

# Special Event application

\* Required

1. Event contact name \*

JIMMY SELLARS + MARK MONROE

2. Event contact email address \*

mark@gopfca.com

3. Event contact phone number \*

719 221 9893

The following questions are similar to the questions that were answered in the online "Park rental and Special event request form". Please provide more detail in this application.

4. Event location

RIVERSIDE PARK

5. Event start date

JUNE 3, 2022

Example: January 7, 2019

6. Event start time

5 pm - 10 pm

Example: 8:30 AM

7. Event end date

JUNE 5 2022

Example: January 7, 2019

8. Event end time

3 PM

Example: 8:30 AM

9. Estimated number of people in attendance

500 - 1000

10. Please provide a short description of the event

Ark Valley Pride is a gathering of the LGBTQIA+ community, their families, and their allies to celebrate our awesomeness and support the community.

11. Will food or merchandise be available from any vendor? Mark

only one oval.

☐ Yes

☒ No

☐ Maybe

**IF YES, FOOD AND SALES TAX LICENSES MUST BE OBTAINED AND POSSIBLY A MULTI VENDOR PERMIT . 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.**

**Multi Vendor license:**

<https://drive.google.com/file/d/1VHVSD9PEo0x-dNvllrrkWRlXr1JaL8o9/view?usp=sharing>

**County Permit:**

<https://www.chaffeecounty.org/EndUserFiles/57096.pdf>

**12. Will Alcohol be sold or distributed at your event?**

*Mark only one oval.*

☐ Yes

☒ No

☐ Maybe

**If yes, please fill out the Application for Special Events Liquor License (available at the link below) 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.**

<https://drive.google.com/file/d/1VGNG7tcBM4NP0KCIJ9hZqgrcvuyypjPvu/view?usp=sharing>

**13. Will there be amplified sound at your event?**

*Mark only one oval.*

☒ Yes

☐ No

☐ Maybe

**If yes, complete the Amplified Sound Permit available below.**

<https://drive.google.com/file/d/1V70HXRoEElrRqCV4S9hTqXj-1Pwfdss1/view?usp=sharing>

14. Are any streets, sidewalks or other right of way closures required for your event?

*Mark only one oval.*

☐ Yes

☒ No

☐ Maybe

**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.**

<https://drive.google.com/file/d/1V3xAFRIMqozcGrAQsk9QC3BoCltme09V/view?usp=sharing>

15. If yes, please describe the request.

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16. Will you require any security or law enforcement services specific for your event?

*Mark only one oval.*

☐ Yes

☒ No

☐ Maybe

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

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If additional City of Salida Police Officers are requested, they must be requested through the Salida Police Department (719-539-6880).

18. Where will people park for your event?

street or free municipal lots

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19. How many additional trash cans are needed for your event?

4

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20. Is a quote from a trash service included in your application packet?

Mark only one oval.

☐ Yes

☒ No

21. Is the Emergency Action Plan included in your application packet?

*Mark only one oval.*

☒ Yes  
☐ No

22. Have you obtained insurance for your event that lists City of Salida as additionally insured?

*Mark only one oval.*

☒ Yes  
☐ No

23. Please check that you understand and will adhere to the following requirements:

*Check all that apply.*

- ☐ Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.
- ☐ You will be required to have insurance and name the City as an additionally insured party. Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.
- ☐ Applicants are also responsible for meeting any other agency requirements. For example, if you are serving food you must meet all Health Department requirements
- ☐ Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.
- ☐ 1 trash can per 50 people is required
- ☐ The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.
- ☐ All clean up must be completed within 24 hours after the event concludes. If the City has to clean up after the event, a fee will be billed to the organizer.

24. Digital signature:

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# **Ark Valley Pride Picnic**

## **Emergency Information**

All personnel should stay attentive to hazards, guests who may need assistance and unsafe actions. Report anything unusual or suspicious to proper personnel. If someone appears suspicious, try to take note of clothes, body description, and any identifying marks. Remember that Riverside Park is a Pet Free Park!

