

**Salida Sunrise Rotary Club**  
**Annual Holiday Park Proposal**  
**Dates:**  
**October 28, 2022 through January 6, 2023**

**Overall Purpose:**

In 2020, the Salida Sunrise Rotary Club (SSR) took over the responsibility of managing the wonderful 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, 98 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 28<sup>th</sup>:* Salida Boy Scouts will help bring trees from the storage area in the City Building to the staging area behind the Salida Rotary Amphitheater
- October 31<sup>st</sup>:* During the week of October 31<sup>st</sup> through November 4<sup>th</sup>, 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 4<sup>th</sup>:* Salida Boy Scouts will help actually place the trees on the T-Posts
- November 6<sup>th</sup>:* Individuals will start to decorate trees for the weeks of November 6<sup>th</sup> through November 20<sup>th</sup>. Individuals will be asked to use non-breakable ornaments.
- January 6<sup>th</sup>:* Salida Boy Scouts will assist in taking the trees down and returning them to the storage area in the Toubert 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 31<sup>st</sup> - November 4<sup>th</sup>.



- b. SSR will continue to use timers throughout the time the trees are decorated (November 20<sup>th</sup>) until the trees are undecorated (January 7<sup>th</sup>) from 5:00 to 9:00 each day.
- c. It is my understanding there may be electrical outlets available (via underground) in various locations throughout the park. Please let us know if these are available. We will also need to work with the City Electrician to be sure everything is adequately set up again this year.

## 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:** Occasionally, there may be excess trash as a result of preparing the trees before and after the event. In this case, SSR will need to request access to the trash containers located to the east of the Rotary Scout Hut.
- 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.



# Special Event application

\* Required

1. Event contact name \*

Janet Franz

2. Event contact email address \*

jfranz0621@gmail.com

3. Event contact phone number \*

719-239-0204

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.

4. Event location

Riverside Park

5. Event start date

Oct. 28, 2022

Example: January 7, 2019

6. Event start time

12:00 Noon

Example: 8:30 AM



## 7. Event end date

January 6, 2023  
Example: January 7, 2019

## 8. Event end time

5:00 pm  
Example: 8:30 AM

## 9. Estimated number of people in attendance

Varies. - 5 to 50

## 10. Please provide a short description of the event

Holiday Park is an annual project sponsored by the Salida Sunrise Rotary Club. The Salida Community and many visitors love this tradition as Riverside Park is transformed into a winter wonderland. The tree-lined side walks have (hopefully) 100 prelit trees available for adoption

## 11. Will food or merchandise be available from any vendor? Mark

only one oval.

☐ 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.**

**Multi Vendor license:**

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

**County Permit:**

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

**12. Will Alcohol be sold or distributed at your event?**

*Mark only one oval.*

- ☐ 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/1VGNG7tcBM4NP0KCIJ9hZqqrvcuypjPvu/view?usp=sharing>

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

*Mark only one oval.*

- ☐ Yes  
☒ No  
☐ Maybe

**If yes, complete the Amplified Sound Permit available below.**

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



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

*Mark only one oval.*

- ☐ 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/1V3xAFRIMqozcGrAQsk9QC3BoCltme09V/view?usp=sharing>

15. If yes, please describe the request.

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

*Mark only one oval.*

- ☐ Yes  
☒ No  
☐ Maybe



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

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

18. Where will people park for your event?

On the streets and parking lots close to  
Riverside Park.

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19. How many additional trash cans are needed for your event?

0

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

Mark only one oval.

☐ Yes

☒ No



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

*Mark only one oval.*

☒ Yes

☐ No

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

*Mark only one oval.*

☒ Yes

☐ No

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

*Check all that apply.*

☒ 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

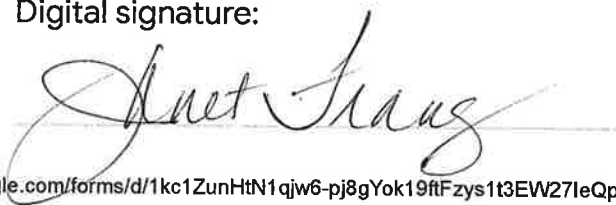
☒ Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.

☒ 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.

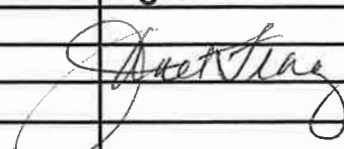
24. Digital signature:





### 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. Cecil Rhodes	214-493-8157		
2. Janet Franz	719-239-0204		
3. Eileen Rogers			
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

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

#### Fire

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

#### Medical Emergency

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

#### Violent Incident

- Call 911.
- Attempt to avoid the situation -- move participants away
- Try to deny contact-evacuate to Rotary Amphitheater back stage  
lock/block doors, turn off lights, silence phones.
- If necessary defend - distract, attack, subdue.

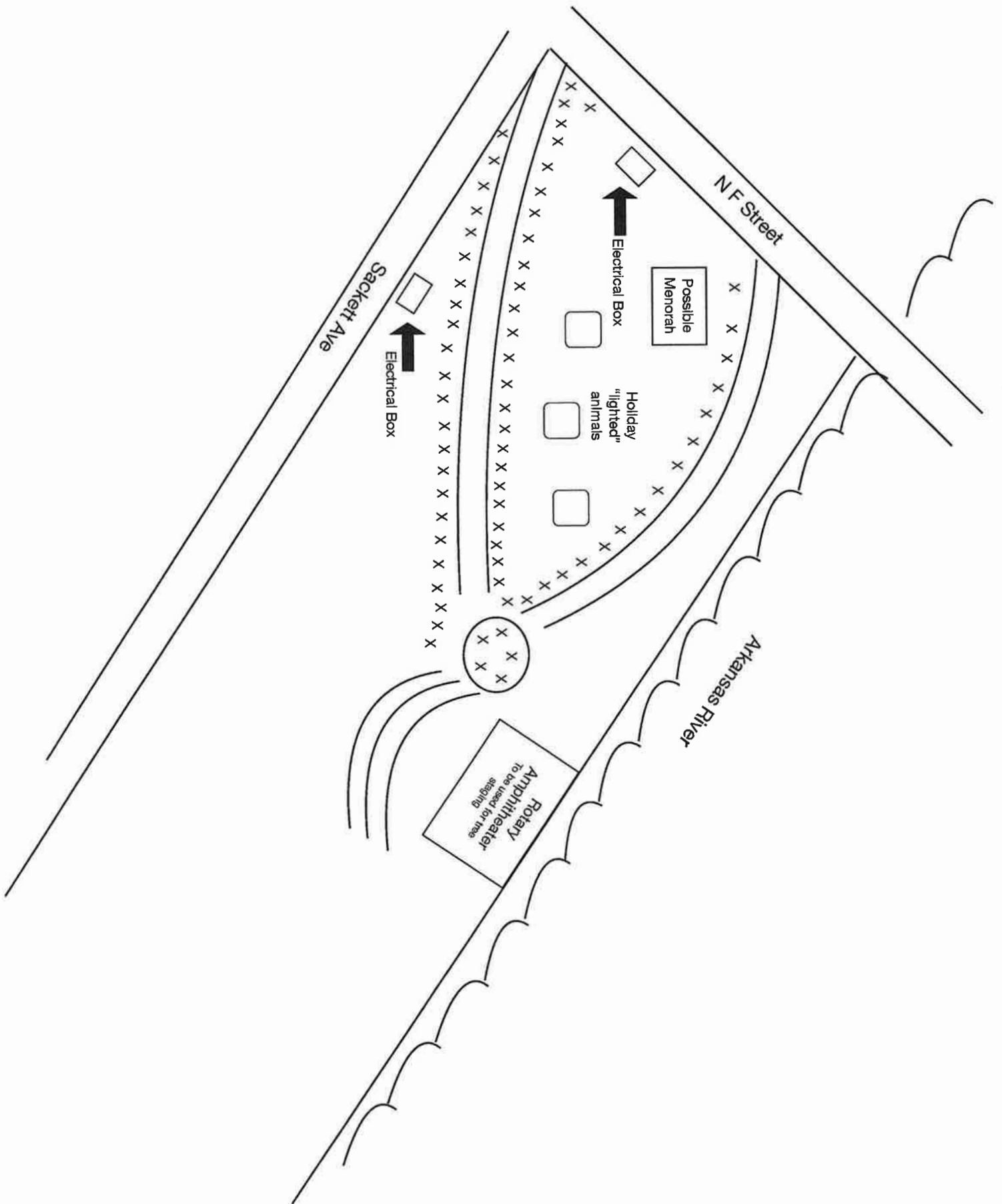
#### Severe Weather/Natural incident

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

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

- Call 911.









# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/08/2022

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  
**FAX (A/C, No):** 630-285-4062  
**E-MAIL ADDRESS:** rotary@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Westchester Surplus Lines Insurance Company	10172
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

**INSURED**  
All Active US Rotary Clubs & Districts  
Sunrise Rotary of Salida

ATTN: Risk Management Dept.  
1560 Sherman Ave.  
Evanston, IL 60201-3698

## 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"/> 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		G73578917 001	7/1/2022	7/1/2023	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			G73578917 001	7/1/2022	7/1/2023	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 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 28, 2022 through January 6, 2023

## 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

*Cynthia L. DeMonte*

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