

CITY COUNCIL MEMO

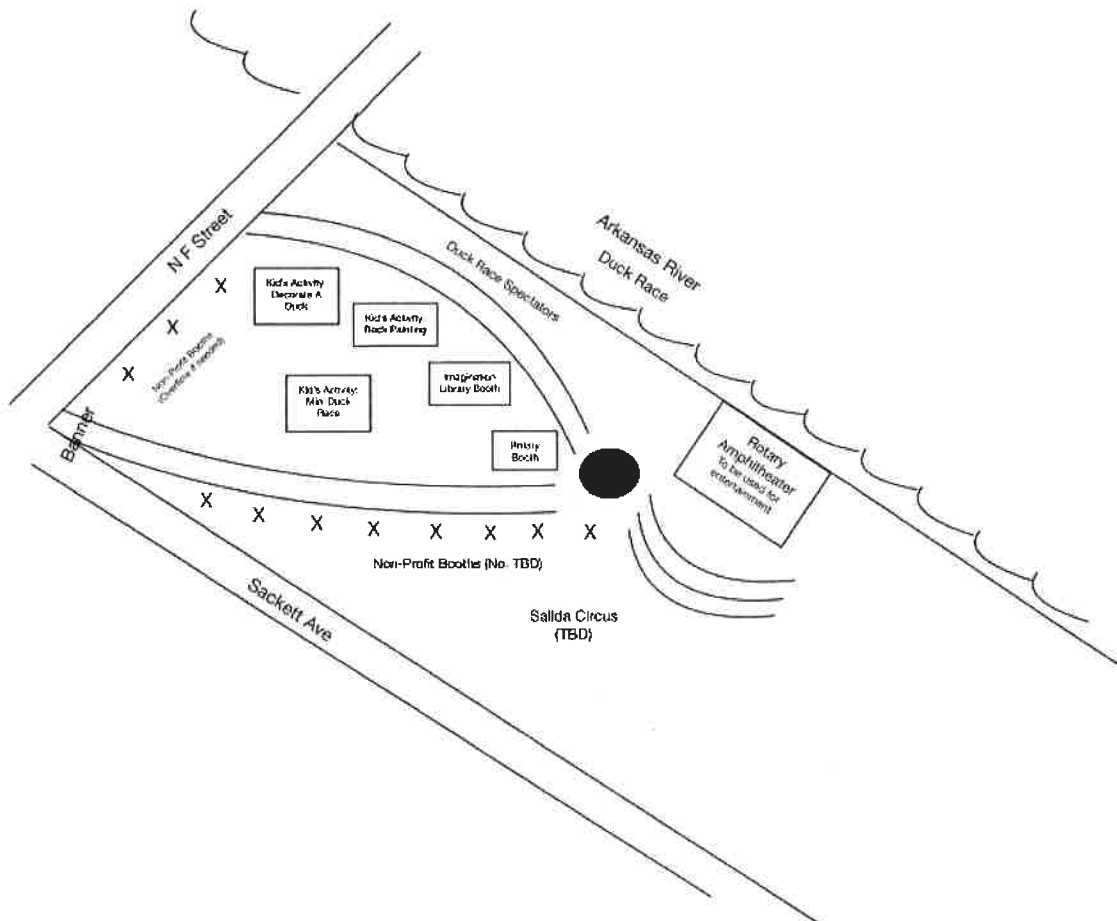
Special event SSR Charitable Fund Community Celebration and Lucky Duck Race	Presented by Jan Schmidt, Salida Sunrise Rotary Club	Date _____, 2022
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Event Overview: This is an event focused around community and raising funds for the Salida Sunrise Rotary (SSR) scholarships and nonprofit grants through the Lucky Duck Race. Other local nonprofits will be invited to set up information booths. There will also be kids activities and entertainment including a band playing in the amphitheater and possibly other performances such as by the Salida Circus. SSR held the same event last year and it ran very smoothly with no incidents. Additional details are provided on the following pages.

Event intent: Fundraising and community engagement.

Event timeline: Sunday, August 28th from 1:00pm to 4:00pm is when the actual event is scheduled. The total duration will extend an additional one to two hour(s) at the start and finish to allow time for set up and breakdown / clean-up.

Event map:





City of Salida Special Event Application (Formerly Addendum A)

Paper version - [Digital preferred](#)

1. Will any food or merchandise be sold? Yes ___ No X

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.

2. Will alcoholic beverages be sold and/or dispensed at your event? Yes ___ No X

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.

3. Will there be amplified sound at your event? Yes X No ___

4. Are street, sidewalks or other right of way closures proposed for your event? Yes ___ No X

If yes, where and when? _____

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 security or law enforcement services specific for your event? Yes ___ No X

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.

6. Where do you plan for people to park for your event?

Public parking

7. Please attach the quote/estimate for your trash service. Must have 1 can per 50 people.

8. Do you plan on using any portion of the Salida Trail System (STS)? Yes X No ___

If yes, describe when, how and where:

The sidewalk going through Riverside Park will be utilized by people at the event.

9. Is your **Emergency Action Plan, including First Aid Stations**, Communication and public safety agencies complete? Yes X No

Please attach the plan documents to this application with the details.

10. Have you attached **event insurance**? Yes X 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.

11. Please list any other needs or requirements that have not been covered.

12. Please create a physical or digital packet that contains(in order):

- a. The cover sheet memo template - page 7
 - i. Event overview
 - ii. Event intent
 - iii. Event timeline
 - iv. Map of your event with portalette, entry/exits and additional trash cans called out
- b. Proof of insurance
- c. Emergency Action Plan - page 8
- d. Quote/estimate for Trash service
- e. Sound, Liquor, Street closure, etc. permits and applications

Lead contact signature

J. Gaudin

Date

4/8/22



City of Salida Special Event Organizer Rules and Regulations affirmation:

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
- 1 trash can per 50 people expected is required.
- The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.
- Chaffee County Department of Health requires at least **one restroom for every fifty people attending the event.**
- 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.

Organizer signature: Jan Schenck Date: 4/8/22



Additional Details of Event

Overview:

Last August, the SSR held a new version of its Lucky Duck Race fundraiser that incorporated a celebration of our 10 year anniversary. The 2022 event we are planning will be very similar but will be a general “community celebration” instead of an anniversary celebration. We solicited feedback for improvement after the event last year that will be incorporated, but the event ran smoothly without incident and only a few minor changes were recommended (such as reducing the event duration to three hours). Previously held at Franz Lake, this will be the second year racing the ducks in the Arkansas River. The event is planned for late August at low water flows (and after the augmentation of natural water flows) making it much easier to control the ducks in the river. We are working with AHRA for permitting river access.

Activities:

Food & Beverage

- No food or beverages will be served at the event.
- We are not applying for a special event liquor license; no fencing needed for a controlled premises.

Lucky Duck Race

- 10.5” rubber ducks will “race” on a stretch of river (approximately 100 yards) in a cordoned off lane at the edge of the river between the F Street Bridge and Rotary amphitheater.
- Three categories of sponsorships will have separate races, starting with “heats” of no more than 20 ducks in each. Limiting each heat to 20 ducks makes it easy to manage retrieval of the ducks from the collection area at the end of the condoned off area in the river.
- We will follow all requirements of our AHRA permit that may include kayakers in the water to assist those on shore in gathering ducks from the river.
- The race is the fundraising aspect of the event. It will generate funds for student scholarships to attend post-high school college or trade school as well as for community grants awarded by our club.

Community Booths

- Local nonprofit / community organizations will be offered the opportunity to set up booths to share information.
- Booths will not be selling any merchandise (although they may receive donations).
- Each community group will be responsible for set-up and tear-down of the booth within the designated timeframe.

Kids Activities

- We will offer a few activities for kids to do at the event that will be managed by multiple Rotary volunteers (e.g. decorate a duck, rock painting, mini duck race, etc.)
- The parent / responsible adult of each child will be required to stay in the immediate area of the activities.
- Non-profit booths may also offer kids activities.

Music

- The Rotary amphitheater will be used for musical performances and possibly other entertainment such as performances by the Salida Circus (details to be determined)
- An amplified sound permit has been submitted and will be abide by the requirements of the permit.

Safety Plan / Emergency Procedures

- The City of Salida Special Event Emergency Action Plan has been completed and submitted.
- Local law enforcement and HRRMC will be notified of the event.
- Dedicated safety personnel and/or any special services are not anticipated based on the nature of the activities at the event.
- We will designate a total of four volunteers as the emergency contacts (see Emergency Action Plan). These individuals will be responsible for contacting emergency services, if needed. They will also serve as the point people for emergency personnel at Riverside Park if there is an incident.
- If adverse weather becomes an issue, we plan to use the amplified sound system for the amphitheater to notify guests to seek shelter.
- For the Lucky Duck race, we plan to have retired medical professionals on scene. We will have a retired river rescue instructor on scene. We will also have other volunteers with river training and experience.



Salida Special Event Emergency Action Plan

I, the undersigned, agree to compile 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. Jan Schmidt	303-887-6020		/s/ Jan Schmidt
2. Jody Post	570-499-6232		/s/ Jody Post
3. Stew Pappenfort	719-221-4905		/s/ Stew Pappenfort
4. Steve O'Neill	719-207-0229		/s/ Steve O'Neill

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

Please enter your evacuation destination into the box in each of the follow scenarios

Fire

1. Call 911
2. Assist injured or disabled personnel.
3. Evacuate the building. Activate emergency shut offs if available.
4. Attempt to use a fire extinguisher only if you have been trained.
5. Evacuate participant to

Safe area away from the fire and smoke

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

Area as directed by EMS

Violent incident

1. Call 911.
2. Attempt to avoid the situation – move participants away
3. Try to deny contact-evacuate to

Safe area as directed by police

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
3. Call 911

Safe area away from the threat

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

1. Call 911.
2. State who, what, where, when, why, and how the situation occurred.
3. If there is a bomb threat, turn off all electronics.



CITY OF SALIDA

NOISE PERMIT APPLICATION

Please fill out the form completely, including by signing and dating the application. Submitting an Incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (*i.e.*, live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to clerk@cityofsalida.com. Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

I. Applicant Information.

Applicant Name:	Jan Schmidt
Applicant Business/Organization:	Salida Sunrise Rotary (SSR)
Applicant Phone:	303-887-6020
Applicant Email:	janschmidt.co@gmail.com
Applicant Address:	PO Box 1044 Salida, CO 81201
Sound Supervisor ¹ :	tbd
Sound Supervisor Phone:	tbd

II. Event Information.

Description of Event: This is a community event focused around raising funds for SSR's scholarships and nonprofit grants through the Lucky Duck Race. Other non profits will be invited to set up information booths. There will also be some entertainment including a band playing in the amphitheater and possibly performances by Salida Circus

Estimated Attendance:	100+ people
Date(s):	Sunday, August 28, 2022
Hours of Event:	1:00 - 4:00 pm
Location of Event:	Riverside Park

¹ The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.



III. Noise Information.

Type of Noise (e.g., live music, parade):

Live music

Type of Sound Amplification Equipment:

Whatever is customary for amplification of music at the park

IV. Agreement.

As the applicant for this noise permit, I, Jan Schmidt, 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.

Signature:

Date:

March 1, 2022

For use by the City Clerk only:

Application fee received: ☐ Yes ☐ No ☐ N/A

Signature: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/06/2022

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: Ali Sulita 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	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : Lexington Insurance Company</td><td>19437</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Lexington Insurance Company	19437	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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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 SUBR INSD 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"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	015375594	7/1/2021	7/1/2022	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	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		015375594	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> 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

CANCELLATION

City of Salida
Sunrise Rotary of Salida (District 5470)
Community Celebration & Lucky Ducky Race
Riverside Park
August 28, 2022

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

Cynthia L. DeMonte

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