

SALIDA COLORADO CHAMBER of COMMERCE

406 W. Hwy. 50 ~ Salida, CO 81201 ~ (719) 539-2068 ~ Fax (719) 539-7844
www.salidachamber.org ~ email: info@salidachamber.org

May 12, 2022

To: Mayor Dan Shore and The Salida City Council
448 E. First St.
Salida, CO 81201

Attn: Sara Law
Deputy City Clerk
City of Salida

Re: 26th Annual Colorado Brewers Rendezvous
July 9, 2022
12:00 p.m.-5:00 p.m.

Dear Mayor Shore and Salida City Council,

The Salida Chamber of Commerce requests the use of Riverside Park for the 26th Annual Colorado Brewers Rendezvous, slated for Saturday, July 9, 2022, from 12 p.m. to 5:00 p.m. We are requesting the private use of Riverside Park and allowance for coning off parking spaces on the park side of Sackett Street, for blocking areas for our food trucks and port-o-lets. The cones will be put in place beginning the evening of Thursday, July 7th, with continuing the process the following day in order to secure space for our local food vendors and port-o-lets. On Saturday, we will keep the cones in place for allowance for unloading via our attending brewers. Once the unloading is done, we will encourage all of our brewers to relocate their vehicles to an appropriate parking spot away from Sackett Street.

Set up, at Riverside Park, will begin at 8:00 am on Saturday and the event will begin at 12:00 p.m. We are requesting permission to host beer vendors, food vendors and live music. We will encircle the park and parking spaces along Sackett St. (food vendors and port-a-potties) with fencing to confine all food and alcohol consumption to the park area only. We will have all elements of the event cleared from the area by 7:00 p.m. on Saturday, and all areas will be cleaned of any debris.

Street Closures & Coned Off Parking Spaces

July 7th: Have cones, barricades and metal fencing dropped off at Riverside Park. Tape fliers on cones and barricades with messaging about July 9 event, with notification that cones, and barricades would be in place beginning the next morning.

July 8th: Cone off parking spaces along Sackett from E to F Streets beginning in the a.m. in order to allow for placement of food vendors, and port-a-potties. Place cones in first two parking spaces on F, just below Sackett, for ice trailer.

Page -2-

Re: 26th Annual Colorado Brewers Rendezvous

July 9th: Cone off any open parking spaces along park-side of F St. from Sackett to the F St. Bridge from 8:00a.m. through 11:00a.m on Saturday, for vendor unloading.

July 9th: We will be using the entire park, excluding the playground area east and Scout Hut, for vendors and the amphitheater for live music from 2:00p.m. to 4:00 p.m. There will not be music past 4:00 p.m. We will also be using the power box for food vendors, and ice vendor as needed.

Depending on capacity allowance, we will have between 32 - 54 port-a-potties (2 ADA units), all with hand sanitizing stations. These will be placed along Sackett Street in the fenced parking spaces. There will also be 4 hand washing stations in the park for attendee's use.

We will have 8 (64) gallon large totes for recycling, 23 (64) gallons for trash, plus 2, 2-yard containers for trash.

Emergency services will be notified. We will provide security in the park to ensure an orderly event.

If you need anything else from the Chamber, or have any questions regarding this event, please don't hesitate to ask. Please phone us at 539-2068.

Thank you for your time and consideration.

Sincerely,

Lori Roberts
Executive Director
Salida Chamber of Commerce
lori@salidachamber.org
www.salidachamber.org
719.539.2068 o
719.221.3366 c

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT
AND ONE OF THE FOLLOWING (See back for details.)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | <input type="checkbox"/> FACILITIES |

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

- 2110 ☒ MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY
2170 ☐ FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY

DO NOT WRITE IN THIS SPACE

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE

Heart of the Rockies Chamber of Commerce

State Sales Tax Number (Required)

84-0312015

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE
(include street, city/town and ZIP)

406 W. Hwy 50
Salida, CO 81201

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT
(include street, city/town and ZIP)

Riverside Park
Sackett and F Street
Salida, CO 81201

NAME

DATE OF BIRTH

HOME ADDRESS (Street, City, State, ZIP)

PHONE NUMBER

4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE

Angel Rowell

651-983-4901

5. EVENT MANAGER

Lori Roberts

719-221-3366

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN
ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?

☐ NO ☒ YES HOW MANY DAYS? 1

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?

☒ NO ☐ YES TO WHOM?

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? ☐ Yes ☐ No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date July 9, 2022

Hours From 8 a.m.
To 5 p.m.

Date

Hours From .m.
To .m.

Date

Hours From .m.
To .m.

Date

Hours From .m.
To .m.

Date

Hours From .m.
To .m.

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

SIGNATURE

TITLE

Executive Director

DATE

10/07/2021

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

☐ CITY
☐ COUNTY

TELEPHONE NUMBER OF CITY/COUNTY CLERK

SIGNATURE

TITLE

DATE

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION

License Account Number

Liability Date

State

TOTAL

-750 (999) \$



CITY OF SALIDA
AMPLIFIED SOUND PERMIT

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: Heart of the Rockies Chamber of Commerce

Address: 406 W. Hwy 50, Salida, CO 81201

Telephone: 719-539-2068

Individual supervising sound (if different from Permittee): Carey Hallett

Activity/event: 26th Annual Colorado Brewers Rendezvous

Type of sound amplification equipment authorized (if any): Amplified Sound

Location: Riverside Park

Date(s): Saturday, July 9, 2022

Hours of operation: 1pm - 5pm (music from 2 - 4)

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: _____.

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

City of Salida: _____ (City Administrator)

Copies to: Police ____ Public Works ____ Fire ____ City Clerk ____ City Zoning ____

Amplified Sound Permit



City of Salida Multiple Vendor Event Permit Application

Date of Application 10/07/2021

Event Name: 26th Annual Colorado Brewers Rendezvous

1. Event location(s): Riverside Park

2. Date(s) & times(s) of event: July 9, 2022 8a.m. - 5p.m.

3. Individual or organization sponsor(s): Heart of the Rockies Chamber of Commerce

Address: 406 W. Highway 50

Phone: 719-539-2068 E-mail: lori@salidachamber.org

4. Contact Person: Lori Roberts

Phone: 719-221-3366 E-mail: lori@salidachamber.org

5. List Participating Vendors:

**REQUIREMENT: PROVIDE A COPY OF THE CURRENT STATE LICENSE
FOR EACH VENDOR**

Will provide once I have secured the food vendors for the July 9, 2022 event

(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) Getting letter from agent for next years event, Aspen Insurance

Required Fees and Checklist:



\$75 Application Fee

 \$20 per participating vendor: Number of Vendors X \$20 = providing later



Current Colorado Sales Tax License for each participating vendor



Proof of Insurance

Signed:

Event Sponsor:

City of Salida:

Date:

Date:

APPLICATION INFORMATION AND CHECKLIST

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

- ☐ Appropriate fee.
- ☐ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.
Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission of owner for use of the premises.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- ☐ If not incorporated, a NONPROFIT charter; **or**
- ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- ☐ **APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.**
- ☐ **THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)**
- ☐ **AN APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.**
- ☐ **CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE**

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

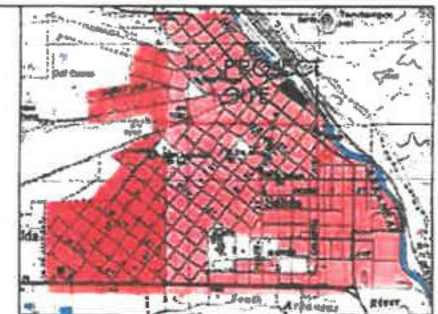
If an event is cancelled, the application fees and the day(s) are forfeited.



TOPOGRAPHIC SURVEY OF RIVERSIDE PARK SALIDA, COLORADO



SCALE
1" = 30'



VICINITY MAP
NOT TO SCALE

- * 3 prong outlets
- ◊ water box
- ◻ picnic table
- T trashcan



GENERAL NOTES

1) ELEVATIONS SHOWN HEREON ARE BASED UPON NAVD 83
2) CONTIGUOUS INTERVAL IS 2.0 FEET
3) ALL OLD HIGHWAYS, "RECONSTRUCTED" IN 1934 AND SEPTEMBER 1, 2007
4) ALL UNDERGROUND UTILITIES SHOWN ARE BASED ON THE CITY OF
SALIDA, MISSOURI, UNDERGROUND UTILITY MAP, AND ARE NOT GUARANTEED BY THIS
SURVEY. LANDMARK SURVEYING AND MAPPING ASSUMES NO RESPONSIBILITY FOR
THE ACCURACY OF ANY UNDERGROUND UTILITY OR RECORD HEREON.

1) SHEET A. SCHERER, A REGISTERED LAND SURVEYOR LICENSED TO PRACTICE IN THE STATE OF COLORADO, DO HEREBY
CERTIFY THAT THIS LAND SURVEY AND EXTENDING THEREON MAPS, SURVEY DATA, AND THAT THE PLAN REPRESENTS THE
RESULTS OF THIS SURVEY AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

STEVEN A. SCHERER
COLORADO P.L.S. 17727



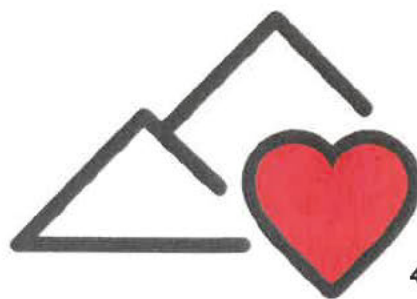
LEGEND

- ELECTRIC METER
- ELECTRIC TRANSFORMER
- FIRE HYDRANT
- MAN HOLE
- POWER POLE
- WATER VALVE
- LIGHT POLE
- UNDERGROUND WATER CENTERED VALVE
- ABOVE GROUND WATER BOX
- TREE DIAMETER
- UNDERGROUND ELECTRIC
- WATER LINE
- UNDERGROUND STEEL TANK, PIP
- FENCE
- CONCRETE

REVISED

TOPOGRAPHIC SURVEY
OF RIVERSIDE PARK
SALIDA, COLORADO

LANDMARK
SURVEYING & MAPPING
P.O. BOX 666 SALIDA, CO 81051



SALIDA COLORADO CHAMBER of COMMERCE

406 W. Hwy 50, Salida CO • 719-539-2068 • www.salidachamber.org • lori@salidachamber.org

October 7, 2021

As part of the Emergency Action Plan for the 26th Annual Colorado Brewers Rendezvous, we will coordinate with local public authorities in advance of the event to understand their processes, including EMS, Police, and Fire.

Shared documentation will include maps of the venue with highlights of emergency access routes, first aid station, concession areas, parking, water/hydration station, plus port-o-lets and hand wash stations.

Evaluation of possibility of any risks to be reviewed will include:

- Severe weather patterns, thus watching the weather patterns prior to event, notifying attendees in advance to dress appropriately and be prepared for rain showers, high temperatures or strong winds.
- Communications with local authorities if there be any known threat to the event (i.e. attendee or vendor with history of disobedience or possible mental health issues to be aware of).
- Consideration of transportation for attendees as parking is limited thus working with the Chaffee Shuttle to offer attendees opportunity to park and ride, leaving their vehicles at home, or place where lodging. Advance advertisement will include awareness of local shuttle service, and taxi service plus maps of walking trails or streets for making their way downtown to Riverside Park.

Considering the vulnerabilities of our participants and attendees is crucial. Conversations will be had with our partners, the Colorado Brewers Guild regarding proper pours via the beer vendors along with vendors and event staff volunteers recognizing and understanding crowd disposition (unruly or disruptive characters). Awareness that security is available in the park will be noted in outgoing documentation to our vendors, plus request of the Guild ask their beer vendors to respect the responsible service and delivery to those consuming via their TIPS training.

Communications plan will include:

- Call tree that outlines who should be contacted in an emergency, in what order to include the head of the Brewers Guild, the Chamber of Commerce, and lead volunteers managing different stations in the park.
- Preparedness for good Wi-Fi signals will be tested prior to the event.
- List of lead contacts will be given to the Security Officers

- Lead name(s) will be assigned to handle any media requests if there were to be any security issues, thus keeping messaging concise and calm.
- Identification of lead decision makers for authorizing cancellation of event due to severe weather or unforeseen act will be noted with contact name(s) and numbers.
- In the event evacuation were required and potential shelter needed, conversation will be had prior to event with local authorities regarding such assembly.

Other considerations:

- Volunteers and Staff will be identifiable via event shirts and lanyards.
- Beer Vendors and Colorado Brewers Guild staff will have identifiable shirts as well as having their HQ tent clearly marked.
- Designated Drivers, or non-drinkers will be given a RED cloth wristband with pinch closure. Nondrinkers caught drinking will be escorted out of the park.
- Signage will be throughout park and outside of park with directional signs.
- Marketing leading up to the event will include request to leave dogs at home with suggestions for dog day care if traveling with family pet.

Suggestions or changes welcome. Our goal is to host a safe and welcoming event. Given State of Colorado and Chaffee County/City of Salida mandates relating to COVID-19 to be addressed if needed at a later date.

