



City of Calistoga

Special Event Permit Information & Instructions

These regulations establish rules for issuing special event permits in Calistoga. The intent is to provide consistent criteria for approving events while ensuring public health, safety, and property protection. (Ord. 674 § 2, 2011).

Special Event Categories & Applicability

Special Event – Includes festivals, parades, races, markets, concerts, fireworks displays, filming activities, and expressive gatherings protected under the First Amendment, lasting 1-6 consecutive days or occurring as a series.

Special event permits are required for events that:

- Use City facilities or public property.
- Have 20+ attendees on commercial property beyond normal business operations.
- Obstruct or interfere with pedestrian or vehicular traffic.
- Present a potential hazard to public health, safety, or welfare.

Exemptions

- Governmental agencies acting within their authorized function.
- First Amendment processions obeying traffic laws.
- Private residential events.
- Events authorized under existing use permits.
- Events waived by the City Council or City Manager.

Special Event Categories

- **Public Facility Use** – Events at the Calistoga Community Center, Pioneer Park, Logvy Park, the Calistoga Community Pool, Monhoff Recreation Center, and any use of the Calistoga Fairgrounds (Tubbs Building, Butler Pavilion, Tucker Room, Barbecue Area, Great Lawn, Pavilion, Nolasco Fiesta Court, Grandstand & Track, Large Event Parking).
- **Street Usage & Closures** – Events on streets or sidewalks (Lincoln Avenue closures require a CalTrans permit).
- **Parades** – Processions on city streets (Lincoln Avenue closures require a CalTrans permit).
- **Public Property Events** – Events in city-owned parking lots or other public spaces.
- **Filming & Photography** – Professional filming or photo shoots within city limits.

Facility and Park Rental Locations

- **Calistoga Community Center** (1307 Washington St.) – A one-room hall suitable for social gatherings, receptions, meetings, and classes of up to 80 people. Includes a small kitchen, tables, chairs, and an outdoor patio area.
- **Calistoga Community Pool** (1745 Washington St.) – A two-pool aquatics facility with a lap pool, diving board, and recreational pool with water features. Includes a large lawn and picnic area. Alcohol is prohibited inside the facility.
- **Logvy Community Park** (1745 Washington St.) – Features a softball diamond, soccer field, drinking fountain, restrooms, and parking lot. Includes the Veterans Memorial.
- **Pioneer Park** (1308 Cedar St.) – A neighborhood park featuring a children’s playground, gazebo, picnic area, BBQ pits, and restrooms. Smaller gatherings do not require a permit, but larger events using multiple park features do.
- **Tubbs Building at the Calistoga Fairgrounds** (1435 North Oak Street) – An indoor facility 11,440 square feet suitable for large gatherings, meetings, and events. The space includes restrooms and flexible setup options. 1462 assembly or 682 seating.
- **Great Lawn Area at the Calistoga Fairgrounds** (1435 North Oak Street) – A spacious outdoor area ideal for festivals, large community gatherings, and special events.

Application Process & Fees

Event Type	Submission Period Deadlines/Earliest Date	Fee	Additional Costs
Public Facility Use	30 days – 1 year in advance	\$50	Deposit: \$350; Hourly rates vary
Calistoga Fairgrounds	60 days – 1 year in advance	\$50	Deposit/Hold the Date Fees: \$25 - \$2500 Varies by facility
Street Usage & Closure	30 days – 1 year in advance	\$50	Varies by event
Parade	60 days – 1 year in advance	\$50	Varies by event
Public Property Event	30 days – 1 year in advance	\$50	Deposit: \$350; Additional costs vary
Filming & Photography	Minimum 72 hours	\$50	Varies by event

Additional Permits (If Applicable)

Health Permit – Required for food service (contact [Napa County Environmental Management](#)).

Food and Beverage Compliance: The event organizer must ensure that all food and nonalcoholic beverages sold or served at the event comply with local, state, and federal health regulations. This includes obtaining the necessary permits and following Napa County’s Health Management guidelines for special event food sales.

Reusable Foodware and Waste Reduction: Permittee shall ensure that any food service during the special event complies with Chapter 8.17 of the Calistoga Municipal Code, Reusable Foodware and Waste Reduction.

Alcohol Sellers Permit – Required if selling alcohol (contact ABC directly).

Alcohol Compliance: The Permittee shall be responsible for ensuring that the sale or consumption of beer and wine at the event complies with the business use permit, all applicable City ordinances, and the requirements of the California Department of Alcoholic Beverage Control (ABC). Proof of compliance with all relevant laws, rules, and regulations must be provided.

Lincoln Avenue Banner Permit – Separate permit required (\$320 fee, deposit may apply).

Encroachment Permit – Required for any work or activities in public right-of-way (\$25 fee, additional inspection costs may apply).

Facility & Park Rental Fees

Logvy Park - 1745 Washington Street

Pioneer Park - 1308 Cedar Street

Applicant Status	Deposit	Application Fee	Hourly Rental Fee	Optional: Softball Bases / Field Lining	Optional: Soccer Balls & Goals / Field Lining
Calistoga Resident	\$350	\$50	\$56	\$50 / \$75	\$100 / \$280
Non-Resident	\$350	\$50	\$200	\$50 / \$75	\$100 / \$280
Calistoga Non-profit	\$350	\$50	\$24	\$50 / \$75	\$100 / \$280
All other Non-profit	\$350	\$50	\$56	\$50 / \$75	\$100 / \$280
Business/Commercial	\$350	\$50	\$200	\$50 / \$75	\$100 / \$280

Community Center – 1307 Washington Street

Applicant Status	Deposit	Application Fee	Hourly Rental Fee	Cleaning Fee
Calistoga Resident	\$350	\$50	\$18	\$130
Non-Resident	\$350	\$50	\$50	\$130
Calistoga Non-profit	\$350	\$50	\$10	\$130
All other Non-profit	\$350	\$50	\$12	\$130
Business/Commercial	\$350	\$50	\$100	\$130

Calistoga Community Pool - 1745 Washington Street

Applicant Status	Deposit	Application Fee	Rental Fee (0-100 people)	Rental Fee (101-200 people)
Calistoga Resident	\$500	\$50	\$100	\$150
Non-Resident	\$500	\$50	\$150	\$200
Calistoga Non-profit	\$500	\$50	\$100	\$150
All other Non-profit	\$500	\$50	\$150	\$200
Business/Commercial	\$500	\$50	\$200	\$400

Calistoga Fairgrounds – Please see attachment on last page

Other Event Fees:

Inspection Fee – Based on event setup (e.g., tents, stages, electrical setups).

Tents and Temporary Structures: Permittee shall obtain an inspection and permit from the Fire Department for any tents and dome structures larger than 20' x 20' before they are accessible to participants. Inspection fees will be required by the parties constructing the structures. No open flame or cooking structure will be allowed under the canopy of these structures.

Expedited Processing Fee – \$250.

City Staff Services: If applicable, any necessary police, fire, or public works staff will be billed at the established billable rates.

Police or private security: The City of Calistoga Police Department reserves the right to determine the need for police officers or private security at any event. Each application will be reviewed, and recommendations will be based on factors such as event location, time of day, expected attendance, alcohol service, and traffic impact. To ensure public safety, certain intersections may require hardened street closures as identified by Police or Public Works. Events serving alcohol or expecting more than 50 guests may be required to have private security. The event organizer is responsible for arranging security personnel, including overnight security if needed, with staffing levels based on event size and alcohol service regulations.

Insurance & Liability

Liability Insurance - The approved permittee shall be required to have comprehensive general liability insurance providing for the following limits naming the City of Calistoga an additional insured in an amount not less than \$1,000,000. If alcohol is to be sold or served, insurance coverage must include liquor liability.

Indemnification - A copy of the indemnification, policy or a certificate of insurance along with all necessary endorsements along with a separate endorsement page naming the City of Calistoga, including its elective and appointive boards, commissioners, officers, agents and employees, as additionally insured for the duration of the scheduled event must be filed with the City with the special event application pursuant to CMC [5.18.060](#). (Ord. 674 § 2, 2011).

