

## USAGE GUIDELINES FOR THE NOYO HEADLANDS PARK (INCLUDING THE COASTAL TRAIL)

The City of Fort Bragg (City) must be in possession of the following at least 10 days in advance of any event at the Noyo Headlands Park. The park includes the Coastal Trail.

- 1) Approved Encroachment Permit (see attached permit)  
(at a minimum, please include the event's type, date, time and number of attendees)
- 2) A non-refundable maintenance fee of \$200 is required. Checks are to be made payable to the City of Fort Bragg.

### Users of the park must comply with the following site use conditions:

- Commercial events or any activity that requires an applicant to secure a business license are not permitted
- Much of the park is a natural site; please do not expect additional grass areas to be mowed.
- Site use is limited to a total of 4 hours. The City does not allow any set-up on the site except immediately before the event, and everything must be removed immediately following the event.
- Parking at any public parking lot is limited to 10 or fewer cars. Shuttles or non-vehicular access is encouraged for larger events. If the event attendance will exceed 40 persons, the applicant must submit to the City a plan assuring that 10 parking slots or fewer will be used.
- All park users are responsible for their actions and event organizers are responsible for the actions of all participants at the event.
- Noyo Headlands Park is a public park. Users may not prevent public access to any part of the park.
- The number of attendees is limited to no more than 100 people.
- The park is a natural conservation area. It has extensive natural, historic and cultural resources. Users must have the minimum impact on the area possible with consideration to soils, flora, fauna, and all other park resources. Areas set aside by low cable fencing are protected, sensitive habitat areas. Entry into in these areas is prohibited at all times.
- No chairs, equipment, tools, devices or similar items may be set up or used as part of an event.
- Users may not pound stakes into the ground for any reason.
- Users will not allow any open flames, including grills or candles.
- In order to assure the quiet enjoyment of the site for all users, no amplified sounds will be permitted.
- The site must be thoroughly cleaned after the event. All trash, litter, debris and other waste materials must be removed from the site. "Trash" and "other waste" includes biodegradable items such as: flowers, flower petals, rice, seeds and all other items brought in by or for the event. Leaving such items behind interferes with future usage and enjoyment of the park.

**Maintenance Fee**

The maintenance fee is non-refundable. Following the event, the site will be reviewed for compliance with the above guidelines.

**Encroachment Permit**

An encroachment permit will be issued for each event. Please see the attached for instructions on how to apply for this permit and what additional information is required. Allow for 2 weeks for the City to process the permit plus any additional time for the applicant to meet insurance requirements.

Please call 707-964-2823 or email [\[redacted\]](#) with any questions regarding the guidelines, agreement or use of Noyo Headlands Park.

## ENCROACHMENT PERMIT REQUIREMENTS

Please allow 2 weeks for the City to process an Encroachment Permit. The applicant may also need additional time to meet insurance requirements.

<<<Attached>>>