

# **SALIDA COLORADO CHAMBER of COMMERCE**

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

July 15, 2021

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

Attn: Sara Law  
Deputy City Clerk  
City of Salida

Re: 25th Annual Colorado Brewers Rendezvous  
October 2, 2021  
12:00 p.m.-5:00 p.m.

Dear Mayor Wood and Salida City Council,

The Salida Chamber of Commerce requests the use of Riverside Park for the 25<sup>th</sup> Annual Colorado Brewers Rendezvous, slated for Saturday, October 2, 2021 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 afternoon of Friday, October 1<sup>st</sup>, to ensure space for our local food vendors. On the following day, 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

October 1<sup>st</sup>: Cone off Parking Spaces along Sackett from E to F Streets beginning at 5:00 p.m., as they are vacated, in order to allow for placement of food vendors, port-a-potties, and ice truck at 6:00 p.m.

October 2<sup>nd</sup>: Cone off 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.

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Re: 25th Annual Colorado Brewers Rendezvous

October 2<sup>nd</sup>: 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 as needed.

Depending on capacity (1,200 or 2,000) 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 30 (64) gallon large totes for trash, 1 (5 yard can) for trash, 3 (32) gallons glass receptacles and 1 (64) gallon receptacle for plastic. We will also include 3 receptacles for cardboard and 1 receptacle for aluminum.

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](mailto:lori@salidachamber.org)  
[www.salidachamber.org](http://www.salidachamber.org)  
719.539.2068 o  
719.221.3366 c

## Addendum A

### For Applications B and C

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 ☐

**If yes, where and when?** [REDACTED]

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 Oct. 2, 5 officers for 6 hour shifts, NOON-6p.m

6. Where do you plan for people to park for your event? Public parking in and around

- 7. For large events, please explain your Emergency Action Plan, including First Aid Stations,**

see attached

8. Will you need event insurance? Yes ☒ 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. \_\_\_\_\_

Street Closures - please see # 4

**AMPLIFIED SOUND 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): Michael Varnum

Activity/event: 25th Annual Colorado Brewers Rendezvous

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

Location: Riverside Park

Date(s): Saturday, October 2, 2021

Hours of operation: 1-5 p.m.

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 \_\_\_\_

January, 2009 Amplified Sound Permit

## 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<br>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**

Heart of the Rockies Chamber of Commerce

**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  
Sacket and F Street  
Salida, CO 81201

NAME

DATE OF BIRTH

HOME ADDRESS (Street, City, State, ZIP)

PHONE NUMBER

**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	October 2, 2021	Date		Date		Date	
Hours	From 8 a.m.	Hours	From .m.	Hours	From .m.	Hours	From .m.
To	6 p.m.	To	.m.	To	.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

10/9/2020

**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) \$



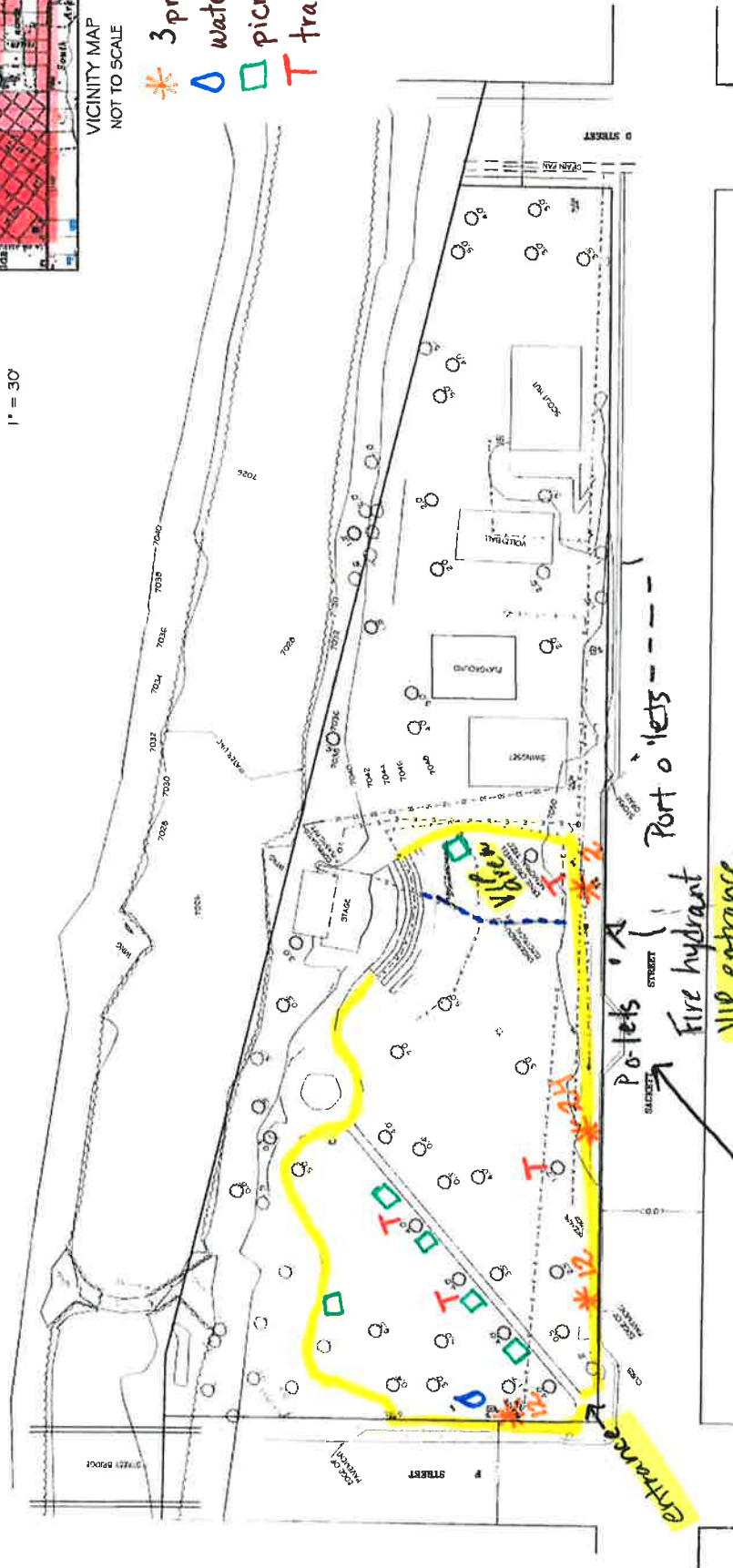
TOPOGRAPHIC SURVEY  
OF RIVERSIDE PARK  
SALIDA, COLORADO



