
- Date of the Event
- Name of the Event
- County of Napa Named as Additional Insured
- \$1,000,000 Liquor Liability (if Alcohol is Being Served)

Please provide this information to the applicants before they request a Certificate of Insurance. This will help eliminate the insurance companies from having to issue additional certificates to meet our standards.

Thank you for your help. If you have any questions, please feel free to contact Terri Abraham at 707.299.1331.

Attachment

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/28/05

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A X	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☒ Liquor Liability - When liquor liability is applicable GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PRO-JECT ☐ LOC	12345678	01/19/05	01/19/06	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 10000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COM/OP AGG \$ 2000000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY ☐ OCCUR ☐ CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU-TORY LIMITS OTHER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is named as Additional Insured with respect to [NAME OF EVENT] being held on [DATE OF EVENT] at [LOCATION]

CERTIFICATE HOLDER

COUNTY OF NAPA, ITS OFFICERS,
EMPLOYEES, AGENTS & VOLUNTEERS
1195 THIRD STREET, ROOM 210
NAPA, CA 94559

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

[Signature]

TEMPORARY EVENT CATEGORIES THAT DO NOT REQUIRE A LICENSE

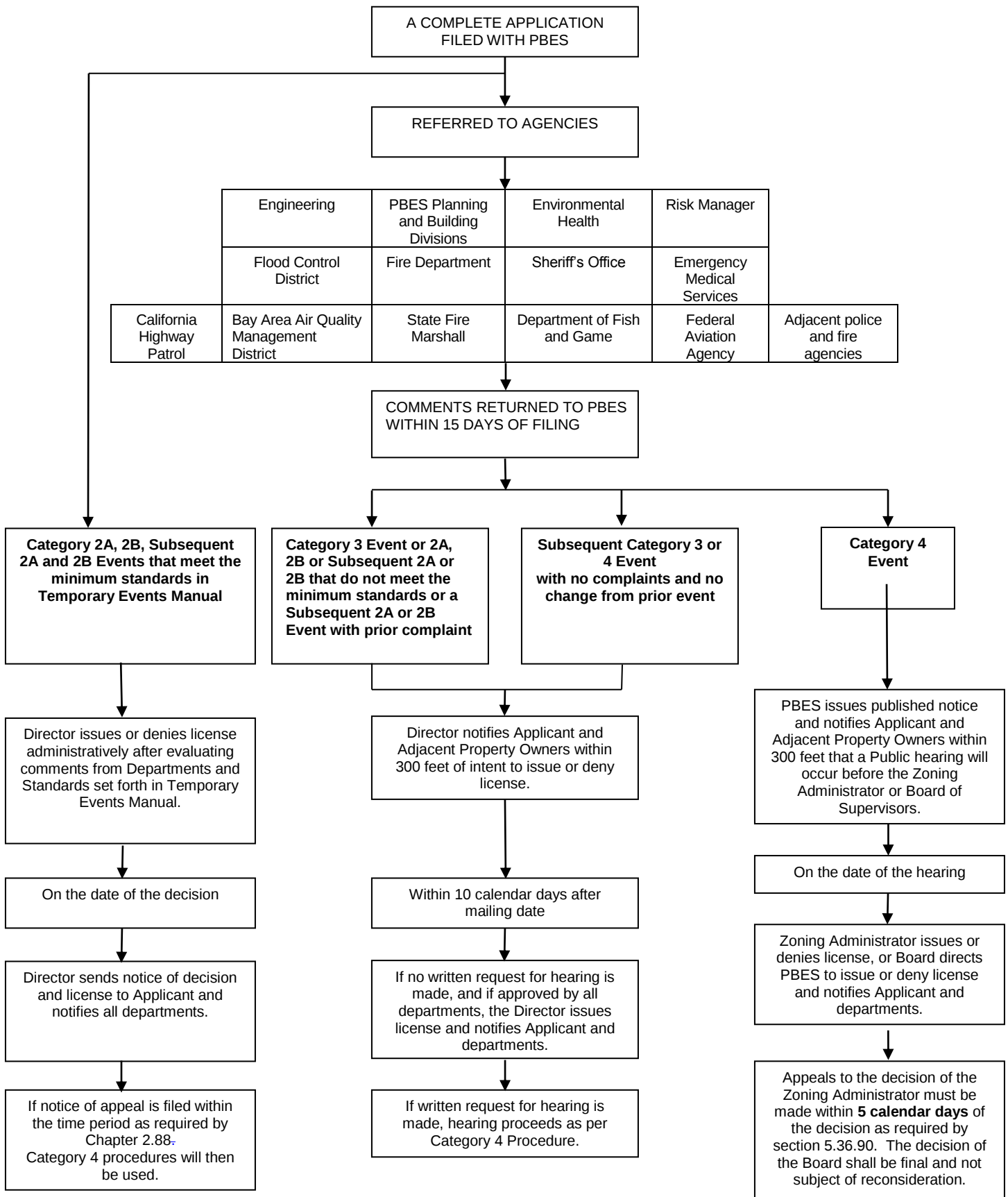
CATEGORY 1		
Attendance (including participants) 50 or fewer persons/day		Held Between 8:00 AM to Midnight (2:00 AM New Year's Day)
No Outdoor Illumination	No Outdoor Amplified Sound System	
Event no more than three consecutive days	Separation of at least four days (if a three-day event) or five days (if a one- or two-day event) between the event and any other category of event held on the same legal parcel or contiguous legal parcels under the same ownership.	
CATEGORY 1A		
Fundraiser or Rally for Declared Public Office Candidate held during election period.		
Attendance (including participants) 300 or fewer persons		Held Between 8:00 AM through Midnight (2:00 AM New Years Day)
One Day Event	Separation of at least six days between the event and any other category of event held on same legal parcel or contiguous (same ownership) parcel.	
No more than two Category 1A Events during same election period.		
CATEGORY 1B		
Event authorized by regulations of zoning district within which the event is to be held or a Use Permit approval, Site Plan approval or issuance of a Certificate of the Extent of Legal Nonconformity has been obtained.		
CATEGORY 5		
Event and any related ancillary activities have been authorized by resolution of the Board of Supervisors.		
Event is sponsored by a non-profit corporation which has been in existence for at least 20 years and has provided over fifty million dollars in funding to other non-profit groups or entities providing health care, educational, housing or other charitable services to the needy in the County within that time period.		
Has regularly conducted similar prior events in the County.		

TEMPORARY EVENT CATEGORIES WHICH REQUIRE A LICENSE

CATEGORY 2A	
Attendance (including participants) 50 or fewer persons/day	Held Between 8:00 AM to Midnight (until 2:00 AM New Year's Day)
Meets all Category 1 events requirements except: 1) Outdoor amplified sound system will be used; or 2) Event will occur on a parcel with a use permit or CLN but the event is not authorized by the use permit or CLN and therefore does not meet the Category 1B event criteria.	
Event no more than three consecutive days	Separation of at least four days (if a three-day event) or five days (if a one- or two-day event) between the event and any other Category 1, 2, 3 or 4 event held on the same legal parcel or contiguous legal parcels under the same ownership.
No more than six Category 2A events/calendar year.	
CATEGORY 2B	
Attendance (including participants) more than 50 but no more than 200 persons/day	Held Between 8:00 AM to Midnight (until 2:00 AM New Year's Day)
Event no more than three consecutive days	Separation of at least four days (if a three-day event) or five days (if a one- or two-day event) between the event and any other Category 1, 2, 3 or 4 event held on the same legal parcel or contiguous legal parcels under the same ownership.
No more than six Category 2B events/calendar year.	
CATEGORY 3	
Attendance (including participants) more than 200 but no more than 400 persons/day	Held Between 8:00 AM to midnight (until 2:00 AM New Year's Day)
Event no more than three consecutive days	Separation of at least four days (if a three-day event) or five days (if a one- or two-day event) between the event and any other Category 1, 2, 3 or 4 event held on the same legal parcel or contiguous legal parcels under the same ownership.
No more than six Category 3 events/calendar year.	
CATEGORY 4	
Attendance (including participants) 400 persons or more/day	Held between 8:00 AM to Midnight (until 2:00 AM New Year's Day)
Event no more than three consecutive days	Separation of at least four days (if a three-day event) or five days (if a one- or two-day event) between the event and any other Category 1, 2, 3 or 4 event held on the same legal parcel or contiguous legal parcels under the same ownership.
No more than three Category 4 events/calendar year.	
SUBSEQUENT TEMPORARY EVENTS (AS DEFINED BY THE NAPA CO. CODE §5.36.015(I)) Any category of an event which was licensed within the last 24 months and the applicant, location, type and size of the activity are substantially the same as the previously licensed event.	

TEMPORARY EVENTS LICENSE PROCESSING FLOWCHART

-60 DAYS PRIOR TO EVENT-



NAPA COUNTY
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES



1195 THIRD STREET, SUITE 210, NAPA, CALIFORNIA 94559-3092 (707) 253-4417

Processing an Application for a Temporary Events License

A temporary event is any festival, fair, show, showcase, house or garden design tour, concert, dance, rally, parade, demonstration of competition of creative athletic form to which the public is invited or admitted with or without the payment of an admission charge. Temporary events include, but are not limited to, music, dance, theater, speech, athletics, or any other visual, audio, or tactile arts or combination thereof, including incidental retail sales of the products of such activities, as long as such sales are not advertised off-site. This includes any other gathering or assemblage of individuals for the purpose of observing or engaging in expressive activities within the ambit of the First Amendment of the United States Constitution and Section 2, 3, and 4 of Article 1 of the California Constitution.

A temporary event is held at any place other than a highway (as defined in Section 10.24.010 of the Napa County Code), a permanent building or installation constructed and primarily used for the purpose of conducting public assembly.

