

406 W. Hwy. 50 • Salida, CO 81201 • (719) 539-2068 • Fax (719) 539-7844 www.salidachamber.org • email: info@salidachamber.org

August 25, 2020

To:

Mayor PT Wood and The Salida City Council

448 E. First St. Salida, CO 81201

Attn: Erin Kellev

City Clerk City of Salida

Re:

Thank you Picnic

September 18, 2020 3:00 p.m.-5:00 p.m.

Mayor PT Wood and The Salida City Council,

The Salida Chamber of Commerce requests the use of Alpine Park for a local centric picnic called, Take me out to a Picnic, slated for Friday, September 18 from 3:00 p.m. to 5:00 p.m. We are requesting the private use and closure of the North end of Alpine Park from noon until ending at 5:30 p.m. We are not requesting any street closures.

Adhering to social distancing, there will be a variety of reserved seating for hosting two persons per table. Signage will be throughout; Five Commitments to Containment.

Set up at Alpine will begin at noon and the event will begin at 3:00 p.m. We are requesting permission to host food, canned beer and canned wine. The catered food will be prepared at the Chaffee County Fairgrounds, then transported prior to picnic for delivery to tables of two, via gloved and masked staff. We will encircle the reserved park area with metal fencing from City of Salida Public Works, to confine all food and alcohol consumption to the park area only. We will have all elements of the event cleared from the area by 6:00 p.m., and all areas will be cleaned of any debris.

# Street Closures & Coned Off Parking Spaces

September 18th: Cone off Parking Spaces along Fourth Street from E to F Streets beginning at noon for unloading of tents, tables, port-a-potties, portable stage, and Salida Circus 20x20 performance rig. Vehicles will exit upon completion of unloading and return at 5p.m. to reload and exit.

Re: Take me out to a Picnic Page -2-

We will be using the park, except for the playground for seating, with amplified sound for live music (David Tipton playing the Chapman Stick) and emcee speaker from 3:00 p.m. to 5:00 p.m. There will not be music past 5:00 p.m. We will also be using the power box for caterer, as needed.

We will have three port-a-potties (1 ADA unit), with two hand wash stations, along Fourth Street side of park on the sidewalk, enclosed in fencing. As well, we will have mobile sanitize station at entrance and at stage area which will be in the center of the picnic area.

We will have 6-64-gallon large totes for recycle/trash via Waste Management.

Emergency services will be notified of the event. If required, we will provide security in the park to ensure an orderly event.

If you need anything else from the Chamber, or have any questions regarding this event, please do not hesitate to ask. Please phone us at 539-2068.

Thank you for your time and consideration.

Sincerely,

Lori Roberts
Executive Director
Salida Chamber of Commerce
lori@salidachamber.org
www.salidachamber.org
719.539.2068 o
719.221,3366 c



# City of Salida Multiple Vendor Event Permit Application

Date of Application August 25, 2020

Event Name: Take me out to a Picnic
Event location(s): Alpine Park
Date(s) & times(s) of event: Friday, September 18, 3p - 5p
Individual or organization sponsor(s): Heart of the Rockies Chamber of Commerce
Address: 406 W. Highway 50, Salida Colorado 81201 Phone: 719-539-2068 E-mail: lori@salidachamber.org
H-mail; ion@saildachamber.org
Contact Person: Lori Roberts
Phone: 719-539-2068 E-mail: lori@salidachamber.org
List Participating Vendors:  REQUIREMENT: PROVIDE A COPY OF THE CURRENT STATE LICENSE FOR EACH VENDOR  Kalamata Pit Catering is providing food. Will get copy of required documentation.
- C

(If additional space is needed, please attach a list of participating vendors.)
6. Provide Proof of Insurance (The City Administrator, at his or her discretion, may require the City be named as an additional insured.)
Copy of Insurance Attached (Yes or No)
Required Fees and Checklist:
\$75 Application Fee (already pand)
\$20 per participating vendor: Number of Vendors X \$20 =
Current Colorado Sales Tax License for each participating vendor
Proof of Insurance
Signed:
Event Sponsor: City of Salida:
8/25/2020
Date: Date:



PARK RESERVATION APPLICATION Check the park:  ORiverside/Band Shell OChisholm OCentennial	For Staff Use Only Park: Date of Event: Receipt # and Date Entered on Google calendar: Staff Initials: Deposit Refunded Date and staff initials:  Contact Person:		
Alpine Oother			
Please check the appropriate box:  Application A: PRIVATE PARTIES			
Application B: EVENTS TO WHICH THE PUBLIC IS INVITED THAT MAY REQUIRE PERMITS FOR: Street Closures, Alcohol, and/or Amplified Sound  Attach Addendum A			
This Application must also be accompanied by a cover letter to Salida City Council explaining details of the event. Please also attach an event site plan including venues, street closures, parade/race routes, emergency vehicle access routes, portable toilets placement, vendor booths, etc. Outline on site map where alcohol will be distributed.			
Application C: POLITICAL RALLIES, MEMORIAL STEVENTS  Attach Addendum A	ERVICES, AND SHORT NOTICE		
Plans for proposed Activity: (include time schedule, venue for every the plant to a ficulty of the plant of the first of the plant of t			
2. Date and Time of Event: Friday, Sept 18, 2020	7-50		
3. Estimated number of people: 150			
4. Contact Person: URI ROBERTS Telep Address: 406 W. Hung 50 Sanda Co Stol Ema	phone: 114 534 2068 nil: Wrife Saludachumber wry		
5. Individual or Organization Sponsor(s) if applicable:  Address:  Telephone:  Email	ne		
6. Will you need electricity? Yes X No A \$10 fee w Electricity. If yes, for what purpose? Took what of the control of the second	rill be charged for events requiring		

7. Will you need was	ter? Yes 🔀	No	
8. Will there be amplified sound? Yes No If yes, please fill out the Amplified Sound Permit.			
8. Will you be renting portable toilets? Yes X No County Health policy requires 1 toilet per 50 people. Events with over 100 attendees must have additional portable toilets. (Local providers are: CP's Portables (719) 539-4985.)			
9. Will you be renting trash/recycling containers? Yes No Events with 50 or more participants require a professional trash service. You are responsible for trash removal during and after your event. Local trash company: Waste Management (719) 539-6911.  We encourage recycling for all events. Contact Angel of Shavano Recycling at (719) 207-1197 to arrange for recycle bins at your event. If clean-up is not satisfactory, damage deposit may not be refunded. Fees are to be paid to the company providing services.			
		Application Fees	
Required Fees fo	r Applicati	on A, B and C:	
Park Fees:	100	\$50/4 hours or \$100/park/day or \$200/park/day if park is used overnight (fencing or tents are kept up) All parks except Chisholm Park	
Park Fees:		\$25/hour or \$125/day Chisholm Park Only. The permit holder must pick up and sign for the Chisholm keys at the Salida Hot Springs Aquatic Center	
Damage Deposit:	_75	\$75 All parks except Riverside. Damage deposits must be paid by credit card.	
Damage Deposit:	-	\$150 Riverside Park/Band Shell. The permit holder must pick up and sign for the band shell key at the Salida Hot Springs Aquatic Center prior to the event. Damage deposits must be paid by credit card.	
Additional Fees a	s applicabl	e:	
Electricity Fees:		_\$10/day	
Liquor Permit:	100	Make out one check: \$100 to the City of Salida (Paid to the Deputy City Clerk)	
Multiple Vendors:	75	\$75 to the City of Salida \$20 per vendor to the City of Salida (Paid to the Deputy City Clerk)	
Total Fees:	_360°°	Puterey Kalamatupit	
rark tees may be pai	id by checks	made to the City of Salida	

Park fees may be paid by checks made to the City of Salida Damage Deposits must be paid by Credit Card

By signing below, I acknowledge that I h for Park Rentals and Park Rules.	ave read and agree to abide by all Provisions
Signature Signature	8 · 25 · 2D  Date

