

“D”

Draft Temporary Event Manual

DRAFT

Temporary Events Manual



Planning, Building and Environmental Services Department

1195 Third Street, 2nd Floor

Napa, CA 94559

August 6, 2025

Revised September 4, 2025

Page 1 of 21

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.

Events that do not qualify under the Temporary Event Ordinance fall under the County Code provisions as identified below:

Winery Marketing Events:

Any event that falls under the definition of the "marketing of wine" at a Napa County authorized winery cannot be considered a temporary event. The "marketing of wine" is defined below and pursuant to Napa County Code Section 18.08.370, as may be amended:

18.08.370 Marketing of wine. "Marketing of wine" means any activity of a winery which is conducted at the winery on a prearranged basis for the education and development of customers and potential customers with respect to wine which can be sold at the winery on a retail basis pursuant to Chapters 18.16 and 18.20. Marketing of wine may include cultural and social events directly related to the education and development of customers and potential customers provided such events are clearly incidental, related and subordinate to the primary use of the winery. Marketing of wine may include food service, including food and wine pairings, where all such food service is provided without charge except to the extent of cost recovery.

Business events are similar to cultural and social events, in that they will only be considered as "marketing of wine" if they are directly related to the education and development of customers and potential customers of the winery and are part of a marketing plan approved

as part of the winery's use permit. Marketing plans in their totality must remain "clearly incidental, related and subordinate to the primary operation of the winery as a production facility" (subsection (G)(5) of Sections 18.16.030 and subsection (I)(5) of 18.20.030). To be considered directly related to the education and development of customers or potential customers of the winery, business events must be conducted at no charge except to the extent of recovery of variable costs, and any business content unrelated to wine must be limited. Careful consideration shall be given to the intent of the event, the proportion of the business event's non-wine-related content, and the intensity of the overall marketing plan.

Special Events on Public Roadways:

Any event that is processing a Special Event on Public Roadways pursuant to Napa County Code Section 10.24 and anticipates to conduct post event activities on private properties shall be required to process a Temporary Event permit under the provisions of Napa County Code Chapter 5.36.

A "Special Event" is defined as follows below and pursuant to Napa County Code Section 10.24.010, as may be amended.

"Special event" means an organized procession or assemblage of more than fifty people on a highway that would significantly affect traffic or create a safety problem. Examples of special events include, but are not limited to, walkathons, runs, marathons, trail rides, bicycle events and races, fairs, celebrations, parades, and other similar activities.

A. Application for Temporary Event License.

1. Applications must be submitted for a license to conduct Category 2A, 2B, 3, 4, 5, or 6 events, and Subsequent Category 2A, 2B, or 3 events. No application is required for Category 1, 1A, and 1B (fewer than 50 persons or events fewer than 300 persons conducted during an election period). However, please note that Building, Fire and/or Environmental Health permits may be required to conduct these events.
2. The application and information forms require that the applicant provide detailed written description of the proposed event, including a detailed site plan. When the application is submitted, a deposit filing fee is collected to cover the costs of processing and analysis time, legal advertising, field investigations and similar matters.
3. Fee Waivers may be accepted under Napa County Policy Manual, Part 3 Section 10.020(a).
4. One temporary event license application (for a single deposit billing fee) may include a series of events at separate locations. These are considered Category 6 events. 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.

5. 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, 5, and 6; Subsequent Category 3; and Subsequent Category 2A and 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 required 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 and acceptable to the County’s Risk Manager.

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 of 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.

7. The following is a list of those agencies to which temporary event applications will be submitted for review, comment and authorization.

Required Reviewing Agencies:

- Napa County Planning, Building, and Environmental Services (PBES):
 - Planning Division
 - Engineering & Conservation Division
 - Natural Resources Division - Sustainability
 - Building Division
 - Environmental Health Division (EH) - Consumer Protection, Well & Onsite Wastewater Treatment, CUPA, or Solid Waste
 - Code Compliance Division
- Napa County Fire Department (FD)
- Napa County Emergency Medical Services Agency (EMS)
- Napa County Public Works Department (PW) - Roads Division, Recycling, Animal Shelter
- Napa County Sheriff's Office (NCSO), Sheriff, Animal Services Officer
- Napa County Executive Office, Risk Manager (RM) or designated Contract Services
- California Highway Patrol (CHP)
- Adjacent police and fire agencies for other counties, cities (AP & AF): only if event site is located within one mile of such agencies' boundaries.

8. The following lists possible additional required permits if you are authorized to conduct a temporary event:

Fire Department: Permits are required for, but not limited to, use of Tents or Awnings at your event. All applications are required to be submitted a minimum of 30 days prior to the event.

[Tents & Special Events | Napa County, CA](#)

Building Division: Building Permits are required but not limited to authorize use of stages, generators, temporary power poles, and temporary lighting as well as tents over 7,500 square feet in size. In general, if your event requires construction or demolition of structures then a Building Permit will be required. All applications are required to be submitted a minimum of 30 days prior to the event. [Building Permit Process | Napa County, CA](#)

Environmental Health Division: A food vendor is not authorized to operate a food facility at a temporary event until written authorization to operate has been issued by this Division. All applications are required to be submitted a minimum of 30 days prior to the event. [Retail Food Program | Napa County, CA](#)

Public Works/Roads Department: An encroachment permit will be required for any activities/events in the County's Right-of-Way. All applications are required to be submitted a minimum of 30 days prior to the event. [Encroachment Permits | Napa County, CA](#)

Minimum Standards Requirements

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 required applicable items identified below are met. Such a license may be revoked prior to the event if "Requirements" are in fact not complied with. For temporary events with over 750 people or a series of events occurring over various dates or over a 30-day period, special requirements may be mandated to ensure public, health and safety of Temporary Event attendees and staff. These requirements are included and identified below in various links from reviewing Departments or Agencies.