All applicants shall be responsible for complying with the provisions contained in the Temporary Events Ordinance located in Chapter 5.36 of the Napa County Code.

A. Application for Temporary Event License.

1. Applications must be submitted for a license to conduct a Category 2A, 2B, 3, or 4, Subsequent Category 2A, 2B, 3, or 4 events. No application is required for a Category 1, 1A, 1B, Subsequent Category 1, 1A or 1B event.
2. The application and information forms require that the applicant provide some basic information as well as a detailed written description of the proposed event. When the application is submitted, a non-refundable, filing fee is collected to cover the costs of processing and analysis time, legal advertising, field investigations and similar matters.
3. One temporary event license application (for a single fee) may include a series of events of the same Category at the same site. However, each event will be evaluated independently for determination of the required separation between events, and the number of events allowed at any given site.
4. If there is a repetition of a licensed temporary event ("subsequent event") within twenty-four months, and the applicant, location, type and size of activity are substantially the same, the applicant must provide a new application along with a current Certificate of Insurance, Defense and Indemnification Statement, and a current set of mailing labels specifying parcel number, name, and address of all property owners, as shown on the last equalized assessment roll, adjacent to, or situated within 1000 feet of the event site property boundaries, a copy of all assessors' pages used in compiling the property owners list. (Note: This requirement applies to Category 3, 4, Subsequent Category 3, 4, and Subsequent Category 2A or 2B events involving a prior complaint.)

B. Review and Report by Agencies.

1. Upon receipt of the completed application and the application fee(s), Planning, Building, and Environmental Services (PBES) shall review the application for compliance with the Minimum Standards Table in this manual.
2. If the application is for a subsequent event, the departments and agencies must also indicate whether impairment of the health or safety of the participants, spectators or neighbors occurred during the previous event, or any unanticipated impairment of traffic flow resulted from that prior event.
3. See Napa County Code Section 5.36.040 for department's investigation and reporting procedures.

4. No temporary event license shall be issued until the certificate of insurance or satisfactory evidence of equivalent security has been filed with the Director.
5. The applicant is responsible for supervising all activities authorized by the temporary event license and for ensuring compliance with all required conditions. The applicant will provide the Director with the name the Event Supervisor who will be responsible for all on-site supervision during all phases of the event.
6. The temporary event license must be displayed in close proximity to the primary entrance to the event site and be available for public inspection at all times.

The following is a list of those public agencies to which temporary event applications will be submitted for comment. The first column lists agencies required to report to the Zoning Administrator whether they believe those standards and requirements in this Manual corresponding to their area of expertise will be met. The second column lists agencies beyond the County's jurisdictional authority that may have an interest in commenting upon the ability of the proposed event to comply with the standards and requirements in this Manual.

<u>Reference Required. Comments Required:</u>	<u>Reference Required, Comments Solicited:</u>
Napa County Engineering (PBES)	California Highway Patrol (CHP)
Napa County Flood Control District (FCD)	Bay Area Air Quality Management District (BAAQMD)
Napa County Fire Department (FD)	California State Fire Marshall (CSFM)
Napa County Planning, Building, and Environmental Services (PBES)	California Department of Fish and Game (DFG)
Napa County Sheriff's Office (NCSO)	Federal Aviation Agency (FAA): only if event is within Airport Compatibility (:AC) zone or event will involve the installation and use of anything intruding into the airspace over 200 feet above grade, including but not limited to towers, antennas, rides, balloons, fireworks, and laser beams.
Napa County Environmental Health (PBES)	Adjacent police and fire agencies for other counties, cities (AP&F): only if event site is located within one mile of such agencies' boundaries.
Napa County Executive Office, Risk Manager (RM)	
Napa County Emergency Medical Services Agency (EMS)	

Minimum Standards Table

A license for a temporary event as defined in Section 5.36.010 of the Napa County Code shall be approved and issued only if the items identified below as “Requirement” (R) for the applicable category of event appear likely to be met. Such a license may be revoked prior to the event if Requirements are in fact not complied with.

Items identified as “Guidelines” (G) are included for preliminary informational purposes only. In general, these refer to policies and regulations of other governmental agencies which are not directly enforced by the County of Napa. The applicant should contact the listed Reporting/Commenting Agency for details as to such policies or regulations.

“Category” and the corresponding numbers have the same meaning as in the Temporary Events Ordinance (Napa County Code Chapter 5.36).

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
INSURANCE:					
Proof of Insurance per County Code §5.36.080 must be met prior to issuance of license or evidence of equivalent security.	R	R	R	R	RM
Amount of general public liability coverage required: Minimum \$1,000,000 combined single limit.	R	R	R	R	RM
Endorsement for alcohol liability of the applicant for property damage and/or injuries, including death, to any persons if the event involves sale or other dispensing of alcoholic beverages for on-site consumption.	R	R	R	R	RM
PARKING:					
Shuttle buses shall be provided for off-site parking lots located more than one-third mile from the event entrance, and shall be confined to travel on state highways, Silverado Trail, county arterial and collector roads. County Code §§18.112.070 and 18.112.080 Shuttle buses shall load and unload passengers on each lot if possible, or shall load on a paved shoulder of the right-of-way, and shall not sit idling while waiting for passengers. Shuttle buses shall unload inside the event entrance, and a turnaround area for shuttles shall be located on the event site. County Code §18.104.130(D)(14)	R	R	R	R	PBES, CHP
Written consent shall be obtained from the owners of all off-site parking areas which are not also the public parking portions of public roads or highways.	R	R	R	R	PBES
All off-site, off-street parking shall comply with the parking standards outlined in County Code §18.104.130.	R	R	R	R	PBES
Adequate number of monitors to ensure compliance with no parking along streets posted “No Parking” by the Board of Supervisors and no blockage of driveways or roads; appropriate warning signs; and plans for removal of violators.			R	R	CHP, PBES
Motor vehicle parking over combustible material, such as dry grass, shall be permitted only with fire hazard mitigation measures, including but not be limited to fire prevention measures; fire reporting procedures; parking area attendants; fire control equipment; parking lot fire apparatus access and emergency egress; wildland exposure	G	R	R	R	FD

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
protection; and mowed to a maximum height of four (4) inches.					
Access driveways to off-site parking lots shall meet a minimum access width of eighteen (18) feet. County Code §18.104.130(D)(12)			R	R	PBES
Temporary parking for signs and directional signs to off-site parking locations, prepared at the expense of the event sponsor, shall be no larger than 36 inches by 36 inches, and shall be located to safely identify the parking locations. Such signs shall be placed no earlier than the day before the event and shall be removed no later than the day following the event. Such signs shall not be located on trees or utility poles. County Code §18.104.130(D)(5)	R	R	R	R	PBES
Reclaimed water shall be applied to each off-site parking location at a minimum of once on the day prior to the event, at least once in the morning and once in the afternoon of each day when vehicles are parked or more often as necessary for dust suppression. County Code §18.104.130(D)(6)	R	R	R	R	PBES
Off-site parked vehicles shall be set back by a minimum of 50 feet from residences. Setbacks shall be temporarily fenced or flagged.	R	R	R	R	PBES
A minimum of three parking attendants shall be present at each lot used for temporary off-site parking to assist in parking vehicles as long as the parking lot is in use. Attendants shall be trained in enforcement of no smoking and emergency vehicle access requirements, emergency incident reporting and notification procedures, and the use of fire extinguisher. (County Code §18.104.130(D) (18) Security shall be provided at each off-site parking location for as long as parking continues at that lot. County Code §18.104.130(D)(4)	R	R	R	R	PBES
TRAFFIC CONTROL:					
Any public road closures requested by applicant or required by PW or CHP due to location or size of event shall be approved pursuant to Vehicle Code procedures. (Board of Supervisors action required)	R	R	R	R	PBES, CHP
If additional traffic control by CHP requested by applicant or required by CHP, sign reimbursement agreement with CHP.		G	G	G	CHP
Provide monitors to direct traffic at all points of ingress, egress, and forks in private access roads and to turn away vehicles when authorized limit is reached.				G	PBES, CHP
Provide a traffic plan to PBES, CHP showing access routes to be used, placement of monitors and signs, parking areas, shuttle routes, and road closures.				G	PBES, CHP
Provide identifying signs for pedestrian routes along or adjacent to roadways between off-site parking areas and the event site. Temporary crosswalks shall be designated for pedestrian safety.		G	G	G	PBES CHP
WATERSHED AND WATERCOURSE PROTECTION:					
No events shall be held in floodways between November and March.	R	R	R	R	FCD, DFG
All grading or clearing of vegetation shall comply with the Conservation Regulations. County Code §18.108.100	R	R	R	R	PBES, DFG
No discharge of hazardous materials to land, air or water in violation of federal or state laws or regulations.	R	R	R	R	PBES

