TOWN OF WELLINGTON

COMMUNITY ACTIVITIES COMMISSION
March 3, 2020
LEEPER CENTER – 3800 WILSON AVE.

AGENDA

1. Call To Order
2. Public to be Heard on Non-Agenda Items
3. Approval of Minutes
    a. February Draft Minutes
4. Treasurer's Report
5. Action Items / Discussion Items
    a. Event Permits
        a. Easter Egg Hunt
        b. Fishing Derby
6. Event Updates
    a. Easter Egg Hunt
    b. Fishing Derby
    c. 4th of July
7. Adjourn
8. Yearly Events
    a. Easter Egg Hunt - April 11, 2020
    Fishing Derby - May 16, 2020
    4th of July Parade, Festival & Car Show
    Halloween Costume Contest - October 31, 2020
    Veteran's Event - November 7, 2020
    Parade of Lights - December 5, 2020

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements Individuals needing special accommodation may request assistance by contacting the Deputy Clerk at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.

Community Activities Commission Meeting

Date: **March 3, 2020**
Submitted By:
Subject: **February Draft Minutes**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. February Minutes

Town of Wellington
Community Activities Commission
Agenda
Meeting rescheduled to February 20, 2020 Thursday

5:30 -6:00 pm Work Session 6:00-7:00 Meeting
Meeting Location: Leeper Center

1. Call to Order **Call to order @ 6:00 pm Present: Richard Bacon, Steve Sarno, Diana Freeman and Linda Kinzli. Michelle Vance, Town liaison . Guests: Roxie Bacon & Tony Lipscomb**

2. Minutes – Approve Previous Meetings Minutes (December) Adjustments needed - March approval.
3. Treasurer's Report

A. Diana Report update on budgets **Report for year end of 2019. Expenditures were $21,852.09. The Budget for 2019 was $27,465.00. The expenditures were $21,852.09 with a credit balance of $5,612.91.**

The finance department is still making yearend adjustments. There should be an adjustment made for Easter egg purchases which will change year end totals by $1524.00. There are no expenditures posted for January and February, 2020.

4. Business/Event reports

Interviews for Board Position

Two Board applicants interviewed and both Linda Stoddard & Natalie Triplett were appointed to the CAC Board .for a three (3) year term with their term ending December 2022.

Election of Officers

Linda Stoddard accepted the Secretary position, Diana Freeman remains Treasurer, Richard Bacon remains Chairman and Linda Kinzli accepted Vice Chair position.

5. Easter Egg Hunt

Motion made by Linda Kinzli & seconded by Steve Sarno to rent a family port-a-potty. Motion made by Linda Kinzli and seconded by Linda Stoddard to purchase an Easter bunny suit, not to exceed $500.00. Diana Freeman will ask the Senior Center if they would like to give out refreshments. Richard will talk with Ashley MacDonald regarding face painting, stuffed animals and a first aid station.

a. Harvest Farm has approved use for Easter Egg Hunt
b. Sub-Committee

6. 4th July event sub-committee **Tony Lipscomb, Chair of the car show, discussed logistics of having the car show on Cleveland Ave and the possibility of moving it next year to the Community Park with a different event (not July 4th).. Since this year the Car Show will be on Cleveland Ave. and because of time constraints, it was discussed to change the judging to a "People's Choice" format. Tony brought up the question of where to put the participant's pop-up canopies and also the possibility of some cars parking in the Town parking lot.**

a.. Event Planner? **Michelle Vance has been meeting with the CAC Board to create a July 4th Event Flow Chart and Budget/Expense Chart.**

7. Fishing Derby **Kiwanis has offered to provide lunch & clean fish for donations, The Parks Dept. may donate coffee.**

8. Volunteer Coordinator Report – Natalie Triplett No report

9. Pot luck with Parks Adv. Board, Parks Department

Pot-luck review **Richard to follow up with a thank you note to Sparge Brewery for hosting the pot luck.**

