

Salida Sunrise Rotary Club
Annual Holiday Park Proposal
Dates:
October 27, 2023 through January 5, 2024

Overall Purpose:

In 2020, the Salida Sunrise Rotary Club (SSR) took over the responsibility of managing the Salida tradition of **Holiday Park**. The Salida community and many visitors love this annual tradition held throughout the Holiday Season, as Riverside Park is transformed into a "winter wonderland" where individuals can stroll through the decorated treelined sidewalks. It also allows individuals to celebrate their businesses, non-profit organizations and loved ones. Last year, 100 trees were adopted and enthusiasm has already been coming in for this year's Holiday Park tradition. While this is a Community Project for SSR, funds are raised through the adoption of the trees, and all proceeds from these adoptions help provide scholarships to Salida High School students and local individuals continuing their higher education.

Process/Timeline:

As this is a Community Project, SSR looks forward to working with as many members of the community as possible including businesses, non-profits and high school students. Because of the timing for student participation the following is the proposed timeline. The ultimate goal is to have the trees in place by the second week of November so that they may be decorated by Thanksgiving.

- October 27th:** The Salida Boy Scouts Troop 60 will help bring trees from the storage area in the City Building to the staging area behind the Salida Rotary Amphitheater
- October 30th:** During the week of October 30th through November 3rd, the trees will be placed on T-posts along the sidewalks of Riverside Park. The T-posts will be placed 5' away from the sidewalk and 7' apart to avoid the sprinkler system. As in the past, the posts will be placed by Altamont Landscapes as they have the correct equipment to be used to place the T-posts in the ground. Special Electrical outdoor Cords were purchased last year.
- November 3rd:** The Salida Boy Scouts will help actually place the trees on the T-Posts
- November 5th:** Individuals will start to decorate trees for the weeks of November 5th through November 19th. (Trees must be decorated by Thanksgiving is on Thursday, November 23rd.) Individuals will be asked to use non-breakable ornaments.
- January 5th:** The Salida Boy Scouts will assist in taking the trees down and returning them to the storage area in the Touber Building lower level.

Key Notes:

1. Electrical:

- a. SSR is requesting to once again use the main City Electrical Box located on the west side of the park along F Street and City Electrical Box located on Sackett. As we have no access to this locked box, SSR will coordinate with the City when access is needed in order to set up the sub-electric boxes owned by SSR/Holiday Park. This access will be needed during the week of October 30th - November 5th.

- b. SSR will continue to use timers throughout the time the trees are turned on for the public with the Salida Holiday Parade on the day after Thanksgiving (November 24th) decorated until the trees are undecorated (January 5th) from 5:00 pm to 9:00 pm each day.

2. Logistics:

- a. **Storage Area:** SSR is requesting to once again have access to the locked storage area behind the amphitheater stage as supplies will be stored in this area throughout the period. Currently, SSR has 1 key to this storage area that was provided by the previous organizers of the Holiday Park Project. If the lock has been changed, SSR requests a key be provided as access will be needed several times throughout the staging period.
- b. **Trash:** As in the past 2 years, SSR will carry any large trash items (such as unusable trees or decorations) to the dump. However, any small items (such as broken ornaments or unusable strings of lights) may be placed in the trash receptacles.
- c. **Park Monitoring:** Throughout the entire period of time that the trees are in place and until they are taken down, SSR will have members (at least 2 at a time) monitor the sidewalks and immediate area of the trees to be certain ornaments that may have flown off the trees can be replaced on their trees or discarded if they are broken. In addition, at least 2 members will provide snow shoveling services if needed to keep the sidewalks clear. Please note, these trees will be placed 5' from the sidewalks to accommodate any snow shoveling that may need to take place
- d. **Trees:** SSR would like to continue to increase the number of trees used; therefore, it may be more than 100 this year. If more trees are added, more sidewalk space will be needed throughout the Riverside Park.

Safety Plan/Emergency Procedures

SSR will notify local law enforcement of the event. We don't anticipate a need for any special services or dedicated personnel at the event based on the activities we are having.

View results

Respondent

35

Anonymous

06:33

Time to complete

1. Event Name *

Holiday Park

2. Event Contact Name *

Janet Franz

3. Event Contact Email Address *

jfranz0621@gmail.com

4. Event Contact Phone Number *

719-239-0204

5. If you are requesting on behalf of an organization, is it a nonprofit (501c3)? *

☒ Yes

☐ No

☐ N/A

6. 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 (SmartRec/Amilia). *

Salida Sunrise Rotary

7. Event Location *

Riverside Park

8. Event Start Date *

10/27/2023




9. Event Start Time *

10:00 a.m.

10. Event End Date *

1/5/2024



11. Event End Time *

12:00 noon

12. Estimated Number of People in Attendance *

1 additional trash can and portalet are required for every 50 people. Existing trash cans and restroom do NOT apply.

Varies: at most 25 individuals to set up.

13. What Portalet service will you be using? *

0

14. What trash service will you be using? *

This question is required.

15. Please provide a short description of the event *

Celebration of the holidays with 100 trees decorated by the public who "adopts" a tree with a \$30 donation for a tree in memory of a loved one, \$40 donation for a tree honoring a non-profit organization or \$75 for a business tree.

16. Will food or merchandise be available from any vendor? *

☐ Yes

☒ No

☐ Maybe

17. If yes, then food and sale 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 Application:

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

Chaffee County Public Health form:

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

18. Will alcohol be sold or distributed at your event? *

☐ Yes

☒ No

☐ Maybe

19. 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 nonprofit organizations. EVENTS REQUIRING ALCOHOL LICENSES MUST SUBMIT THEIR APPLICATION AT LEAST 90 DAYS IN ADVANCE OF THE EVENT.
https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/5_special_events_liquor_license_application.pdf

20. Will there be amplified sound at your event *

☐ Yes

☒ No

☐ Maybe

21. If yes, complete the Amplified Sound Permit Application available at the following link:

https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/noise_permit_application_-_salida_02-15-2022_2.pdf

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

☐ Yes

☒ No

☐ Maybe

23. 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. Click on the following link to access the petition form:

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

If yes, please describe the closure request.

24. Will you require any security or law enforcement services specific to your event? *

☐ Yes

☐ No

☒ Maybe

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

We will contact the local police to advise of the need for someone to check the park

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

27. Where will people park for your event? *

around the park

28. Is the Emergency Action Plan included in your application packet? *

☐ Yes

☒ No

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

☒ Yes

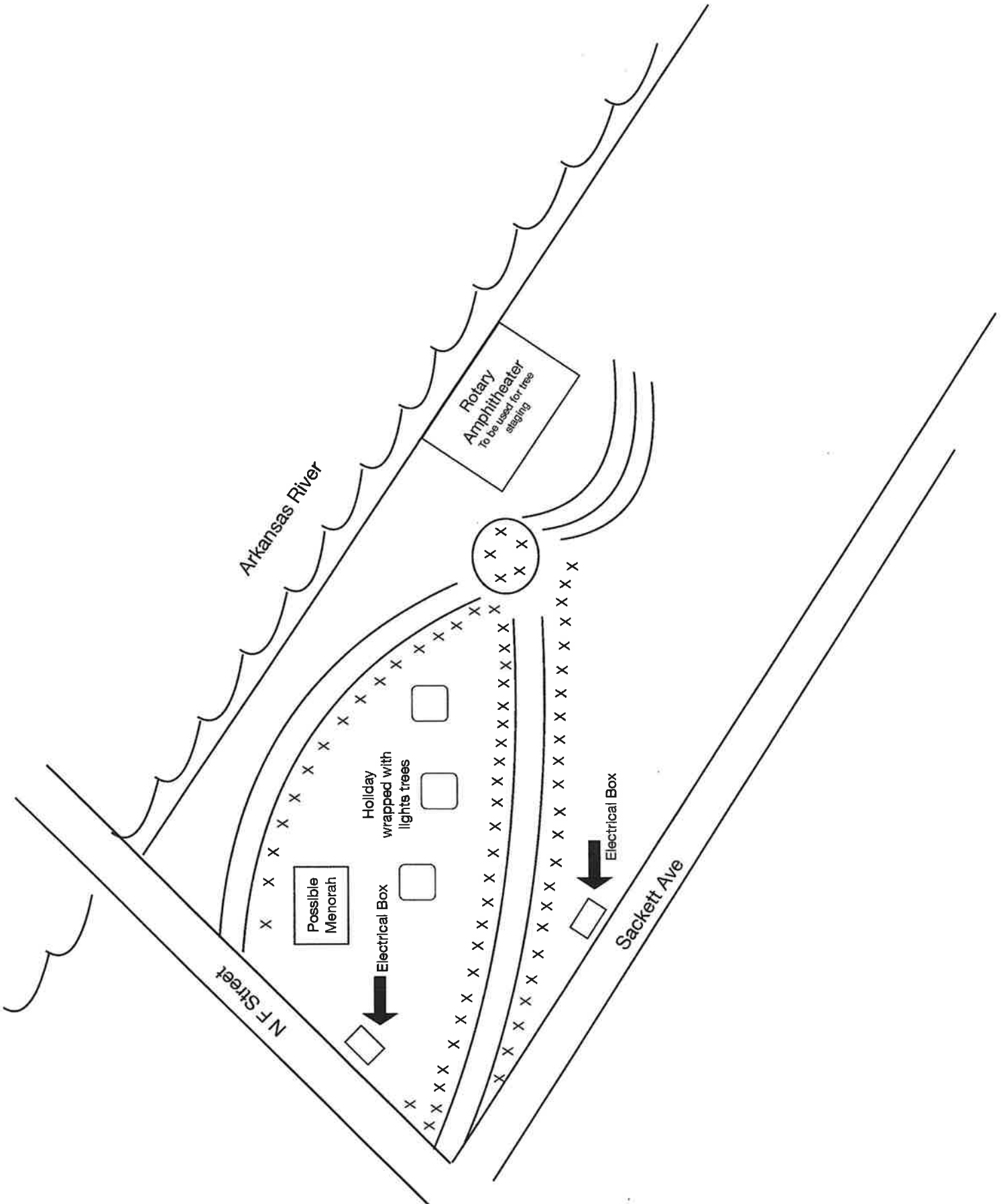
☐ No

30. 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 of Salida 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 of Salida staff has to clean up after the event, a fee will be billed to the organizer.

31. Digital Signature: *

Janet Franz





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/06/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Toni Hanes	
	PHONE (A/C No. Ext.): 1-833-3ROTARY E-MAIL ADDRESS: rotary@ajg.com FAX (A/C No.): 630-285-4062	
INSURED All Active US Rotary Clubs & Districts Sunrise Rotary of Salida ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Westchester Surplus Lines Insurance Company	10172
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER: 899307648** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Liquor Liability Included</u> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		G73578917 002	7/1/2023	7/1/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			G73578917 002	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A		NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

City of Salida Colorado
Sunrise Rotary of Salida (District 5470)
Holiday Park
Riverside Park
October 27, 2023 through January 5, 2024

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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