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
AIR QUALITY:					
Comply with all applicable Bay Area Air Quality Management District Regulations, including but not limited to, control of fugitive dust, gaseous and particulate emissions, excessive motor vehicle idling, open burning, and prohibited equipment.	G	G	G	G	BAAQMD
SIGNAGE:					
Price of admission signs shall be conspicuously displayed before all event entrances in compliance with County Code §5.04.010.	R	R	R	R	PBES
Temporary Events signs and off-site directional signs shall comply with County Code §18.116.030.	R	R	R	R	PBES
No signs shall be placed on trees, utility poles, or within any public right-of-way.	R	R	R	R	PBES
Temporary parking signs shall be installed no sooner than the day before the event and be removed no later than 5 p.m. after the end of the event.	R	R	R	R	PBES
LEGALITY OF STRUCTURES:					
Buildings used in the event shall either have been built with a building permit or shall have obtained a temporary or final Certificate of Occupancy or have a Certificate of Legal Nonconforming Use (CLN) issued per County Code §18.132.010.	R	R	R	R	PBES
There shall be no overnight stays by public attendees of the event unless such stays are otherwise permitted by zoning regulations or CLN.	R	R	R	R	PBES
The event shall not involve use of any structures which have been posted as dangerously substandard for human habitation per County Code §15.36.010.	R	R	R	R	PBES
DISABILITY ACCESS:					
Provide hearing assisted devices to the hearing-impaired, wheelchair access to the site and site facilities if reasonably available in view of the type of activity and site constraints; if not, document why unreasonable or impossible.	G	G	G	G	See ADA Technical Assistance Manual (CEO) for federal advice, address and phone numbers.
NONDISCRIMINATION:					
Unless interfering with practice of religion, attendance and facilities at the event should be open to all members of public regardless of race, religion, gender, marital status, disability, or noncontagious medical condition, and age, except if alcohol is served during the event, persons under the age of 18 may be excluded.	G	G	G	G	State Fair Employment and Housing Department
SANITARY FACILITIES & SEWAGE DISPOSAL:					
Provide reasonably accessible and identified toilets, the number to be determined - by Environmental Health on basis of Portable Sanitation Industry Guidelines on file with PBES	R	R	R	R	PBES
Required toilets shall be either permanent facilities approved by Environmental Health or portable toilets serviced by a pumping company licensed under County Code §5.20.020.	R	R	R	R	PBES

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
If event site or any off-site parking areas include or are near an existing leachfield, the leachfield shall be fenced or otherwise blocked off from event to avoid soil compaction.	R	R	R	R	PBES
SOLID WASTE DISPOSAL & RECYCLING:					
Provide a minimum of three trash receptacles for each 100 attendees per day of the event. The receptacles must be serviced accordingly so that trash does not overflow the receptacle.	R	R	R	R	PBES
Place trash receptacles through premises with attention to areas of high trash generation and near entrances/exits, and at each off-site parking lot during the use of the lots.	R	R	R	R	PBES
Provide a minimum of three well-labeled, visible recycling receptacles per 100 attendees per day for collection of recyclable materials. Labels should clearly indicate what recyclable materials are accepted. Provide lids with restricted openings where possible to decrease contamination with trash. Recycling and trash receptacles should look distinctly different.	R	R	R	R	PBES
Recycling receptacles should always be paired with trash receptacles throughout premises and placed at high generation points (beverage bar, kitchen, clearing areas, etc.). The receptacles must be serviced accordingly so that recyclables do not overflow the receptacles.	R	R	R	R	PBES
Arrange for collection of all trash receptacles within 48 hours of conclusion of event unless event trash & recyclables will be combined with other regularly scheduled pick-up at the event location. Recyclables may otherwise be taken to a buy-back location for the California Refund Value.	R	R	R	R	PBES
Event sponsors should consider various strategies to reduce waste generated at events in order to conserve resources and comply with mandates of the California Integrated Waste Management Act (California Code of Regulations, Title 14).	G	G	G	G	PBES
LIGHTING:					
Shield all new outdoor lights from adjacent residences, airfields and public roadways.	G	G	G	G	PBES; FAA in :AC districts
FOOD FACILITIES					
A non-profit charitable temporary food facility must comply with CURFFL Article 13.5. A food permit may be required pursuant to Article 13.5, for additional information on Article 13.5 the applicant shall contact Environmental Health.	R	R	R	R	PBES
A for-profit entity, unless restricted by a use permit, that gives or sells food for the benefit of a non-profit entity has no food permit requirements as long as the event is less than 3 days in a 90-day period.	G	G	G	G	PBES
A for profit entity that gives or sells food that is NOT for the benefit of a non-profit entity must comply with Article 13. For events 2 days or longer, the applicant must apply for and obtain a temporary event food permit from Environmental Health.	R	R	R	R	PBES
EMERGENCY ACCESS AND REPORTING ON SITE					
Applicant shall provide a telephone with 911 or a cellular phone with the appropriate 10 digit emergency number (707) 253-0911.	R	R	R	R	FD, NCSO

