

Dear Salida City Council and Mayor Shore,

On Sunday, May 22, 2022, the Ark-Valley Humane Society will hold our fifth annual Tails on the Trail, a 5K Run/Walk that will benefit Ark-Valley Humane Society & The Salida Dog Club and be a canine and family friendly event for the community. Registration will begin at 8AM at the Loyal Duke Dog Park parking lot; the race itself will begin at 9AM. We expect the vast majority of participants to finish the race in an hour. We will then have post race festivities at the Dog Park following the race. Proceeds from this event will go towards Ark-Valley Humane Society & The Salida Dog Club.

The course is a 5K loop, starting at the intersection of Holman Avenue and Poncha Boulevard, and ending at the Dog Park. Participants will be able to register online at www.ark-valley.org and can also register the day of the race at the Dog Park. When the race begins, participants will head west on County Road 140, turn right and head north on County Road 144, turn right again and head east on County Road 160/Crestone Avenue, turn right and head south on Grant Street, and finally follow Poncha Boulevard to Holman Avenue, towards the Dog Park to finish.

We expect 100-150 race participants for Tails on the Trail. Due to this not being a large event, we do not request a police presence, and we are not requesting any street closures. There will be volunteers out on the course acting as marshals to direct runners and walkers, and one Aid Station set up with water and First Aid supplies. All participants will be aware that regular traffic will exist during the event, and that no street or sidewalk is closed for the event.

Thank you to the City for your consideration of this event. We encourage everyone to join us for this family-friendly event. This is a beginner friendly event.

Thank you,

Emy Luebbering
Outreach Manager
719-395-2737
eluebbering@ark-valley.org
Ark-Valley Humane Society

Special Event application

Event Name *

Tails on the Trail

Event contact name *

Emy Luebbering

Event contact email address *

eluebbering@ark-valley.org

Event contact phone number *

719-395-2737

The following questions are similar to the questions that were answered in the online "Park rental and Special event request form". Please provide more detail in this application.

Event location

Starting and Ending at Parking Lot of Loyal Duke's Dog Park. 5K course from Holman/Poncha Boulevard to CR 144 to 160 to Grant Street back to Poncha Boulevard and down to the Loyal Duke's dog parking lot.

Event start date

MM DD YYYY

05 / 22 / 2022

Event start time

Time

08 : 00 AM ▼

Event end date

MM DD YYYY

05 / 22 / 2022

Event end time

Time

12 : 00 PM ▼

Estimated number of people in attendance

100-150

Please provide a short description of the event

Tails on the Trail is a 5K walk/run fundraiser and community event benefiting Ark-Valley Humane Society and the Salida Dog Club.

Will food or merchandise be available from any vendor?

- ☐ Yes
- ☒ No
- ☐ Maybe

If YES, FOOD AND SALES TAX LICENSES MUST BE OBTAINED AND POSSIBLY A MULTI VENDOR PERMIT . 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.

Multiple vendor permit

<https://drive.google.com/file/d/1VHVSD9PEo0x-dNvllrrkWRlXr1JaL8o9/view?usp=sharing>

County form:

<https://www.chaffeecounty.org/EndUserFiles/57096.pdf>

Will Alcohol be sold or distributed at your event?

- ☐ Yes
- ☒ No
- ☐ Maybe

If yes, please fill out the Application for Special Events Liquor License (available at the link below) 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.

<https://drive.google.com/file/d/1VGNG7tcBM4NP0KCIJ9hZqgrcvuyPvu/view?usp=sharing>

Will there be amplified sound at your event?

- ☐ Yes
- ☐ No
- ☒ Maybe

If yes, complete the Amplified Sound Permit available below.

<https://drive.google.com/file/d/1V70HXR0EElrRqCV4S9hTqXj-1Pwfdss1/view?usp=sharing>

Are any streets, sidewalks or other right of way closures required for your event?

- ☐ Yes
- ☒ No
- ☐ Maybe

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.

<https://drive.google.com/file/d/1V3xAFRIMqozcGrAQsk9QC3BoCltmeO9V/view?usp=sharing>

If yes, please describe the request.

Will you require any security or law enforcement services specific for your event?

☐ Yes

☒ No

☐ Maybe

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

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

Where will people park for your event?

The Parking lot by the Holman Soccer Fields, we've received approval from Salida Schools to use this lot.

How many additional trash cans are needed for your event?

1-2

Is a quote from a trash service included in your application packet?

☐ Yes

☒ No

Is the Emergency Action Plan included in your application packet?

☒ Yes

☐ No

Have you obtained insurance for your event that lists City of Salida as additionally insured?

☒ Yes

☐ No

Please check that you understand and will adhere to the following requirements:

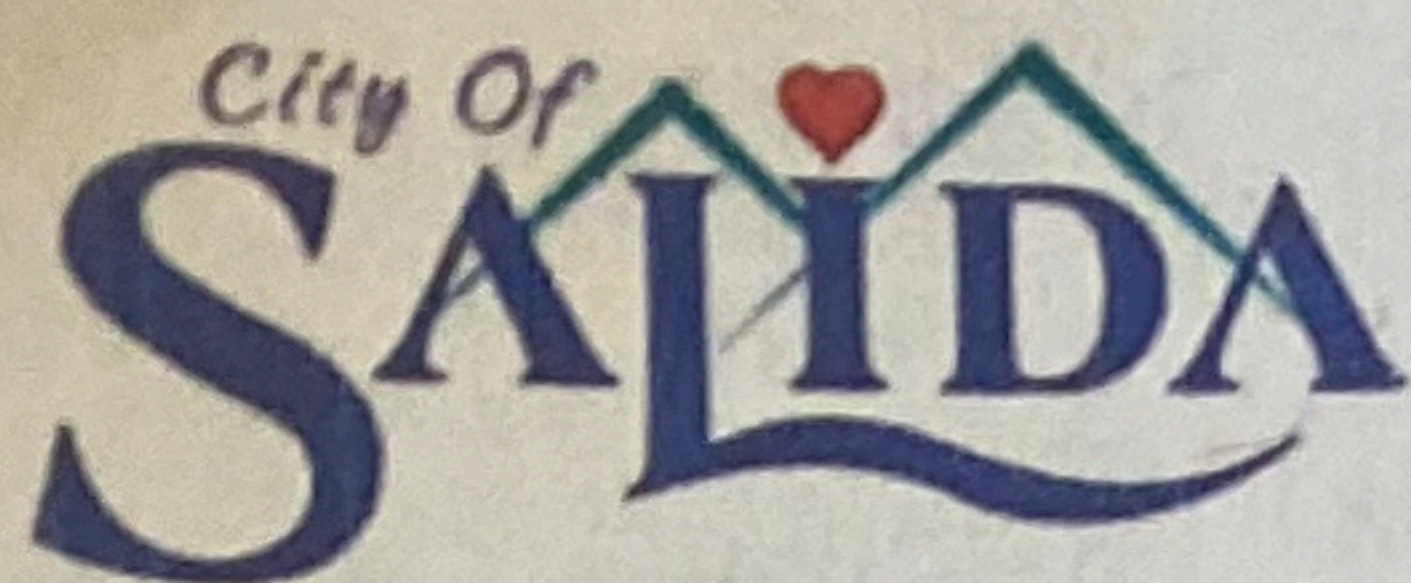
- ☒ Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.
- ☒ You will be required to have insurance and name the City as an additionally insured party. Because this is often a lengthy process, 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
- ☒ Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.
- ☒ 1 trash can per 50 people is required
- ☒ The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.
- ☒ 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.

Digital signature:

Emy Luebbering

This form was created inside of City of Salida.

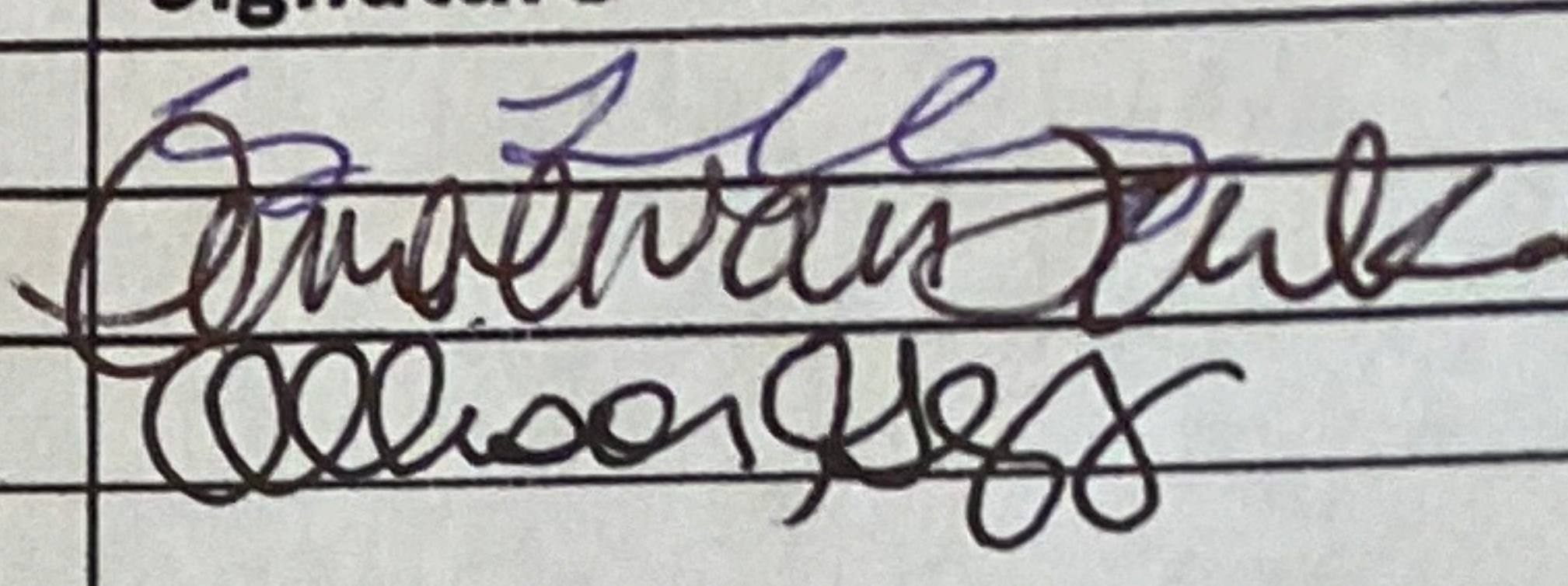
Google Forms



City of 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. Emy Luebbering | 816-509-5660 | |  |
| 2. Amber VanLeuken | 719-221-6060 | | |
| 3. Allison Hergeley | 845-325-6322 | | |
| 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

