

# SPECIAL EVENT MEMO

SPECIAL EVENT	PRESENTED BY	DATE
Pancake Breakfast - FIBArk	Parks & Recreation	May 21, 2024

## ITEM:

Consent Agenda  
Council Action – Approve the Consent agenda.

**Event Date(s):** June 16<sup>th</sup>, 2024

**Location:** Salida Community Center –request to close F St in front of Community Center

**Event Mission Statement:** The Salida Senior Citizens Inc, dba the Salida Community Center, provides a pancake breakfast for local residents and participants in the annual FIBArk event. We promote an environment of support and advocacy for our community through fostering opportunities for fellowship, recreation, health, lifelong learning, & partnering with other organizations.



## Check all that apply:

- ☐ Code Violation
- ☐ Liquor License
- ☐ Vendor(s)
- ☐ Amplified Sound
- ☐ Street Closure: Parade
- ☐ Street Closure: Rolling Barricade
- ☒ Street Closure: Other
- ☐ Profit from public asset
- ☐ Park Rental
- ☐ Trail/Path Use
- ☐ Filming

## Department Approvals

### Parks & Recreation

Comments:

Signature:

Date:

5/2/24

### Public Works

Comments:

~~SPR~~ Need street closure plan for approval

Signature:

Date:

5/2/24

### Arts & Culture

Comments:

Signature:

Date:

5/16/24

### Police

Comments:

Signature:

Date:

05-02-24

### Fire

Comments:

Signature:

Date:

5-2-24

### Chaffee County Public Health

Comments:

Signature:

Date:

5-15-24

### Administration

Comments:

Signature:

Date:

5/16/24

### City Clerk

Comments:

need street closure plan for approval

Signature:

Date:

05/16/24


### Sustainability/PIO

Comments:

Signature:

Date:

05/16/24

 = road closure

starts 6/15/24 at 6am  
ends 6/15/24 at 11am



View results

Respondent  
62      Anonymous

11:22  
Time to complete

1. Contact Name \*

Elaine Allemang

2. Email \*

salidacommunitycenter@yahoo.com

3. Phone Number \*

719-239-1580

4. Mailing Address \*

305 F. Street Salida,Co 81201

5. Event/Activity Name \*

Annual Pancake Breakfast

6. Start date desired \*

6/15/2024

7. Start time desired (please include set-up and load-in time) \*

6:00 am

8. End date desired \*

6/15/2024

9. End time desired (please include clean-up time) \*

noon

10. Desired location: \*

- ☐ Riverside Park
- ☐ Alpine Park
- ☐ Centennial Park Pavilion
- ☐ Chisholm Park Indoor Pavilion
- ☐ Marvin Park Field 1, 2, 3, or 4 (for baseball, softball, kickball, or other use)
- ☐ Thonoff Park
- ☐ Crestone Mesa Park Pavilion
- ☐ Trailside Park
- ☐ Skatepark at Centennial Park
- ☐ Centennial Park Courts (for Tennis/Pickleball)
- ☐ Whitewater Park
- ☐ South Ark Neighborhood (previously known as Vandaveer Ranch)
- ☐ F Street (for parades, foot races, bike races)
- ☒ Another street in Salida
- ☐ "S" Mountain
- ☐ Monarch Spur Trail
- ☐ Other trail on City of Salida property
- ☐ Boatramp
- ☐ Other

11. If you have rented a park or registered for a program with Salida Parks & Rec, please indicate the name of the account in our software system. \*

If not, please create an account here: <https://app.amilia.com/en/Login>

Salida Senior Citizens, Inc dba Salida Community Center

12. Are you requesting on behalf of an organization? \*

- ☒ Yes
- ☐ No

13. Please include the Mission Statement (maximum of 2-3 sentences). NOTE: this statement will be used as the event's description for the Council Memo Cover Letter. \*

The Salida Senior Citizens, Inc. dba The Salida Community Center provides a pancake breakfast for local residents and participants in the annual FIBArk event. We promote an environment of support and advocacy for our community through fostering opportunities for fellowship, recreation, health, wellness, lifelong learning, and partnering with other organizations.

14. Is the organization a nonprofit 501 (c)(3), (19) or (23)? \*

- ☒ Yes
- ☐ No
- ☐ N/A

15. What type of event are you requesting? \*

- ☐ Private event: by invitation only, ex: celebration/birthday party (14 days notice)
- ☐ Public Event: Free and open to the public, ex: concerts/festivals (60-90 days notice)
- ☒ Closing a Public right of way (parade) : street, sidewalk, other. (30 days notice)
- ☐ Admission Based Event: A paid ticket or reservation is required for entry (60-90 days notice)
- ☐ Sports activity: practices, games, tournaments (30 days notice)
- ☐ Race: A race event that can include walking, running, biking, etc. (60 days notice)
- ☐ Assembly/First Amendment Activity (recommended 3 business days notice)
- ☐ Special use commercial activity: any activity that has paying participants - classes, camps, tours, etc. (60 days notice)

16. A \$100 processing fee will be applied to all events except private park rentals. \*

Type your name to demonstrate understanding

Salida Community Center

17. Do you need water access? \*

\$30 for 1 to 7 days - Chisolm Park and Centennial pavilion exempt

- ☐ Yes
- ☒ No

18. Do you need electrical service? \*

\$30 for 1 to 7 days - Chisolm Park and Centennial pavilion exempt

- ☐ Yes
- ☒ No

## Waste and Emergency management

19. Will there be more than 50 people attending your event over the entire timeframe of the event? \*

- ☒ Yes
- ☐ No

20. Estimated number of attendees \*

100

21. What Portlet Service will you be using?

1 additional portalet is required for every 50 people. Existing restrooms do NOT apply. \*

none restrooms available at center

22. The State Health Department recommendations 1 hand washing station per 5 every portlets.

Type your name to demonstrate understanding \*

available inside center

23. What Trash service will you be using?

1 additional trash can is required for every 50 people. Existing trash cans do NOT apply. \*

available at center

24. Who is your emergency response contact? \*

Who can be called if there is an emergency during your event?

