

OXBOW COMMONS RENTAL INFORMATION

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



Oxbow Commons

Oxbow Commons, a City of Napa designated park, is a recreational amenity to the Army Corp of Engineers Flood Control Project. Oxbow Commons is a recreational gem, offering views of the oxbow in the Napa River and providing a meandering pathway that joins downtown and the Oxbow Public Market. The park is available year-round for public use from sunrise to sunset. Depending the type of rental planned at Oxbow Commons, a Special Event Permit may be required.

Reservation Process

- Rental Form:** Reservation requests can be made 12 months in advance, but no later than 14 calendar days before the requested date by providing the completed Facility Rental Form. (Special Event Permit may require 60+ day notice)
- Liability Insurance:** All 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.
- 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.
- 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 facility 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.

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 park. 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 park and that all of the attendees conduct themselves in an orderly manner in and around the park. 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 park. 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 park areas for emergency repairs and will provide adequate notice for annual maintenance closures.
- Alcohol is not permitted at any time at the park 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 parks with a Special Event Permit.
- Electrical access is limited. Electrical access and electrical "spider boxes" will be provided by City staff at the predetermined arrival/set-up time as indicated on the rental form, at the location designated on the City site map. Fees for this service will be added to the permit. Permit holder is responsible for providing all extension cords that must be 50 gauge or larger with 3 prong grounding connectors. All cords must be free from defects and damage and in proper working order. Power is not to exceed 120 volts, 20 amps.
- Decorations should be limited to free standing items. No tape or any other adhesives should be used on park or plaza areas. 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 park 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.
- During the rainy season, Oxbow Commons is designed to hold high water as a component of the flood protection plan for the City of Napa. If high water is expected, the City of Napa will close the park with minimal notice. If your rental is impacted by high water and park closure, full refund of fees paid will be provided.
- Permit holder is required to leave the park 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 park 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. Oxbow Commons 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	Fees
Oxbow Commons	\$100 / hr
Non-resident fee	\$142.75 / day
Cancellation/Change Fee	\$28.50
Insurance	\$131.71/ day *

* Fees varies based on group size

Location

Street View (McKinstry Street East)



Street View (McKinstry Street West)



Overhead View



● 20 Amp Electrical Outlet