- A. **INSURANCE** (Please see form attached to application for submittal to PBES)
1. Proof of Insurance per County Code §5.36.080 must be met prior to issuance of license or evidence of equivalent security.
 2. Required general public liability coverage:
 - Minimum \$2,000,000 individual
 - Minimum \$4,000,000 aggregate
 3. If the event involves sale or other dispensing of alcoholic beverages for on-site consumption, insurance must include alcohol liability endorsement covering property damage and/or injuries (including death) to any persons.

Responsible Agency for Review & Approval:

CEO's Office – Risk Management

- Contact: 707-253-4197 for questions

- B. **PARKING**
1. Use of Shuttle Buses:
 - a. 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.
 - b. 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.
 - c. 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).
 2. Off-Site Parking:

- a. 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.
 - b. All off-site, off-street parking shall comply with the parking standards outlined in County Code §18.104.130.
 - c. Adequate number of monitors to ensure compliance with no parking along streets posted “No Parking” by the Board of Supervisors or designee pursuant to County Code §18.104.130(D)(13), and no blockage of driveways or roads; appropriate warning signs; and plans for removal of violators.
 - d. 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 protection; and mowed to a maximum height of four (4) inches.
 - e. Access driveways to off-site parking lots shall meet a minimum access width of eighteen (18) feet. County Code §18.104.130(D)(12).
 - f. 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).
 - g. 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).
 - h. Off-site parked vehicles shall be set back by a minimum of 50 feet from residences. Setbacks shall be temporarily fenced or flagged. County Code §18.104.130(D)(11).
 - i. A minimum of three parking space 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).
 - j. 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).
 - k. On event day(s), there shall be no event parking within the public right-of-way, unless the Director of Public Works/designee provides an authorization for temporary event parking.
3. Inspection Parking:

- a. Reserved parking spaces (a minimum of 3 spaces) shall be made available for all inspections to be conducted prior to and during the event. Spaces shall be signed for intended use.

Responsible Agency for Review & Approval:

B 1 a-c; k: Public Works – Roads Division

- Contact: 707-944-0196; roads@countyofnapa.org for questions

B 2 d-g:

PBES - Engineering & Conservation Division

- Contact: 707-253-4417; engineering@countyofnapa.org for questions

B2 h-j:

PBES - Planning Division

- Contact: 707-253-4417; planning@countyofnapa.org for questions

C. TRAFFIC CONTROL

1. 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 or designee action required pursuant to Section 21101 of the California Vehicle Code.
2. For large events (Category's 5 and 6), applicant to submit professionally prepared detailed Traffic Control Plans (Not to scale) for Department of Public Works, Road Division, California Highway Patrol and the Napa County Sheriff's Office review and approval with the Temporary Event Application. The traffic control plans shall be prepared professionally and signed by a professional Civil or Traffic Engineer in accordance with the California Manual of Uniform Traffic Control Device (CA-MUTCD) current online edition. Sub-Standard format is not acceptable. Please substitute Aerial with CADD background (layout), showing existing lane configurations and pavement marking details. The traffic control plan shall identify a traffic coordinator responsible for responding to complaints related to traffic, parking, and driveway access. No changes or deviation from the approved detailed traffic control plan shall be made, except temporary changes in an emergency situation. The contractor shall immediately notify the County Road Commissioner of occurrences that necessitate modification of the approved traffic control plan.
3. If additional traffic control by CHP is requested by the applicant or required by CHP, a signed reimbursement agreement with CHP shall be executed prior to the event.
4. 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.
5. The provided traffic plan submitted shall show access routes to be used, placement of monitors and signs, parking areas, shuttle routes, and road closures.

6. Provide identifying signs for pedestrian routes along or adjacent to roadways between off-site parking areas and the event site.
7. Temporary crosswalks shall be designated for pedestrian safety.

Responsible Agency for Review & Approval:

C1-2; 4-7: Public Works Department – Roads Division

- Contact: 707-944-0196; roads@countyofnapa.org for questions

C3: Napa County Sheriff

- (707) 253-4509; sheriff@countyofnapa.org for questions

C3: California Highway Patrol (CHP)

- Contact: 707-699-6300 for questions

D. ENCROACHMENT PERMIT

1. An encroachment permit will be required for any activities/events in the County's Right-of-Way. Additional information and the encroachment permit application can be found [at this link](#). Any activities/events located on Caltrans Right-of-Way will require a separate coordination and permitting process. Please contact Caltrans District 4 at 510-286-4401.

Responsible Agency for Review & Approval:

Public Works Department – Roads Division

- Contact: 707-944-0196; roads@countyofnapa.org for questions

E. WATERSHED AND WATERCOURSE PROTECTION

1. No events shall be held in floodways between November and March.
2. All grading or clearing of vegetation shall comply with the Conservation Regulations. County Code §18.108.25 (General Provisions – Intermittent/Perennial Streams) and 18.108.026 General Provisions - Wetlands.
3. No discharge of hazardous materials to land, air or water in violation of federal or state laws or regulations.
4. Standard Condition: Storm Water Control - The permittee shall comply with all construction and post-construction storm water pollution prevention protocols as required by the County Engineering Services Division, and the State Regional Water Quality Control Board.

