

PICNIC FACILITY RENTAL INFORMATION

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



Picnic Facilities

The City of Napa Parks and Recreation Services Department oversees the maintenance and operations of over 880 acres of public lands. The parks are available year-round for public use from sunrise to sunset. There are 27 picnic areas including 3 picnic pavilion available for reservations. If not reserved, the picnic areas are first-come, first-served. The five parks offering picnic reservations are John F. Kennedy Park, Fuller Park, O'Brien Park, Dry Creek Park and Playground Fantastico. The picnic areas are varied in size and have either 4 tables to 12 tables with a seating capacity for 30 up to 100.

Reservation Process

1. **Rental Form:** Reservation requests can be made 12 months in advance, but no later than 5 calendar days before the requested date by providing the completed Picnic Rental Form.
2. **Liability Insurance:** All rentals serving or consuming alcohol are required to have a certificate of insurance and must be provided two weeks before the picnic reservation.
 - The picnic renter'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 picnic 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.

Picnic Rental Policies

- The picnic facility renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. 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 facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot. 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 picnic rental.
- Permit holder should have a copy of their permit with them at all times. If there is a group in your site or for any other conflict related to gaining site access, 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 picnic rentals serving or consuming alcohol).
- City reserves the right to close the picnic areas for emergency repairs and will provide adequate notice for annual maintenance closures.
- Alcohol is not permitted at any time at the picnic area or surrounding park areas 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 renters serving alcohol, all ABC rules and regulations must be followed.
- Dogs should remain on leash in the picnic areas and surrounding park areas.
- Smoking, amplified noise, glass containers, inflatables and portable barbecues are prohibited.
- Decorations should be limited to tabletops or free standing. No tape, tacks, pins, nails or any other adhesives should be used on picnic pavilion posts or ceilings.
- Barbecues in designated picnic areas are provided with picnic reservations. If the barbecue is used, the renter should extinguish the fire completely before leaving the premises.
- 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 picnic area, park 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 picnic policies or park 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

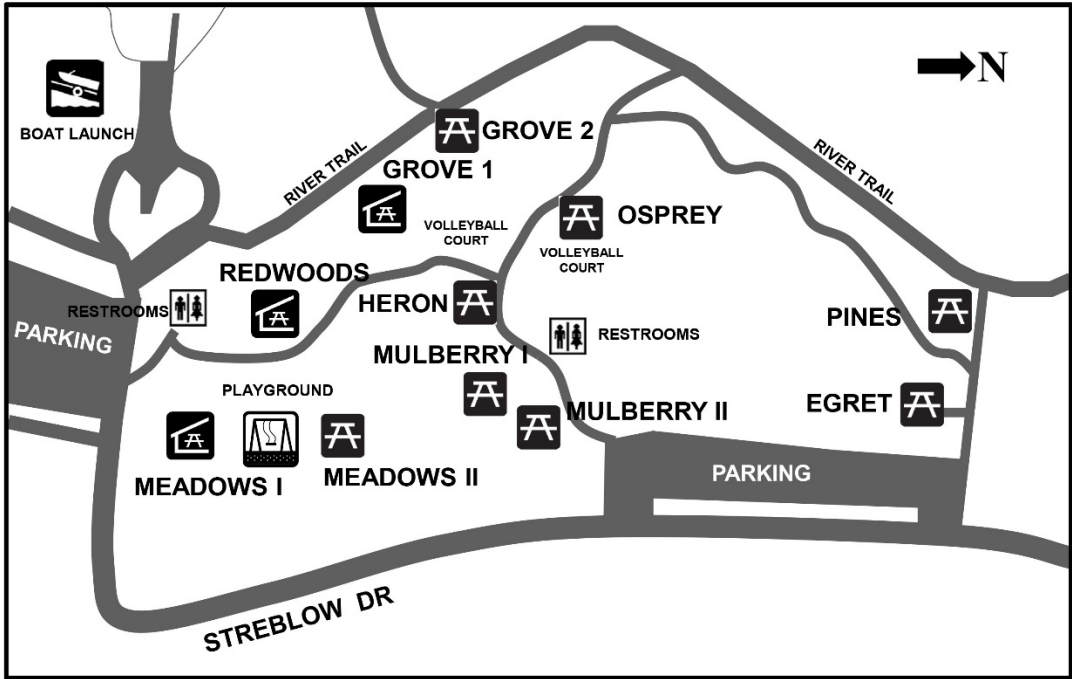
All fees are subject to change. Picnic areas listed below can be reserved from 8 a.m. to 8 p.m. (or sunset). John F. Kennedy Park and Fuller Park picnic areas are available from 8 a.m. to 1:30 p.m. or 2:30 p.m. to 8 p.m. (or sunset). Groups may reserve both timeslots and would not have to vacate the picnic area between 1:30 to 2:30 p.m. All other parks the reservations fees are for all day reservations only.

