



Salida Sunrise Rotary Club

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**Salida Sunrise Rotary Charitable Fund, Inc.**  
P.O. Box 1044  
Salida, CO 81201

February 2, 2021

TO: Diesel Post, Director of Parks and Recreation  
City of Salida  
FROM: Janet Franz, Club Administrator  
Salida Sunrise Rotary Club  
RE: City of Salida Special Event Application  
Holiday Park, 2021

Once again, this year the Salida Sunrise Rotary Club is applying to the City of Salida to use Riverside Park for the Salida Annual Holiday Park Event. A time honored tradition for our city.

Attached to this cover letter please find the following documents:

- City of Salida Special Event Application, Completed and Signed
- Map of the proposed Holiday Park event (as it is anticipated that there will never be more than 50 in attendance at any one time, no portalettes and additional trans cans will be required)
- Proof of insurance
- Emergency Action Plan (included with the attached proposal)
- Event Timeline (included with the attached proposal)
- No additional permits and/or applications will be needed

I look forward to your questions, ideas and comments. Please let me know if you have any additional questions.

Janet Franz  
Club Administrator  
(719) 239-0204

## Special Event Application

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

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 ? No \_\_\_\_\_

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

City Police will be contacted with a request for additional monitoring by driving by park. SSR will contact police department.

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?

City streets around park.

## Event and Rental Procedure

1. Visit [cityofsalida.com](http://cityofsalida.com) - Parks and Recreation - Park Rentals to fill out the online application
  - a. Submit before the applicable deadline **(60 days before an event or a street closure)**.
  - b. Street closure notifications/acknowledgements are submitted to the Parks and Recreation Office at least one month prior to the event
2. Begin email conversation with City Staff
  - a. Complete the Special Event Application - See page 5.
  - b. Submit applicable fee and deposit.
  - c. Include a certificate of insurance with the correct coverage amounts and the City of Salida, its officers, agents and employees as additional insureds.
  - d. Sign and attach the rules and regulations acknowledgment.
3. Obtain additional licenses and permits have been obtained. – See page 1.
  - a. For events with a Special Events Liquor License to sell and serve alcohol beverages:
    - i. An application for a Special Events Liquor License to sell and serve alcohol is submitted to the City Clerk at least 90 days before the event.
    - ii. A diagram of the licensed premises, showing the perimeter and controlled access points is attached
    - iii. Boundary established (roped off or fenced) as well as warning signs posted indicating that alcohol must be consumed within the premises and not served to minors
  - b. Events with amplified sound must have an amplified sound permit
  - c. Events with more than one vendor must complete and attach a multi-vendor permit
4. Approval from the Special Events Committee. The Recreation Supervisor will advise you on how to proceed if your event qualifies for a Committee hearing.
5. The event will be reviewed by staff after it's conclusion and recommendations for deposits and future rentals will be offered.

Thank you for having your event with the City of Salida. We look forward to working with you.

## 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 is 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
- If you wish to sell alcohol at your event you need to fill out the [Special Event Liquor Application](#)
- Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.
- All food vendors must be approved by Chaffee County Department of Health
- If providing private security, or you would like additional police for the event, please let us know.
- Trash service is required if you have a party over 50.** Please identify trash bin location on your site plan and give a written description of how you plan to deal with trash. Bonus points if you recycle.
- 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: 9/2/21



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. *(see project description)*

10. Have you attached **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.

11. Please attach a **timeline**, with dates and times, for your event *(see attached)*

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

13. Please attach

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

Event organizer Signature

*Just Lamy*  
719-239-0204

Date

9/2/21

**Salida Sunrise Rotary Club**  
**Annual Holiday Park Proposal**  
**Dates:**  
**October 29, 2021 through January 7, 2022**

**Overall Purpose:**

In 2020, the Salida Sunrise Rotary Club (SSR) took over the responsibility of managing the wonderful Salida tradition of **Holiday Park**. The Salida community and many visitors love this annual tradition held throughout the Holiday Season, as Riverside Park is transformed into a "winter wonderland" where individuals can stroll through the decorated treelined sidewalks. It also allows individuals to celebrate their businesses, non-profit organizations and loved ones. Last year, 98 trees were adopted and enthusiasm has already been coming in for this year's Holiday Park tradition. While this is a Community Project for SSR, funds are raised through the adoption of the trees, and all proceeds from these adoptions help provide scholarships to Salida High School students and local individuals continuing their higher education.

**Process/Timeline:**

As this is a Community Project, SSR looks forward to working with as many members of the community as possible including businesses, non-profits and high school students. Because of the timing for student participation the following is the proposed timeline. The ultimate goal is to have the trees in place by the second week of November so that they may be decorated by Thanksgiving.

