

SPECIAL EVENT MEMO

SPECIAL EVENT

4th of July

PRESENTED BY

Parks & Recreation

DATE

May 21, 2024

ITEM:

Consent Agenda

Council Action – Approve the Consent agenda.

Event Date(s): July 4th, 2024


Location: Riverside Park, Sackett Ave, F St

Event Mission Statement: This free event is presented to you by the Salida Community Center and draws locals and visitors to a central location to celebrate the holiday. All proceeds will be used towards the community center continuing to hold events and helping to provide food to people in need.

Department Approvals

Parks & Recreation

Comments:

Signature: 

Date: 5/2/24

Public Works

Comments:

Need closure plan for review & approval

Signature: 

Date: 5/16/24

Arts & Culture

Comments:

Signature: 

Date: 5/16/24

Police

Comments:

Need full closure + barricade plan

Signature: _____

Date: _____

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:

Same as public works

Signature: 

Date: 05/16/24

Sustainability/PIO

Comments:

Signature: 

Date: 05/16/24



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



The Salida Community Center

305 F. Street

Salida, CO 81201

719-539-3351

The Salida Community Center will be presenting the 4th of July event in the Riverside Park. All talent will be local performers starting at noon and entertaining up until the fireworks (if permitted). All food vendors will be local and local student groups will included in the festivities. As usual this event is a FREE event that our community has enjoyed over the previous years. It will draw locals and visitors from all points to downtown Salida. This event is made possible by generous donations from local sponsors. We are non-profit and the money will be staying to help the residents of this area by providing a place for local residents to hold events and by helping provide food to people in need.

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 FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

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

Salida Senior Citizens, Inc.dba Salida Community Center

State Sales Tax Number (Required)

09818637

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

Salida Community Center
305 F. Street
Salida, CO 81201

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

Riverside Park
Sacket Street
Salida, Colorado 81201

NAME

DATE OF BIRTH

HOME ADDRESS (Street, City, State, ZIP)

PHONE NUMBER

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

5. EVENT MANAGER
Elaine Allemang

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN
ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?
☒ NO ☐ YES HOW MANY DAYS? _____

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 7-4-2024

Hours From 11:30 a.m.
To 9:30 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

Elaine Allemang

TITLE

Director

DATE

4-3-2024

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) \$

(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.



VALID ONLY FOR THIS ORGANIZATION AT THIS LOCATION

Salida Community Center
170 E Sackett Ave.
Salida, CO 81201

SPECIAL EVENTS PERMIT MALT, VINOUS AND SPIRITUOUS LIQUOR

	Date	Hour		Date	Hour
FROM	7/4/24	11:30am		7/4/24	9:30pm

This permit is issued subject to the laws of the State of Colorado and especially under the provisions of Article 3, 4 & 5 of Title 44, Colorado Revised Statutes, as amended and the Ordinances of the City of Salida, insofar as the same may be applicable.

This permit is non-transferable. It is issued only for the specific location described above and must be conspicuously posted at that location.

In testimony whereof, The City Council has hereunto subscribed its name by its officers duly authorized this 21st of May, 2024.

ATTEST:

The City of Salida

City Clerk/Deputy City Clerk

City Administrator

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Salida Rotary Charitable Fund, Inc.

is a

Nonprofit Corporation

formed or registered on 03/16/2008 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20081144588 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/11/2024 that have been posted, and by documents delivered to this office electronically through 03/12/2024 @ 09:34:43 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 03/12/2024 @ 09:34:43 in accordance with applicable law. This certificate is assigned Confirmation Number 15835005 .