Rentals	Tables	Capacity	Fees (Half/Full Day)
Picnic Pavilion	8 (6 ft)	60	\$150 / \$300
Large Picnic Area	12 (8 ft)	100	\$100 / \$200
Medium Picnic Area	6 (8 ft)	60	\$50 / \$100
Small Picnic Area	4 (8 ft)	30	\$25 / \$50
Non-resident fee			\$142.75 / day
Cancellation fee			\$28.50
Electrical fee (Picnic pavilion only)			\$28.50 / rental
Insurance (Medium, Large, Pavilion)			\$129.65 / day
Insurance (Small)			\$122.50 / day

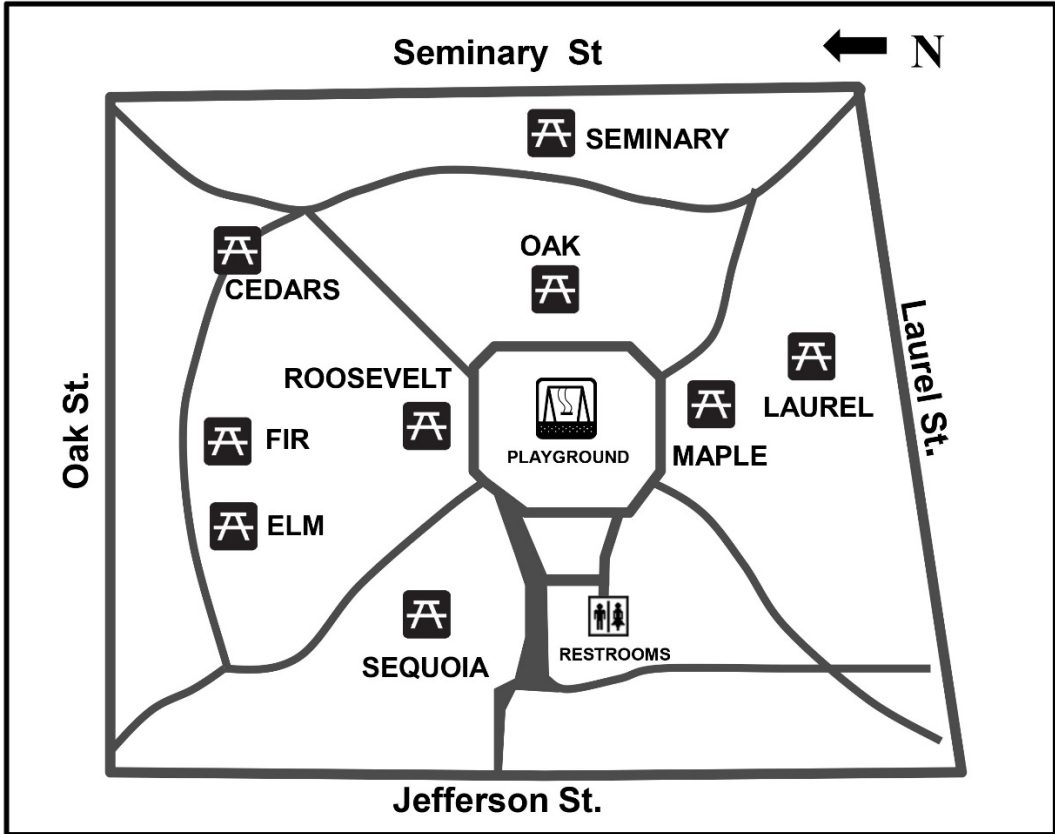
Park	Picnic Area	Size
Kennedy	Meadows I, Redwoods, Grove I	Pavilion
	Grove 2, Pines, Mulberry I, Formal Gardens	Large
	Meadows II, Ergret, Heron, Osprey, Mulberry II	Medium
Fuller	Cedars, Roosevelt, Oak, Sequoia, Maple	Medium
	Elm, Fir, Laurel, Seminary	Small
Other	O'Brien 3, Fantastico, Dry Creek	Medium
	O'Brien 1, O'Brien 2, O'Brien 4	Small

