

SPECIAL EVENT MEMO

SPECIAL EVENT	PRESENTED BY	DATE
SunFest	Parks & Recreation	

ITEM:

Consent Agenda
Council Action – Approve the Consent agenda.

Event Date(s): May 22 & 23, 2024



Check all that apply:

- Amplified Sound
- Liquor License
- Vendor(s)
- Street Closure
- Code Violation

Location: Riverside Park

Event Mission Statement: To foster awareness and teach the importance of the Arts in building communities and improving lives through workshops, performances, and educational programs for all ages.

Department Approvals

Parks & Recreation

Comments: _____

Signature: _____

Date: 4/4/24

Public Works

Comments: none

Signature: _____

Date: 4/4/24

Arts & Culture

Comments: None

Signature: Patrick Obrien

Date: 4/4/24

Police

Comments: NA -

Signature: _____

Date: 04/04/24

Fire

Comments: NONE

Signature: _____

Date: 4/4/24

Chaffee County Public Health

Comments: _____

Signature: _____

Date: 4/4/24

Administration

Comments: _____

Signature: Christy Doorn

Date: 4/4/24

City Clerk

Comments: N/A

Signature: _____

Date: 04/4/24

Sustainability/PIO

Comments: N/A

Signature: _____

Date: 04/4/24



3/15/2024

To whom it may concern,

Articipate would like to sponsor the 10th annual Salida SunFest, Free Youth Music Festival and Wooden Rain/Wooden Raindrops Marimba Ensembles again this year.

The date for this event will be May 22nd and May 23rd.
from 5:00 pm – 10:00 pm. Sound-checks will be at 1pm.

This is a well-organized, professionally run festival for the young people of the region to perform at and attend.

It is designed to give our community's youth a creative and constructive event to celebrate the beginning of their summer break.

Central Colorado Sound will be providing production for this event as well as the Bluegrass festival the following Saturday and Sunday.

Chaffee County Waste will provide disposal and CP Portables will provide Porta-Potties.

This event has been very well received the last 8 years in a row and it has become a popular, annual, Salida tradition.

Thank you,

A handwritten signature in black ink, appearing to read "Trevor Davis". The signature is stylized and cursive.

Trevor "Bones" Davis

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 type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input checked="" 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:	DO NOT WRITE IN THIS SPACE
2110 <input checked="" type="checkbox"/> MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY	LIQUOR PERMIT NUMBER
2170 <input checked="" type="checkbox"/> FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY	

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE Articipate	State Sales Tax Number (Required)
---	-----------------------------------

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP) 1239 D Street Salida CO 81201	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP) Riverside Park
--	---

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Trevor Davis			
5. EVENT MANAGER Trevor Davis	Same	Same	
6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input checked="" type="checkbox"/> NO <input type="checkbox"/> 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 May 22	Date May 23	Date	Date
Hours From 4p .m.	Hours From 4p .m.	Hours From .m.	Hours From .m.
To 10p .m.	To 10p .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 ED	DATE 4/12/2024
-----------	--------------------	--------------------------

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)	<input type="checkbox"/> CITY <input type="checkbox"/> 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)	\$
			.

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

Articipate
 1239 D Street
 Salida, CO, 81201

SPECIAL EVENTS PERMIT
MALT, VINOUS AND SPIRITUOUS LIQUOR

FROM	Date May 22, 2024	Hour 4:00 p.m.	TO	Date May 22, 2024	Hour 10:00 p.m.
FROM	Date May 23, 2024	Hour 4:00 p.m.	TO	Date May 23, 2024	Hour 10:00 p.m.

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 7th day 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,

Articipate

is a

Nonprofit Corporation

formed or registered on 12/02/2008 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 20081627661 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/13/2024 that have been posted, and by documents delivered to this office electronically through 03/18/2024 @ 12:08:51 .

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 03/18/2024 @ 12:08:51 in accordance with applicable law. This certificate is assigned Confirmation Number 15852956 .



A handwritten signature in blue ink that reads "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."

216 Ferraro's



Arkansas River

NFS1

NFS1

Riverside Park

Beer Garden

Entrance

Beer Truck

E Sackett Ave

E Sackett Ave

E Sackett Ave

E Sackett Ave

NFS1

[View results](#)

Respondent

10 Anonymous

10:59

Time to complete

1. Contact Name *

Trevor Bones Davis

2. Email *

bonesdrums@gmail.com

3. Phone Number *

719 207 3422

4. Mailing Address *

1239 D Street Salida, CO 81201

5. Start date desired *

5/23/2024



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

10am Thursday

7. End date desired *

5/24/2024



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

11pm Friday

9. 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

10. 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?ReturnUrl=https%3a%2f%2fapp.amilia.com%2fError%2f404>

Articipate

11. Event/Activity Name *

SunFest

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. *

To foster awareness and teach the importance of the Arts in building communities and improving lives through workshops, performances and educational programs for all ages.

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 Tournament (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)
- 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

This is new

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 *

500

21. What Portlet Service will you be using?

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

Chaffee County Waste

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

OK

23. What Trash service will you be using?
1 additional trash can is required for every 50 people. Existing trash cans do NOT apply. *

Chaffee County Waste

24. Who is your emergency response contact? *

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

Me, Jill Davis

25. Emergency Contacts Phone # *

719 207 3422, 719 207 3482

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

Lightning, Wind, Acts of aggression, etc.

Local businesses

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/Eg8bIXXtthZEtD9VdK1KR20BxPfsqEo_3c1cfayY2Pp2vw

- Proof of insurance uploaded
- Proof of NOT uploaded

Food and alcohol

29. Will alcohol be served?

- 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/Eg8bIXXtthZEtD9VdK1KR20BxPfsqEo_3c1cfayY2Pp2vw

- Application has been uploaded
- Application have NOT been uploaded

31. Will food or merchandise be available from an outside vendor? *

- Yes
- No

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.

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

- Yes
- No
- Maybe

33. Type of noise *

- Live music
- Parade
- Lecture
- Ceremony
- Other

34. Type of Sound Amplification Equipment: *

- Speakers
- Bull horn
- Megaphone

35. 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. *

Understood

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

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).

37. 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.

38. Will people be driving to your event? *

- Yes
- No

39. Where is attendees park for your event? *

- Street
- Parking lot
- Other

Fencing

Options for fencing

40. 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

41. Please select your preferred fencing option based on the options available at the hyperlink: https://cityofsalida-my.sharepoint.com/:f/p/diesel_post/Ekin2ljxMT88LOAxaiUdpWcBgmqkKQJybS6GXjJfBfWQg?e=IbbBxB or submit a unique map here:

https://cityofsalida-my.sharepoint.com/:f/p/diesel_post/Eg8bIXtjhZEtD9VdK1KR20BxPfsqEo_3cIcfayY2Pp2vw

- Large
- Medium
- Small stage
- Small shade

Final Agreement

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

https://cityofsalida-my.sharepoint.com/:fb/p/diesel_post/EdOGz17hYhLmOJzqZ6vGNqBNKIUefN4Op2HDPNhGY92Ow?e=TmmUSh

Trevor Davis

OFFICE USE ONLY

Parks and Recreation: _____
Comments:

Public Work: _____
Comments:

Arts and Culture: _____
Comments:

Police: _____
Comments:

Fire: _____
Comments:

Administration: _____
Comments: