

# BRANNAN COTTAGE INN



## Wedding and Private Event Proposal – Conditional Use Permit

### Venue:

Brannan Cottage Inn  
109 Wappo Avenue, Calistoga CA 94515  
707-942-4200 fax 707-737-0351  
brannancottageinn.com

Owner: Amar Patel, The Brannan Group LLC  
445 Orchard St. #101, Santa Rosa, CA 95404  
707-341-6493

### Description:

Historic Brannan Cottage Inn (BCI) is a wedding and private event venue for small groups of hotel guests staying at BCI & Comfort Inn Calistoga (CIC). Event space would be primarily outdoors on lawn and patio areas surrounding the main 1860 Inn building as well as indoor space in the lobby & parlor areas.

Proposed types of events are below and would be comprised of the following elements:

- Wedding ceremonies
- Elopements (private simple wedding ceremony) for bride & groom, limited to 8 attendees
- Rehearsal dinner, brunch or lunch
- Cocktail reception with acoustic or limited amplified music
- Targeted group size is 12 BCI guests (6 onsite parking spaces provided), with the option for up to 35 BCI & CIC guests. Event contract requires any attendees over initial 12 at BCI would be CIC guests with parking provided at that property, to be transported to BCI by shuttle
- Food for onsite events to be prepared offsite by professional caterers using mobile kitchen
- Alcohol consumption to be restricted according to ABC guidelines for daily beer/wine and or spirits permit granted to caterer, winery or host organization
- Corporate retreats & meetings for 6 to 12; possible limited use of PA/AV systems for speeches or presentations outdoors/indoors
- Tenting may be required on occasion due to weather
- On site signage for wayfinding, safety and to indicate Private Event
- Events would be managed & executed by professional, experienced event staff of 4-6 people to handle set up, break down, event staffing at all times guests are on site, and clean up

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Built in 1860, reimaged 2014, Brannan Cottage Inn is on the National Register of Historic Places



## Neighborhood parking impact:

- For events for BCI guests only (12 people), there are 6 parking spaces designated on property including one ADA accessible space.
- For events up to 35 hotel guests, BCI event contract [attached] requires that client reserves a block of 10-12 rooms at Comfort Inn Calistoga (CIC) with hotel parking provided for every registered guest. Further, event contract stipulates that CIC guests need to be transported by shuttle to BCI per our use permit to mitigate neighborhood parking impact (Wappo Ave & Stevenson St.)
- Rental company would deliver/pick up event equipment from Stevenson St. access (on-site parking provided) before and after event

## Environmental impact:

- Extensive recycling of all glass, plastic, aluminum & paper materials used for events
- Sustainable, renewable, compostable materials to be used whenever possible
- Site follows current best practices for water conservation and water recycling as recommended by city
- Event clean up to be complete throughout site by following business day from end of event
- Limited semi-permanent outdoor atmospheric lighting in garden and patio areas in addition to existing outdoor landscape uplighting, and/or temporary professional exterior lighting for evening events
- Site has 6 private restrooms for guests and one public ADA accessible restroom for attendees; porta-potty would be required for events with more than 18 guests.

## Prepared by:

Eden Umble, Brannan Cottage Inn Innkeeper / Marketing & Hospitality Director

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