**BE SURE TO NOTIFY OTHERS IF YOU ARE ALERTED TO AN EMERGENCY**

**IN CASE OF AN EMERGENCY, CONTACT**  
**SALIDA POLICE DEPARTMENT (SPD) AT (719) 539-6880 or 911**

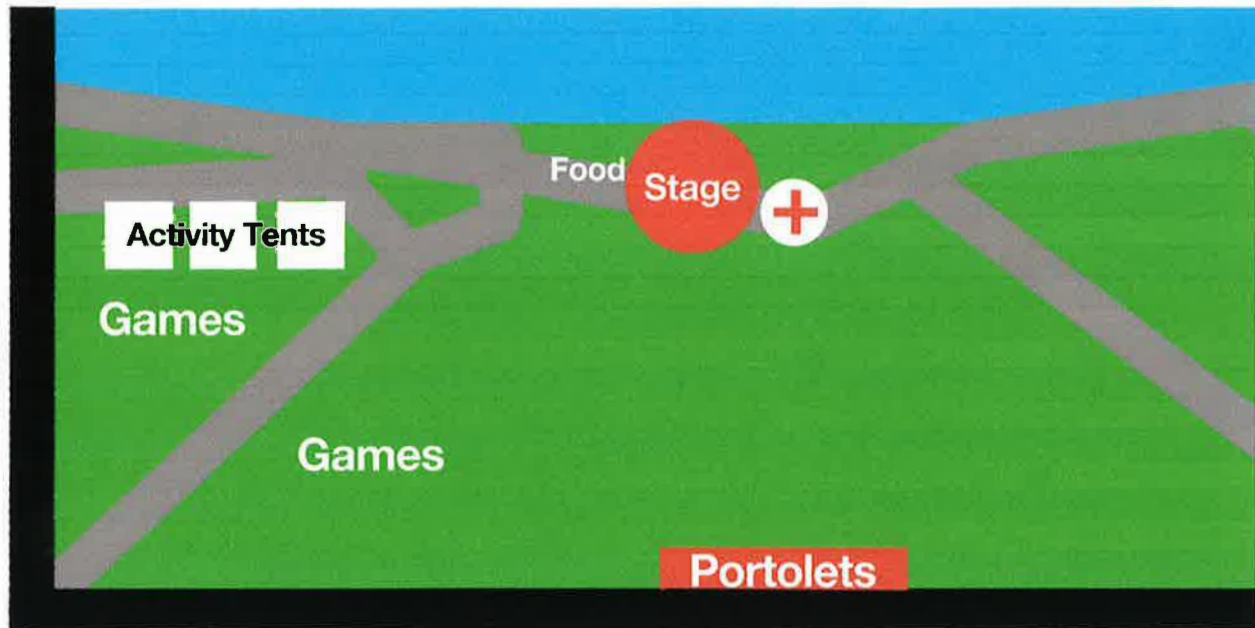
### **General Emergencies:**

**If ever in doubt call 911 and notify your supervisor**

- **Medical Emergency** - Notify Salida Police Department (SPD) and your supervisor. A first aid station will be next to the stage and clearly marked.
- **Missing Person** - Notify SPD and your supervisor.
- **Suspicious Package** - Do not touch! - Call SPD and your supervisor - DO NOT USE WORDS WHICH COULD CAUSE PANIC (i.e., "A BOMB") - keep people away and follow SPD instructions.
- **Suspicious Person/Violent Act** - DO NOT physically confront the person and do not block the person's access to exit - Call SPD and provide as much information as possible - Alert others to danger and if possible notify your supervisor - Follow SPD instructions - If told to seek safe shelter, get inside immediately and lock doors (shelters listed below).
- **Severe Weather** - pay attention to weather conditions - if instructed, direct visitors to indoor shelter locations (see below) - stay away from windows and doors - report any injuries or damage.
- **Emergency Evacuation** - know your exit locations - direct and assist visitors to exit in a calm and orderly fashion - visitors should use nearest exit - alert supervisor to people who may need assistance.
- **If Told to Take Shelter** - Take shelter immediately - Shut and lock any doors and windows and stay away from them - Stay inside until informed it is safe to go outside - Follow instructions of emergency personnel.

### **Emergency Contacts**

# Picnic at Riverside Park



- **Activity Tents** - There will be a variety of community art-making projects taking place in the activity tents.
- **Food** - A caterer will be serving from next to the stage where we will have a hand-washing station setup for both catering and picnickers.
- **Stage** - A variety of speakers and a band will play music from 12 - 4 p.m.
- **First Aid** - A first aid station will be setup next to the stage
- **Games** - The two games areas will be a variety of lawn type games
- **Portolets** - Currently we are looking at 5 - 6 portolets for the event with a handwashing station


A minimum of 10 volunteers will focus primarily on the pet-free ordinance, open containers/alcohol, managing trash removal and cleanup, and offering minor security. One of the activity tents serves as headquarters for volunteers and supervisors during the event.