*October 29<sup>th</sup>:* Salida High School Students will help bring trees from the storage area in the City Building to the staging area behind the Salida Rotary Amphitheater

*November 1<sup>st</sup>:* During the week of November 1-4, the trees will be placed on T-posts along the sidewalks of Riverside Park. The T-posts will be placed 18" away from the sidewalk and 6' apart to avoid the sprinkler system. As in the past, the posts will be placed by Altamont Landscapes as they have the correct equipment to be used to place the T-posts in the ground.

*November 5<sup>th</sup>:* Salida High School Students will help actually place the trees on the T-Posts

*November 6<sup>th</sup>:* Salida High School Students will help "fluff the trees" and assist with placing red garland between the trees so that individuals and deer don't walk between the trees because of the electrical wiring for the lighting of the trees

*November 7<sup>th</sup>:* Individuals will start to decorate trees for the weeks of November 7<sup>th</sup> through November 21<sup>st</sup>. Individuals will be asked to use non-breakable ornaments.

*January 7<sup>th</sup>:* Salida High Students will assist in taking the trees down and returning them to the storage area.

**Key Notes:**

1. Electrical:

- a. SSR is requesting to once again use the main City Electrical Box located on the west side of the park along F Street. As we have no access to this locked box, SSR will coordinate with the City when access is needed in order to set up the

sub-electric boxes owned by SSR/Holiday Park. This access will be needed during the week of November 1-5<sup>th</sup>.

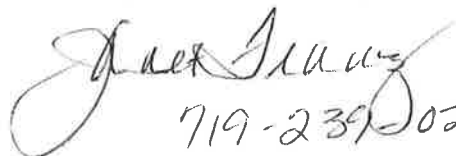
- b. SSR will continue to use timers throughout the time the trees are decorated (December 21) until the trees are undecorated (January 6<sup>th</sup>) from 5:00 to 9:00 each day.
- c. While providing the electricity for the event is difficult due to the electrical boxes, we would like to move towards using solar for the lighted trees; however, after research we have found this to be cost prohibitive. If the City is willing to discuss the possibility of moving to a solar process, we would welcome the discussion. In the meantime, we will need to continue using access to the city electrical box.
- d. With regard to lighting, we will try to be creative to have lights go over the sidewalks rather than across the sidewalk.

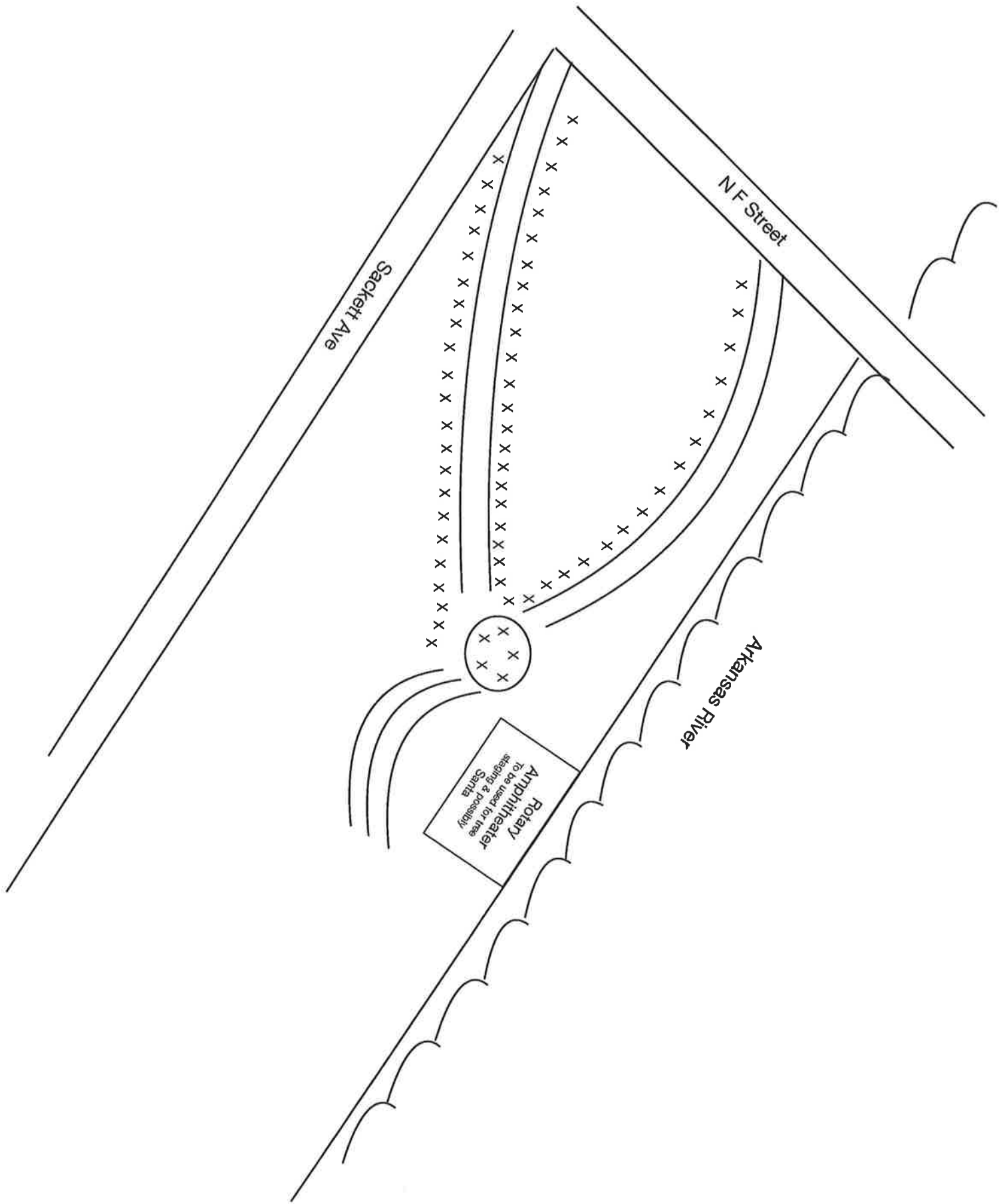
## 2. Logistics:

- a. Storage Area: SSR is requesting to once again have access to the locked storage area behind the amphitheater stage as supplies will be stored in this area throughout the period. Currently, SSR has 1 key to this storage area that was provided by the previous organizers of the Holiday Park Project. If the lock has been changed, SSR requests a key be provided as access will be needed several times throughout the staging period.
  - b. Trash: Occasionally, there may be excess trash as a result of preparing the trees before and after the event. In this case, SSR will need to request access to the trash containers located to the east of the Rotary Scout Hut.
  - c. Park Monitoring: Throughout the entire period of time that the trees are in place and until they are taken down, SSR will have members (at least 2 at a time) monitor the sidewalks and immediate area of the trees to be certain ornaments that may have flown off the trees can be replaced on their trees or discarded if they are broken. In addition, at least 2 members will provide snow shoveling services if needed to keep the sidewalks clear.
  - d. Trees: SSR would like to continue to increase the number of trees used; therefore, it may be more than 100 this year. If more trees are added, more sidewalk space will be needed throughout the Riverside Park.
  - e. Safety between the Trees: Red 3" outdoor ribbon will be used as garland between the trees. The garland will be approximately 36' in length and used to connect every 6 trees. The garland is used to prevent individuals and deer from walking between the trees due to the electrical boxes and cords, and it will be attached so that it can release easily should an animal try to cross between the trees.
3. Santa: SSR and the Salida Business Alliance have discussed possibly having Santa use the Amphitheater stage periodically throughout the Holiday Season to meet with children. While this has not been decided, we wanted to share this possibility with you.

## Safety Plan/Emergency Procedures

SSR will notify local law enforcement of the event. We don't anticipate a need for any special services or dedicated personnel at the event based on the activities we are having.

  
719-239-0204



Sackett Ave

N F Street

Arkansas River

Rotary Amphitheater  
To be used for free seating & possibly Santa





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/02/2021

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 Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Ali Sulita	FAX (A/C, No): 630-285-4062	
	PHONE (A/C, No, Ext): 1-833-3ROTARY	E-MAIL ADDRESS: rotary@ajg.com	
INSURED  All Active US Rotary Clubs & Districts Sunrise Rotary Club of Salida  ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Lexington Insurance Company		19437
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES CERTIFICATE NUMBER: 899307648 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/SUBR INSD/WVD		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSD	WVD					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		015375594	7/1/2021	7/1/2022	EACH OCCURRENCE	\$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS - COMP/OP AGG	\$4,000,000
								\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			015375594	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
							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 \$			NOT APPLICABLE			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	NOT APPLICABLE			PER STATUTE	OTHER
							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)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

<b>CERTIFICATE HOLDER</b> City of Salida Colorado Sunrise Rotary of Salida (District 5470) Holiday Park Riverside Park October 29, 2021 thru January 7, 2022	<b>CANCELLATION</b> 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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