10. Adjourn **Adjourned at 7:28 pm. Next meeting March 3, 2020**

Respectfully submitted, Linda Kinzli

** Three or more Town Board Members may be present**

2020 events

Easter egg Hunt April 11, 2020

Fishing Derby 16 May 2020

July 4 Parade, Car show

Halloween Costume Contest 31 October 2020

Veteran's Event 7 November 2020

Parade of Lights 5 December 2020

2020 CAC Finanial Report
2/29/2020

	Budget Expenses 2019	Actual Expenses 2019	Budget Expenses 2020	Actual Expenses 2020
Valentine's Day Dance-Cancelled				
Decorations	$100.00	$18.49	$0.00	
Food	$200.00	$146.63	$0.00	
Caller	$300.00	$156.50	$0.00	
Thank you Fire Dept.		$180.00	$0.00	
	$600.00	**$501.62**	**$0.00**	**$0.00**
Easter Expenses				
Advertise with a Follow-up	$150.00	$360.00	$400.00	
Banner & Signs	$50.00	$68.78	$100.00	
Face Paint & tools	$150.00	$314.70	$350.00	
Napkins, Cups & Punch	$100.00	$64.96	$100.00	
Cookies & Punch	$200.00	$80.46	$150.00	
Plastic eggs & candy/prizes- 8000	$1,190.00	$1,581.13	$1,500.00	
Port-A-Potties	$500.00	$375.00	$1,125.00	
Bunny Costume	$60.00	$59.07	$60.00	
Thank you Harvest Farm	$75.00	$35.51	$75.00	
4-H Volunteers		$100.00		
	$2,475.00	**$3,039.61**	**$3,860.00**	**$0.00**
Fishing Derby				
Fish	$1,000.00	$1,000.00	$1,100.00	
Advertising			$200.00	
	$1,000.00	**$1,000.00**	**$1,300.00**	**$0.00**
Neighborhood Pride/Cleanup Day - Spring - Cancelled				
Electronic Recycle/Shredding	$250.00	$52.05	$0.00	
Centralized Trash removal (Dumpster Di	$900.00	$0.00	$0.00	
Advertising	$250.00	$140.00	$0.00	
	$1,400.00	**$192.05**	**$0.00**	
4th of July				
Banner & Signs	$250.00	$140.00	$250.00	
Rent of 5 Inflatables & 5 employees	$4,000.00	$2,350.50	$4,000.00	
ASCAP License Fee	$50.00	$50.00	$50.00	
Bands	$500.00	$450.00	$500.00	
Announcer & Judges	$300.00	$120.00	$300.00	
Food vouchers/T-shirts	$500.00		$500.00	

4th of July - Continued	Budget Expenses 2019	Actual Expenses 2019	Budget Expenses 2020	Actual Expenses 2020
Decorations, prizes, day of event stuf	$400.00	$29.88	$400.00	
Generator / Water Truck (vendor pow	$700.00		$700.00	
Trash & Port-A-Potties	$3,050.00	$2,440.75	$3,050.00	
Traffic Control	$4,000.00	$2,260.00	$4,500.00	
Beer Garden Insurance (1/2 of total)	$500.00	$4,200.00	$500.00	
Trophies for parade - 9	$350.00		$350.00	
Ice Cream, etc	$700.00	$270.00	$0.00	
To Fishing Derby for Fish 4/2/19	-$500.00	$538.20		
Golf Cart (2)			$200.00	
Car Show		$100.00	$4,000.00	
	$14,800.00	**$12,949.33**	**$19,300.00**	**$0.00**

Summer Months (3) - Cancelled				
Movies/Music	$1,500.00	$870.00	$0.00	
Food & Drink supplies	$200.00	$40.68	$0.00	
Advertising	$200.00		$0.00	
	$1,900.00	**$910.68**	**$0.00**	**$0.00**

Neighborhood Pride/Cleanup Day - Fall - cancelled				
Electronic Recycle/Shredding	$250.00		$0.00	
Centralized Trash removal (Dumpster Di	$900.00		$0.00	
Advertising	$250.00		$0.00	
	$1,400.00	**$0.00**	**$0.00**	**$0.00**