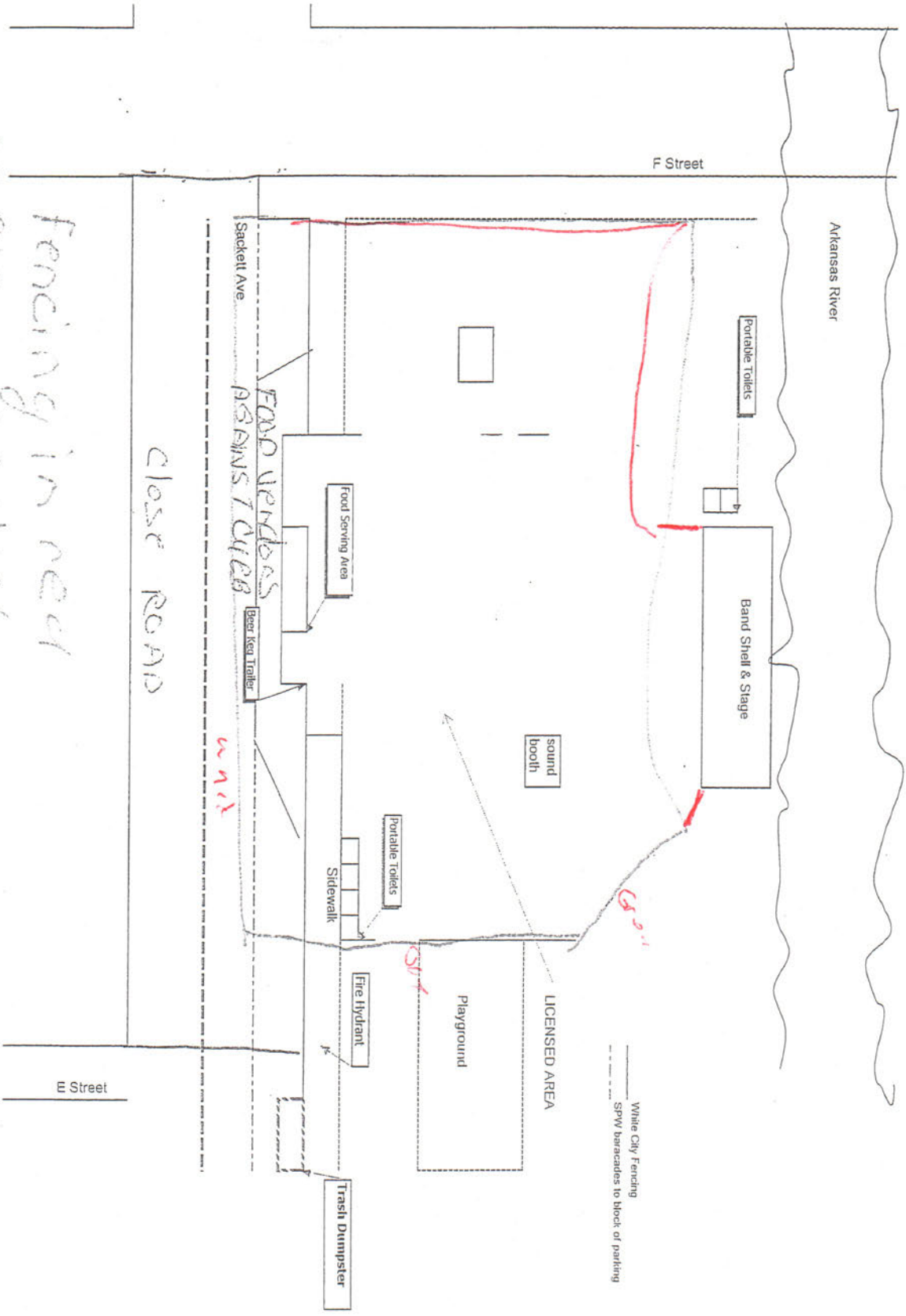
Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

parking lot



SOFT CLOSE SACKETT

CLOSE ROAD

fencing in need

Sackett - E to F Closure



4th of July

Beginning: 6:00am

7/4/24

Ending: 10:00pm

- SACKETT AV will be closed from E ST to F ST.

