



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: Calistoga High School Graduation Subsequent Event: ☐ Yes ☒ No  
Date(s) of Event: 6/13/2025 Previous Temporary Event Date(s): \_\_\_\_\_  
Time(s) of Event: 7:00pm Previous License #: \_\_\_\_\_  
Name of Venue: Sterling Vineyards Assessor's Parcel #(s): \_\_\_\_\_  
Event Site Address: 1111 Dunaweal Ln, Calistoga, CA 94515, USA  
Expected Attendance (per day): 750

Applicant's or Organization's Name: CJUSD Contact Person: Audra Pittman  
Business/Residence Address: 1520 Lake St Calistoga CA 9515  
No. Street City State Zip  
Mailing Address: same as above  
No. Street City State Zip  
Telephone #: 707.942.4703 Fax #: 707.942.6589 Email Address: apittman@calistogajusd.org  
Applicant or authorized representative: \_\_\_\_\_  
Name (please print): Audra Pittman  
Signature: Audra Pittman  Digitally signed by Audra Pittman  
Date: 2025.04.03 08:25:15 -0700  
Title: Superintendent Date: 4/3/2025  
Applicant's Legal Nature: ☐ Individual ☐ Partnership ☐ LLC ☐ Association  
☐ Corporation ☐ Non-Profit, I.D. # \_\_\_\_\_ ☐ Other \_\_\_\_\_

Name(s) of Property Owner(s) (or authorized representative): Sterling Vineyards  
Address (es) of Property Owner(s): 1111 Dunaweal Ln Calistoga CA 94515  
No. Street City State Zip  
Telephone #: 707.259.4673 Fax #: \_\_\_\_\_ Email Address: debra.dommen@tweglobal.com  
Mailing Address: same as above  
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) Debra Dommen Date: 4/3/2025

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:

Monica Baldenegro

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: This is the graduation ceremony for the Calistoga High School graduating class of 2025. There will be a stage where speeches and diplomas will be dispersed. There will be 2 sections of about 30 students sitting to the left and the right of the stage. There will be about 700 chairs facing the stage for parents and family members to watch the ceremony.

Date(s): 6/13 Hours: 2

Time of expected Peak Hour: 7pm

practice will occur at 11 am with the ceremony starting at 7pm

Maximum Daily Attendance

Expected: 750

Expected Attendance

at Peak Hour: 750

Supportive Retail Sales:

☐ Yes Type: \_\_\_\_\_

☒ No

Outdoor Amplified Music Proposed?

Yes ☒ No ☐

School Band

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 186\_\_\_\_ Unpaved 112\_\_\_\_
- c) Method of Traffic Control: ☐ Valet Parking ☒ Staff Volunteers
- d) Parking Attendants for traffic control: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Specify # 0\_\_\_\_
- e) A plot plan and verbal description of how off-site parking will be arranged (if applicable):  
using current parking lot as well as their overflow parking area.
- 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 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: Each student is provided 10 tickets

**4. Drinking Water Supply and Facilities:**

- ☐ Drinking water provided by: Na
- ☐ 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](http://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 6 and/or the number of chemical toilets available in the area of the event for guest use? 7 portable chemical toilets  
b) Company providing the chemical toilets: M&M Sanitary, American Canyon  
CA
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 8 total \_\_\_\_\_  
b) Describe location where these receptacles will be placed. Entrances to the seating area and around the stage \_\_\_\_\_  
c) Number of clearly labeled receptacles to be provided for recyclables 4  
(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:** NA ☐ 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)

4/3/2025  
\_\_\_\_\_  
DATE

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

4/3/205  
\_\_\_\_\_  
DATE

**PLEASE ATTACH YOUR CERTIFICATE OF INSURANCE TO THIS DOCUMENT**

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### **FOR OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_

FILE NUMBER: \_\_\_\_\_

# **Public Safety Plan-Calistoga Joint Unified School District**

## **1. General Information**

- Event Name: Calistoga High School Graduation
- Event Location: Sterling Vineyards, lower level grass area
- Event Date June 12, 2025, setup starting at 8am, event starts at 7pm
- Expected Attendance: 750
- Event Organizer/Contact Person:
  - Name: Monica Baldenegro
  - Title: High School Principal
  - Phone Number: 707-332-0244
  - Email: [mbaldenegro@calistogajusd.org](mailto:mbaldenegro@calistogajusd.org)
  - Alternate Contact
  - Name: Chris Ochs
  - Title: District Facilities Director
  - Phone Number: 707-291-7205
  - Email: [cochs@calistogajusd.org](mailto:cochs@calistogajusd.org)

## **2. Emergency Vehicle Ingress and Egress**

- Entrance and exit from Dunaweal Lane
- Roads are adequate width with areas to turn around

## **3. Fire Protection**

- There are fire hydrants located throughout the property

## **4. Emergency Egress or Escape Routes**

- The event is outdoors in an open area.
- Seating area and stage aisle spacing will meet or exceed code.

## **5. Emergency Medical Services**

- Not applicable

## **6. Public Assembly Areas**

- See attached map

## **7. Directing of Attendees and Vehicles**

- Not applicable

## **8. Vendor and Food Concession Distribution**

- There will be no vendors or food concession

## **9. Law Enforcement**

- Not applicable

#### **10. Fire and Emergency Medical Services Personnel**

- Not applicable

#### **11. Weather Monitoring**

- Not applicable

#### **12. Additional Considerations**

- Maps and event layout attached below
- Staff will be available to assist anyone with a wheelchair
- All access will be ADA compliant
- No one using the stage is disabled or in a wheelchair
- No wine tasting will be taking place anywhere on the Sterling Vineyards property