Veterans Events- New				
Food	$400.00	$551.06	$400.00	
Advertising	$400.00	$320.00	$400.00	
Flags	$100.00	$41.64	$100.00	
Soldier plaques/appreciaiton gifts	$500.00	$175.00	$500.00	
Misc. items,, decorating	$700.00	$14.99	$700.00	
Fishing Derby for fish 4/2/19	-$500.00			
	$1,600.00	**$1,102.69**	**$2,100.00**	**$0.00**

Halloween Costume Contest				
Prizes purchased	$250.00	$157.04	$250.00	
Advertising	$200.00	$395.16	$200.00	
	$450.00	**$552.20**	**$450.00**	**$0.00**

	Budget Expenses 2019	Actual Expenses 2019	Budget Expenses 2020	Actual Expenses 2020
Christmas Parade				
Thank You Gift - Dee and judges	$300.00	$125.00	$300.00	
Parade Winners	$300.00	$225.00	$300.00	
Advertising	$300.00	$140.00	$360.00	
Traffic control	$4,000.00	$0.00	$4,200.00	
	$4,900.00	**$490.00**	**$5,160.00**	**$0.00**
MISC				
Lincense Fee	$0.00		$0.00	
Banner Replacement	$500.00		$500.00	
Newspaper Ad for Open Position	$200.00		$200.00	
Social Media Maintenance	$240.00		$240.00	
CAC Volunteers				$100.00
Folding Tables/Canopies		$1,113.91	$500.00	
Event Fee			$300.00	
	$940.00	**$1,113.91**	**$1,740.00**	**$100.00**
Grand Total				
	$31,465.00	**$21,852.09**	**$33,910.00**	**$100.00**

Town Break down on their books

Car Show - #5190	$4,000.00
CAC Programs - #5192	$25,410.00
Traffic & Crowd Control - #5193	$4,500.00
for the Christmas parade	
	$33,910.00

Community Activities Commission Meeting

Date: **March 3, 2020**
Submitted By:
Subject: **Easter Egg Hunt**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Final Easter Egg Hunt Permit

From: noreply@civicplus.com
Sent: Friday, February 28, 2020 1:47 PM
To: vanceml@wellingtoncolorado.gov
Subject: Online Form Submittal: Town of Wellington Special Event Permit Application

Town of Wellington Special Event Permit Application

Thank you for completing the Town of Wellington Special Event Permit Application. Someone will be in contact with you to within 48 - 72 business hours.
Your completed special event application, with all fees, must be submitted no later than 60 days before your event. New events will need additional time to go through the Special Event Review Committee, so please plan accordingly. Parks and facilities rentals are managed through the Recreation Department, not through Special Events. If you are interested in renting a park pavilion or town facility for your event, please visit the Facilities and Use Rentals page for more information.

Event Contact Information:

Organization Name	CAC
Event Contact	Michelle Vance
Address	PO BOX 127
City	Wellington
State	CO
Zip Code	80549
Email Address	vanceml@wellingtoncolorado.gov
Phone Number	9707028425
Will the contact listed above be present on the day of the event?	No
Day of Event Contact Name:	Richard Bacon
Phone Number	970-744-0439
Email Address	richchb@aol.com
Will there be someone promoting your event?	Yes

Company Name	Town of Wellington
Contact	Michelle Vance
Phone Number	9707028425
Email Address	vanceml@wellingtoncolorado.gov

(Section Break)

Event Information:

Event Name	Town of Wellington Easter Egg Hunt
Event Description	Non Profit (501(c)3 documentation required)
Event Date(s) and Time(s)	4/11/2020 11:30 AM - 4/11/2020 3:00 PM
Alternate Event Date(s) and Time(s)	4/11/2020 11:30 AM - 4/11/2020 3:00 PM
Event Location	Private Property
Event Address & Zip	4240 E Co Rd 66, 80549

(Section Break)