## Emergency Contacts



## Salida Special Event Emergency Action Plan

I, the undersigned, agree to compile 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. JIMMY SELLARS                         | 719 239 0254   |                |  |
| 2. MARK MONROE                           | 221 - 9893     |                |                                                                                     |
| 3. CLOEY SELLARS                         | 720 485 8307   |                |                                                                                     |
| 4. STORM DOLENTE                         | 207 465 5134   |                |                                                                                     |

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.
- The Emergency Manager will communicate to the event participants in an emergency with a
  - ☒ Bull Horn
  - ☒ PA system
  - ☒ Emergency level voice

Please enter your evacuation destination into the box in each of the follow scenarios

### Fire

- Call 911
- Assist injured or disabled personnel.
- Evacuate the building. Activate emergency shut offs if available.
- Attempt to use a fire extinguisher only if you have been trained.
- Evacuate participant to FST & SACKETT

### Medical Emergency

- Identify the medical emergency.
- If life threatening, call 911.
- Administer first aid if properly trained.
- Evacuate the injured person to (DO NOT MOVE) CALL 911

### Violent Incident

- Call 911.
- Attempt to avoid the situation – move participants away
- Try to deny contact-evacuate to exit park  
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 exit park
- Call 911

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

- Call 911.



## CITY OF SALIDA

### NOISE PERMIT APPLICATION

Please fill out the form completely, including by signing and dating the application. Submitting an incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (i.e., live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to [clerk@cityofsalida.com](mailto:clerk@cityofsalida.com). Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

#### I. Applicant Information.

Applicant Name:

Jimmy SELLARS

Applicant Business/Organization:

PFCA - Ark Valley Pride

Applicant Phone:

719 221 9893

Applicant Email:

jimmy@gopfca.com

Applicant Address:

129 W. Sackett Unit A  
Salida, CO 81201

Sound Supervisor<sup>1</sup>:

Jimmy SELLARS

Sound Supervisor Phone:

719 239 0284

#### II. Event Information.

Description of Event:

LIP SYNC w/ Performers &  
speeches w/ community members  
(speeches 4-6) (performances/music 7-9) sat,  
11-1 on Sunday

Estimated Attendance:

4000 throughout day

Date(s):

June 3-5

Hours of Event:

multiple (above)

Location of Event:

Riverside Stage

<sup>1</sup> The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.



### III. Noise Information.

Type of Noise (e.g., live music, parade):

public speaking & (recorded) music

Type of Sound Amplification Equipment:

installed or small portable speaker

### IV. Agreement.

As the applicant for this noise permit, I, Jimmy Sellers, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

Date:

Jimmy D. Sellers  
4-27-22

### For use by the City Clerk only:

Application fee received: ☐ Yes ☐ No ☐ N/A

Signature: \_\_\_\_\_

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



## CITY OF SALIDA NOISE PERMIT

Signature by the City Administrator on this noise permit indicates that the noise permit has been deemed granted to the applicant and the requested noise has been so authorized, subject to the conditions and limitations set forth below. Where the conditions or limitations set forth below contradict or conflict with the information contained in the application, the conditions and limitations will control.

### I. Conditions and Limitations Applicable to All Permits.

The following conditions and limitations are applicable to all noise permits:

- No noise is permitted after 10:00 PM, unless specifically authorized by the City Council following a public hearing. No noise is permitted after midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend. No noise is permitted after midnight on the Thursday, Friday, and Saturday during the FIBArk festival.
- No noise is authorized in excess of the maximum limit of 85 dB(A), as measured from any point along the property line or within the property line of the receiving premises. Measuring devices shall be those specifically utilized by the City of Salida.
- All amplification equipment shall be arranged so as to minimize the disturbance to neighboring properties, and permittees shall take reasonable measures to baffle or reduce noise impacts to neighbors.
- No outdoor amplified sound shall be permitted between November 1 through May 1.
- A maximum of sixty (60) amplified sound permits may be granted to same location during a single calendar year, unless additional permits are specifically authorized by the City Council following a public hearing.

### II. Conditions and Limitations Applicable to this Permit.

The following conditions and limitations are applicable to this noise permit:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### III. Expiration.

This noise permit is issued for the following dates and expires on the following date:

Date(s): \_\_\_\_\_

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

### For use by the City Administrator only:

Application granted: [ ] Yes [ ] No

Signature: \_\_\_\_\_

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