Insurance & Liability – Calistoga Fairgrounds

Liability Insurance - The approved permittee shall be required to have comprehensive general liability insurance providing for the following limits naming the City of Calistoga an additional insured in an amount not less than \$1,000,000. If alcohol is to be sold or served, insurance coverage must include liquor liability.

Workers' Compensation - Workers' Compensation coverage shall be maintained covering contractor/renter employees, as required by law.

Automobile Liability - Commercial Automobile Liability coverage, on a per accident basis, at least as broad as the current ISO policy form # CA 00-01, Symbol #1 (Any Auto) with limits of not less than \$1,000,000 combined single limits per accident for contracts involving use of contractor vehicles (autos, trucks or other licensed vehicles) on property.

Indemnification - A copy of the indemnification, policy or a certificate of insurance along with all necessary endorsements along with a separate endorsement page naming the **City of Calistoga, including its elective and appointive boards, commissioners, officers, agents and employees**, as additionally insured for the duration of the scheduled event must be filed with the City with the special event application pursuant to CMC 5.18.060. (Ord. 674 § 2, 2011).

Hazardous Events - Limits shall be not less than \$5,000,000 per occurrence for Fair time Carnival Rides and for Freefall Attractions (elevated jumps involving airbags); \$5,000, 000 per occurrence for the following all types of Motorized Events: automobile races, drifting exhibitions, truck rodeos, tractor/truck pulls, destruction derbies, RV destruction derbies, mud bogs, mud racing, car crunches, monster truck shows, automobile thrill shows, figure 8 racing, stock car racing, tuff trucks, boat races, autocross, dirt racing, oval track, sprint cars/410 sprints, modified, super stock, mini-stock, dwarf cars, micro lights, enduro, pro stock; \$3,000,000 per occurrence for Rodeo Events all types with a paid gate and any Rough Stock events; \$2,000,000 per occurrence for Rodeo Events All Types without a paid gate and with any Rough Stock events and for Swap Meets/Flea Markets held two or more times per calendar year; \$2,000,000 per occurrence for concerts with over 5,000 attendees, Rave Type Events All Types, Cannabis Festivals/Trade Shows, Mechanical Bulls, Extreme Attractions All Types that require a DOSH permit to operate, and Simulators.

Fire Department Special Event Permit Polices

Emergency Action and Medical Plan (EAP & EMP): All events must submit an Emergency Action Plan (EAP) and a Medical Plan (EMP) as part of the Special Event Permit application. The EAP should outline emergency access points, evacuation routes, crowd managers, emergency notification methods, and procedures for handling various emergencies. The Medical Plan must include a map of medical stations, the location and list of first aid supplies, and identify designated medical staff and/or volunteers who will be onsite. City personnel will review each plan and provide recommendations as needed. A template of this plan can be found on the city website: bit.ly/calistogaspecialapplication

Fire Watch: Where, in the opinion of the fire code official, it is essential for public safety, one or more Fire Watch personnel shall be required and approved. Fire Watch personnel are not intended to replace or augment any required security personnel, and they shall remain on duty while places requiring the fire watch are open to the public or activities are being conducted. Reimbursement for Fire Watch Personnel and associated Fire Department equipment based on current City of Calistoga billable rates shall be paid if city staff are used.

Medical Requirements - Recommendations will be provided for the event using the matrix below as a guide. The table below is not all inclusive and requirements may change depending on the type and/or needs of the event.

Total Attendees	911 / CPR / AED	First Aid Station(s) with Trained Staff	BLS or ALS Ambulance	Fire Dept Standby
51 – 250	X	Recommended	Varies by Event	Varies by Event
251 – 500	X	Recommended	BLS (1)	Varies by Event
501 – 1000	X	X	BLS (1)	Varies by Event
1001 - 3000	X	X	ALS (1)	Varies by Event
3001 – 5000	X	X	ALS (2)	Recommended
5001 – 7000	X	X	ALS (2)	Recommended
7001 – 10000	X	X	ALS (2)	Engine (1)
Over 10,000	X	X	ALS (Varies)	Engine (Multiple)

911 / CPR / AED: Event staff and/or safety personnel shall have the capability to notify 911 of all emergencies, provide CPR and have access to an Automated External Defibrillator (AED).

First Aid Station with Trained Staff: A First Aid Station is a location such as a tent or other shelter. First Aid supplies, equipment and personnel may be co-located at the event information booth. The First Aid Station must have 911 communication capabilities, First Aid & CPR trained staff, volunteers or locally certified EMTs. First Aid Station(s) with a Physician may be required for certain events.

Basic Life Support (BLS) Ambulance: An ambulance staffed by two (2) EMTs. The BLS ambulances generally do not transport the ill or injured from a venue to a receiving hospital unless directed to do so by a designated Event Physician or fire department personnel. A BLS ambulance may be utilized to substitute for a fixed First Aid Station with Trained Staff.

Advanced Life Support (ALS) Ambulance: An ambulance staffed by at least one paramedic and one EMT. An ALS ambulance may have two paramedics. An ALS ambulance will be defined by the

The city's locally approved ALS provider agency. The ALS ambulances generally do not transport the ill or injured from a venue to a receiving hospital unless directed to do so by a designated Event Physician or fire department personnel. An ALS ambulance may be utilized to substitute for a fixed First Aid Station with Trained Staff.

General Event Guidelines

Amplified Sound & Noise Regulations - Amplified music and announcements must comply with Chapter 8.20 of the Calistoga Municipal Code. Event organizers are responsible for ensuring volume levels remain within acceptable limits to prevent disturbances.

Cleanup Responsibilities - Applicants must manage all trash, decorations, and food waste during and after the event. This includes providing adequate waste disposal options, maintaining cleanliness throughout the event, returning tables and chairs, and leaving the facilities in good condition to receive a deposit refund.

Emergency and Weather-Related Cancellations - In the event of a natural disaster, war, civil disobedience, or other emergency requiring government use of the facility, the Permittee's rental site may be reassigned or canceled by order of a federal, state, county, or city agency. The City is not liable for any loss or expenses incurred by the Permittee, its clients, customers, or patrons due to such an emergency declaration or cancellation.

Parking Plan Compliance: Permittee must adhere to the parking plan submitted, which outlines the event's parking requirements.

Sanitary Facilities: Permittee shall ensure that adequate sanitary facilities are on-site prior to event start to serve maximum event participants and that they are removed within 48 hours of event completion.

Vendor and Contractor Compliance: Permittee is responsible for ensuring that all vendors and contractors involved in the event comply with local business licensing and seller's permit requirements.

Site Information

The locations of the following must be submitted in your site map along with your application.

- Temporary Structures
- Portable Restrooms
- Water/First Aid Stations
- Sound Amplification Equipment
- Parking Plan

Application Process

Special Event Permit Applications are available to download online:

bit.ly/calistogaspecialeventapplication

Completed applications must be turned in with all fees and the deposit at least 45 days prior to an event and prior to City approval.

Application will be reviewed and special event permit or confirmation will be sent within 3 weeks (15 business days) with a complete summary of all permit requirements and fees.

All remaining fees and insurance documents must be submitted at least two weeks (10 business days) prior to the event.

Rental fees and deposits will be refunded for events cancelled at least two weeks (10 business days) prior to the scheduled event, otherwise all fees will be forfeited. Application fee is non-refundable.

Any refundable deposits will be returned within 2-5 weeks after event or cancellation.

If a special event is canceled due to weather, the Permittee may transfer all fees, including the Hold the Date fee, to a rescheduled event date. If rescheduling is not possible, the City may issue a refund for all fees except the non-refundable special event application fee.

Special Event Permit Approval or Denial

The Recreation Manager reviews applications within 15 days. Permits may be denied if the event:

1. Disrupts traffic or emergency services.
2. Conflicts with municipal functions or maintenance work.
3. Poses safety risks or past issues with compliance.
4. Contains false application details or violates laws.

Contact Information

- **Calistoga Parks & Recreation Office** – 1745 Washington St., Calistoga, CA
- **Phone:** (707) 942-2838 **Email:** recreation@calistogaca.gov