Responsible Agency for Review & Approval:

PBES - Engineering & Conservation Division

- Contact: 707-253-4417; engineering@countyofnapa.org for questions

F. AIR QUALITY

1. 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 pursuant to NC Standard Conditions 7.1 B & C.

a. DUST CONTROL (7.1 B)

Water and/or dust palliatives shall be applied in sufficient quantities during grading and other ground disturbing activities on-site to minimize the amount of dust produced. Outdoor construction activities shall not occur when average wind speeds exceed 20 mph.

b. AIR QUALITY (7.1 C)

During all construction activities the permittee shall comply with the most current version of BAAQMD Basic Construction Best Management Practices including but not limited to the following, as applicable:

1. Post a publicly visible sign with the telephone number and person to contact at the lead agency regarding dust complaints. The BAAQMD's phone number shall also be visible.
2. Water all exposed surfaces (e.g., parking areas, staging areas, soil piles, grading areas, and unpaved access roads) two times per day.
3. Cover all haul trucks transporting soil, sand, or other loose material off-site.
4. Remove all visible mud or dirt traced onto adjacent public roads by using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
5. All vehicle speeds on unpaved roads shall be limited to 15 mph.
6. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
7. Idling times shall be minimized either by shutting off equipment when not in use or reducing the maximum idling time to five (5) minutes (as required by State Regulations). Clear signage shall be provided for construction workers at all access points.
8. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified visible emissions evaluator. Any portable engines greater than 50 horsepower or associated equipment operated within the BAAQMD's jurisdiction shall have either a California Air Resources Board (ARB) registration Portable Equipment Registration Program (PERP) or a BAAQMD permit. For general information regarding the certified visible emissions evaluator or the registration program, visit the ARB FAQ http://www.arb.ca.gov/portable/perp/perpfact_04-16-15.pdf or the PERP website <http://www.arb.ca.gov/portable/portable.htm>.

Responsible Agency for Review & Approval:

PBES - Engineering & Conservation Division

- Contact: 707-253-4417; engineering@countyofnapa.org for questions

G. SIGNAGE

1. Price of admission signs shall be conspicuously displayed before all event entrances in compliance with County Code §5.04.010.
2. Temporary Events signs and off-site directional signs shall comply with County Code §18.116.030.
3. No signs shall be placed on trees, utility poles, or within any public right-of-way.
4. Temporary parking signs shall be installed no sooner than the day before the event and be removed no later than 5 p.m. the day after the end of the event.

Responsible Agency for Review & Approval:

PBES - Planning Division

- Contact: 707-253-4417; planning@countyofnapa.org for questions

H. LEGALITY OF STRUCTURES

1. 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.
2. There shall be no overnight stays by public attendees of the event unless such stays are otherwise permitted by zoning regulations or CLN.
3. 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.

Responsible Agency for Review & Approval:

PBES - Building Division

- Contact: 707-253-4417; building@countyofnapa.org for questions

I. BUILDING & ACCESSIBILITY

Applicants must submit detailed plans that show the maintaining of safe and accessible egress ensuring building and fire code compliance. Please be aware that no events will be allowed in portions of a building that are not permitted under Assembly occupancy requirements, this includes fermentation and barrel rooms. Please keep this in mind when considering the use of existing buildings for events. If your event is in a temporary tent you will need to obtain a permit through the fire department for the tent. If the tent is larger than 7,500 square feet you will need to obtain a building permit through the [PBES Building Division's Online Permit Center](#) after Temporary Event Permit authorization.

When you're using an **existing building for a temporary event**, even if it's already permitted for assembly occupancy, **you must maintain compliant means of egress at all times**, in accordance with Chapter 10 of California Building Code (CBC) and Fire Code standards outline in the fire section below. The following is a list of items that should be addressed on your temporary permit plans:

1. Site plan is required to show 2 paths of egress (walking paths to and from entrances and exits).
2. 1 toilet is required for each 60 persons in maximum attendance, 10% of toilets shall be accessible. Fractions shall be rounded up.
3. Show bathroom locations on site plan including which are ADA accessible, like for like accommodations are required.
4. Provide hearing assisted devices to the hearing-impaired.
5. Define type of seating or assembly tables in event space and show proposed locations of required wheelchair spaces in each type of seating area. (California Building Code (CBC) 11b-221.)

Specialty Seating Areas (CBC 11B-221.2.1.6)

In assembly areas, wheelchair spaces shall be provided in each specialty seating area that provides spectators with distinct services or amenities that generally are not available to other spectators. The number of wheelchair spaces provided in specialty seating areas shall be included in, rather than be in addition to, the total number of wheelchair spaces required by the Table below.

Integration (CBC 11B-221.2.2.)

Wheelchair spaces shall be an integral part of the seating plan.

Lines of Sight and Dispersion (CBC 11B-221.2.3.)

Wheelchair spaces shall provide lines of sight complying with Section 11B-802.2 and shall comply with Section 11B-221.2.3. In providing lines of sight, wheelchair spaces shall be dispersed. Wheelchair spaces shall provide spectators with choices of seating locations and viewing angles that are substantially equivalent to, or better than, the choices of seating locations and viewing angles available to all other spectators. When the number of wheelchair spaces required by Section 11B-221.2.1 has been met, further dispersion shall not be required. In stadiums, arenas and grandstands, wheelchair spaces shall be dispersed to all levels that include seating served by an accessible route.

Horizontal Dispersion (CBC 11B-221.2.3.1)

NUMBER OF SEATS	NUMBER OF REQUIRED WHEELCHAIR SPACES
4 to 25	1
26 to 50	2

51 to 150	4
151 to 300	5
301 to 500	6
501 to 5000	6, plus 1 for each 100, or fraction thereof, between 501 through 5000
5001 and Over	46, plus 1 for each 200, or fraction thereof, over 5000

Wheelchair spaces shall be dispersed horizontally. In assembly areas that have seating encircling, in whole or in part, a field of play or performance, wheelchair spaces shall be dispersed horizontally around the field of play or performance area.

6. Parking - Even for temporary events, you must **meet CBC Title 24 Chapter 11B and ADA Standard**, which includes accessible parking, routes, signage, and temporary surface modifications.

The following considerations must be taken:

- a. **Accessible Spaces Required** – Even if temporary, parking areas **must include the required ratio** of accessible spaces per CBC Table 11B-208.2.
- b. **Van-accessible Spaces** – Required proportionally. At least one of every six accessible spaces must be van-accessible.
- c. **Signage** – Accessible parking spaces must be properly marked with **accessible signs**, including the International Symbol of Accessibility (ISA).
- d. **Surface and Slope** – The space must be on a **firm, stable, and slip-resistant surface**, and the slope must not exceed **2% (1:48)** in any direction.
- e. **Accessible Route** – There must be a continuous, **accessible route** from the accessible space to the event entrance or facilities.
- f. **Location** – Spaces must be as close as practical to the accessible entrance or main activity area.

Responsible Agency for Review & Approval:

PBES - Building Division

- Contact: 707-253-4417; building@countyofnapa.org for questions

J. **NONDISCRIMINATION**

1. Unless interfering with practice of religion, attendance and facilities at the event should be open to all members of the 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.

Responsible Agency for Review & Approval:

PBES – Planning Division

- Contact: 707-253-4417; planning@countyofnapa.org for questions

K. SANITARY FACILITIES & SEWAGE DISPOSAL

1. All cleanup water or other liquid waste shall be disposed of in an approved sewage system or in leak-proof containers whose contents must then be disposed of in a manner approved by Environmental Health.
2. If an event site or any off-site parking areas include or are near an existing onsite sewage system, the septic system tank(s) and leach field(s) shall be fenced or otherwise blocked off from event to avoid soil compaction or damage to the onsite wastewater system. Parking shall not be permitted where septic systems are located, NCC §18.104.130.
3. Provide reasonably accessible and identified toilets, the number to be determined by the Building Division on the basis of the California Building Code.
4. Required toilets shall be either permanent facilities connected to an approved sewage system, approved by Environmental Health, or public sewer system. If portable toilets are provided, then they must be serviced by a pumping company permitted under NCC §5.20.020.
5. Event organizers must provide at least one toilet facility for every 15 employees within 200 feet of each temporary food facility. Each toilet facility must be equipped with readily accessible handwashing facilities that include water, soap, and paper towels, per California Retail Food Code §114359.
6. Event organizers must operate and comply with the Napa County Code and California Retail Food Code, or its successors.

Responsible Agency for Review & Approval:

PBES – Environmental Health Division – Consumer Protection and Well & Onsite Wastewater Teams

- Contact: 707-253-4417; environmental@countyofnapa.org for questions

L. SOLID WASTE DISPOSAL, RECYCLING & COMPOSTING

1. Discarded material must be separated into recycling, composting and trash streams. It is the responsibility of the permittee or applicant to ensure these streams are properly sorted into the correct bins.
2. Provide an ample amount of well labeled recycling, composting and trash bins located throughout the premises with attention to areas of high trash generation (beverage bar, kitchen, clearing areas, etc.) and near entrances/exits. The bins must be serviced accordingly so that bins do not overflow at any time.
3. Labels and signage should clearly indicate acceptable materials in each bin type. Provide lids or restricted openings where it is possible to decrease contamination with trash. Recycling and trash receptacles should look distinctly different.
4. Recycling bins must be blue, compost bins green and trash gray or black.

5. Recycling, composting and trash bins must be placed together and never standalone. Certified compostable bags are the only acceptable liners for green compost bins.
6. Arrange for collection of all solid waste within 48 hours of conclusion of event unless event solid waste will be combined with other regularly scheduled pick-up at the event location.
7. Event sponsors should consider various strategies to properly sort waste generated at events in order to conserve resources and comply with mandates of SB 1383.
8. If the event will serve more than 2,000 individuals per day of operation, it is considered a large event under state law and excess edible food must be donated.
9. Three franchise waste haulers serve parts of unincorporated Napa County. Napa County Recycling and Waste Services operates in southern Napa County. Upper Valley Disposal Services operates up valley. Berryessa Garbage Service operates in areas around Lake Berryessa.
10. General information and helpful tips can be found in the [Napa County Guide to Recycling at Special Events](#).
11. Event organizers and sponsors should consider various strategies to reduce waste generated at events in order to conserve resources.
12. Event organizers and sponsors are required to comply with NCC Chapter 5.80 Reusable Foodware and Waste Reduction provisions as it relates to Temporary Event activities. (Please refer to attached document)

Responsible Agency for Review & Approval:

L 1-11: Public Works Department - Recycling

- Contact: 707-253-4351; publicworks@countyofnapa.org for questions

L 12: PBES – Natural Resources

- Contact: 707-253-4417 for questions

M. LIGHTING

1. Shield all new outdoor lights from adjacent residences, airfields and public roadways. All new and existing exterior lighting shall be shielded and directed downward and shall be the minimum necessary for security, safety, or operations. All lighting shall be shielded or placed such that it does not shine directly on adjacent properties or impact vehicles on adjacent streets. Low-level lighting shall be utilized in parking areas. No strobe lighting shall be used. All lighting shall be turned off at the end of the Temporary Event activity if authorized for multiple days.

Responsible Agency for Review & Approval:

PBES Planning Division

- Contact: 707-253-4417; planning@countyofnapa.org for questions

Airport: For events taking place near airports

- Contact: 707-253-4665; infoairport@countyofnapa.org for questions

N. FOOD FACILITIES

1. Food vendors providing food during any event must hold and/or obtain a Food Facility permit from Environmental Health for each vendor and event organizer. Visit [Retail Food Program | Napa County, CA](#) for an application. Facility must operate consistent with CalCode Chapter 11, or its successors.
 - i. For Catered Events: The event caterer(s) must be permitted by the Napa County Environmental Health Division.
 - ii. For Events with Multiple Food Vendors:
 1. The event organizer must complete and pay associated fees for a [Temporary Event Organizer Application](#), specifying if they will have 2-20 food vendors onsite or more than 20 food vendors at the event. The organizer will provide the list of all food vendors, and each vendor must be permitted by Environmental Health.
 2. Each food vendor at the event must have a [Temporary Event Food Vendor](#) permit which can be either for a single event or an annual temporary event permit, or a Mobile Food Facility permit.
2. The only exception to the food permitting requirements would be for an event where all food vendors are not-for-profit entities or for-profit entities and receive no monetary benefit beyond recognition for participation in the event, and the event is a maximum of one day. If these conditions apply, food vendors must operate consistent with “[Non-Profit, One-Day Temporary Food Facility Guidelines](#)” and California Retail Food Code (CalCode Chapter 11), or its successors.

Responsible Agency for Review & Approval:

PBES – Environmental Health Division – Consumer Protection

- Contact: 707-253-4417; environmental@countyofnapa.org for questions

O. EMERGENCY MEDICAL SERVICES & ACCESS

1. Event staff on site shall have the capability to notify 911 of any emergencies, provide First Aid/CPR, and have access to an Automated External Defibrillator (AED).
2. Based on the number of attendees to include event personnel as well as patrons, organizers shall supply emergency medical staff consistent with Napa County EMS’s Temporary and Special Event Permit Application: EMS Resource Requirements. (Please Refer to link below)
 - a. An executed agreement with an approved provider will be required before the EMS Agency signs off on the Temporary Event License Application.
3. Permit applications require an event map showing the entire event area that includes First Aid/Medical Stations.
4. A Class A First Aid kit in accordance with ANSI/ISEA Z308.1-2021: American National Standard- Minimum Requirements for Workplace First Aid Kits and Supplies.

5. The Napa County EMS Agency Special and Temporary Event Emergency Action and Medical Plan shall be completed and submitted to the Napa County EMS Agency for approval. (Please refer to attached document)
6. Emergency access roads shall meet Napa County Road and Street Standards and “Agricultural Special Purpose Road” (e.g. one lane road with turnouts). Please submit an aerial site plan with a CADD background (layout) showing lane configurations and dimensions to scale. Sub-standard format will not be accepted.
7. Emergency access roads shall meet Napa County Road and Street Standards for a “Type I Common Drive” (e.g. two-lane road). Please submit an aerial site plan with a CADD background (layout) showing lane configurations and dimensions to scale. Sub-standard format will not be accepted.
8. If the event is located in a high fire hazard severity zone, a secondary access/egress route shall be provided.
9. Emergency vehicle access to buildings and/or Event Site shall not be obstructed. (CFC § 503.4)

Responsible Agency for Review & Approval:

O 1-5: Emergency Medical Services

- Contact: 707-253-4341 for questions

O 6-8: County Fire Department

- Contact: 707-299-1467; firedepartment@countyofnapa.org for questions

P. FIRE & LIFE SAFETY PRECAUTIONS

1. All first aid stations should be clearly identified.
2. Meet all applicable state regulations covering fire and life safety. (California Code of Regulations Title 19) and Title 24.
3. 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)
4. Open fires, smoking and the use of spark-scattering equipment outdoors are prohibited.
5. Electrical equipment and facilities shall comply with County Code §15.28.010 and CFC 3106.6.
6. Generators shall be installed not less than 10 feet from combustible materials and shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet away from the internal combustion power source. (CFC 3106.6.2)
7. Exit illumination shall be provided as per the California Fire Code with automatic back-up in case of power failure. (CFC § 1008.3)

8. Combustible vegetation that could create a fire hazard shall be removed from outdoor assembly event areas. (CFC § 3106.4.6)
9. Smoking shall only be permitted in designated areas. Other areas shall have approved “No Smoking” signs posted conspicuously. (CFC § 3106.4.5)
10. Trained Crowd Managers shall be provided for all events/gatherings of more than 500 people or in areas of assembly above or below the level of egress. (CFC § 403.11.3)
11. Buildings with assembly areas above the level of egress shall have at least two exits.
12. 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. (CFC § 1010.2).
13. Exit aisles shall be provided from all portions of the event assembly area to an exit with an aisle width that complies with CFC § 1030.9.1.
14. The minimum number of means of egress as well as means of egress widths for temporary membrane structures and tents shall comply with CFC Table 3103.12.2. based on the occupancy load of the event.
15. Exit obstructions, including storage, shall not be placed in an exit. (CFC § 1003.6).
16. Exit signs shall be installed in the assembly rooms and as otherwise necessary to clearly indicate the direction of egress. (CFC § 1013.1)
17. In high fire hazard severity zones fire breaks 10 feet wide or twice the height of the surrounding vegetation (whichever is greater) exist around event site to protect the surrounding wildland vegetation from fire.
18. 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”).
19. Fire extinguishing systems shall be installed inside occupied buildings to the extent required by California Fire Code § 906 and at each off-site parking lot.
20. Smoke alarms shall be installed inside all buildings used for human occupancy.
21. Open Flame Devices shall not be used in Assembly areas except in the following situations, provided that approved precautions are taken to prevent ignition of a combustible material or injury to occupant per CFC § 308.3:
 - a. Where necessary for ceremonial or religious purposes in accordance with § 308.1.7
 - b. On stages and platforms as a necessary part of a performance in accordance with § 308.3.2
 - c. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
 - d. Heat Producing Equipment complying with CFC Chapter 6 and the California Mechanical Code.
 - e. Gas lights are allowed to be used provided that adequate precautions satisfactory to the Fire Code Official are taken to prevent ignition of combustible materials.
22. Combustible decorative materials shall be flame resistant. (CBC § 806.4 & CFC 3104.2)

Responsible Agency for Review & Approval:

County Fire Department

- Contact: 707-299-1467; firedepartment@countyofnapa.org for questions

Q. SECURITY ARRANGEMENTS

1. Control site access (e.g., fences, gates at points of easy access) in manner that does not prevent emergency ingress or egress.
2. Display right to evict attendees for behavior causing a public disturbance or safety hazard.
3. 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 link below)

Responsible Agency for Review & Approval:

PBES – Planning Division

- Contact: 707-253-4417; planning@countyofnapa.org for questions

Napa County Sheriff’s Office

- Contact: 707-253-4509; sheriff@countyofnapa.org for questions

R. WATER SUPPLY

1. Drinking water supply shall be approved by Environmental Health as meeting the requirements of the California Safe Drinking Water Act or its successors.
2. Any swimming pools or bathing spas used in the event shall comply with County Code chapter §15.48.

Responsible Agency for Review & Approval:

PBES – Environmental Health Division, Consumer Protection

- Contact: 707-252-4417; environmental@countyofnapa.org for questions

S. ENVIRONMENTAL SENSITIVITY

1. Any known habitat of rare or endangered plants or preservation areas shall be fenced off and/or avoided.
2. No event activities shall occur within any known habitat of rare or endangered animals or block known wildlife migrating paths during known migrating seasons.
3. Event shall not involve occupation by human beings within an un-reinforced masonry building and/or near or within an earthquake or fire damaged building.
4. Event should not take place on or near any known archeological sites unless the sites are protected by barriers.

Responsible Agency for Review & Approval:

S 1-2: PBES - Engineering & Conservation Division

- Contact: 707-253-4417; engineering@countyofnapa.org for questions

S 3: PBES - Building Division

- Contact: 707-253-4417; building@countyofnapa.org for questions

S 4: PBES - Planning Division

- Contact: 707-253-4417; planning@countyofnapa.org for questions

T. ANIMALS

1. All animal exhibits must comply with County Code §6.08.140 and 6.08.120 regarding transportation and cage inspections by Animal Services.
2. 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.
3. Live animals shall not be allowed within 20 feet of any mobile food facility or temporary food facility. CalCode§114259.
4. All animal exhibits must operate in accordance with California Department of Public Health's Preventing Zoonotic Diseases at Fairs and Animal Exhibits: Best Practices for Fair Management and Animal Exhibitors (CDPH Best Practices) and be approved by the Napa County Environmental Health Division.

Responsible Agency for Review & Approval:

T 1: Public Works Department – Animal Shelter

- Contact: 707-253-4382 for questions

T 1: Napa County Sheriff's Office - Animal Services

- Contact: 707-253-4896 for questions

T 2-4: PBES – Environmental Health Division – Consumer Protection

- Contact: 707-253-4417; environmental@countyofnapa.org for questions

U. NOISE

1. 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.

Responsible Agency for Review & Approval:

PBES - Planning Division

- Contact: 707-253-4417; planning@countyofnapa.org for questions

LARGE EVENT SPECIAL REQUIREMENTS

NAPA COUNTY EMERGENCY MEDICAL SERVICES (EMS) AGENCY (SEE ATTACHED)

- SPECIAL AND TEMPORARY EVENT EMERGENCY ACTION AND MEDICAL PLAN
- TEMPORARY AND SPECIAL EVENT PERMIT APPLICATION: EMS RESOURCE REQUIREMENTS

ADDITIONAL INFORMATION, REQUIREMENTS, & GUIDELINES

REUSEABLE & COMPOSTABLE FOODWARE ORDINANCE BUSINESS OVERVIEW

Please refer to link on the Napa County Website: [Reusable Foodware and Waste Reduction Ordinance | Napa County, CA](#)

GUIDE TO RECYCLING AND COMPOSTING AT SPECIAL EVENTS

Please refer to link on the Napa County Website: [Guide to Recycling and Composting at Special Events | Napa County, CA](#)

RESPONSIBLE BEVERAGE SERVICE GUIDELINES – POLICIES AND PROCEDURES:

[Frequently Asked Questions | Alcoholic Beverage Control](#)



Special and Temporary Event

EMERGENCY ACTION & MEDICAL PLAN

Event Name: _____

Event Date(s):	Event Hours:
----------------	--------------

Event Description:

Location Address:	Number of Attendees:
-------------------	----------------------

Number of Staff:	Number of Vendors:
------------------	--------------------

On-Site Emergency Lead:	Phone:
-------------------------	--------

Provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc. Attached separate sheet for larger events.

