

# PICNIC FACILITY RENTAL INFORMATION

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



## Picnic Facilities

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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 pavilions 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

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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 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

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- 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.
- Smoking, amplified noise, glass containers, and inflatables are prohibited.
- Dogs should remain on leash in the picnic areas and surrounding park areas.
- No portable barbecues, propane, cooking equipment, or open flame cooking are allowed in the picnic areas or park areas.
- Built-in barbecues in designated picnic areas are provided with picnic reservations and is the only area where barbecues can take place. If the built-in barbecue is used, the renter should extinguish the fire completely before leaving the premises.
- 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.
- 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 immediate ejection from the facility, denial of future reservation and/or charges for damages. 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. All non-profits with proof of 501c3 status and government agencies will receive a 50% discount.

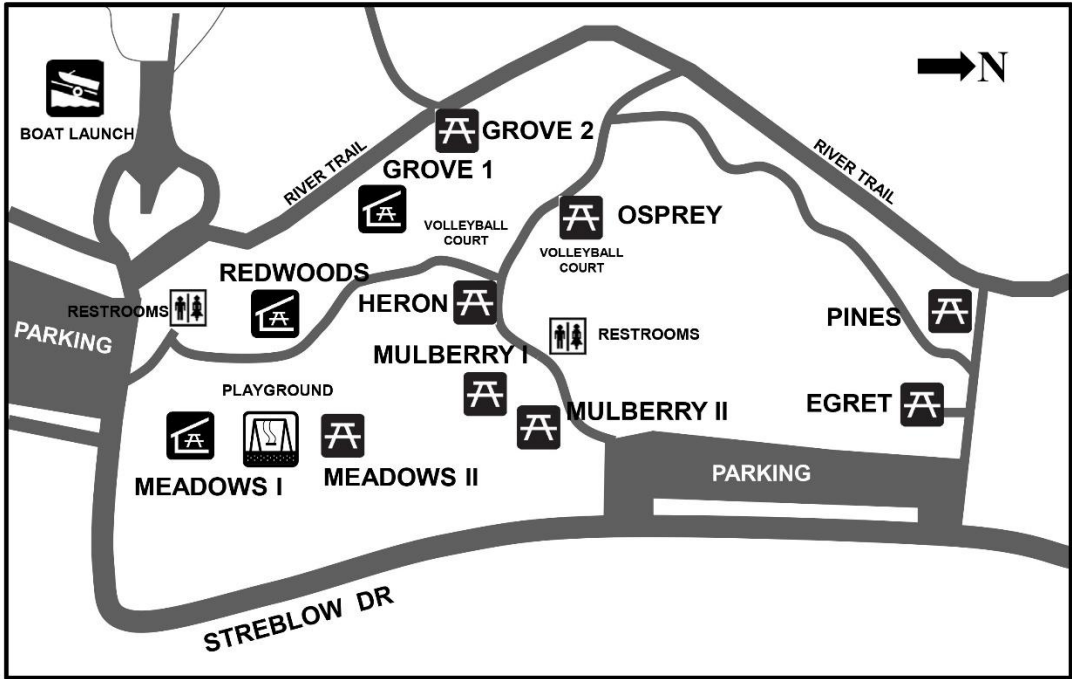
| Rentals                               | Tables    | Capacity | Fees (Half/Full Day) |
|---------------------------------------|-----------|----------|----------------------|
| Picnic Pavilion                       | 8 (6 ft)  | 60       | \$150 / \$300        |
| Large Picnic Area                     | 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                      |           |          | \$150 / day          |
| Cancellation fee                      |           |          | \$28.50              |
| Electrical fee (Picnic pavilion only) |           |          | \$28.50 / rental     |
| Insurance (if applicable)             |           |          | \$131.71 / day*      |

\* Fees varies based on group size (Formal Gardens- Full day rental only)

