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**Re: A-Church Special Event application**

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**From** Marissa Hansen <marissakh37@gmail.com>

**Date** Fri 11/1/2024 3:48 PM

**To** Kristi Jefferson <kristi.jefferson@cityofsalida.com>

Hello Kristi,

I apologize for not providing an explanation of the request. Hopefully this helps;  
On December 1st and 8th the non profit of Sventastik Productions Inc. is throwing our 6th annual Candy Cane Cordial. This event is to benefit the Ryan Hansen Memorial Scholarship fund which helps low income individuals and families participate in the performing arts in our community! This year we are hosting our event at A Church and we decided that we would like to serve alcoholic beverages in hopes that it will provide more income to our cause. We would like to serve beer, wine, specialty shots and specialty cocktails so we have applied for the Malt, Vinous, and spirituous liquor license.

I apologize if this isn't what you require for our application, I haven't applied for a Special Events License before so I'm still trying to figure it all out.

Thank you so much for your patience,

**Marissa Anderson**  
**Sventastik Productions Inc.**  
**719-221-9151**

On Nov 1, 2024, at 3:49 PM, Kristi Jefferson <kristi.jefferson@cityofsalida.com> wrote:

Hi Marissa,

I received the application for special events at AChurch on December 1st and December 8th but I did not receive a letter explaining the request. Will you please provide a short summary of the requests please?

I have the request going to the City Council on November 19th and will post the liquor poster onsite on November 7th.

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# Application for a Special Events Permit

Departmental Use Only

In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Social | <input type="checkbox"/> Athletic                           | <input 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"/> National Organization or Society   | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political         | <input type="checkbox"/> Religious Institution              |   |

<b>LIAB</b>	<b>Type of Special Event Applicant is Applying for:</b>	<b>DO NOT WRITE IN THIS SPACE</b>
2110	<input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170	<input type="checkbox"/> Fermented Malt Beverage \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate A Church	State Sales Tax Number (Required)
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2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) 419 D Street Salida, CO 81201	3. Address of Place to Have Special Event (include street, city/town and ZIP) 419 D Street Salida, CO 81201
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4. Authorized Representative of Qualifying Organization or Political Candidate Sheree Beddingfield	Date of Birth [REDACTED]	Phone Number [REDACTED]
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Authorized Representative's Mailing Address (if different than address provided in Question 2.) [REDACTED]
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5. Event Manager Andrea Mossman	Date of Birth [REDACTED]	Phone Number [REDACTED]
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Event Manager Home Address (Street, City, State, ZIP) [REDACTED]	Email Address of Event Manager [REDACTED]
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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 the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes License Number _____
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8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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List Below the Exact Date(s) for Which Application is Being Made for Permit									
Date December 1st	Date December 8th	Date	Date	Date					
Hours From 3:00p.m.	Hours From 4:30p.m.	Hours From .m.	Hours From .m.	Hours From .m.					
To 10:00p.m.	To 10:00p.m.	To .m.	To .m.	To .m.					
Date	Date	Date	Date	Date					
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.					
To .m.	To .m.	To .m.	To .m.	To .m.					
Date	Date	Date	Date	Date					
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.					
To .m.	To .m.	To .m.	To .m.	To .m.					

<b>Oath of Applicant</b> 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.
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Signature Marissa K.R. Anderson	Title Mrs.	Date 10/30/24
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<b>Report and Approval of Local Licensing Authority (City or County)</b> 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 44, Article 5, C.R.S., as amended. <b>THEREFORE, THIS APPLICATION IS APPROVED.</b>
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Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
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Signature	Title	Date
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<b>DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY</b>			
<b>Liability Information</b>			
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.
- ☒ Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- ☒ State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- ☒ Check payable to the Colorado Department Of Revenue

### Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 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.



VALID ONLY FOR THIS ORGANIZATION AT THIS LOCATION

Sventastik Productions Inc.  
A Church  
419 D Street  
Salida, CO 81201

## **SPECIAL EVENTS PERMIT MALT, VINOUS AND SPIRITUOUS LIQUOR**

	Date	Hour		Date	Hour
FROM	12/01/2024	3:00pm to 10:00pm		12/08/2024	4:30pm to 10:00pm

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 19<sup>th</sup> day of November, 2024.

ATTEST:

The City of Salida

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City Clerk/Deputy City Clerk

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City Administrator

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO

**CERTIFICATE OF FACT OF GOOD STANDING**

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

A Church Inc

is a

Nonprofit Corporation

formed or registered on 10/19/2017 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 20171780513.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 11/14/2017 that have been posted, and by documents delivered to this office electronically through 11/15/2017 @ 14:25:46.

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 11/15/2017 @ 14:25:46 in accordance with applicable law. This certificate is assigned Confirmation Number 10554429.



A handwritten signature in cursive script that reads "Wayne W. Williams".

Secretary of State of the State of Colorado

\*\*\*\*\*End of Certificate\*\*\*\*\*  
*Notice: A certificate issued electronically from the Colorado Secretary of State's Web site 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 Web site, <http://www.sos.state.co.us/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 Web site, <http://www.sos.state.co.us> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."*



## A CHURCH SPECIAL EVENT AGREEMENT

This Agreement is made effective as of August 22, 2024, by and between A Church and Sventastik Productions % Marissa Anderson (Client).

The Clients represent that they desire to hold a special event at A Church (Venue) on Performance dates December 1st and 8th (date).

With a set up time of 3:00 12/1 & 4:30 12/8.

The event time is from 6:00 p.m. both nights.

and a check out time of 11:00 p.m. on December 8, 2024.