1. The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
2. The Emergency Manager 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 CARS

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 Heart of the Rockies Regional Medical center

Violent incident

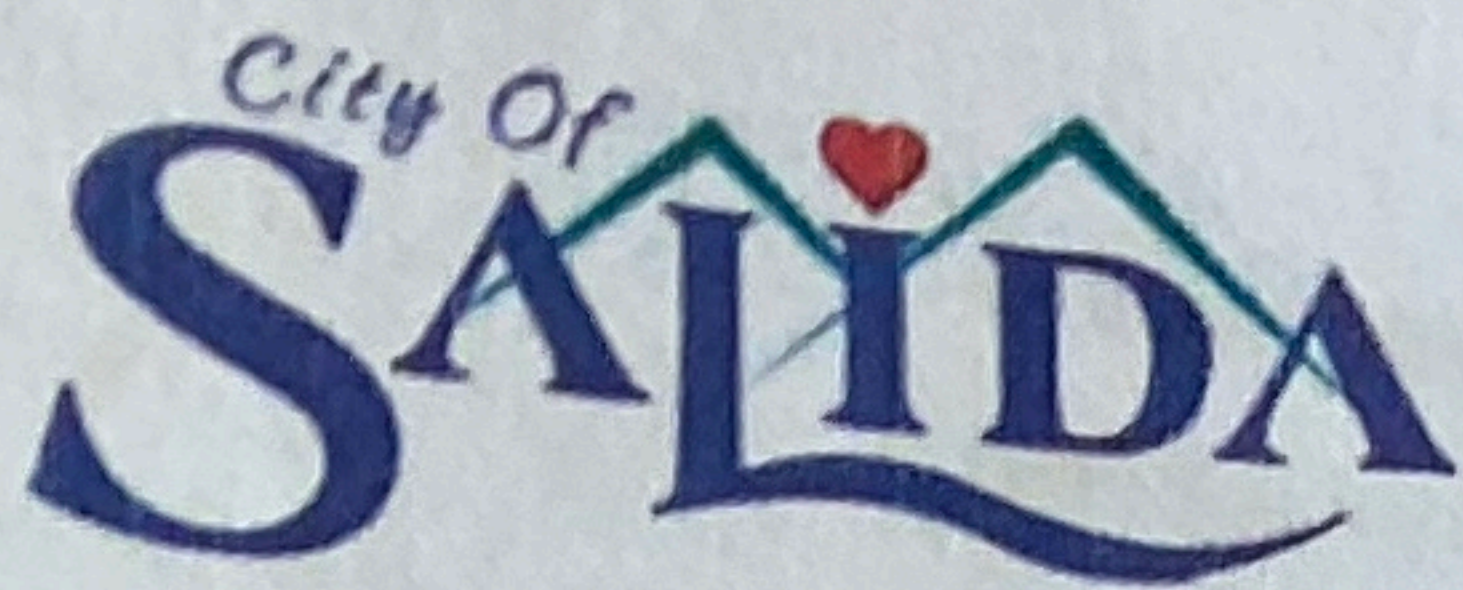
1. Call 911.
2. Attempt to avoid the situation - move participants away
3. Try to deny contact-evacuate to CARS
lock/block doors, turn off lights, silence phones.
4. If necessary defend - distract, attack, subdue.

Severe Weather/Natural incident

1. Move participants away from threat if possible.
2. Evacuate to CARS
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.



CITY OF SALIDA
AMPLIFIED SOUND PERMIT

Permit #: _____

Please fill out form completely, sign and date prior to submission.

Pursuant to Article IX Section 10-9-80 S.M.C., Ark-Valley Humane Society (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: Ark-Valley Humane Society

Address: 701 Gregg Dr, Buena Vista CO 81211

Telephone: 719-395-2737

Individual supervising sound (if different from Permittee): Terry West (Heart of the Rockies Radio)

Activity/event: Tails on the Trail 5K walk/run

Type of sound amplification equipment authorized (if any): _____

Location: Loyal Duke's Dog Park Parking lot

Date(s): Sunday May 22nd 2022

Hours of operation: 9 AM - 12 PM (registration opens at 8 AM)

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: [Signature]

Date: 1/27/2022

Approved by the City Administrator on the _____ day of _____.

City of Salida: _____ (City Administrator)

Copies to: Police _____ Public Works _____ Fire _____ City Clerk _____ City Zoning _____
Amplified Sound Permit