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
Emergency access roads shall meet Napa County Road and Street Standards for and "Agricultural Special Purpose Road" (e.g. one lane road with turnouts).	R	R			PBES,, FD
Emergency access roads shall meet Napa County Road and Street Standards for a "Type I Common Drive" (e.g. two lane road).			R	R	PBES, FD
If the event is located in a high fire hazard severity zone, between May and October, a secondary access/egress route shall be provided.				R	PBES, FD
Emergency vehicle access to buildings shall not obstructed.	R	R	R	R	FD
SECURITY ARRANGEMENTS:					
Control site access (e.g., fences, gates at points of easy access) in manner that does not prevent emergency ingress or egress.		G	G	G	NCSO, FD
Display right to evict attendees for behavior causing a public disturbance or safety hazard.	G	G	G	G	NCSO,
Impose operational limits on distribution of alcohol to reduce potential for drunk driving by attendees leaving the site (e.g., free soft drinks but no alcohol to designated drivers; no distribution of alcohol two hours prior to end of event; shuttle transit to, from event to places of overnight accommodation. (Refer to "Responsible Hospitality Coalition" Guidelines)	G	G	G	G	NCSO, CHP
FIRE AND LIFE SAFETY PRECAUTIONS:					
All first aid stations should be clearly identified.		G	G	G	EMS
Meet all applicable state regulations covering fire and life safety. (California Code of Regulations Title 19)	G	G	G	G	CSFM
The number and condition of exits from the event assembly area may be considered adequate in existing buildings if they conform to the Building Code standards in place at the time the building was constructed. Buildings and structures, such as caves, that were not constructed under the requirements of a building code shall be the criteria of this manual. (UFC § 1202.1)	R	R	R	R	FD
Open fires, smoking and use of spark-scattering equipment outdoors during April through December shall be allowed with a permit as indicated in County Code §8.24.020 and Public Resources Code §4411 (Prohibited Activities).	R	R	R	R	FD
Electrical equipment and facilities shall comply with County Code §15.28.010.	R	R	R	R	PBES, FD
Exit illumination shall be provided as per the Building Code with automatic back-up in case of power failure. (UFC §1211. 2501.15)	R	R	R	R	FD
Buildings and caves used as places of assembly shall have at least two exits.	G	G	G	R	FD
Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort, and shall not be bolted, chained, latched, etc. (UFC §1207.3)	R	R	R	R	FD
Exit aisles shall be provided from all portions of the event assembly area to an exit with an aisle width of 44 inches (unless a smaller width is otherwise permitted). (UFC §2501.9)			R	R	FD
Exit obstructions, including storage, shall not be placed in an exit. (UFC § 1203)	R	R	R	R	FD

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
Exit signs shall be installed in the assembly rooms and as otherwise necessary to clearly indicate the direction of egress. (UFC § 1212, 2501.15)	R	R	R	R	FD
In areas of assembly without adequate exterior wall openings, such as basements and caves, event personnel with flashlights shall be present at all times and in sufficient numbers to direct people to exits in the event of an emergency or panic. Standby personnel may also be necessary in addition to the above or in other places of assembly when it is essential for public safety. (UFC §2501.19)	R	R	R	R	FD
In high fire hazard severity zones from April through December, fire breaks 10 feet wide or twice the height of the surrounding vegetation (whichever is greater) shall exist around event site to protect the surrounding wildland vegetation from fire.	G	R	R	R	FD
In high fire risk areas, if event site has no public road frontage, provide non-combustible refuge areas.	R	R	R	R	FD
In high fire hazard severity zones, event cancellation procedures in the case of extreme fire-weather conditions (e.g. National Weather Service “Red Flag Warning”).	R	R	R	R	FD
Fire extinguishing systems shall be installed inside occupied buildings to the extent required by the Uniform Building Code and at each off-site parking lot.		R	R	R	PBES, FD
Smoke alarms shall be installed inside all buildings used for human occupancy.	R	R	R	R	FD
Basements and caves without adequate exterior wall openings shall be constructed of fire-resistive materials and shall not have combustible decorative materials (e.g. Christmas trees) nor storage of any flammable materials (e.g. case goods) unless there is an automatic sprinkler system. (UFC appendix I-A)	R	R	R	R	FD
The use of open flames in assembly areas shall be limited to fireplaces and candles securely fastened in places to prevent overturning and located away from occupants. (UFC §2501.18)	R	R	R	R	FD
Combustible decorative materials shall be flame resistant. (UFC §2501.5)	R	R	R	R	FD
Public fireworks displays shall conform to all requirements of applicable laws and regulations, as contained in the current version of “Fireworks in California,” published by the California State Fire Marshal.	R	R	R	R	FD
WATER SUPPLY:					
Drinking water supply shall be approved by Environmental Health as meeting the requirements of the California Safe Drinking Water Act or its successors.	R	R	R	R	PBES
All cleanup water or other liquid wastes shall be disposed of in a sewage system approved by Environmental Health or in approved leak-proof containers whose contents must then be disposed of in an approved sewage system.	R	R	R	R	PBES
Any swimming pools or bathing spas used in the event shall comply with County Code §§15.44.010 and 15.48.020.	R	R	R	R	PBES

CONDITION	Applicable Category				Reporting or Commenting Agency
	2A	2B	3	4	
ENVIRONMENTAL SENSITIVITY:					
Any known habitat of rare or endangered plants located on or near the event site, shall be fenced-off.	R	R	R	R	PBES, DFG
No event activities shall occur within any known habitat of rare or endangered animals or block known wildlife migrating paths during known migrating seasons.	R	R	R	R	PBES, DFG
Event shall not involve occupation by human beings within an un-reinforced masonry building.		R	R	R	PBES
Event should not take place on or near any known archeological sites unless the sites are protected by barriers.	G	G	G	G	PBES contact with Sonoma St. Univ. suggested for information on suitable site protection techniques
ANIMALS:					
All animal exhibits must comply with County Code §6.08.140 and 6.08.120 regarding transportation and cage inspections by PBES.	R	R	R	R	PBES
Sanitary facilities satisfactory to PBES must be provided for all animals (whether pets or participants) allowed on site during the event, to avoid contamination of groundwater or public-water supply watersheds.	R	R	R	R	PBES
NOISE:					
Comply with exterior noise standards set forth in County Code §§8.16.060, 8.16.070 and 8.16.080, measured at the property line of the event site or, with the written consent of adjacent landowners, at the outer property line of such landowners' property.	R	R	R	R	PBES