Event Operations

Event Set Up	4/11/2020 11:30 AM - 4/11/2020 1:30 PM
Event Teardown	4/11/2020 3:00 PM - 4/11/2020 3:15 PM
Estimated Attendance Per Day	1,000
Will this event be open to the public?	Yes
Will you be charging admission?	No
Will you be accepting donations?	Yes
Are you wanting to close a Town street for your event?	No

Food will be	Served

Please list the name and contact information for each temporary food vendor that plans to serve food at the event.
(Skip if no food will be served or prepared at your event)

There will be more than one food vendor serving food at the event.	No
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	No

Town of Wellington Noise Standards
Town Noise Ordinance No person shall make, continue or cause to be made or continued any unreasonable noise; and no person shall knowingly permit such noise upon any premises owned or possessed by such person or under such person's control. For purposes of this Section, members of the Police Department are empowered to make a prima facie determination as to whether a noise is unreasonable. (Ord. 11-2007 §1)

Will there be live entertainment, music or amplified sound at your event?	No
Will tents be erected for your event?	Yes
Will additional electrical wiring be installed for the event?	No
How will you get electricity to your event?	No electricity needed
Will restroom facilities be required for the event?	Yes
Have you arranged for security at your event?	No

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or deputies will be determined by Larimer County

Sheriff's Office (LCSO) based on the nature of the Event. Please contact LCSO at 970-498-5307 for questions or clarification.

Describe your plans for Emergency Medical Services.	First Aide Tent
Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event.	Harvest Farms Dumpsters

(Section Break)

Required Documents and Forms

State of Colorado Application for Special Events Permit (For nonprofits only)	*Field not completed.*
State of Colorado Special Event Permit Form	State of Colorado Special Event Permit Form (DR8439)
Sales Tax Exempt ID or Tax ID	*Field not completed.*
Vendor List	*Field not completed.*
Completed Wellington Fire Protection District Special Event Permit Application	Official Fire Permit App.pdf
Wellington Fire Protection District Special Event Permit Application and Fees	Wellington Fire Protection District Special Event Permit Application
Event Site Map	Site Map.pdf

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Application for obtaining all additional Permits/Licenses/Insurance Certificates required upon issuance of this use permit. Applicants must check and agree to abide by the following conditions to obtain a permit.

CLEAN UP	I agree

INSURANCE	I agree
INDEMNITY	I agree
TOWN CODES/PERMITS	I agree
CONDUCT/NUISANCES	I agree
HOLD HARMLESS AGREEMENT	I agree
Electronic Signature Agreement	I agree.
Electronic Signature	Michelle Vance
Date	2/28/2020

Wellington Fire Protection District

8130-3rd St. PO Box 10 Wellington, CO 80549
Phone: 970-568-3232 Website: www.wfpd.org

APPLICATION FOR SPECIAL EVENTS & TENTS

Application Date: 2/28/20 Event Date(s): April 11, 2020

Event Name: Town Easter Egg Hunt

Event Location: Harvest Farms - 4240 E Co Rd 66 Sponsor: Town of Wellington

Onsite Emergency Contact: Richard Bacon Telephone: 970-744-0439

Responsible Party: Michelle Vance Telephone: 970-702-8425

Mailing Address: PO Box 127 Zip Code: 80549

This application is for a permit to conduct a special event as required by Chapter 1, Section 105 of the International Fire Code. Special events include, but are not limited to: carnivals and/or fairs; liquid or gas fueled vehicles in assembly buildings; places of assembly; hazardous procedures (including open flames) within assembly occupancies; and/or multiple tents/canopies with a combined area in excess of 200 square feet for tents and/or 400 square feet for canopies.

Permit Requirements:

- Completed application with a description of the event. The description shall include activities to be conducted, starting and ending times for the event, and date(s) of the event.
- A plot plan for the event.
- Permit fees will be based off the Fee Schedule.
- An inspection of the site, prior to start of the event, by a Wellington Fire Department Inspector.