Thank you,



Lori Roberts, Executive Director
Salida Chamber of Commerce



October 8, 2021

TO: The City of Salida

RE: Heart of the Rockies Chamber of Commerce Proof of Insurance

To Whom It May Concern:

I am the agent for the above-mentioned client. Their next General Liability policy will renew on April 8, 2022. I'm unable to issue a certificate of insurance for the events listed below until the policy renews, however I can provide confirmation of coverage at this point.

Coverage is currently provided by:

Secura policy number CP3205054 04/08/2021-04/08/2022

Brewers Rendezvous 07/09/22 Riverside Park

Salida Wine Fest 08/13/2022 Riverside Park

Please feel free to call me with any questions.

Sherry J Turner

Sherry J. Turner

Owner/Agent

1548 G. St Unit 1 Salida, CO 81201

Phone: 719-207-4301 Fax : 719-207-4303

www.salidaaspeninsurance.com

Park rental and special event request form

Contact Name *

Lori Roberts

Contact email *

lori@salidachamber.org

Contact Phone Number *

7192213366

Event/Activity Name *

26th Annual Colorado Brewers Rendezvous

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)

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

Partnership event between the Salida Chamber of Commerce and the Colorado Brewers Guild. Tickets are handled via Eventbrite and in-house at Salida Chamber. The event consists of beer, food and music. We share information leading up to the event on Facebook and Instagram.

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, Kickball tournaments or other uses)
- ☐ Centennial Courts (For Tennis or Pickleball Tournaments)
- ☐ "S" Mountain
- ☐ Another Street in Salida
- ☐ Monarch Spur Trail
- ☐ Other Trails on City Property
- ☐ Whitewater park
- ☐ Boatramp
- ☐ Other: _____

Estimated number of attendees? *

2000

Start date desired *

MM DD YYYY

07 / 09 / 2022

Start Time Desired (please include load in time) *

Time

08 : 00 AM ▼

End date desired *

MM DD YYYY

07 / 09 / 2022

End Time Desired (please include load out time) *

Time

07 : 00 PM ▼

Will ANY of these features apply to your event? Check all that apply. *

- ☒ Have more than 50 attendees?
- ☒ Sell food or merchandise?
- ☒ Sell or dispense alcohol? (only allowed for non profit org)
- ☒ Use amplified sound?
- ☒ Need to close a street or right of way?
- ☒ Require law enforcement, security or fire professionals?
- ☒ Require fencing
- ☒ Require municipal water or Electrical hookups
- ☐ None of the above

If you checked any box other than "None of the above" You will need to submit additional documentation visit the link below for more info.

<https://docs.google.com/document/d/1B7TntB0R6jSn001BEbe6d5YrdJonjgICBqSApBmne3I/edit>

This form was created inside of City of Salida.

Google Forms

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU **MUST BE NONPROFIT**
AND ONE OF THE FOLLOWING (See back for details.)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWN NG ARTS
FAC LITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

LIAB	TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:
2110 <input checked="" type="checkbox"/>	MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY
2170 <input type="checkbox"/>	FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY

DO NOT WRITE IN THIS SPACE

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE Heart of the Rockies Chamber of Commerce	State Sales Tax Number (Required) 84-0312015
--	---

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP) 406 W. Hwy 50 Salida, CO 81201	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP) Riverside Park Sackett and F Street Salida, CO 81201
---	--

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Angel Rowell			
5. EVENT MANAGER Lori Roberts			
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES HOW MANY DAYS? 1	7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM?		

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? ☐ Yes ☐ No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date	July 9, 2022	Date		Date		Date	
Hours	From	8	a.m.	Hours	From		.m.
	To	5	p.m.		To		.m.

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

SIGNATURE	TITLE Executive Director	DATE 10/07/2021
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REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY)	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK
SIGNATURE	TITLE	DATE

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION

License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$

(Instructions on Reverse Side)

APPLICATION INFORMATION AND CHECKLIST

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION FOR A PERMIT TO BE ISSUED:

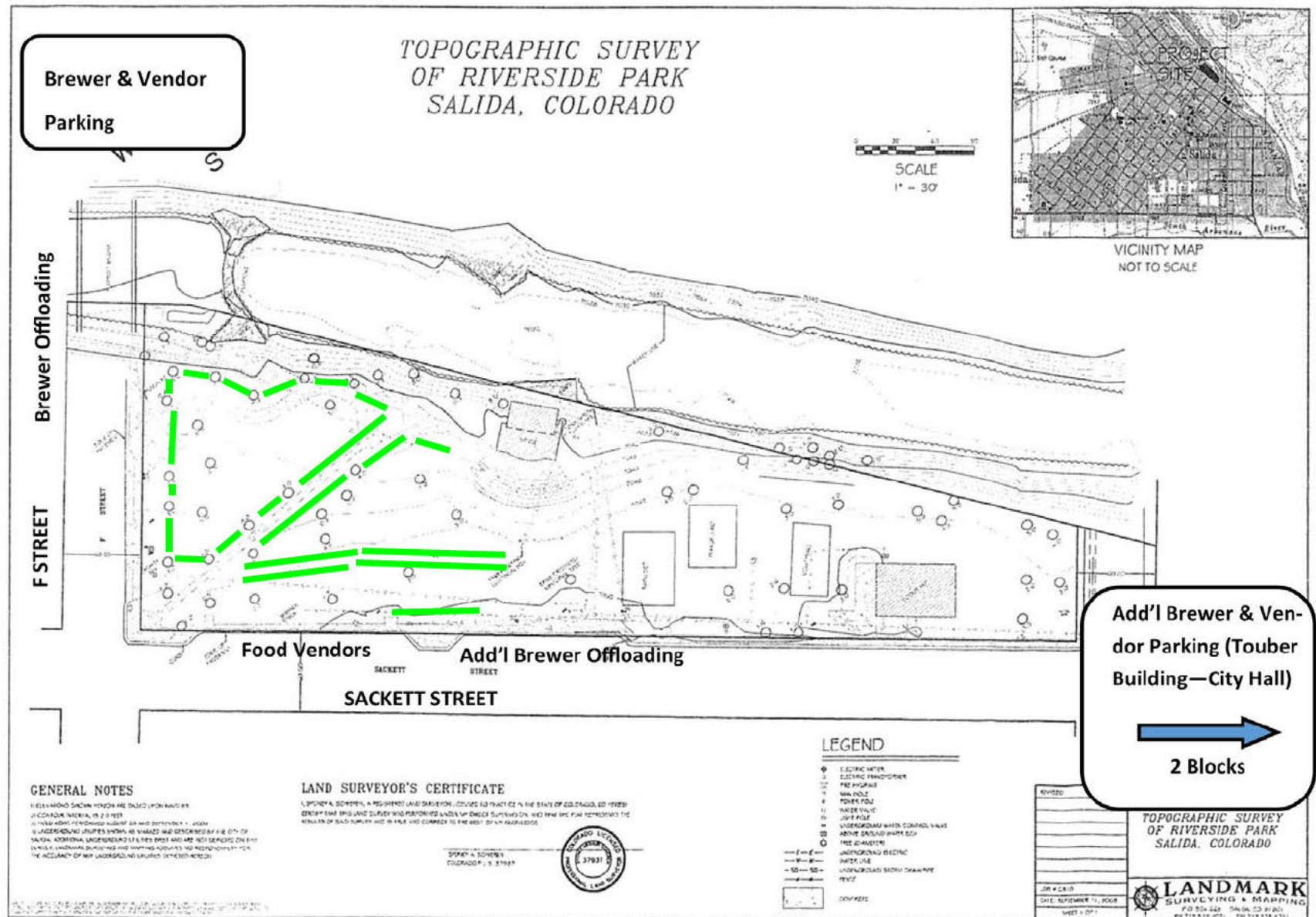
- ☐ Appropriate fee.
- ☐ Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.
Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ Copy of deed, lease, or written permission of owner for use of the premises.
- ☐ Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- ☐ If not incorporated, a NONPROFIT charter; **or**
- ☐ If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- ☐ **APPLICATION MUST FIRST BE SUBMITTED TO THE LOCAL LICENSING AUTHORITY (CITY OR COUNTY) AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.**
- ☐ **THE PREMISES TO BE LICENSED MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE A HEARING CAN BE HELD. (12-48-106 C.R.S.)**
- ☐ **AN APPROVED APPLICATION MUST BE RECEIVED BY THE LIQUOR ENFORCEMENT DIVISION AT LEAST TEN (10) DAYS PRIOR TO THE EVENT.**
- ☐ **CHECK PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE**

(12-48-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 46 and 47 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fees and the day(s) are forfeited.