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. Order extra service at least several weeks in advance.
2. **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.
3. **Think about the location of the containers** and who will be using them (public or staff) so you can place them appropriately. There is a variety of equipment available: including carts, bins, and large boxes.
4. **Identify who will be emptying the recycling and trash containers** at the event. Communicate with them to determine what needs to be done from set-up to closing to achieve successful recycling. This is part of planning for the event and should not be done on the day of the event. NRWS/NCRWS offers free recycling trainings for event staff — call for details.

EVENT SETUP

1. **Always pair recycling containers with 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.
2. Recycling and trash containers should be different colors (blue for recycling). If bags are used, **use clear for recycling** and another color for trash for easy identification. **Never use dark bags for recyclables** because recycling facilities consider anything in a dark bag trash.
3. **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.
4. Reminders (signs posted at the venue, live stage announcements, messages in event programs or promotional materials) help reinforce the recycling message.
5. Make sure ample recycling containers are placed near high volume areas: bars, kitchens, food bussing areas, food stalls, etc.
6. Remind staff and/or volunteers of duties — particularly the cleanup crew. A day of great recycling efforts can be obliterated if the cleanup crew has not been trained. If you are not able to recruit volunteers for cleanup, paying for assistance during this critical time is a worthwhile investment.
7. Make sure trash cans are emptied regularly. If trash cans overflow guests and staff will start using the available recycling containers for trash.



Each event is different. Use these tips as an outline to begin building a successful recycling program.

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.



Success stories: *The 2010 Earth Day Festival recycled or composted 93% of the event waste and generated only 60 lbs. of garbage.*

At the Town and County Fair each August, NRWS collects over 75 tons of recyclable and compostable material, ¾ of the total material generated at the event!

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 CalRecycle.

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 and compostable products:

Check your local restaurant supply distributor, the phone book Recycle Guide, www.naparecycling.com or other online sources.

Reduce event waste even more with food composting — NRWS/NCRWS has information on compostable 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:

- **Napa Recycling & Waste Services/ Napa County Recycling & Waste Services (NRWS/NCRWS)** — Serves the City of Napa and surrounding unincorporated County areas. They provide recycling to all customers (residential and commercial) at no charge. NRWS/NCRWS will provide recycling equipment to large events and will discuss with event planners services available for smaller events. (707) 255-5200 or www.naparecycling.com
- **Upper Valley Disposal & Recycling** — Serves Yountville, St. Helena, Calistoga, and portions of unincorporated northern Napa County. Recycling is offered at a reduced rate. (707) 963-7988 or www.uvds.com
- **Berryessa Garbage Service** — Services for special events are limited. (707) 226-9543
- **Recology American Canyon** — (707) 552-3110 or www.recologyamericancanyon.com



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Napa County
Responsible Hospitality
Coalition

RESPONSIBLE BEVERAGE SERVICE GUIDELINES

POLICIES AND PROCEDURES

Each year in Napa County, there are many fairs, festivals, and other special events. These events are generally intended as fundraisers, promotional opportunities and community celebrations, and alcoholic beverages are served. Napa County is unique because we are fortunate to have world-class wines to serve and sell as part of the events. It's the way of life in Napa County that also brings a responsibility to event planners, volunteers, guests and residents to prevent drinking and driving and other alcohol related problems.

The Napa County Responsible Hospitality Coalition is available to assist any organization in planning an event that is well-organized, successful, and profitable, and at the same time, promotes responsible hospitality. The checklist below is to be used as a guideline for event planning.

For more information or to schedule training, call (707) 259-8691.

GENERAL

1. Necessary licenses to serve or sell alcoholic beverages must be obtained.
2. Signs required by law are properly posted and visible to guests.
3. Alcoholic beverages will not be promoted in such a manner as to encourage over-consumption.
4. Arrangements are made to have designated drivers or alternative transportation available.
5. Food and non-alcohol beverages are equally promoted and priced to encourage purchase.
6. Signage promotes the concept of responsible hospitality.

7. No alcohol beverages are brought into or allowed outside the event.
8. Event planners, paid staff and volunteers should be familiar with the pertinent Alcohol Beverage Control Laws.

