

PLAZA RENTAL INFORMATION

Parks and Recreation Services
1850 Soscol Ave. Suite 201, Napa, CA 94559
707-257-9529



Plaza Facilities

The City of Napa Parks and Recreation Services Department has 3 plazas available for rent in downtown Napa. The plazas are available year-round for public use from sunrise to sunset. The plazas vary in size and have a capacity between 200 to 500 people. Dwight Murry is located on First Street between Main and Brown Street. This plaza is equipped with several benches and tables and has an open gathering space for special events. Veterans Memorial Park has a picturesque view of the Napa River and is an amphitheater style park which creates a great venue for musical or performance events. Opera House Plaza is the smallest plaza with intimate setting located adjacent to Napa Creek and lined with trees. This plaza also has easy access to downtown and the Oxbow District. Depending the type of rental planned at the plaza, a Special Event Permit may be required.

Reservation Process

1. **Rental Form:** Reservation requests can be made 12 months in advance, but no later than 7 calendar days before the requested date by providing the completed Plaza Rental Form.
2. **Liability Insurance:** All plaza rentals required to have a certificate of insurance and must be provided two weeks before the reservation. The applicant may provide the required insurance from their own carrier or may purchase the insurance through the City's 3rd party insurance provider.
 - The applicant's name or organization must be listed as the one "insured".
 - The policy must not expire before the event date.
 - The policy must be for \$1,000,000.
 - The "description" should list the rental location, date(s), and event planned.
 - Name the City of Napa as the certificate holder and the "City of Napa, its Officers, Agents and Employees" must be listed as Additionally Insured on a separate addendum or endorsement.
 - Please send or provide the original certificate to City of Napa, Parks and Recreation Services Department, 1850 Soscol Ave. Suite 201, Napa, CA 94559.
3. **Confirmation:** No reservation is confirmed until the completed reservation form has been approved, all fees have been paid and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
4. **Cancellations:** All cancellations must be in writing and are subject to a cancellation processing fee. Any cancellations within 30 days will forfeit 50% of the plaza rental fees paid. Any cancellations within two weeks will forfeit 100% of the rental fees paid. Upon the renter's request, rainouts will receive the option to refund or select to another available date. Refunds for cancellations or rainouts will take three to four weeks for check refunds and credit card refunds will be issued back to the same card within one week. If all fees are forfeited, cancellation processing fee will be invoiced or deducted from security deposit.

Plaza Rental Policies

- The renter shall be solely responsible for any and all accidents or injuries to persons or property resulting from the use of the plaza. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the plaza and that all of the attendees conduct themselves in an orderly manner in and around the plaza. If damages occur or behavior of the group is deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities. Any costs for damages or additional staff hours related to corrective action can be charged to the permit holder.

- A ratio of 1 adult to 25 minors (17 and under) must be maintained throughout the plaza. A list of chaperones must be submitted to the Parks and Recreation Department personal at least 5 days prior to the event and must include each chaperone address and phone number.
- Permit holder should have a copy of their permit with them at all times. For any conflict related to your event, please contact the City of Napa Police non-emergency phone number at 707-257-9223.
- Permits are not transferable and the permit holder must be 18 years old (or 21 years old for applicants serving or consuming alcohol).
- City reserves the right to close the plaza areas for emergency repairs and will provide adequate notice for annual maintenance closures.
- Alcohol is not permitted at any time at the plaza area unless approved with permit and insurance was provided or purchased. If alcohol is permitted, food and non-alcoholic beverages must be available during the same time as alcohol is served or consumed. For authorized individuals or groups serving alcohol, all ABC rules and regulations must be followed.
- Smoking, glass containers, inflatables and portable barbecues are prohibited.
- Amplified music/sound is allowed in city plazas with a Special Event Permit.
- Decorations should be limited to free standing items. No tape or any other adhesives should be used on plaza property. The authorized individuals or groups is responsible for set-up and clean-up of decorations and any additional necessary cleaning of the area.
- The use of barbecues or any open or outdoor fire at any place within the boundaries of any city plaza is unlawful, unless given a written authorization from the director and the city fire safety official.
- Motor vehicles are restricted to designated parking areas only and not allowed on paved walkways, turf, park land or no parking zones.
- Permit holder is required to leave the plaza area and sidewalks free of litter and trash. Trash exceeding the receptacles containers must be removed by the permit holder.
- Failure to comply with any of the plaza policies or rules may result the denial of future reservation and/or immediate ejection from the facility. Parks and Recreation Services staff have the authority to disperse any group for failure to comply with these policies and park regulations.

Fees

All fees are subject to change. Plaza areas listed below can be reserved from 8 a.m. to 10 p.m. Non-profits with 501c3 status and government agencies will receive a 50% discount.