Pre-event Checklist

Application A	Application B	Application C
<ul> <li>Fees Collected</li> <li>Park Fees</li> <li>Damage Deposit</li> <li>Electricity</li> <li>Trash Removal arranged</li> <li>Portable Toilets arranged</li> <li>Amplified Sound Permit</li> </ul>	o Event Insurance: Fax copy to City Hall 719-539-5271 and SHSAC 719-539-7708  o Fees Collected	<ul> <li>Fees Collected</li> <li>Park Fees</li> <li>Damage Deposit</li> <li>Electricity</li> <li>Liquor-City</li> <li>Liquor-State</li> <li>Trash Removal arranged</li> <li>Portable Toilets arranged</li> <li>Amplified Sound Permit</li> <li>Liquor License</li> <li>Sales Tax License</li> <li>Food Vendor's License</li> <li>Street Closure Petition</li> <li>Pre-event meeting scheduled for:</li> </ul>

# Addendum A For Applications B and C

1	Do you plan on using any portion of the Salida Trail System (STS)? Yes No If yes, describe when, how and where:
2	Will any food or merchandise be sold? Yes No You No
3.	Will alcoholic beverages be sold and/or dispensed at your event? Yes No If yes, please fill out the Application for Special Events Permit 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.
4.	Are street closures proposed for your event? Yes No
5.	Will you require any law enforcement services specific for your event? Yes No Character of require If yes, for what purpose (security, traffic, parking or public control, Salida Trail System crossings, etc.?)
	Dates and times officers needed?
6.	Where do you plan for people to park for your event? In and around Alpine, down town
7.	For large events, please explain your Emergency Action Plan, including First Aid Stations, Communication and public safety agencies. Attach an additional sheet if needed.
8.	Will you need event insurance? Yes 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.
9.	Please list any other needs or requirements that have not been covered.

### CITY OF SALIDA

Permit #:

# **AMPLIFIED SOUND PERMIT**

# Please fill out form completely, sign and date prior to submission.

Pursuant to Article IX Section 10-9-80 S.M.C.,	mittee) has on 10-9-80,
S.M.C., in accordance with the following terms and conditions:  Permittee: Heart of the Rockies Chamber of Commerce	ŕ
Address: 406 W. Hwy 50, Salida CO 81201	S.
Address: 100 VV. 11VV 50, Galida CO 61201	
Telephone: 719-539-2068	
Individual supervising sound (if different from Permittee): Michael Varnum	
Activity/event: Take me out to a Picnic	
Type of sound amplification equipment authorized (if any): Amplified Sound	
Location: Alpine Park	
Date(s): Friday, September 18	
Hours of operation: 3-5p.m.	
Additional terms/conditions (attach additional sheets if necessary):	
Expiration:	· ·
This permit will not be issued beyond 10:00 p.m.	
The Permittee shall ensure that the sound/activity authorized by this permit shall be of in compliance with all applicable City ordinances and regulations, and a failure by the leto do so, or to comply with all terms and conditions set forth hereinabove, may resummary revocation of this permit.	Downside -
Accepted and agreed to by the Permittee:	
Date:	
Approved by the City Administrator on the day of	·
City of Salida: (City Administrator)	
Copies to: Police Public Works Fire City Clerk July, 2018 Amplified Sound Permit	

August 25, 2020

As part of the Emergency Action Plan for the September 18th, Take Me out to a Picnic' event, we will coordinate with local public authorities in advance of the event to understand their processes, including EMS, Police, and Fire.

Shared documentation will include a map of the venue with seating for 150. Seating will be arranged for two per table, with 6 feet between each table. Those invited are asked to attend with either someone from their household or from their immediate work area. A reservation system will be set up to know who will be attending in advance. The map will include highlights of emergency access routes, port-o-lets and hand wash stations.

Evaluation of possibility of any risks to be reviewed will include:

- Severe weather patterns, thus watching the weather patterns prior to event, notifying attendees in advance to dress appropriately and be prepared for rain showers, high temperatures or strong winds.
- Communications with local authorities if there be any known threat to the event (i.e. attendee or vendor with history of disobedience or possible mental health issues, or party claiming to have COVID, or party having issue around wearing masks while not eating or drinking).
- Chaffee Shuttle and Rocky Mountain Taxi will be informed of event and participants may reach out on their own for rides.

Considering the vulnerabilities of our participants and attendees is crucial. Conversations will be had with our staff delivering food regarding proper coverage, along event staff volunteers recognizing and understanding crowd disposition (unruly or disruptive characters).

# Communications plan will include:

- Call tree that outlines who should be contacted in an emergency, in what order to include the head of the Chamber of Commerce, and lead volunteers managing different stations in the park.
- Preparedness for good Wi-Fi hot spots will be secured.
- Lead name(s) will be assigned to handle any media requests if there were to be any security issues, thus keeping messaging concise and calm.
- Identification of lead decision makers for authorizing cancellation of event due to severe weather or unforeseen act will be noted with contact name(s) and numbers.

 In the event evacuation were required and potential shelter needed, conversation will be had prior to event with local authorities regarding such assembly.

### Other considerations:

- Volunteers, and staff will be identifiable via lanyards and wristbands.
- Attendees will be identified with wristbands. Parties under the age of 21 will be issued a RED wristband signifying they are not of age to consume alcohol.
- Signage will be throughout park with social distancing reminders.

Suggestions or changes welcome. Our goal is to host a safe and welcoming event.

Thank you,

Lori Roberts, Executive Director Salida Chamber of Commerce

# 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

Contact info 1	Contact info 2	Cianatura
719-221-3366	Contact IIIIO 2	Signature
719-458-5143		
,	720 339 8900	
	719-221-3366	719-221-3366 719-458-5143

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 Emergancy Manager W

	beginn	ing of the event.
2.	The Em	ergency Manger will communicate to the event participants in an emergency with a
		Bull Horn
		PA system
		Emergency level voice
Fire		
1.	Call 911	

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

### 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 Notify first responder tent. Wait for EMS arrival Violent incident

- Call 911.
- 2. Attempt to avoid the situation move participants away
- 3. Try to deny contact-evacuate to a safe place lock/block doors, turn off lights, silence phones.
- 4. If necessary defend distract, attack, subdue.

### Severe Weather/Natural incident

- Move participants away from threat if possible.
- 2. Evacuate to a safe place
- Call 911

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

- 2. State who, what, where, when, why, and how situation occurred.
- 3. If bomb threat, turn off all electronics.

# Notes Notes Alpine Park Temple Baptist Church

Canas,

US Post Office

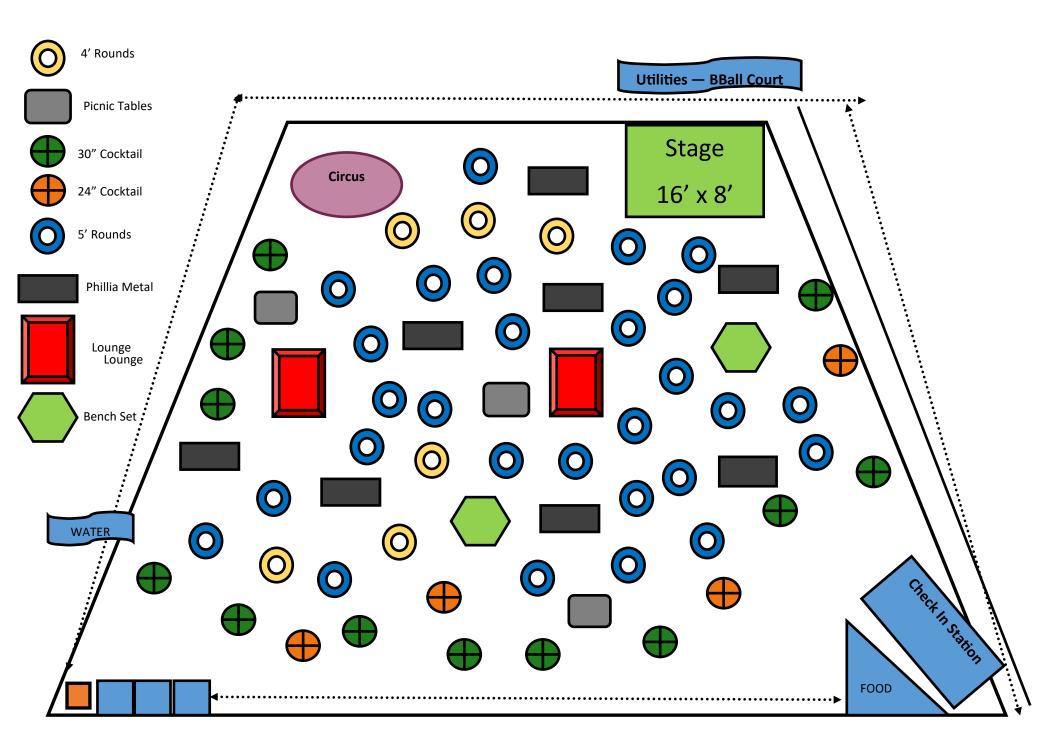


DR 8439 (09/19/19)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division

# Application for a Special Events

Departmental !	Use	Onl
----------------	-----	-----

(303) 205-230	0					Per	mit			[				
	ualify for a Specia				Qualify	ng Org	ganizatio	n Per 44	-5-102	C.R.S.				
Social Fratem Patriotic Politica	Nation	ered Bran	nch, Lodge of olzation or So utlon	•			hlianthropi ofitical Car lunicipality	ndidate		es				
LIAB /	Type of Sp	ecial Ev	ent Applic	cant is Apply	ing for	:			D	O NOT	WRITE II	N THIS	SPACE	
2110 Malt, Vinous And Spirituous Liquor \$25.00 Per D						Per D	ay	Liquor		Number				
2170 🔲 F	ermented Malt B	everage			\$10.00	Per D	ay							
HEAD	pplicant Organizati TOF THE	ROCK	urs a	HAMBAL	a-	CON	(MUA)	CE.				State Sales	Tax Number	(Required)
(include str	HPART OF THE TUCKLES CHAMBER OF COMMUNICE  2. Melling Address of Organization or Political Candidato (Include street, city/lown and ZIP)  406 W. Huy 50  Selucia Candidato (Include street, city/lown and ZIP)  Selucia Candidato (Include street, city/lown and ZIP)													
4. Authorized	Representative of	Qualifying	g Organizatio	on or Political C	andidat	е				Date of B		Phone Num		
h	ori Ko	ber	13									719 2	21-33	66
Auth '							tion 2.)							
5. Event Man	sume a	5 0	LONE							Date of B	Birth F	Phone Num	ber	
Event Manage	er Home Address (	Street, Cit	ty, Stato, ZIP	)						Email Add	dress of Ever	nt Manager	,	
	anl Organization or pectal Event Permi		endar Year?	een			7. Is the Colora	premises ido Liquo No	for which or or Been	codes?	nt is to be he	ald currently	licensed und	ler the
B. Does the A	pplicant Have Pos	session o												
Date Sont	18 2020	Dale	List B	elow the Exact	Dele(s) Date	for Whit	ch Applicat	ion is Be	Date	for Permit	t	Date		
Hours From	NOON .m.	Hours	From	1	Hours	From		.m.	Hours	From	.m.		From	.m.
To	6p.m.		To	.m.		To		.m.		To	"m.		То	.m.
Dalo		Dale			Date				Dale			Date		
Hours From		Hours	From		Hours	From		·w.	Hours	From	.m.	- 1	From	.m.
Date	,m,	Dale	То	.m.	Date	То		.m.	Dele	То	.m.	Date	То	.m.
Hours From	.m.	Hours	From	1	Hours	From		.m.	Date Hours	From	,m,		From	.m.
To			То	.m.		То		.m.		То	m.		То	.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 intrue, correct, and complete to the best of my knowledge.											o, and			
Signature	LOK-	Kuls	ees				Title	ecut	W?	Durec	for	1	8 - 20	· 18_
	oing application report that su	n has b	peen exam mit, if gran		e pren nply w	nises, ith the	busines provision	s condi	ucted a	nd char	acter of the	e applica		actory,
Local Licensin	g Authority (City or	County)					City		Telepho	ne Numbe	r of City/Cour	nty Clerk		
Signature							Title						Date	
	DO	NOT W	RITEIN	THIS SPA	CE -	FOR I	DEPAR	TMEN	T OF	REVEN	UE USE	ONLY		
							formati							
License	Account Num	ber	Liab	ility Date			State	)				Total		
								-750	(999)	\$				







### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/25/2020

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).

this certificate does not confer rights to	the certi	ficate holder in lieu of such									
PRODUCER			CONTACT Sherry Turner NAME:								
The Ahbe Group/Vista Insurance			PHONE (A/C, No, Ext): (719) 207-4301 FAX (A/C, No): (719) 207-4303								
7167 S Alton Way/1548 G St Unit1			ADDRES			To the same of the					
			INSURER(S) AFFORDING COVERAGE					NAIC#			
Centennial/Salida		CO 80112-8120	INSURER A: Secura Insurance.								
INSURED			INSURER B:								
Heart Of The Rockies Chamber	of Comme	erce: The Vaqueros	INSURER C :								
406 W Rainbow Blvd			INSURER D:								
Salida		CO 81201	INSURER E:								
COVERAGES CER	TIEICATE	NUMBER: CL208251511	INSURER F:								
		HOMOLIK.		TO THE INSLU		REVISION NUMBER:	IOD				
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	INSD WVI	R	POLICY EFF   POLICY EXP   (MM/DD/YYYY)   LIMITS								
COMMERCIAL GENERAL LIABILITY	INSU WVI	TOLIOT NUMBER		(MM/DD/TTTT)	(MM/DD/TTTT)			00,000			
CLAIMS-MADE X OCCUR			- 1			DAMAGE TO RENTED	s 100,				
Owners & Contractors Protective				1		PREMISES (Ea occurrence)	10,000				
A		CP3205054		04/08/2020	04/08/2021	MED EXP (Any one person)	s 1,000,000				
CENII ACCRECATE LINIT APPLIES DED.						PERSONAL & ADV INJURY	2 200 200				
GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	2,000,000				
POLICY JECT LOC						@PM02	\GG \\$ 2,000,000				
OTHER: AUTOMOBILE LIABILITY	$\vdash$					COMBINED SINGLE LIMIT	\$				
ANY AUTO			- 1			(Ea accident)					
OWNED SCHEDULED						BODILY INJURY (Per person)					
AUTOS ONLY AUTOS NON-OWNED	] ]		- 1			BODILY INJURY (Per accident) PROPERTY DAMAGE					
AUTOS ONLY AUTOS ONLY						(Per accident)	\$				
	$\vdash$						\$				
UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$				
EXCESS LIAB CLAIMS-MADE	1 1					AGGREGATE	\$				
DED RETENTION \$							\$				
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER OTH- STATUTE ER						
ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A					E,L; EACH ACCIDENT	\$				
OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	\$				
If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	s				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLE	ES (ACORD	101, Additional Remarks Schedule,	may be at	tached if more sp	ace is required)						
Thank You Picnic at Alpine Park Sept. 18, 2020											
CERTIFICATE HOLDER CANCELLATION											
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED B											
						, NOTICE WILL BE DELIVER		BEFORE			
City of Salida			ACC	ORDANCE WIT	H THE POLICY	PROVISIONS.					
448 E 1st St Ste 112		,									
		AUTHORIZED REPRESENTATIVE									
Salida	Q 01										
			Jerry J. Oune								