

October 14, 2022

Salida City Council  
448 E First Street, Suite 112  
Salida, CO 81201



Dear Councilors:

We are reaching out to you in reference to the Thriller Dance that has been a Halloween tradition for the last 12 years at the location of F and 10th Streets. Unfortunately, the staging location (a private residence at that intersection) that has been a part of the tradition is no longer an option. Since the previous organizers and hosts of this event are no longer available, the City of Salida's Parks & Recreation department have stepped up and would like to host the event to keep the tradition alive.

We have solidified a staging location at the Community Center, on the corner of F and 3rd Street. The dancers will use this location to get ready for the event, warm up in between dances, and have a potluck dinner (not open to the public). From there, they will walk down to the vicinity of Alpine Park to dance for 2.5 minutes, every 15 minutes. The Parks & Rec Department will have our Mobile Recess set up at the park for kids of all ages to play lawn games, play in the bouncy house, warm up with hot cider and hot chocolate, and observe the dancers.

Our department plans on notifying neighboring businesses and residences of this event by going door-to-door on October 20th with small informational fliers about the event. We will also provide candy for them to hand out, since trick-or-treating traffic will be heavy during this time!

Learning about this event over the last couple of weeks has been an honor to all of us at Parks & Rec, and we simply cannot see this very important and valued tradition come to an end. We are asking for your approval and support, and hope to celebrate our wonderful community with all of you on the 31st!

Thank you for your time and consideration.

Sincerely,

City of Salida's Parks & Recreation Leaders



## City of Salida Special Event Application

This guide is designed to help you through the special event process. If you have any questions or concerns after reading this, please contact the City staff at [diesel.post@cityofsalida.com](mailto:diesel.post@cityofsalida.com).

### What classifies as a Special Event in the City of Salida?

A special event permit is required for all planned and promoted public activities conducted on public property that meet any of the following criteria:

- When the expected number of participants and spectators totals **50 or more people**; and/or
- When using **tents, structures and/or sound amplification, multiple vendors**; and/or
- When **providing, selling or distributing alcohol and/or food to the public**; and/or
- When holding a **parade or using public right of ways** (e.g., city streets, multi-use paths and sidewalks, boatramps, etc), and/or impacting vehicle, bike or bus traffic.
- The event **goes against an existing City ordinance**.

In order to obtain your Special Event Permit, we ask that all pertinent applications be turned in **between 60 and 90 days** prior to the event so all parties can make reasonable arrangements that will be necessary to hold your event.

You must fill out all the information to obtain your event permit. In some cases, there may be additional items to fill out depending on what your event entails. **Incomplete applications will not be considered.**

Whomever is named on the application is the **only person the City of Salida will contact** during the application process. If the contact person needs to be changed, please complete the following application(s) with that contacts info.

### Permits:

If you would like to have amplified sound, liquor, vendor's (that are actively selling merchandise), or requests to close any public right of way, please fill out the additional corresponding permits below:

- If your event will include alcohol, [please click on this link](#) to obtain a Special Events Liquor License Application and **turn the application in 90 days before the event to City Hall.**
- If your event has amplified sound, [please click on this link](#) to obtain an Amplified Sound Permit Application or find it on the Park rentals page at [Cityofsalida.com](http://Cityofsalida.com)
- If your event will include multiple vendors, [please click on this link](#) to obtain a Multiple Vendor Event Permit Application or find it on the Park rentals page at [Cityofsalida.com](http://Cityofsalida.com)
- If your event requests a street closure, a [Street Closure Petition](#) is required

## Special Event Application (Formerly Addendum A)

Paper version - Digital preferred

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

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 X

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 X No \_\_\_\_\_

4. Are street, sidewalks or other right of way closures proposed for your event? Yes X No \_\_\_\_\_

If yes, where and when? 10/31 5-8pm F St / 3rd - 5th (whatever PD recommends)  
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.  
- Rolling Barricade

5. Will you require any security or 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.?)

for traffic control/road closures & safety

Dates and times officers needed? 10/31/22 5-8pm

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? I anticipate a lot of side streets in downtown / people will walk from home to location of event

7. Please attach the quote/estimate for your **trash service**. Must have 1 can per 50 people.

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

If yes, describe when, how and where:

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

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

10. Have you attached **event insurance**? Yes \_\_\_\_\_ No X - City of Salida's insurance will cover the event  
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 list any other needs or requirements that have not been covered.

