



## Town of Yountville Wedding/Commitment Ceremony Permit Guidelines and Application

The following guidelines and application apply to Wedding and Commitment Ceremonies in the Town of Yountville Park system. Applications may be submitted for use of Yountville Park, Veteran's Park, Van de Lear Park, Vineyard Park or Forrester Park. This application is for the use of small parties with 10 attendees or less. Please note that this permit does not allow for exclusive use of the park and your event should not be considered private.

**Amplified Sound:** Any event using sound amplification equipment requires a Town of Yountville Amplified Sound Permit. All event activities must comply with the local laws applicable to sound levels. A Sheriff's deputy or a Town staff member who determines that sound from your event is offensive to others or violates local laws will require you to stop the noise. Also the Sheriff may order musical entertainment to stop if it incites a crowd to become unruly and creates a risk of injury. For information about the Town of Yountville Amplified Sound Permit requirements, call the Parks and Recreation Services Department at 707-944-8712.

**Application:** Applications must be submitted a minimum of 10 days in advance. Applications submitted less than 10 days may not be accepted. Applications must be signed by a designated signee.

**Application Fee:** A non-refundable application fee is due upon submittal of application. Applications must be submitted 10 days or more prior to event. A \$75 application fee is required for non-residents and a \$35 application fee for residents.

**Cancellation:** Cancellation of an approved event must be received by the Town's Parks and Recreation Services Department no less than three (3) business days prior to the start of event.

**Catering/Food Preparation:** Minimal catering and food preparation will be allowed at the site. All set up and requirements must be clearly outlined on the application form. Cooking of foods will not be approved unless reserving a larger park space in Veteran's or Yountville Park that comes equipped with a barbecue area.

**Chairs:** Chairs and other seating are allowed in all parks except Van de Lear. At all times, seating must not block entry, walkway or exit points. Seating must also be appropriate for outdoors and have flat non-piercing feet if being used on the grass area.

**Crowd Control and Security:** Event organizers are required to provide a safe and secure environment for their event. This is accomplished through sound planning and anticipating potential problems. Your event may require the services of a professional licensed security company or the Napa County Sheriff. Town of Yountville staff will ultimately decide if security is necessary.

**Decorations:** Decorations must be removable and easily discarded after the event has ended. Items may not be attached to trees or structures with nails or any other piercing device. All tape, string or other items used to fix decorations must be fully removed at the end of the event and discarded in the proper trash or recycling container.

**Film/Photography:** Defined as all activities pertaining to commercial still photography, filming commercial motion pictures, television shows and commercials in any medium including film, tape or digital format. Film/Photography activities require a Town of Yountville Film/Photography Permit. For information about Film/Photography requirements, call the Town's Parks & Recreation Services Department at 707-944-8712.

**Indemnification:** You must agree to indemnify and hold harmless the Town of Yountville, its officers, agents and employees from any and all claims, damages or suits that may arise by the granting of a Wedding/Commitment Ceremony Permit.

**Open to the Public:** It is important to note that the parks are open to the public at all times. This permit does not allow for exclusive use of the park and your event should not be considered private.

**Parking, Time Limits & Attendant Capacity:** Parking and number of attendees is limited in all locations to the amount of outlined below. Parking is not guaranteed. Issues or complaints arising from event holder exceeding these limitations may result in forfeiture of the security deposit.

Park	Cars	Attendees	Time Limit
Vineyard Park	3	10	2 hours
Yountville Community Park*	4	12	2 hours
Veteran's Park*	4	10	2 hours
Van de Leur Park	2	5	1 hour
Forrester Park	4	10	2 hours

*\*Yountville Community and Veteran's Park have larger areas available for reservation which could allow larger groups with more attendees. Please call the Parks and Recreation Office for more information.*

**Portable Toilets and Hand Washing Sinks:** Yountville Community Park, Vineyard Park and Veteran's Park have on site public restrooms available for use. Please be advised that Van de Lear Park and Forrester Park do not.

**Refundable Security Deposit:** A refundable security deposit of \$250 is required upon submittal of application. If no damage occurs, extra clean-up is not required and additional Town staff time is not incurred, your security deposit will be returned by check within 30 days.

**Revocation of Permit:** Any permit granted pursuant to this section shall be revocable at any time by the Town Manager or his designee for good cause. The Town Manager or his designee shall be authorized to immediately revoke the rights and privileges conferred by this permit, in whole or in part, in his or her absolute discretion, for reasons related to, among other things: 1) preserving health and safety; or 2) for the breach of any term or condition of this permit.

**Sanitation/Recycling:** You must properly dispose of waste and garbage throughout the duration of the event and immediately upon conclusion of your event. Based on the attendee limit, the amount of garbage your event generates should fit in the stationary cans at each park. In the event that post event inspectors note an over abundance of trash, you may not receive your full security deposit back. The event area must be returned to clean condition. Failure to perform adequate clean-up may include denial of future permit requests, charges at full cost for the Town's clean-up, and/or a cash deposit or surety bond for future events. Recycling containers for aluminum cans, cardboard and glass are required at all events.

**Site Plan:** Applicants must submit a clear and legible site plan. The site plan must indicate the location of all temporary structures, including tents, tables, chairs and any other decorative items. All items must be removed immediately following the event.

**Temporary Structures:** Temporary structures such as pergola's or arbors may only be weighted to the ground. Items may not be staked or otherwise pierced into the turf.



# Town of Yountville Wedding/Commitment Ceremony Permit Application

Application Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of On-Site Event Manager: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

Total Estimated Event Attendance: \_\_\_\_\_ Estimated Event Vehicles: \_\_\_\_\_

Location of Event: - Check appropriate Box

Vineyard Park  Veteran's Park  Van de Lear Park  Yountville Community Park  Forrester Park

Event Date(s): \_\_\_\_\_ Set Up Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Clean Up Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**Event Description:** Please describe your event in sufficient detail for the Town to fully understand it and its impacts. (Attach additional sheets if necessary) \_\_\_\_\_

**Please check Yes or No to all items below as they relate to your event:**

Amplified Music/Sound	___Yes ___No	Beer & Wine Served or Sold	___Yes ___No
Food Cooked	___Yes ___No	Food Served	___Yes ___No
Filming/Still Photography	___Yes ___No		
Temporary Structures	___Yes ___No		
Use of Town Facilities or Parks	___Yes ___No		
Animals will be present	___Yes ___No		

*If you checked YES, please indicate on the event site plan where these items will be placed or occur.*

**Please use this space to give more information on the areas above that you have checked yes on:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Alcoholic Beverages:** If alcoholic beverages will be consumed at your event describe how you will ensure that alcoholic beverages will be consumed only by people 21 years and older. \_\_\_\_\_

**Event Site Plan:** To ensure appropriate review of your event a site plan is required. Please indicate all locations to be used for your event on a separate piece of paper or on a legible map that you attach to this application. When providing your site plan, please indicate the following information as well as any of the items listed on the previous page that should be indicated on your site plan.

- Location or Route of Event
- Location of Temporary Structures and Decorations
- Location of Food/Beverage Service
- Location of Amplified Sound

**Application Fee** (due upon submittal of application):

- Residents: \$35
- Non-Residents: \$75

**Refundable Security Deposit** (due upon submittal of application): \$250

Deposit will be fully refunded if no damage occurs, event area is left clean and no additional Town services were provided because of event issues or lack of planning. Please allow up to 30 days following event for Security Deposit to be returned.

**Please make all checks payable to Town of Yountville.**

As an authorized representative of the above referenced organization, I agree to comply with all applicable laws. By signing this I am certifying that I have read and understand the Town of Yountville Special Event Permit Guidelines that accompanies this application and I agree to abide by them. We agree to indemnify and hold harmless the Town of Yountville, its officers, agents, and employees from any and all claims, damages or suits that may arise or in any way be occasioned by the granting of this permit. Other permits may also be required, such as Amplified Sound Permit, etc.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Application Fee & Security Deposit**

**Paid:** Visa/MC

Yountville Resident:\$35  Non-Resident: \$75   
Security Deposit: \$250

CC #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration: \_\_\_\_/\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address if different from above:  
\_\_\_\_\_

**For Official Use Only**

**Deposit Paid:** Visa/MC

Date returned: \_\_\_\_\_