

# City of Calistoga

## Special Event Permit Application



City of Calistoga  
1232 Washington St.  
Calistoga, CA 94515  
Phone: 707-942-2838

Fax: 707-942-2771  
www.ci.calistoga.ca.us  
Email: recreation@calistogaca.gov

Please select the location of the activity you are requesting to conduct:

**Community Center Rental**

**Logvy Park Rental**

**Pioneer Park Rental**

**Community Pool Rental**

**Event on Public Property**

**Event on Private Property**

**Event on City Streets/Sidewalks**

**Filming / Photography**

**Calistoga Fairgrounds - Tubbs Building**

**Calistoga Fairgrounds - Great Lawn**

**Calistoga Fairgrounds - Grandstand & Track**

**Calistoga Fairgrounds - Tucker Room**

### Section 1. Applicant Information

Application Date:

Address:

Organization Name:

City/ST/ZIP:

Day of Contact Name:

Alternate Contact:

Day of Contact Cell:

Alt. Contact Cell:

Email(s):

**Applicant Status:**

Calistoga Resident

Non-Resident

Business

Nonprofit with 501c(3) status

### Section 2. Event Information

**TAX ID #**

Event Dates:

Event Name:

Event Attendance:

Purpose of Event

Please include

all activities:

Set-Up

Time(s):

Event Start

Time:

Event End

Time:

Clean-Up

Time(s):

**# Vehicles**

**Description (Types/Sizes)**

**Temporary Structures Description** *Tents 20'X20' or larger, stages*

**# Animals**

**Description**

**# Water/First Aid Stations # Porta Potties # Hand Washing Stations**

### Section 3. Site Information

Please include the locations of the following in your submitted Site Map:

Temporary Structures

Portable Restrooms

Water/First Aid Stations

Sound Amplification Equipment

Parking plan

Safety Plan

If the event is held on private property, how many permanent bathrooms are available on site?

**Public Event Questionnaire:**

This portion of the application is for events open to the public, please be as detailed and specific as possible.

Is this event open to the public?

Will admission be charged?

Admission details:

Is the event a fund-raiser?

If yes what organization is it benefiting:

First Aid and Emergency Medical Plan (must be Napa county approved)

Who are your designated on-site medical personnel?

Will an ambulance be on-site or on standby:

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Will alcohol be served?

*Liquor liability is required*

Will alcohol be sold?

*ABC License to sell permit required*

Will food be served or sold?

If yes how will it be served:

The Permittee is responsible for obtaining a Fire Code Permit from the Calistoga Fire Department for any EVENT BOOTH involving open fire, open burning, or exterior cooking operations.

Please describe food serving details:

Would you like to request access to electricity?

Will any electricity requirements be provided by generators?

Will your event have live or amplified music?

Times of Amplified sound:

Please describe the type of amplified music or announcements planned for your event (e.g., live band, DJ, speaker system)

Will the event be on sidewalks, city streets or other city right-of-ways:

An Encroachment Permit is required for any event that uses any portion of a public right-of-way, easement or property

Please describe if yes:

Please describe any additional services and/or requirements to be considered for this permit including the need for any Fire, Police, Public Works or Recreation employees that may be needed:

**Insurance Information:**

*Please be aware of our policy:*

*As a condition of issuance, the approved permittee, agrees to indemnify, hold harmless, release and defend Manager, the City of Calistoga, its City Council, and each member thereof, and its officers, employees, damages, costs, judgments and expenses (including attorney's fees and costs of litigation) which in whole or in part result from, arise out of, or are claimed to result from or to arise out of any acts, negligence, errors, or omissions of approved applicant, its employees, representatives, contractors, subcontractors, or agents by reason of or arising out of, or in any matter connected with, any and all acts, operations, privileges authorized, allowed or undertaken pursuant to the use approval under their ordinance including, without limitation, any condition or property used in operations. This agreement of indemnity includes, but any person or persons (including, but not limited to, companies, corporations, approved applicant and its employees or agents, and members of the general public).*

# Special Event Agreement

Initial

I understand I must notify Calistoga Recreation Services of any changes to this application. Additional fees may be charged for all unapproved changes.

I understand I must submit the application and pay all fees at least 30 days in advance, or an expedited processing fee may apply.

I understand I must acquire liquor liability and/or an ABC license if I am serving or selling alcohol. I understand I am only permitted to serve or sell beer or wine. I understand no alcohol is allowed at the pool.

I understand I may need to provide adequate water/first aid stations, as well as sanitary facilities, depending on the number of people attending the event.

I understand I must submit a certificate of liability insurance for the event, as well as an endorsement page, at least two weeks before the event. I understand that if I am selling or serving alcohol the certificate must include liquor liability.

I understand I may need to hire security for the event, and provide proof of security.

I understand I am responsible for the trash generated by the event, and must remove all trash from the premises upon completion of the event. I understand additional fees may apply for trash generated as a result of the event.

I understand the event start and end time listed on the application should reflect set-up and clean-up times. The rental will begin and end at these times. Failure to adhere to the times listed on the application will result in additional fees.

I understand the event must end and be cleaned up by the end/clean up time listed on the application. Events which require additional clean up time will result in additional fees.

I understand any damage as a result of the event, or changes to the application without approval, will result in a deduction from the deposit, or additional fees.

I understand that the restrooms are public facilities and cannot be guaranteed their cleanliness.

Applicant hereby agrees to defend, indemnify and hold harmless the City of Calistoga, its officers, agents, and employees from and against all claims of whatever nature resulting from any loss, damage, liability, cost or expense that may arise during, or be caused in any way by such use or occupancy of the City of Calistoga facilities.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for all fees associated with this permit and any damages sustained by the building, furniture, landscaping or equipment occurring through the use or occupancy of said facility by the applicant. Any loss or damages sustained to the above shall be compensated within seven (7) days.

I further certify that I have read and understand the City of Calistoga rules, regulations, policies and procedures contained in the document. I further understand that my failure to abide to said rules, regulation, policies, procedures and any special conditions might result in any issued Permits being revoked and/or a portion of all of my cleaning deposit being forfeited.

Applicant  
signature:

Date:

City Staff  
Approved by:

Date: