



WESTPORT VILLAGE SOCIETY

P. O. Box 446
Westport, CA 95488
<http://www.westportvillagesociety.org/>



supporting local charitable and educational projects and
fostering the preservation and interpretation of the environment since 1992

(707) 964-7272

Directors

Bill Knapp
(President)

Thad Van Bueren
(Vice President)

Rock Bush
(Treasurer)

Erin Brazill
Secretary

Derek DiOrio

Gary Quinton

Dorine Real

Headlands Event Applicants

Thank you for your inquiry about use of the Westport Headlands for an event. Everyday use of the Headlands is recreational use by up to a dozen people with only hand-carried equipment such as kites, balls, and kayaks. This type of use is open to the public between sunrise and sunset. A reservation and permit are required when you request use of the Headlands for an organized event; vehicular entry; setting up equipment; use outside of normal hours; or when you want services such as water or electricity. Events are limited to less than 300 attendees, usually for non-commercial purposes.

You may reserve a date for an event by emailing wvs@westportvillagesociety.org, calling (707) 964-7272, or writing WVS at P. O. Box 446, Westport CA 95488. Allow time for a response, particularly if submitting by postal service. We recommend contact several months before the planned event to submit the application form and learn about fees, restrictions, and requirements for submitting insurance certificates and other permits. You may reserve your date before submitting an application. However, please send in your completed forms, fees, and certificate soon after making your reservation to avoid any misunderstandings.

Event permits are governed by the attached WVS Headlands Event Policy. Fees must be prepaid before an event permit will be issued. These include a \$200 refundable security deposit; charges for water, electricity, and inspection of cooking arrangements if your event involves those services; a use fee in the amount of \$1,000 per day for your event day(s); and an additional \$500 a day for any setup and takedown days. Society members who live or own property in the WVS service area may request a waiver of the use fee. If you begin setup after noon the day before the event and complete cleanup by noon the day after the event, that counts as a single setup/takedown day.

If you request water and electricity, you will have to supply your own hose and/or heavy duty electrical power cord. Those hookups are coordinated with WVS and the Westport County Water District during event setup and takedown. You are required to make your own arrangements for a portapotty and garbage collection/disposal.

We wish you a successful event.

Sincerely,

Westport Village Society

(707) 964-7355

WVS Headlands Event Agreement and Permit

The Westport Village Society, Inc. (WVS) grants the Permittee, _____ (your name), permission to use the Westport Headlands from _____ (date/time) to _____ (date/time) subject to the following conditions. Your signature as the Permittee acknowledges acceptance of these conditions and your agreement to abide by all terms of the attached WVS Headlands Event Policy. This permit is valid only after signed by a WVS agent.

- An Event Description is attached. That attachment becomes part of this agreement.
- Fees are enclosed/supplied. (contact WVS to confirm the applicable fees).
- Liability Insurance Certificate is attached (naming Westport Village Society, Inc. as co-insured).
- Copy of Alcoholic beverage permit must be attached, if one is required.

1. Permittee agrees to pay use and other fees of \$_____ and security deposit of \$200.00 for a total of \$_____, payable in advance to the WVS. The security deposit will be reimbursed if all conditions have been satisfactorily met at the conclusion of the permitted use.
2. Permittee agrees to hold WVS harmless from any and all liability for the use granted under this agreement and shall provide liability insurance in the amount of one million dollars for the period of the event naming the WVS as a co-insured. That coverage shall include alcohol use if appropriate.
3. The Permittee requests permission to use a **BBQ or Cooking Equipment** and agrees to prepay a \$100.00 fee for inspection of safety preparations that shall include mowing around the planned cooking area and the provision of water to suppress a fire.
4. The Permittee requests **Water** **Electricity**; or **No Utility Service** for this event and agrees to prepay \$50.00 for each service per day. Hookups will be supervised by Westport County Water District.
5. Permittee agrees to collect all trash produced by the event and to rent portapotties adequate for the number of expected guests.
6. Permittee requests ability to serve alcoholic beverages: **Yes**; or **No** In making this request, the Permittee agrees to comply with the WVS policy on alcohol use and shall supply a copy of any required ABC permit to WVS.
7. Permittee agrees not to park vehicles on the Headlands property and to limit vehicular access to short-term entry for set up and take down of temporary facilities approved in advance by the WVS. No vehicles shall be on the property during the event. Vehicles shall enter only via designated entries.
8. Permittee agrees that WVS is not responsible for damage or loss of any materials and equipment brought onto the Headlands property during the event.
9. Permittee shall return the property to WVS in its original condition no later than the ending date and time specified above. Any alterations and temporary installations must approved in advance by the WVS. If the property is not returned in satisfactory condition, Permittee agrees to pay all costs to create a remedy.
10. Permittee understands this permit does not assign exclusive rights to use the Headlands property, which shall remain open to the public.

Signed: _____

Accepted by: _____

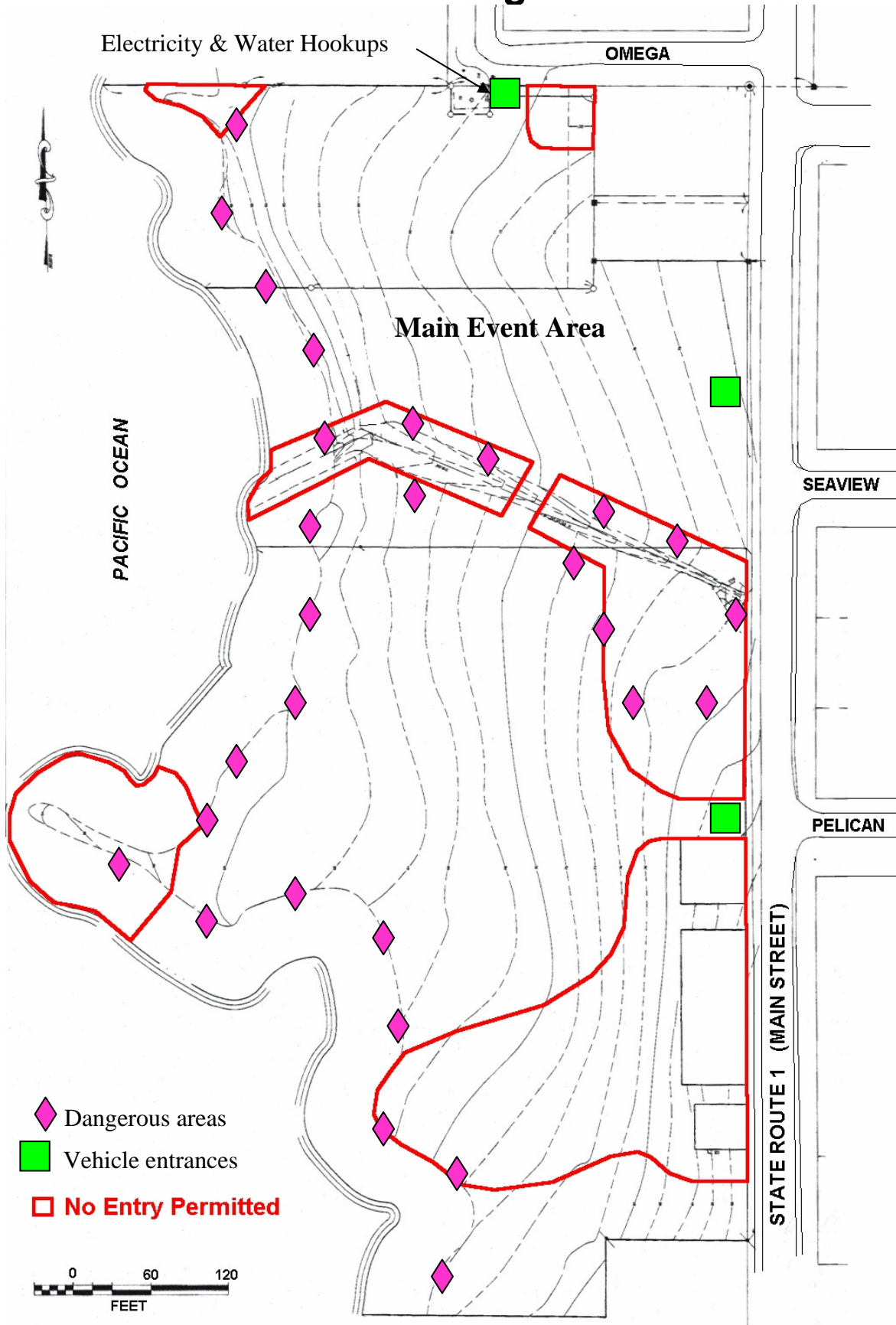
(Print name) _____

Authorized Agent for Westport Village Society, Inc.

Date: _____

Date: _____

WVS Headlands Event Agreement and Permit



Policy for Westport Headlands Events

The Headlands property is open for public visitation between sunrise and sunset daily. An event permit is required for any organized activity involving over a dozen people; vehicular entry; setting up equipment; exclusive use of any portion of the property; use that will extend outside of normal hours; and for services such as water, electricity, and planned use of cooking equipment.

Reservations: Requests may be made by emailing wvs@westportvillagesociety.org, calling (707) 964-7272, or writing WVS at P. O. Box 446, Westport CA 95488. Allow time for a response. Plan to contact WVS at least one month before your planned event, but earlier inquiries are recommended. WVS will send you a Event Permit application. Submit a description of the event and the application as soon as possible after you reserve, to avoid misunderstandings.

Fees: The fee for use of the property is \$1,000 per day, plus \$500 for setup and breakdown days and a refundable security deposit of \$200. Society members who live or own property in the WVS service area may request a waiver of the use fee.. Charges for water, electricity, and use of the barbecue are additional. All fees are payable in advance of permit issuance.

Insurance: You must submit evidence of \$1 million dollar event liability insurance, including liquor liability if required, naming WVS as an additional insured. You will need liquor liability insurance for use of any kind and quantity of alcohol during your event.

Alcohol: You must have specific permission from WVS to serve alcoholic beverages. You may serve these beverages only to your invited guests unless you have a one-day license (organizations) or have hired a licensed caterer. Alcohol from your event may not leave the event area. You are responsible for knowing and following ABC regulations and for exercising care for the safety of your guests and the public.

Nuisance: You may not cause a nuisance to any neighbor or the public. Events generally must end at 10:00 PM, including any music.

Event Area: The area north of the foot bridge may be reserved for your use, but your activities may not interfere with public access to the viewing platform, trail system, stairs, and beach. Any temporary facilities such as tents and portapotties should be set back from the fences of neighboring properties at least 40 feet.

Parking: The Headlands does not have its own parking. The handicapped parking space on Omega may not be used for general parking. No parking is allowed on the Headlands during your event. For more than 50 participants, you must have a parking plan.

Equipment: Vehicles may enter at planned times to set up equipment such as tents, chairs, and sound equipment and to remove the equipment after the event. No vehicles may be on the Headlands during the event (i.e., when guests are present). Equipment may be set up at an agreed time before the event, normally the previous day. Equipment must be removed by the agreed time, normally by noon of the day after the event. WVS is not responsible for your equipment.

Water: Potable water is available from a hose bib on the north edge of the property, for a fee of \$50 per day. You are responsible for providing your own hose and valve.

Electricity: Electricity, consisting of two 15-amp circuits, is available at the Omega Street entrance for a \$50 per day fee. You must provide your own heavy duty extension cord(s).

Fire: Fire, including candles, may only be used as described in your event agreement. Bonfires and fireworks are not allowed. If you plan to use cooking equipment, a fee of \$100 will be charged for a site

Policy for Westport Headlands Events

check by Westport Volunteer Fire Department. You must mow in advance around the planned cooking area and have water available for fire suppression. The inspection is arranged by WVS.

Safety: You and your guests need to be aware of certain hazards characteristic of ocean bluffs and beaches, such as the risk of falling, unstable cliff edges, and unpredictable waves. Make sure your guests are aware of these dangers and heed the “Keep back from bluffs” signs. If you use the stairs to the beach, use caution, and supervise children. Do not enter dangerous areas or zones shown on the attached map as environmentally sensitive area.

Other Services: WVS recognizes that you may find it useful to contact various local businesses to plan a successful event. We list below contacts for key service providers, without warranty or recommendation. You should do your own investigation to determine the most suitable service providers:

- Portapotty: Thompson Portaseptic Service (portapotties) (707) 964-1172
- Garbage Disposal: Solid Waste of Willits (707) 459-0272; local facility open Sat 10 am-4 pm
- Equipment: Fort Bragg Rent All (707) 964-6661
- Accommodations: Howard Creek Ranch, Bed and Breakfast, (707) 964-6725
The Westport Hotel, Hotel with dining and bar, (707) 964-3688
Private vacation homes check VRBO, Airbnb, etc.
- Water/Electricity: WVS should be contacted to arrange for these services
- Insurance: Contact your homeowner’s or automobile insurance company or check the yellow pages or web for required event insurance.
- Alcohol: Check ABC web page for requirements at: <http://www.abc.ca.gov/>
- Catering/Food: Westport Community Store (707) 964-2872
The Westport Hotel (707) 964-3688

Event Description

(to be supplied by Applicant)

Event date(s):

Setup/cleanup: (Desired arrival and departure times/dates)

Responsible Person with complete contact information:

General description of event:

Temporary Installations and Preparations: (Describe tents, mowing, other alterations and temporary installations and draw them precisely on the map in this application)

Number of guests expected:

Number of cars expected: (parking plan suggested if over 25 cars are expected)

Use of electricity water cooking equipment (describe and draw on map)

Sanitary facilities: (garbage collection and portapotties)

Alcohol use: (please note that a permit may be required.)

Music (desired starting/ending times and whether amplification will be used):