

Dear City Council,

This is the seventh year of the Salida Arts Festival, as last year was cancelled because of covid-19. Open to the public, July 17th, and July 18th. It will take place at Riverside Park, adjacent to the pedestrian mall. I have rented the park for three days, July 16-18. July 16th will be set up day and not open to the public. They will have their own 10 x10 white canopies. There will be no staking into the ground. I have hired overnight security, Fri and Sat. nights. I will provide trash cans and I will be responsible for making sure the park is clean when we leave. There is no liquor. There will be amplified music (one small amplifier) Sat. and Sun afternoons 12:00-3:00. Red Tischer will be strolling and playing his guitar. No use of stage, or large amplifiers. [REDACTED]

[REDACTED] It seems there are plenty of port a potties, in the area, 2 in park, 2 at scout hut, 2 at boat ramp and multiple restaurants so we do not intend to rent port a potties, unless you mandate it. All of the artists have paid the \$20.00 city vendor license fee which I will collect and give to the city. I believe the show will be a significant source of tax income for the city.

Thank you for your consideration.


Jerry Scavezze

221-3112

JerrySAF1@SalidaArtsFestival.com

Salida Park Rental & Special Event Form

This application must be filled out in its entirety and is a request only. Applications can be accepted or rejected.

Applicant/Entity Name (this will be the primary contact for the City) *

Jerry Scavezze

Applicant/Entity Email *

JerrySaf1@SalidaArtsFestival.com

What type of Event are you requesting? *

- Public Event: Free and open to the public eg. concerts/festivals (60-90 days notice)
- Admission Based Event: A paid ticket or reservation is required for entry (60-90 days notice)
- Races: A paid race event that can include walking, running, biking etc (60 days notice)
- Special Occasion: A private event by invitation only eg. celebration/birthday party (14 day notice)
- Tournament (30 days notice)
- Assembly/First Amendment Activity (Recommended 5 business day notice)

Event/Activity Name *

Salida Arts Festival

Provide a short description of your activity. Include any website or social media handles associated with the event. *

Outdoor Fine Arts Fair, Free, Open to Public. <80 vendors. Setup Friday, Open to public Sat. Sun.
<https://salidaartsfestival.com/> <https://www.facebook.com/SalidaArtsFestival>
Instagram [salida_arts_festival](#)

Desired Location of Event/Activity *

- Riverside Park
- Alpine Park
- Centennial Park
- Chisholm Park
- Chisholm Park Clubhouse
- Thonoff Park
- F street (For parades, walks/runs/bike races)
- Skatepark
- Marvin Park (For Baseball, Softball or Kickball tournaments)
- Centennial Courts (For Tennis or Pickleball Tournaments)
- Other: _____

Estimated number of attendees? *

1000

Start date desired *

MM DD YYYY

07 / 16 / 2021

Start Time Desired (please include load in time) *

Time

09 : 00 AM ▼

End date desired *

MM DD YYYY

07 / 18 / 2021

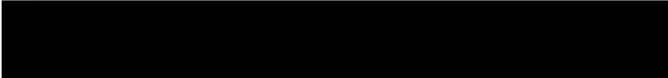
End Time Desired (please include load out time) *

Time

07 : 00 PM ▼

Will ANY of these features apply to your event? *

- More than 50 attendees?
- Sell food or merchandise?
- Sell or dispense alcohol? (only allowed for non profit org)
- Use amplified sound?



- Require law enforcement, security or fire professionals?
- Require municipal water or electricity hook ups?
- Require City fencing, road barricades, cones or sprinkler marking?

This form was created inside of City of Salida.

Google Forms



Special Event Application

1. Will any food or merchandise be sold? Yes No

If yes, FOOD AND SALES TAX LICENSES MUST BE OBTAINED. Contact the Colorado Department of Revenue for sales tax licenses at (303) 232-2416, and the Chaffee County Public Health Department for food licenses at (719) 539-2124. Vendors must have a fire extinguisher on site. Vendor booths are subject to inspection by the Salida Police and Fire Departments.

2. Will alcoholic beverages be sold and/or dispensed at your event? Yes No

If yes, please fill out the Application for Special Events Liquor License and submit it along with the necessary fees. A State of Colorado Special Event Liquor License permit is ONLY issued to incorporated non-profit organizations. EVENTS REQUIRING ALCOHOL LICENSES MUST SUBMIT THEIR APPLICATION AT LEAST 90 DAYS IN ADVANCE OF THE EVENT.

3. Will there be amplified sound at your event? Yes No

Red Tischer One small Amp. No stage use

4. Are street closures proposed for your event? Yes No

If yes, where and when? _____

If yes, it is your responsibility to circulate and submit a petition signed by abutting residents/merchants as to their support or non-support of the closure.

5. Will you require any law enforcement services specific for your event? Yes No

If yes, for what purpose (security, traffic, parking or public control, Salida Trail System crossings, etc.?)

Dates and times officers needed? _____

Please attach the event's Security Plan.

The City of Salida requires reimbursement for the cost of providing police and safety measures above the standard for the time and date of any event.

6. Where do you plan for people to park for your event?

Across the River at Fst. Turnaround - City lot on 1st St. City Streets

7. Please attach the quote/estimate for your trash service.

8. Do you plan on using any portion of the Salida Trail System (STS)? Yes No



If yes, describe when, how and where:

9. Is your **Emergency Action Plan, including First Aid Stations**, Communication and public safety agencies complete? Yes No

Please attach the plan documents to this application with the details.

10. Have you attached **event insurance**? Yes No *but will have it*
Events to which the PUBLIC is invited require insurance. Please refer to #11 under Provisions for Park Rentals and Park Rules. Proof of insurance will be required with this application and must list the City as an additional insured party.

11. Please attach a **timeline**, with dates and times, for your event

12. Please list any other needs or requirements that have not been covered.

13. Please attach

- a. Map of your event with portalette, entry/exits and additional trash cans called out
- b. Proof of insurance
- c. Quote/estimate for Trash service
- d. Emergency Action Plan
- e. Event Timeline
- f. Sound, Liquor, Street closure, etc permits and applications

Event organizer Signature

[Handwritten Signature]
[Handwritten Signature]

Date

5/31/21

City of Salida

Special Event Emergency Action Plan

I, the undersigned, agree to comply with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants.

Emergency Manager (1 lead, 2 alternates)	Contact info 1	Contact info 2	Signature
1. <u>Jerry Scaverze</u>	<u>719-221-3112</u>		<u>[Signature]</u>
2. <u>Susan Bethany</u>	<u>719-371-0049</u>		<u>[Signature]</u>
3.			
4. <u>Overnight</u>			

Please complete the following template according to your Events plan and location.
The following procedures should be followed in the event of an emergency.

Communications

- The manager or designee will communicate the designated evacuation space to participants at the beginning of the event. To Their Cars
- The Emergency Manger will communicate to the event participants in an emergency with a
 - Bull Horn
 - PA system
 - Emergency level voice

Fire

- Call 911
 - Assist injured or disabled personnel.
 - Evacuate the building. Activate emergency shutoffs if available.
 - Attempt to use a fire extinguisher only if you have been trained.
 - Evacuate participant to Nearest Intersection - Sackett + "F" if mobile.
- 5) To their cars/Vans away from park

Medical Emergency

- Identify the medical emergency.
- If life threatening, call 911.
- Administer first aid if properly trained.
- Evacuate the injured person to [Redacted]

Violent incident

- Call 911.
- Attempt to avoid the situation - move participants away
- Try to deny contact-evacuate to Their Vehicles
lock/block doors, turn off lights, silence phones.
- If necessary defend - distract, attack, subdue.

Severe Weather/Natural incident

- Move participants away from threat if possible.
- Evacuate to Indoor downtown stores/ Restaurants + Their cars
- Call 911

Urgent Situation (suspicious person, package, activity or bomb threat)

- Call 911.
- State who, what, where, when, why, and how situation occurred.
- If bomb threat, turn off all electronics.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No., Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company	
INSURED Salida Arts Festival Jerry Scavezze 813 Holiday Hills Blvd. Howard CO 81233	INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		3DS5472-M2255427	07/16/2021 12:01 AM	07/19/2021 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.
 Attendance: 600, Event Type: Art Show.

CERTIFICATE HOLDER**CANCELLATION**

City of Salida 448 East 1st St. #112 Salida CO 81201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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City of Salida
Multiple Vendor Event Permit Application

Date of Application 5/15/21

Event Name: Salida Arts Festival

1. Event location(s): Riverside Park

2. Date(s) & times(s) of event: Sat July 17th 10-5
Sun July 18th 10-4

3. Individual or organization sponsor(s): Scavezze - Bethany Inc dba Salida Arts Festival
Jerry Scavezze
Address: 813 Holiday Hills Blvd, Howard, CO, 81233
Phone: 719-221-3112 E-mail: JerryScav1@SalidaArts.com

4. Contact Person: Jerry Scavezze Festival.com
Phone: 719-221-3112 E-mail: Same

5. List Participating Vendors:
REQUIREMENT: PROVIDE A COPY OF THE CURRENT STATE LICENSE FOR EACH VENDOR

(If additional space is needed, please attach a list of participating vendors.)

6. Provide Proof of Insurance (The City Administrator, at his or her discretion, may require the City be named as an additional insured.)

Copy of Insurance Attached (Yes or No) yes

Required Fees and Checklist:

\$75 Application Fee

\$20 per participating vendor: Number of Vendors ____ X \$20 = _____

Current Colorado Sales Tax License for each participating vendor

Proof of Insurance

Signed:

Event Sponsor: *Jeff Davis*

City of Salida: _____

Date: 6/14/21

Date: _____

AMPLIFIED SOUND PERMIT

Please fill out form completely, sign and date prior to submission.

Pursuant to Article IX Section 10-9-80 S.M.C., _____ (Permittee) has been granted this permit to exceed the maximum sound levels established in Article IX Section 10-9-80, S.M.C., in accordance with the following terms and conditions:

Permittee: Jerry Scavozze dba Salida Arts Festival

Address: 813 Holiday Hills Blvd.
Howard, CO 81233

Telephone: 719-221-3112

Individual supervising sound (if different from Permittee): Red Fischer

Activity/event: Salida Arts Festival

Type of sound amplification equipment authorized (if any): One musician (Red Fischer) one small Amp. 12-3 sat-Sun house @ stage

Location: Riverside Park

Date(s): 7/17/21 - 7/18/21


Hours of operation: 10-5 sat 10-4 Sun

Additional terms/conditions (attach additional sheets if necessary): _____

Expiration: _____

This permit will not be issued beyond 10:00 p.m.

The Permittee shall ensure that the sound/activity authorized by this permit shall be conducted in compliance with all applicable City ordinances and regulations, and a failure by the Permittee to do so, or to comply with all terms and conditions set forth hereinabove, may result in the summary revocation of this permit.

Accepted and agreed to by the Permittee: 

Date: 6/14/21

Approved by the City Administrator on the ____ day of _____.

City of Salida: _____ (City Administrator)