Name	Title	Contact number

Number of Medical Resources:	First Aid Station:	Clinic (MD):
	BLS Ambulance:	ALS Ambulance:

Describe Your Communications Plan for the Event:
--

Describe Your Dispatch Protocol for Emergencies:
--

How will you communicate emergency information to your staff, vendors, and event attendees, both before and during your event?

How do you plan to evacuate people from your event footprint in the case of emergency? Where are the emergency exits/pathways?

If evacuation is not possible, what is your plan to shelter in place?

How do you plan to ensure emergency vehicle access at this event?

Safety Thresholds	Heat (C/F) Temperature	Cold (C/F) Temperature	Air Quality
--------------------------	---------------------------	---------------------------	-------------

What will be your protocol when safety thresholds are approached and/or reached?

Are there any special hazards at this event? If yes, list them and explain how you are managing these hazards, including a list of all relevant safety equipment that will be present at event.

Note: For events with large crowds or with high-risk activities, event organizers may need to create an **extensive** EAP. The questions above may not cover all of the necessary components. Please contact the EMS Specialist if you have any questions or need assistance creating a comprehensive EAP.

First Aid Stations and Clinics

Service Agreements: For organizations providing standby services, attach written agreements, MOUs, or signed written commitments to provide paid or volunteer services.

Medical Resource Type:		
Hours of Operation	AED on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	MD on site: <input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Resource Location:		
Medical Resource Contact Name:		
Medical Resource Contact Info:		

Medical Resource Type:		
Hours of Operation	AED on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	MD on site: <input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Resource Location:		
Medical Resource Contact Name:		
Medical Resource Contact Info:		

Medical Resource Type:		
Hours of Operation	AED on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	MD on site: <input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Resource Location:		
Medical Resource Contact Name:		
Medical Resource Contact Info:		

Medical Resource Type:		
Hours of Operation	AED on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	MD on site: <input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Resource Location:		
Medical Resource Contact Name:		
Medical Resource Contact Info:		

Mobile Support Resources

Service Agreements: For organizations providing standby services, attach written agreements, MOUs, or signed written commitments to provide paid or volunteer services.

Mobile Non-Medical Support

Will you have mobile resources at your event such as Support and Gear (SAG) Vehicles? Yes No

If yes, please describe the deployment plan.

Mobile Medical Support

Name of Ambulance or Bike Medic provider:

Contact name:

Contact number:

Deployment Plan:

Name of Ambulance or Bike Medic provider:

Contact name:

Contact number:

Deployment Plan:

Name of Ambulance or Bike Medic provider:

Contact name:

Contact number:

Deployment Plan:



A Tradition of Stewardship
A Commitment to Service

Health & Human Services Agency
Napa County Emergency Medical Services Agency

Shaun Vincent
EMS Administrator

2751 Napa Valley Corporate Drive
Building B
Napa, CA 94558

Main: (707) 253-4341
www.countyofnapa.org/ems

TEMPORARY AND SPECIAL EVENT PERMIT APPLICATION: EMS RESOURCE REQUIREMENTS

The Napa County Emergency Medical Services (EMS) Agency is committed to safeguarding the health and safety of our community, including participants of organized recreational activities held within the County. To achieve this, we have established clear requirements for event organizers to ensure adequate emergency medical resources are available. These guidelines serve as a framework for determining the minimum necessary resources for large events in Napa County, preventing undue strain on the County's EMS and healthcare systems.

All temporary events in Napa County are subject to Chapter 5.36 of the Napa County Code. Section 5.36.015 outlines event categories, and an application for a Temporary Event License is required for Category 2A, 2B, 3, 4, 5, or 6 events. All Special Events in Napa County are subject to Chapter 10.24 of the Napa County Code, Section 10.24.070 outlines the medical requirements for a Special Event Permit.

The final approval for the emergency medical assessment of event applications rests with the Napa County EMS Agency Administrator. Events spanning a broad geographic area may necessitate additional resources, particularly if a response time from a strategic location is anticipated to exceed ten minutes. The EMS Agency reserves the right to require additional resources for any event at its discretion.

Every application pursuant to Napa County Municode shall include a completed **Special and Temporary Event Emergency Action and Medical Plan** provided by the Napa County EMS Agency. Once EMS Agency staff reviews an application and determines the necessary emergency medical resources, recommendations will be provided to the event coordinator. Any modifications to the approved medical coverage must be authorized in writing by the EMS Agency representative. Failure to adhere to the EMS Agency's requirements may lead to the cancellation of your permit.

For ambulance services in Napa County, it's important to note the distinction in providers. American Medical Response (AMR) Napa holds the exclusive agreement for emergency ambulance services/transportation, including Advanced Life Support (ALS), within the county. However, for non-emergency, non-transport Basic Life Support (BLS) ambulance stand-by services, event organizers may contract with any of the approved providers on the official list below to meet their event's needs.