Addendum A
For Applications B and C

Brewers Rend 7/9/2022

1. Do you plan on using any portion of the Salida Trail System (STS)? Yes _____ No X
If yes, describe when, how and where: _____
2. Will any food or merchandise be sold? Yes X 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.
3. Will alcoholic beverages be sold and/or dispensed at your event? Yes X No _____
If yes, please fill out the Application for Special Events Permit 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.**
4. Are street closures proposed for your event? Yes _____ No X
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 X No _____
If yes, for what purpose (security, traffic, parking or public control, Salida Trail System crossings, etc.)?
We will be working with our local police for security
Dates and times officers needed? Sat July 9, 4 officers for 5 hour shifts, 2(1-6) 2(noon-5)
6. Where do you plan for people to park for your event? Public parking in and around Salida
7. For large events, please explain your Emergency Action Plan, including First Aid Stations, Communication and public safety agencies. Attach an additional sheet if needed.
see attached
8. Will you need event insurance? Yes X No _____
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.
9. Please list any other needs or requirements that have not been covered. _____



~~October 12, 2020~~ OCTOBER 7, 2021

TO: The City of Salida

RE: Heart of the Rockies Chamber of Commerce Proof of Insurance

To Whom it May Concern,

I am the agent for the above-mentioned client. Their next General Liability policy will renew on April 8, 2021. I'm unable to issue certificate of insurance for the events listed below until the policy renews, however I can provide confirmation of coverage at this point.

Coverage is currently provided by:

Secura policy number CP3205054 04/08/20-04/08/21

Brewers Rendezvous ~~10/02/2021~~ Riverside Park 7/9/2022

Salida Wine Fest ~~09/11/2021~~ Alpine Park 8/13/2022 Riverside Park

Please feel free to call me with any questions.

Sherry Turner, Owner/Broker
Vista Insurance

Park rental and special event request form

Contact Name *

Lori Roberts

Contact email *

lori@salidachamber.org

Contact Phone Number *

719-539-2068

Event/Activity Name *

26th Annual Colorado Brewers Rendezvous

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)

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

Colorado Guild member breweries serving beer, along with food for purchase, courtesy water tent for public, soda for Designated Drivers, and local entertainment in the amphitheater. Eventbrite, Salidachamber.org, Instagram and Facebook.

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, Kickball tournaments or other uses)
- ☐ Centennial Courts (For Tennis or Pickleball Tournaments)
- ☐ "S" Mountain
- ☐ Another Street in Salida
- ☐ Monarch Spur Trail
- ☐ Other Trails on City Property
- ☐ Whitewater park
- ☐ Boatramp
- ☐ Other: _____

Estimated number of attendees? *

2000

Start date desired *

MM DD YYYY

07 / 09 / 2022

Start Time Desired (please include load in time) *

Time

08 : 00 AM ▼

End date desired *

MM DD YYYY

07 / 09 / 2022

End Time Desired (please include load out time) *

Time

07 : 00 PM ▼

Will ANY of these features apply to your event? Check all that apply. *

- ☒ Have more than 50 attendees?
- ☒ Sell food or merchandise?
- ☒ Sell or dispense alcohol? (only allowed for non profit org)
- ☒ Use amplified sound?
- ☐ Need to close a street or right of way?
- ☒ Require law enforcement, security or fire professionals?
- ☒ Require fencing
- ☒ Require municipal water or Electrical hookups
- ☐ None of the above

If you checked any box other than "None of the above" You will need to submit additional documentation visit the link below for more info.

<https://docs.google.com/document/d/1B7TntB0R6jSn001BEbe6d5YrdJonjgICBqSApBmne3I/edit>

This form was created inside of City of Salida.

Google Forms



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. Lori Roberts	719 221 3366		
2. Shawnee Adelson	970 708 4036		
3. Emma Ramey	303 704 2569		
4. Michael Varnum	719 221 9478		

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

1. The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
2. The Emergency Manager will communicate to the event participants in an emergency with a
 - ☐ Bull Horn
 - ☒ PA system
 - ☐ Emergency level voice

Fire

1. Call 911
2. Assist injured or disabled personnel.
3. Evacuate the building. Activate emergency shutoffs if available.
4. Attempt to use a fire extinguisher only if you have been trained.
5. Evacuate participant to

Medical Emergency

1. Identify the medical emergency.
2. If life threatening, call 911.
3. Administer first aid if properly trained.
4. Evacuate the injured person to

Notify First Responder at tent. Wait for EMS

Violent Incident

1. Call 911.
2. Attempt to avoid the situation – move participants away
3. Try to deny contact-evacuate to
4. If necessary defend - distract, attack, subdue.

2 safe area

Severe Weather/Natural incident

1. Move participants away from threat if possible.
2. Evacuate to
3. Call 911

a safe area

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

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