Tents/Canopies (if applicable):

3 Dimensions 10 x 10 Square Feet 300

_____ Dimensions _____ x _____ Square Feet _____

Total Square Feet 300

Description of event: See Attached Flyer

Hours of operation: 12:00 PM to 3:00 PM

ATTENTION! Starting the event without a posted permit or before inspection may result in additional fees or a delay in the event. An inspection should be scheduled after receiving approved plans and may require 48-hour notice. Permit application, permit card, and any special certification requirements must be available during the event.

Michelle Vance

Applicant Name (please print) Applicant Signature

Please indicate the layout of any tents/canopies, including exits/paths of egress, stages, fueled vehicles/equipment, etc. Please note proximity to roads, rivers/streams, parking lots, and other structures. Show the proposed layout of tables, chairs, heaters, generators, propane tanks, etc., as they apply.

Easter EGG HUNT

WELLINGTON, CO 2020

Join us at this year's Annual Easter Egg Hunt

SATURDAY, APRIL 11th

HARVEST FARM

4240 East County Road 66 | Wellington, CO 80549

AGES 3 & UNDER	AGES 4-5	AGES 6-7	AGES 8-9

EVENT STARTS AT 1:30 PM

(**With Ages 3 & Under Starting First**, then Ages 4-5, Ages 6-7 than Ages 8-9)

FACE PAINTING - GAMES - SNACKS

Please bring a non-perishable food item to donate to the Harvest Farm

Special Appearance From the Easter Bunny!

N County Rd 7
Hackamore Rd
Hackamore Rd
Hackamore Rd
Google
Face Painting
Business Cards
Information Prizes (First Aid
PARKING
Vendors
Water, Popcorn
1
2
3
4

Community Activities Commission Meeting

Date: **March 3, 2020**
Submitted By:
Subject: **Fishing Derby**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Final Fidhing Derby Permit

Town of Wellington Special Event Permit Application

Thank you for completing the Town of Wellington Special Event Permit Application. Someone will be in contact with you to within 48 - 72 business hours.

Your completed special event application, with all fees, must be submitted no later than 60 days before your event. New events will need additional time to go through the Special Event Review Committee, so please plan accordingly. Parks and facilities rentals are managed through the Recreation Department, not through Special Events. If you are interested in renting a park pavilion or town facility for your event, please visit the Facilities and Use Rentals page for more information.

Event Contact Information:

Organization Name*
CAC

Event Contact*
Michelle Vance

Address*
PO BOX 127

City*
Wellington

State*
CO

Zip Code*
80549

Email Address*
vanceml@wellingtoncolorado.gov

Phone Number*
9707028425

Will the contact listed above be present on the day of the event?*
No

Day of Event Contact Name:
Richard Bacon

Phone Number
970-744-0439

Email Address
richchb@aol.com

Will there be someone promoting your event?*
No

Event Information:

Event Name*

Wellington Fishing Derby

Event Description*

(Check all the apply)

- [x] Non Profit (501(c)3 documentation required)
- [ ] Concert
- [ ] Festival
- [ ] Farmers Market
- [ ] Filming/Photography
- [ ] Fireworks
- [ ] Parade
- [ ] Run/Walk/Bicycle
- [ ] Sporting Event
- [ ] Other

Event Date(s) and Time(s)*

5/16/2020 8:00 AM — 5/16/2020 12:00 PM

Alternate Event Date(s) and Time(s)*

5/16/2020 8:00 AM — 5/16/2020 12:00 PM

Event Location *

- [ ] Leeper Center
- [x] Park
- [ ] Street
- [ ] Park and Street
- [ ] Private Property

Event Operations

Event Set Up*

5/16/2020 6:30 AM — 5/16/2020 1:00 PM

Event Teardown*

5/16/2020 1:00 PM — 5/16/2020 2:00 PM

Estimated Attendance Per Day*

300

Will this event be open to the public?*

- [x] Yes
- [ ] Invitation-only

Will you be charging admission?*

- [ ] Yes
- [x] No

Will you be accepting donations?*

- [x] Yes
- [ ] No

Are you wanting to close a Town street for your event?*

- [ ] Yes
- [x] No

Time and date of street closure*

Food will be

- [x] Served
- [ ] Neither
- [ ] Prepared

Note: Food vendors are required to have a license and provide a certificate from the Health Department.