### 1) VENUE RENTAL FEE(S):

(a) The Venue Rental Fee will be One of the three options for 6 hours of rental time. 1- for 25-50 people \$60 an hour= \$360 minus 15% mini grant TOTAL \$306 2- for 51-100 people \$120 an hour= \$720 minus 15% mini grant TOTAL \$612 3- 20% of all ticket sales. The Clients or Representative for the Client(s), agree to pay an initial nonrefundable deposit of 50% of the venue rental fee upon reservation. This payment serves to hold the venue for the specified date of event or wedding and is payable at the time of contract signature. The balance of the Venue Rental Fee shall be paid 2 weeks prior to the arrival time and date.

(b) A **separate check** of \$125.00 refundable cleaning deposit shall be paid 2 weeks prior to the arrival time and date and will be destroyed or returnable to the client (s) up to fourteen days after the event has been held once property has been inspected for any additional cleaning or potential damage from the event or wedding. Please write a separate check for this.

(c) Payments may be made via cash or check.

(d) If multiple events are planned the cleaning deposit will be held for 6 months then a new check must be issued.

### 2) DATE CHANGES:

In the event the Client (s) is forced to change the date of the event a \$40 change fee will apply. Every effort will be made by A Church to transfer reservations to support the new date. The Client(s) agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the Client(s). The Client(s) further understands that last minute changes can impact the quality of the event and that A Church is not responsible for these compromises in quality.

### 3) CANCELLATIONS:

All cancellations or reservation changes must be made in writing. We cannot refund any advance payment for a canceled reservation unless the Venue is re-rented for the entire period and prepayment has cleared. We will make every effort to re-book the Venue; however, if it is not re-booked, you forfeit all monies paid. If a cancellation is successfully re-rented, all of the rent, taxes and damage/security deposit will be refunded, less a \$100 cancellation fee.

#### 4) RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by Client(s), which includes all EVENTS PLANNERS, WEDDING COORDINATORS, VENDORS, and GUESTS who are involved in the planning and execution of the special event on the premises of A Church.

(a) Parking: All vehicles associated in any way with the event or wedding must be parked within the designated parking area, or along the roadway.

(b) Cleaning: The Venue must be cleaned prior to checkout to include floors, surfaces, furniture and any spills cleaned up and trash taken out. It shall be cleaned to the same condition as it was when the Client(s) checked in. A cleaning list will need to be completed for checkout. There is a **\$250 cleaning fee** that will apply if the venue is not cleaned by the renters.

(c) Surrender of Premises: The Venue must be vacated and surrendered by 11:00 p.m. on the checkout date. If the Client(s) fail to vacate the Venue by that time, they forfeit the security deposit.

#### 5) EVENT ENDING TIMES:

All events must end by 11:00 pm on Friday and Saturday evenings, 10:00 pm on Sunday-Thursday evenings to comply with sound ordinances. The venue must be cleaned and vacated by 11:00 p.m. on the day of checkout.

#### 6) DECORATIONS:

Decorations may not be hung with wire, nails or screws which will damage the premises. Tape and pins can be used for decorations. Any damage must be repaired prior to check out. All decorations must be removed without leaving damages by check out time. Any hanging decorations must be approved by the owners and must be removed by check out time.

Note: The use of birdseed, sparklers, pyrotechnics and blowing bubbles is permitted only outside for wedding and reception farewells. Anything with helium must be anchored and removed by the client.

#### 7) INDEMNIFICATION:

Client(s) agree to indemnify and hold A Church, its officers, representatives, employees, agents and assigns harmless against all claims, causes of action, damages, liability loss or costs including reasonable attorney's fees, of every kind and nature whatsoever, that directly or proximately result from or are caused by any act or omission of the Client(s) or any of its officers, agents, employees, representatives, assigns, guests, patrons or invitees, or by their use or occupation of A Church pursuant to this Agreement.

#### 8) LIQUOR/BEVERAGES/ILLEGAL SUBSTANCES:

All alcohol must be served in compliance with State and local regulations. The Client(s) represent that they have taken all necessary steps and secured any necessary or



required permitting if they are serving any alcoholic beverages at the Venue.

Drunken/Violent disturbances are prohibited and subject to immediate removal from the premise, possible termination of event without refund and forfeiture of some or all of the nuisance deposit.

9) CLEANING DEPOSIT:

A **second check** of \$125.00 cleaning deposit will be returned or destroyed 14 days after the event as long as there is no damage and Venue policies have been followed. If any damages that exceed the amount of the security deposit shall be the responsibility of the person financially responsible for the event. If the venue has not been cleaned, then the charge for cleaning will be deducted from the cleaning deposit. In addition to the cleaning deposit deductions any nuisance disturbance with law enforcement will also be deducted if needed, due to excessive noise or other activities occurring during the term of the special event.

11) MUSIC:

All music must end by 10:00 p.m to comply with sound ordinances.

12) SMOKING: A Church is a non-smoking venue. Smoking will be permitted only in designated areas outside.

14) FAILURE TO COMPLY WITH VENUE POLICIES WILL FORFEIT SECURITY DEPOSIT.

15) COVID protocol will follow CCPH recommendations depending on Chaffee County guidance and outbreaks.

SIGNATURES:

Clients

Signature: Marissa Anderson

Date: August 22nd, 2024

By: Marissa Anderson

A Church Representative

Signature: Andrea Mossman Date: August 22, 2024

By: Andrea Mossman

Checks Can be mailed to;

A Church

419 D Street

Salida, CO 81201