



## CITY COUNCIL WORK SESSION

**MEETING DATE:** June 15, 2021

**AGENDA ITEM:** Summer Concert Series in Riverside Park

**FROM:** Patrick O'Brien, Arts and Culture Supervisor

---

The Arts & Culture Department plans to promote and produce five (5) total concerts in Riverside Park as part of the Summer Concert Series (formerly Thursdays @ 6) beginning in July. Each of the following dates will highlight a single band or artist to perform from 6:30pm to approximately 8:30pm at the bandshell. Each concert will be open to the public, but a pre-registration and an on-site registration mechanism will be in place for each date. Three-quarters of the park area (from the west side of the playground, south to Sackett Ave., west to the bisecting sidewalk and up to the bandshell stage) will have fencing/barriers to designate the event area, which also will serve as the requested specially permitted area. Within this designated area, there will be the intent to vend single-serve beer and wine to legal-aged individuals.

We look forward to bringing these community events to Riverside Park once again!

DR 8439 (06/28/06)  
COLORADO DEPARTMENT OF REVENUE  
LIQUOR ENFORCEMENT DIVISION  
1375 SHERMAN STREET  
DENVER CO 80261  
(303) 205-2300

## 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.)

- ☐ SOCIAL ☐ ATHLETIC ☐ PHILANTHROPIC INSTITUTION  
☐ FRATERNAL ☐ CHARTERED BRANCH, LODGE OR CHAPTER ☐ POLITICAL CANDIDATE  
☐ PATRIOTIC ☐ OF A NATIONAL ORGANIZATION OR SOCIETY ☒ MUNICIPALITY OWNING ARTS  
☐ POLITICAL ☐ RELIGIOUS INSTITUTION FACILITIES

**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

The City of Salida

State Sales Tax Number (Required)

01276759-0000

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

220 W. Sackett Ave.  
Salida, CO 81201

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

100 E. Sackett Ave.  
Salida, CO 81201

NAME

DATE OF BIRTH

HOME ADDRESS (Street, City, State, ZIP)

PHONE NUMBER

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

Michael Varnum

11/24/59

422 W. 2nd St., Salida, CO 81201

719.530.0933

5. EVENT MANAGER

Patrick O'Brien

12/13/67

208 O St, Unit A, Salida, CO 81201

719.530.0933

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 7/1/21

Date 7/8/21

Date 7/15/21

Date 7/29/21

Date 8/5/21

Hours From 6:00 p .m.  
To 8:00 p .m.

Hours From 6:00 p .m.  
To 8:00 p .m.

Hours From 6:00 p .m.  
To 8:00 p .m.

Hours From 6:00 p .m.  
To 8:00 p .m.

Hours From 6:00 p .m.  
To 8:00 p .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

Arts & Culture Director

DATE

6.4.21

### 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

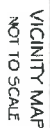
DATE

### 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)



D STREET

LEGEND

LAND SURVEYOR'S CERTIFICATE

TOPOGRAPHIC SURVEY  
OF RIVERSIDE PARK  
SALIDA, COLORADO

Summer Concerts in Riverside Park

## 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. MICHAEL VARNUM	319.221.9438	719.530.0933	<i>Michael Varnum</i>
2. PATRICK O'BRIEN	310.880.5875	719.530.0933	<i>Patrick O'Brien</i>
3.			
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

### Fire

- Call 911
- Assist injured or disabled personnel.
- Evacuate the building. Activate emergency shutoffs if available.
- Attempt to use a fire extinguisher only if you have been trained.
- Evacuate participant to

### Medical Emergency

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

*Heart of Rockies Regional Medical ER*

### Violent incident

- Call 911.
- Attempt to avoid the situation - move participants away
- Try to deny contact-evacuate to
- If necessary defend - distract, attack, subdue.

*Scout Hut, cars, homes/rentals*

### Severe Weather/Natural incident

- Move participants away from threat if possible.
- Evacuate to
- Call 911

*Cars, homes/rentals, nearby businesses*

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

- Call 911.
- State who, what, where, when, why, and how situation occurred.
- If bomb threat, turn off all electronics.

## Addendum A

1. **Do you plan on using any portion of the Salida Trail System (STS)?** Yes ☐ No ☒

If yes, describe when, how and where:

---

---

2. **How many people do you plan to have at your event:** 100-300

3. **Will any food or merchandise be sold?** Yes ☐ 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.

4. **Will alcoholic beverages be sold and/or dispensed at your event?**

Yes ☒ No ☐

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.

5. **Will there be amplified sound at your event?** Yes ☒ No ☐

6. **Are street closures proposed for your event?** Yes ☐ No ☒

If yes, where and when? 

---

7. **Will you require any law enforcement services specific for your event?** Yes ☐ No ☒

No ☒

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

---

---

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.**

**CITY OF SALIDA**

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

**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., Arts & Culture Dept. (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: Arts & Culture Dept.

Address: 220 W. Sackett Ave.  
Salida, CO 81201

Telephone: 719.530.0933

Individual supervising sound (if different from Permittee): \_\_\_\_\_

Activity/event: Summer Concert Series

Type of sound amplification equipment authorized (if any): \_\_\_\_\_

Location: Riverside Park

Date(s): 2021: 7/1, 7/8, 7/15, 7/29, 8/5

Hours of operation: 5:00-8:30 pm

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)