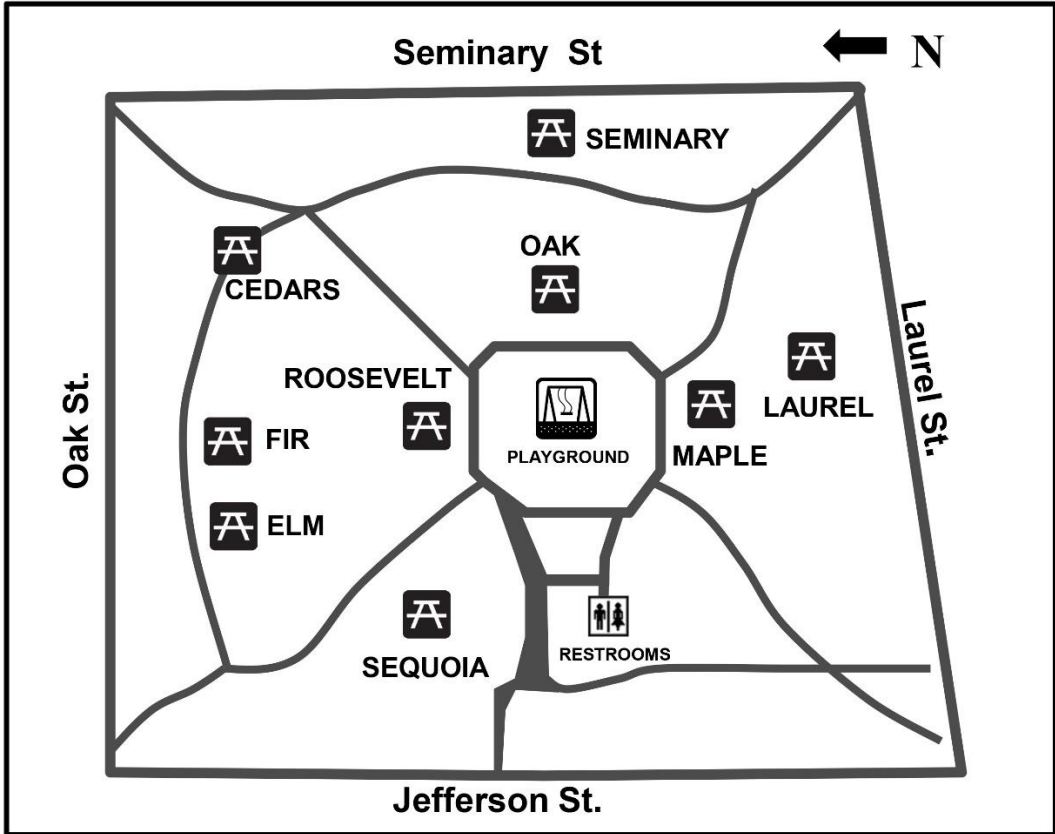
| Park    | Picnic Area                                    | Size     |
|---------|--|----------|
| Kennedy | Meadows I, Redwoods, Grove I                   | Pavilion |
|         | Grove 2, Pines, Mulberry I, Formal Gardens*    | Large    |
|         | Meadows II, Ergret, Heron, Osprey, Mulberry II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

Maps

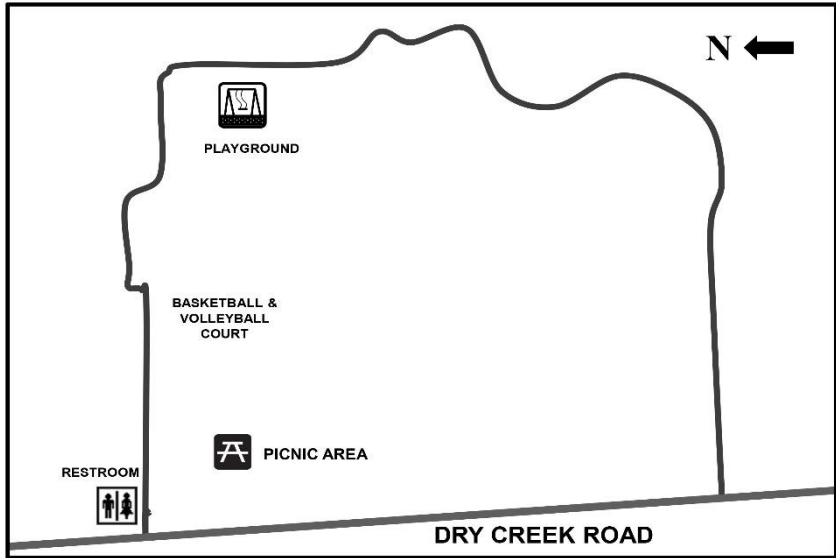
KENNEDY PARK



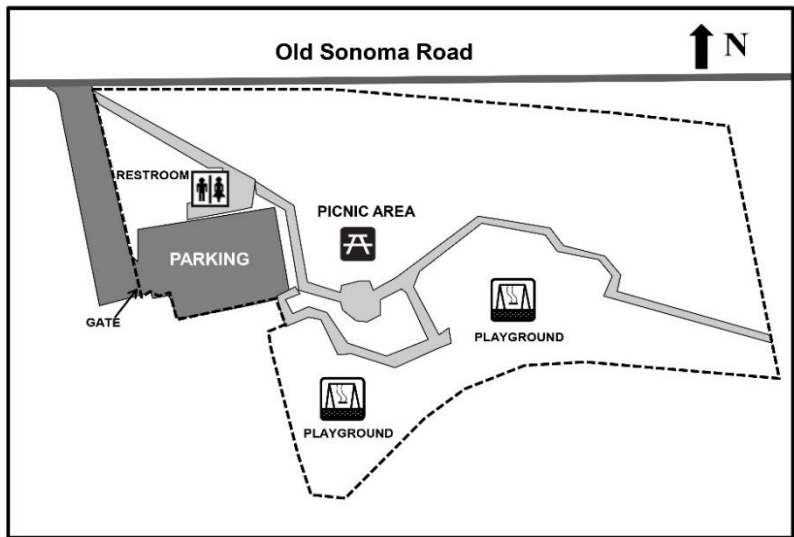
FULLER PARK



### DRY CREEK PARK



### PLAYGROUND FANTASTICO



### O'BRIEN PARK