Maps

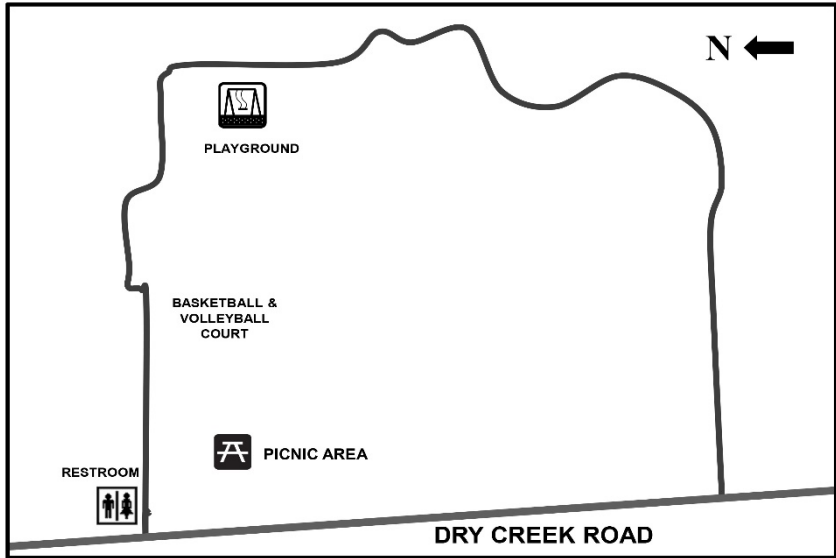
KENNEDY PARK



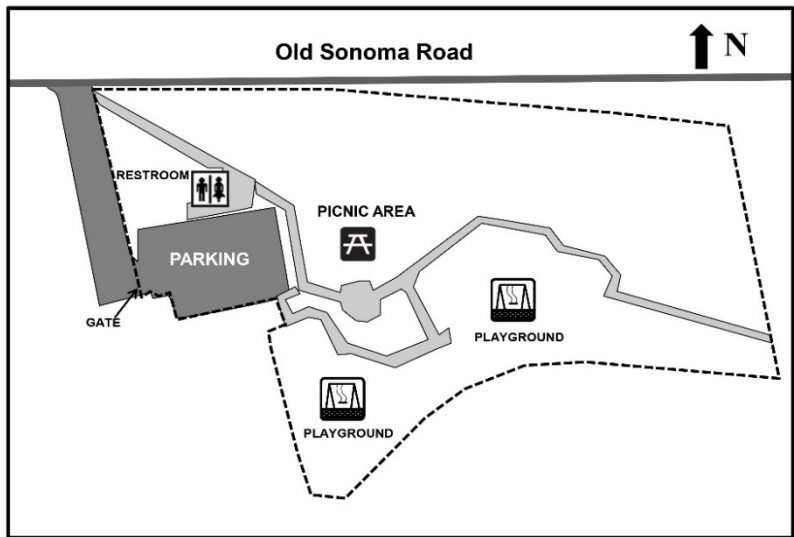
FULLER PARK



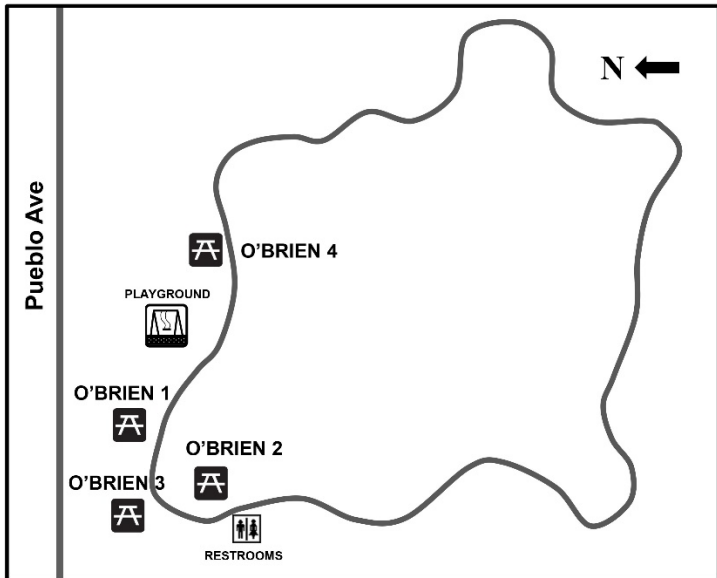
DRY CREEK PARK



PLAYGROUND FANTASTICO



O'BRIEN PARK



PICNIC FACILITY RENTAL FORM

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



Name:			Date:		
Organization:					
Phone:			Email:		
Address:		City:	State:	Zip:	
Estimated Attendance:			Type of Activity:		
Electrical Access: <input type="checkbox"/> Yes <input type="checkbox"/> No			Alcohol served or consumed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Park Name & Picnic Area	Day	Date	Start Time	End Time	Total Hours
Picnic area rental rate:					
Insurance fee:					
Non-resident fee:					
Other charges:					
Total rental fees:					
Balance amount: \$			Balance due date / /		

I have received and read the picnic rentals rules and regulations provided by the Parks and Recreation Services Department. As the applicant, I hereby agree to comply with the City and State Laws and Rules and Regulations. Non-compliance of the rules and regulations may result in a forfeit of my security deposit. As the applicant, I agree to hold harmless and indemnify the City of Napa and it's officers, employees, and agents for any loss, damage, liability, cost or expense arising from the use or occupation of the park, facilities and equipment relating to this application. The cost of any special cleaning or damage to the facility, equipment, or grounds, due to the event, will be charged to the applicant.

 Signature of applicant

 Date

 Approved by (Parks and Recreation Services Agent)

 Date

OFFICE USE ONLY: Permit #: _____ Date Entered in Active: _____ Insurance: Yes No

Comments: _____