SCALE  
1" = 30'

VICINITY MAP  
NOT TO SCALE

3 prong outlets  
water box  
picnic table  
trashcan



## LEGEND

- [illegible]

## GENERAL NOTES

- [illegible]

begin Just LAND SURVEYOR'S CERTIFICATE

I, SIOBHY A. SCHREIN, A REGISTERED LAND SURVEYOR LICENSED TO PRACTICE IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THIS LAND SURVEY AND REPORTED UNDER MY DIRECT SUPERVISION, AND THAT THE PLAT REPRESENTS THE RESULTS OF SAID SURVEY AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

HONEY & SCHERER  
ATTORNEYS AT LAW  
10000 W. 11TH AVENUE  
DENVER, CO 80202  
(303) 755-1100  
FAX (303) 755-1101  
WWW.HONEYANDSCHERER.COM

TOPOGRAPHIC SURVEY  
OF RIVERSIDE PARK  
SALIDA, COLORADO



**LANDMARK**  
SURVEYING & MAPPING  
P.O. BOX 650 SALIDA, CO 81061

DATE, SOURCE: 11, 2005  
PAGE 1 OF 1



**City of Salida  
Multiple Vendor Event Permit Application**

Date of Application 10/09/20

Event Name: 25th Annual Colorado Brewers Rendezvous

1. Event location(s): Riverside Park

2. Date(s) & times(s) of event: October 2, 2021

8 a.m. - 6p.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@salldachamber.org

4. Contact Person: Lori Roberts

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

5. List Participating Vendors:

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

Copies will be provided as soon as we collect all vendor copies.

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(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) Vista Insurance/Sherry Turner sending letter of proof

Required Fees and Checklist:



\$75 Application Fee

☐ \$20 per participating vendor: Number of Vendors \_\_\_\_ X \$20 = \_\_\_\_



Current Colorado Sales Tax License for each participating vendor



Proof of Insurance

Signed:

Event Sponsor: \_\_\_\_\_

City of Salida: \_\_\_\_\_

Date: 10/09/20

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





October 12, 2020

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

Salida Wine Fest 09/11/2021 Alpine Park

Please feel free to call me with any questions.

Sherry Turner, Owner/Broker  
Vista Insurance

# 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. Taylor Sumners	303-903-1180		
3. Shawnee Adelson	970-708-4036		
4. Dave Bergen	303-356-4839		

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 Manger 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 personal at tent. Wait for EMS arrival

## Violent Incident

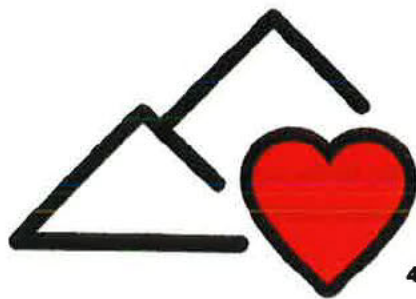
1. Call 911.
2. Attempt to avoid the situation – move participants away
3. Try to deny contact-evacuate to a safe area  
lock/block doors, turn off lights, silence phones.
4. If necessary defend - distract, attack, subdue.

## Severe Weather/Natural incident

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

## 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.



# **SALIDA COLORADO CHAMBER of COMMERCE**

406 W. Hwy 50, Salida CO • 719-539-2068 • [www.salidachamber.org](http://www.salidachamber.org) • [lori@salidachamber.org](mailto:lori@salidachamber.org)

October 9, 2020

As part of the Emergency Action Plan for the 25<sup>th</sup> 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 via Colorado Central Telecom (ensuring proper communications)/City of Salida.
- 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