STAFFING

1. At least one person, trained in responsible beverage service, will be present for the duration of the event to assist servers and monitor the event.
2. At least one person, present for the duration of the event, will be designated to assist with arrangements of alternative transportation for alcohol-impaired individuals, if requested by staff or event participants.
3. Staff and servers will be easily identified by means of hats, badges, etc.
4. A clear chain of command is established for emergencies and problems.
5. Servers are trained in responsible beverage service and/or required to sign a policy statement.
6. Alcohol beverages are served by designated servers only.
7. Staff is consulted after the event to identify problems and make recommendations to improve the next event.

SERVICE TO MINORS

1. A policy should be in place specifying which individuals shall have their identification checked (i.e., anyone appearing under the age of 30 shall be required to show I.D.)
2. Those checking identification are provided with proper tools, including a stamp, bracelet, or some other identifier to allow for greater control.

FOOD AND BEVERAGE SERVICE

1. Admission fees which entitle guests to alcoholic beverages should also entitle guests to food and non-alcoholic beverages.
2. Where appropriate, food should be promoted and made available for the duration of any event where alcohol beverages are sold or served.
3. Non-alcohol beverages should be promoted and made available for the duration of any event.
4. At events of three hours or longer, alcoholic beverage service should be stopped one hour before the end of the event.
5. Alcohol and non-alcohol beverages should be served in distinctly different containers.

6. A standard drink is a 12-ounce beer, a 4-ounce glass of wine or 1-1/4 ounces of distilled spirits. Serving practices should reflect this equivalency. (Beer cup size will not exceed 14-ounces.)
7. At wine tastings, servings should be no greater than 1 – 1/2 ounces.
8. Alcohol beverage sales/service should be limited to two) drinks per person at each visit to the point of service.
9. Non-alcohol beer and wines should not be sold or served to minors.
10. Servers should be alert to one person passing a drink to another person to make certain that the other individual is neither underage nor obviously intoxicated.
11. If an intervention is made, the incident should be documented in writing.

SUMMARY OF PERTINENT CALIFORNIA STATE LAWS

1. It is illegal to give, serve, or sell alcoholic beverages to any person under the age of 21. This law also applies to parents and other family members of minors.
2. Identification as evidence of age must be issued by a government agency (state or federal). Documents altered in any way are unacceptable.
3. It is illegal to serve or sell alcoholic beverages to an obviously intoxicated person.
4. It is illegal to be intoxicated in public.
5. It is illegal to drive under the influence of alcohol or with a blood alcohol level of .08% or higher. Dangerous operation of a motor vehicle with any blood alcohol content could be considered illegal.
6. One-day licensed alcohol servers/sellers must be 21 years of age or older.
7. Beverage servers/sellers have the right to refuse service/sale to anyone who appears to be intoxicated or under the age of 21.

Sample signage for your special event

Because We Care About You !!!

**THANK YOU FOR ATTENDING
AND PLEASE TAKE GOOD CARE**

- 1 Buckle-up your safety belt;
- 2 Arrange for alternative transportation if you may have had too much to drink;
- 3 Place all your recyclables in the proper containers.

Thank you.

Because We Care About You !!!

**WE CHECK THE IDENTIFICATION
OF ALL PERSONS APPEARING
UNDER THE AGE OF 30.**

Please remove your I.D.
from any protective covering
and be prepared to show it.

Thank you.

Because We Care About You !!!

**UNDER NO CIRCUMSTANCES
WILL WE SELL OR SERVE
ALCOHOL TO ANYONE
UNDER THE AGE OF 21.**

To purchase or consume
alcohol you must have an orange
wrist band on your right hand.

Thank you.

Because We Care About You !!!

**OUR VOLUNTEERS ARE HERE
TO SERVE YOU AND MAKE
YOUR VISIT MORE ENJOYABLE.**

Please help them make your experience
safer and more comfortable
by honoring their requests.

Thank you.

Por Que Usted Nos Importa !!!

**GRACIAS POR VENIR
Y POR FAVOR CUÍDESE MUCHO**

- 1 Asegure su cinturón de seguridad;
- 2 Prepare alternativas para
transportación si a tomado mucho;
- 3 Por favor ponga todos sus objetos
para reciclar en el lugar apropiado.

Gracias.

Por Que Usted Nos Importa !!!

**NOSOTROS VERIFICAMOS LA
IDENTIFICACION DE TODAS LAS
PERSONAS QUE PARECEN
MENOS DE 30 AÑOS DE EDAD.**

Por favor mueva su identificación
de cualquier cobertor y
prepárese a mostrarlo.

Gracias.

Por Que Usted Nos Importa !!!

**BAJO NINGUNA CIRCUNSTANCIA
LE VENDEREMOS O SERVIREMOS
A ALGUIEN MENOR DE 21 AÑOS**

Para comprar o tomar alcohol usted
debe tener una banda anaranjada
en su mano izquierda.

Gracias.

Por Que Usted Nos Importa !!!

**NUESTROS VOLUNTARIOS ESTÁN
AQUÍ PARA SERVIRLE Y HACER SU
VISITA MAS AGRADABLE.**

Por favor ayúdeles hacer
su experiencia segura y mas confortable
haciendo lo que ellos le piden.

Gracias.