12. Please create a physical or digital packet that contains(in order):

- a. The cover sheet memo template - page 7
  - i. Event overview
  - ii. Event intent
  - iii. Event timeline
  - iv. Map of your event with portalette, entry/exits and additional trash cans called out
- b. Proof of insurance
- c. Emergency Action Plan - page 8
- d. Quote/estimate for Trash service
- e. Sound, Liquor, Street closure, etc. permits and applications

Lead contact signature Munger D Date 10/14/22



## City of Salida Special Event Organizer Rules and Regulations affirmation:

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

- ☒ 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
- ☒ 1 trash can per 50 people expected is required.
- ☒ The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.
- ☒ Chaffee County Department of Health requires at least **one restroom for every fifty people attending the event.**
- ☒ 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.

Organizer signature: \_\_\_\_\_

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

*[Handwritten signature]*

*10/14/22*



## 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. <u>Maggie Clark</u>	<u>719-458-4354</u>	<u>719-839-1550</u>	
2. <u>Anissa Caiazza</u>	<u>719-221-0852</u>		
3. <u>Diesel Post</u>	<u>719-916-9378</u>		
4.			

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 a safe space away from danger downtown

#### Medical Emergency

- Identify the medical emergency.
- If life threatening, call 911.
- Administer first aid if properly trained.
- Evacuate the injured person to inside the Community Center

#### Violent Incident

- Call 911.
- Attempt to avoid the situation – move participants away
- Try to deny contact-evacuate to inside the Community Center  
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 inside the Community Center
- Call 911

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

- Call 911.



## CITY OF SALIDA

### OVERVIEW OF LOCAL NOISE REGULATIONS & PERMITTING

Chapter 10, Article IX of the Salida Municipal Code (the "Code") establishes regulations and standards for noise within the City of Salida (the "City") to reduce and eliminate unnecessary and excessive noise which would otherwise be detrimental to residents and the community in the enjoyment of life, property, and the conduct of business. Of note, Section 10-9-30(c) of the Code provides that it is "unlawful for any person to emit or cause to be emitted any noise which leaves the premises on which it originates, inclusive of a public premises, crosses a property line and enters onto any other premises in excess" of the specified levels.

Pursuant to Sections 10-9-40(14) and 10-9-80 of the Code, however, the City may specifically exempt a particular noise from this prohibition through the issuance of a noise permit. Such a permit may include limitations and conditions to minimize the adverse impacts of the proposed noise may have on the community or surrounding neighborhood. Such limitations and conditions include, but are not limited to, the following: the hours of operation, maximum decibels, the type of sound amplification equipment, and the type of sound that may be amplified. No permit shall be issued for noise after 10:00 PM, with allowances to go until midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend, and on the Thursday, Friday, and Saturday during the FIBArk Festival.

The issuance of a noise permit is at the sole discretion of the City Administrator or City Council, and the issuance of such permit does not confer any rights upon the permittee other than those expressly authorized by the permit. Violation of any of the conditions or limitations set forth in the noise permit may result in immediate revocation of the permit. Revocation of the noise permit does not preclude the City from seeking any remedies otherwise available under federal, state, or local law.

**Applications for a noise permit must be submitted on the attached "Application for a Noise Permit" form and submitted at least five (5) working days prior to the date for which the permit is sought.**



## 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:

Maggie Clark

Applicant Business/Organization:

City of Salida Parks & Rec Dept.

Applicant Phone:

719-458-4354

Applicant Email:

maggie.clark@cityofsalida.com

Applicant Address:

448 E 1st St. Suite 112  
Salida, CO 81201

Sound Supervisor<sup>1</sup>:

Maggie Clark

Sound Supervisor Phone:

719-458-4354

#### II. Event Information.

Description of Event:

Thriller dance to take place in the streets (on F St.)  
between 3rd & 5th, every 15 minutes

Estimated Attendance:

500

Date(s):

10/31/22

Hours of Event:

5-8pm

Location of Event:

F Street, between 3rd & 5th

<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):

music

Type of Sound Amplification Equipment:

microphone & speaker

### IV. Agreement.

As the applicant for this noise permit, I, Mageye Clark, 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:

Mageye Clark

Date:

10/14/22

### 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: \_\_\_\_\_