AMBULANCE PROVIDERS		
PROVIDERS	AUTHORIZED LEVEL	CONTACT NUMBER
American Medical Response Napa	BLS/ALS	(707) 501-5282
America West	BLS	(888) 869-6859
Falcon Critical Care Transport	BLS	(510) 223-1171
LIFEWest Northern California	BLS	(800) 222-8669
Medic Ambulance	BLS	(707) 644-8989
West Coast Medical Transport	BLS	(707) 759-0054



MINIMUM STANDARDS GUIDELINE TABLE (FIXED LOCATION EVENTS)				
TOTAL ATTENDEES	9-1-1 ACCESS & AED	FIRST AID STATION(S) WITH EMT TRAINED STAFF	FIRST AID STATION(S) WITH PHYSICIANS	BLS OR ALS AMBULANCE
50 – 200	X	Recommended		
201 – 400	X	Recommended		
401 – 1000	X	X ⁺	Recommended	
1001 – 3000	X	X ⁺	Recommended	ALS (1)
3001 – 5000	X	Recommended	X ⁺⁺	ALS (2)
5001 – 10,000	X	Recommended	X ⁺⁺	ALS (3)
Over 10,000	X	X ⁺	X	ALS (# Varies)

X Required

X⁺ Required but may substitute with an additional BLS Ambulance

X⁺⁺ Required but may substitute with an additional ALS Ambulance

MINIMUM STANDARDS GUIDELINE TABLE (DYNAMIC EVENTS)				
TOTAL ATTENDEES	9-1-1 ACCESS & AED	FIRST AID STATION(S) WITH EMT TRAINED STAFF	FIRST AID STATION(S) WITH PHYSICIANS	BLS OR ALS AMBULANCE
51 – 250	X	Recommended		BLS Recommended
251 – 500	X	Recommended		BLS (1)
501 – 1000	X	X ⁺		BLS (1)
1001 – 3000	X	X ⁺	Recommended	ALS (1)
3001 – 5000	X	X ⁺	Recommended	ALS (2)
5001 – 10,000	X	X ⁺	Recommended	ALS (3)
Over 10,000	X	X ⁺	Recommended	ALS (# Varies)

X Required

X⁺ Required but may substitute with an additional BLS Ambulance

Permit applications require an event map showing the entire event area and First Aid/Medical Stations. If applicable, include Rest Stops, Safety Check Points, and the Start/Finish Line.

All events must have 911 access and Automated External Defibrillators (AEDs). A Post-Event Report is due to the EMS Agency within one week of the event's end.



DEFINITIONS

911 ACCESS & CPR/AED: Event staff and/or safety personnel have the capability to notify 911 of any emergency, provide CPR, and have access to an Automated External Defibrillator (AED).

ADVANCED LIFE SUPPORT (ALS) AMBULANCE: An ambulance staffed by at least one (1) locally accredited paramedic and one (1) EMT. An ALS ambulance may have two (2) locally accredited paramedics. AMR-Napa is the only authorized provider for emergency ambulance services to operate in the county.

BASIC LIFE SUPPORT (BLS) AMBULANCE: An ambulance staffed by two (2) EMTs. BLS units are not allowed to transport an ill or injured patient from a venue to a receiving hospital unless directed to do so by a designated and approved Event Physician. BLS units may be utilized for first response or to substitute for a fixed First Aid Station with an EMT.

CLINIC OR FIRST AID STATION WITH PHYSICIAN (MD/DO): A similar facility to the one listed above, but staffed by at least one physician holding a current California MD license. It is preferred that the physician be experienced in emergency medicine and triage of seriously ill or injured patients. The intent of the physician treating patients is to prevent those patients from needing to seek treatment at an emergency department.

DYNAMIC EVENT: An athletic competition that spans a wide geographic area, with participants moving along a set course, unlike events confined to a single venue. Examples include marathons, triathlons, or bike races, all of which require intricate planning for safety and logistics across their extensive routes.

FIRST AID STATION WITH EMERGENCY MEDICAL TECHNICIAN (EMT): A fixed or mobile facility, with the ability to provide first aid level care, staffed by at least one EMT. First Aid level of care is defined as treatment of minor medical conditions and injuries by providers that have received training in First Aid. A First Aid Station is a static location, such as a tent, a clinic, or an ambulance. The First Aid Station must have 9-1-1 communication capabilities, staffed by certified EMTs, and have sufficient medical supplies (including an AED).

FIXED LOCATION EVENT: A temporary gathering held at a specific, designated physical venue for a set period. Unlike daily operations, these events have a unique purpose, whether it's for entertainment like a concert or music festival, professional sporting event, philanthropy such as a fundraiser, or a celebration like a party.

SPECIAL EVENTS: An organized procession or assemblage of more than fifty people on a highway that would significantly affect traffic or create a safety problem. Examples of special events include, but are not limited to, walkathons, runs, marathons, trail rides, bicycle events and races, fairs, celebrations, parades, and other similar activities.

TEMPORARY EVENTS: means any festival, fair, show, showcase, house or garden design tour, concert, dance, rally, parade, demonstration or competition of creative athletic form, or 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 Sections 2, 3 and 4 of Article 1 of the California Constitution, including, but 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; which is held at any place other than a highway as defined in Section 10.24.010 of this code, a permanent building or installation constructed and primarily used for the purpose of conducting such activity or one similar thereto, property owned or leased by the state of California, or property owned or leased by a public school district for use as a public school site, and to which the public is invited or admitted with or without the payment of an admission charge.