Notes:

- 1) Event organizer responsible for set-up and breakdown of barricades & any other necessary signage.
- 2) Event organizer to provide routine checks on traffic control devices to ensure they are maintained in the correct position.
- 3) Event organizer to take down traffic control devices such as barricades and neatly stack them in parkway area between the curb and sidewalk.

 Roadway Closure Area

 Traffic Barricades



View results

Respondent
53 Anonymous

69:59
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

5. Event/Activity Name *

4th of July Celebration

6. Start date desired *

7/4/2024

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

8:00 a.m.

8. End date desired *

7/4/2024

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

9:30 p.m.

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 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. *

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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 *

300 in and out

21. What Portlet Service will you be using?

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

CP's Portables

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

Type your name to demonstrate understanding *

Salida Community 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. *

Waste Management

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 hotels.

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/Eg8blXXtihZEtD9VdK1KR20BxPfsgEo_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. State law requires that special events apply for a liquor license and that application be posted in the location of the event 90 days prior to the event. Download the following application:

https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/5_special_events_liquor_license_application.pdf

Please complete it and it upload it to the link below.

https://cityofsalida-my.sharepoint.com/:f/p/diesel_post/Eg8blXXtihZEtD9VdK1KR20BxPfsgEo_3clcfayY2Pp2vw



Application has been uploaded



Application have NOT been uploaded

31. How many vendors will be present? *

- ☐ Single
- ☒ Multiple

32. Is the list of vendors finalized? *

- ☐ Yes
- ☒ No

33. 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/1SQpZS5Ndw-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/Eg8bIXXtiHZEtD9VdK1KR20BxPfsGfo_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.

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

- ☒ Yes
- ☐ No
- ☐ Maybe

35. Type of noise *

- ☒ Live music
- ☒ Parade
- ☐ Lecture
- ☐ Ceremony
- ☐ Other

36. Type of Sound Amplification Equipment: *

- ☒ Speakers
- ☐ Bull horn
- ☐ Megaphone

37. As the applicant for this noise permit, I 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.

Enter your name below to verify your understanding of this statement. *

Salida Community Center

Right of way closure

38. 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

39. Type of closure: *

- ☒ Parade
- ☐ Block party
- ☐ Race
- ☐ Block parking spaces
- ☒ Sacket Street by riverside park

40. How many cones are requested? *

There is a flat fee of \$100 for cones

0

41. How many road locations need barricades? *

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

8

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

Parade Route on F street from 8th to 1st

Security/Law enforcement

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

☒ Yes

☐ No

44. Will you be hiring your own security service or looking to contract with the Salida Police Department? *

☒ Own

☐ Salida Police Department

45. How many Law Enforcement officers are you requesting? *

2

46. What is the need for security or law enforcement? *

☐ Event security

☐ Crowd control

☐ Parking direction

☐ Trail crossing

☐ Traffic control

☒ Parade escort

☐ Other

Parking

Please consider parking for your event.

47. Will people be driving to your event? *

☒ Yes

☐ No

48. Where is attendees park for your event? *

☒ Street

☐ Parking lot

☐ Other

Fencing

Options for fencing

49. 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

50. Please select your preferred fencing option based on the options available at the hyperlink: https://cityofsalida-my.sharepoint.com/:f/p/diesel_post/Ekin2ljxMT88LOAxaiUdpWcBgmqkIkOJybS6GXjJfBfW0g?e=IbbBxB

or submit a unique map here:

https://cityofsalida-my.sharepoint.com/:f/p/diesel_post/Eg8blXXtihZEtD9VdK1KR20BxPfsgEo_3clcfayY2Pp2vw

☒ Large

☐ Medium

☐ Small stage

☐ Small shade

Final Agreement

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

https://cityofsalida-my.sharepoint.com/:b/p/diesel_post/EdQGz1jZhYhLmOlzqZ6yGNgBNKIUefN4Qg2tDPNhGY92Qw?e=TmmUSh

Elaine Allemang