Elaine Allemang

25. Emergency Contacts Phone # \*

719-239-1580

26. If your event needs to be "evacuated", where will you evacuate attendees? \*

Lightning, Wind, Acts of aggression, etc.

to their homes and motels

27. How will you communicate your evacuation to attendees? \*

☐ PA system

☐ Stage microphone

☒ Bull horn

☐ Loud voice

28. Please upload proof of insurance with the "City of Salida" listed as additionally insured for \$1,000,000 to the link below: \*

2024 Special event uploads

[https://cityofsalida-my.sharepoint.com/:f/p/diesel\\_post/Eg8blXXtihZEtD9VdK1KR20BxPfsgFo\\_3clcfayY2Pp2vw](https://cityofsalida-my.sharepoint.com/:f/p/diesel_post/Eg8blXXtihZEtD9VdK1KR20BxPfsgFo_3clcfayY2Pp2vw)

☐ Proof of insurance uploaded

☒ Proof of NOT uploaded

## Food and alcohol

29. Do you request that alcohol be sold or available at your event? \*

☐ Yes

☒ No

30. Will food be available from an outside vendor? \*

☒ Yes

☐ No



31. How many vendors will be present? \*

- ☒ Single
- ☐ Multiple

32. A single vendor event must complete the Public Property Vending Permit:

[www.cityofsalida.com/sites/default/files/fileattachments/parks\\_and\\_recreation/page/6621/public\\_property\\_vending\\_permit\\_application.pdf](http://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/6621/public_property_vending_permit_application.pdf)

and upload it to the link below.

A County Public Health food safety and handling permit must be completed and submitted to the county using this link:

<https://drive.google.com/file/d/1S0pZS5Ndw-AFshyy6KGUsGpParGTX9pg/view> \*

Upload link for both forms:

[https://cityofsalida-my.sharepoint.com/:f/p/diesel\\_post/Eg8blXXtthZEtD9VdK1KR20BxPfsgFo\\_3clcfayY2Pp2vw](https://cityofsalida-my.sharepoint.com/:f/p/diesel_post/Eg8blXXtthZEtD9VdK1KR20BxPfsgFo_3clcfayY2Pp2vw)

- ☐ Permit uploaded
- ☒ Permit NOT uploaded

33. Is the list of vendors finalized? \*

- ☒ Yes
- ☐ No

34. There is a \$75 multi-vendor fee due prior to the event and a \$20 per vendor fee that is due 1 week after the event.

A County Public Health food safety and handling permit must be completed and submitted to the county using this link:

<https://drive.google.com/file/d/1S0pZS5Ndw-AFshyy6KGUsGpParGTX9pg/view> \*

Once the vendor list is finalized, it must be uploaded to the link below with the name and tax ID#

Fees will be charged to the SmartRec account.

[https://cityofsalida-my.sharepoint.com/:f/p/diesel\\_post/Eg8blXXtthZEtD9VdK1KR20BxPfsgFo\\_3clcfayY2Pp2vw](https://cityofsalida-my.sharepoint.com/:f/p/diesel_post/Eg8blXXtthZEtD9VdK1KR20BxPfsgFo_3clcfayY2Pp2vw)

- ☐ Vendor list uploaded
- ☒ Vendor list NOT uploaded

## Amplified Sound

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, 4th 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.

35. Will there be amplified sound at your event? \*

- ☐ Yes
- ☒ No
- ☐ Maybe

## Right of way closure

36. Are any streets, parking spaces, sidewalks, or other right-of-way closures required for your event? \*

This includes blocking public parking spaces for food trucks, bands, etc.

There is a \$100 Right of Way closure fee.

☒ Yes

☐ No

37. Type of closure: \*

☐ Parade

☒ Block party

☐ Race

☐ Block parking spaces

☐ Other

38. How many cones are requested? \*

There is a flat fee of \$100 for cones

0

39. How many road locations need barricades? \*

There is a flat fee of \$100 for up to 50 barricades

0

40. Address, location or description of the closure (use detail): \*

305 F. Street only in front of the Salida Community Center

## Security/Law enforcement

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

41. Will you require any liquor boundary enforcement, traffic control, security or law enforcement services specific to your event? \*

☐ Yes

☒ No

## Parking

Please consider parking for your event.



42. Will people be driving to your event? \*

☒ Yes

☐ No

43. Where is attendees park for your event? \*

☒ Street

☐ Parking lot

☐ Other

## Fencing

Options for fencing

44. Will you be fencing your event \*

There is a flat fee of \$100 for fencing delivered to the event site.

A liquor license requires fencing or another delineation of the alcohol service area.

☐ Yes

☒ No

## Final Agreement

45. By typing your name below, you agree the the contract terms at the link below. \*

[https://cityofsalida-my.sharepoint.com/:b/p/diesel\\_post/EdQGz1jZhYhLmOlzqZ6yGNgBNKIUefN4Qq2tDPNhGY92Qw?e=TmmUSh](https://cityofsalida-my.sharepoint.com/:b/p/diesel_post/EdQGz1jZhYhLmOlzqZ6yGNgBNKIUefN4Qq2tDPNhGY92Qw?e=TmmUSh)

Salida Community Center