Rentals	Approx. Size	Capacity	Fees
Dwight Murray	25'x 25'	200	\$25 / hr
Opera House Plaza	35'x 50'	200	\$25 / hr
Veterans Memorial Park	90' x 45'	500	\$40 / hr
Non-resident fee			\$142.75 / day
Cancellation/Change Fee			\$28.50
Insurance			\$131.71/ day *

* Fees varies based on group size

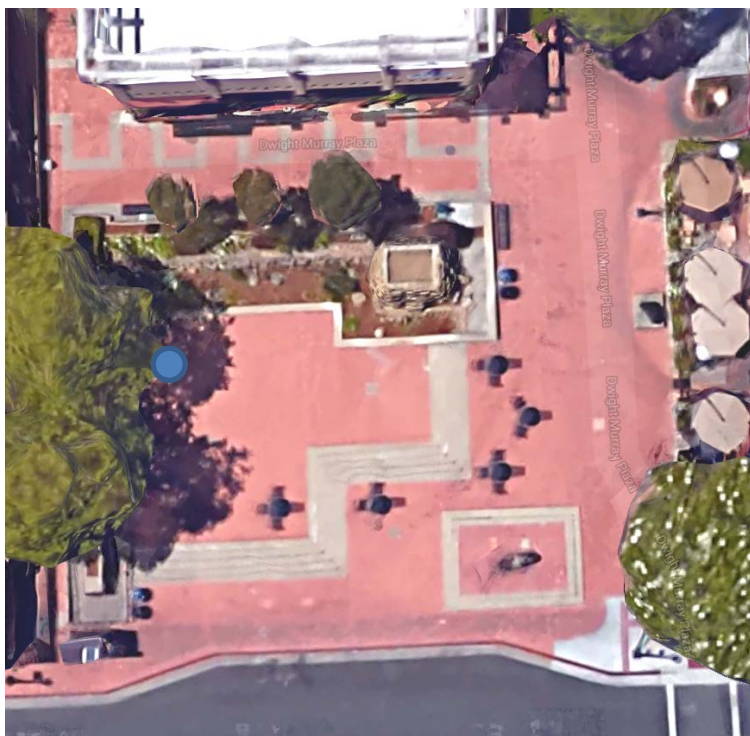
Locations

Dwight Murray Plaza

Street View



Overhead View



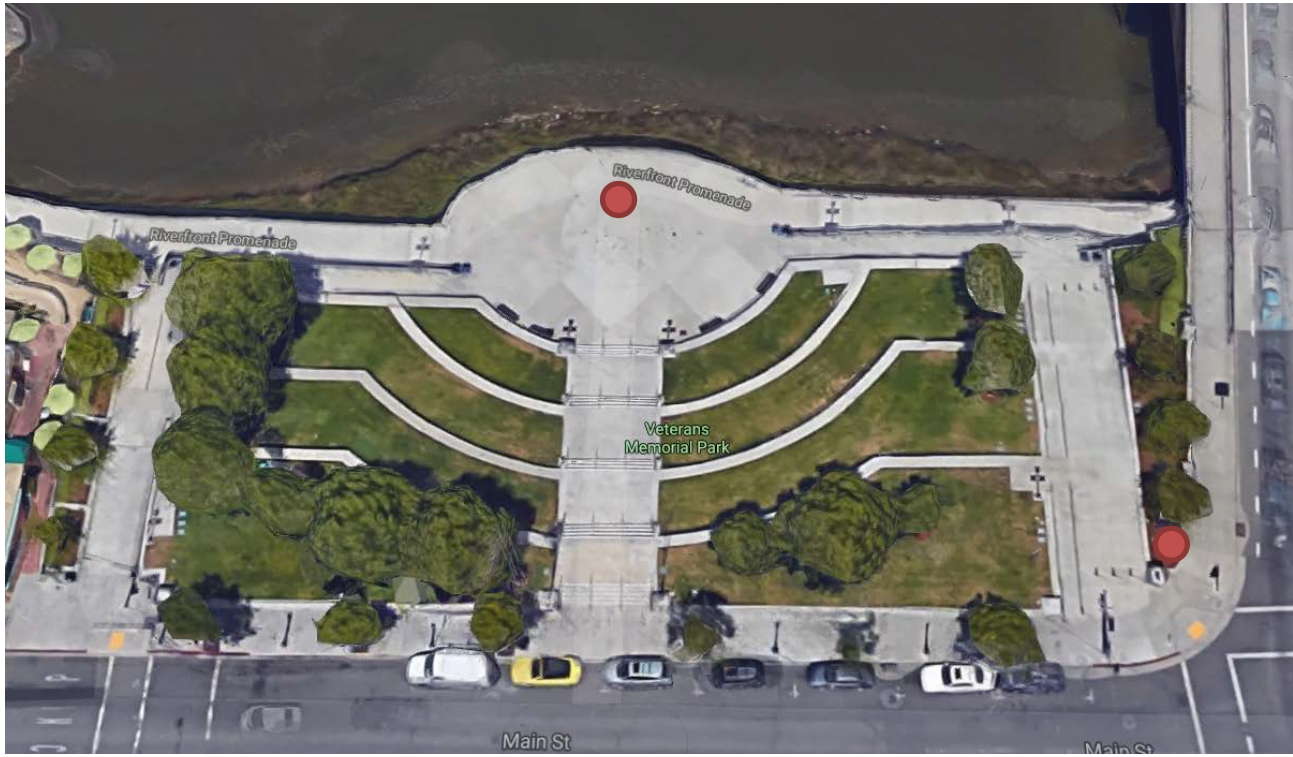
● 20 Amp Electrical Outlet

Veterans Park

Street View



Overhead View



● 50 Amp Electrical Outlet

Opera House Plaza

Street View



Overhead View



● 50 Amp Electrical Outlet