Please list the name and contact information for each temporary food vendor that plans to serve food at the event.
(Skip if no food will be served or prepared at your event)

There will be more than one food vendor serving food at the event. *

- [ ] Yes
- [x] No

Will electricity be provided to the food vendors?*

- [ ] Yes
- [x] No

Will alcoholic beverages be available at your event?*

- [ ] Yes
- [x] No

Note: If you are serving alcohol, servers are required to have TIPS training.

Alcohol will be served from *

Town of Wellington Noise Standards

Town Noise Ordinance No person shall make, continue or cause to be made or continued any unreasonable noise; and no person shall knowingly permit such noise upon any premises owned or possessed by such person or under such person's control. For purposes of this Section, members of the Police Department are empowered to make a prima facie determination as to whether a noise is unreasonable. (Ord. 11-2007 §1)

Will there be live entertainment, music or amplified sound at your event?*

- [ ] Yes
- [x] No

Time of performance(s)*

Will tents be erected for your event?*

- [x] Yes
- [ ] No

Will additional electrical wiring be installed for the event? *

- [ ] Yes
- [x] No

How will you get electricity to your event?*

- [ ] Generators
- [x] No electricity needed
- [ ] Utility power

Will restroom facilities be required for the event?*

- [x] Yes
- [ ] No

Have you arranged for security at your event?*

- [ ] Yes
- [x] No

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or deputies will be determined by Larimer County Sheriff's Office (LCSO) based on the nature of the Event. Please contact LCSO at 970-498-5307 for questions or clarification.

Describe your plans for Emergency Medical Services.*

First Aide Tent

Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event. *

Town of Wellington Trash Cans

Required Documents and Forms

State of Colorado Application for Special Events Permit (For nonprofits only)

Choose File No file chosen

State of Colorado Special Event Permit Form

State of Colorado Special Event Permit Form (DR8439)

Sales Tax Exempt ID or Tax ID

Choose File No file chosen

Vendor List

Choose File No file chosen

Please upload your complete vendor list.

Completed Wellington Fire Protection District Special Event Permit Application*

Fire Permit 2-28-20.pdf

Wellington Fire Protection District Special Event Permit Application and Fees

Wellington Fire Protection District Special Event Permit Application

Event Site Map*

Site Plan.pdf

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Application for obtaining all additional Permits/Licenses/Insurance Certificates required upon issuance of this use permit. Applicants must check and agree to abide by the following conditions to obtain a permit.

CLEAN UP*

☑ I agree

Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean up is not promptly undertaken the Town reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred (bond or cash security may be required if attendance exceeds 1,000 persons).

INSURANCE*

☑ I agree

The organization/individual shall procure and maintain, at its own cost, general liability insurance in the amount of not less than $1,000,000, Combined Single Limit (CSL) per occurrence Insurance must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle period. The Town of Wellington must be named as Additional insured. The additionally insured language should read: "The Town of Wellington is named as additionally insured as respects General Liability and Automobile Liability. A waiver of Subrogation in favor of the Town of Wellington applies to Workers Compensation."

INDEMNITY*

☑ I agree

Applicant agrees to defend, indemnify and hold the Town of Wellington harmless for and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by Applicant, or arising out of or in any way connected with the activities pursuant to this application.

TOWN CODES/PERMITS*

☑ I agree

Application agrees that the event shall be conducted in an orderly manner with due regard for the convenience of the general public and with as little interference as possible with vehicles and movement of traffic. All lawful orders from deputies assisting with the event shall be followed. Applicant has received and read a copy of Section 10-10-10 of the Town's Ordinance pertaining to Unreasonable noise. Applicant agrees to abide by all conditions as specified in the ordinance. Applicant also agrees to obtain all Town permits and licenses that may be required, and shall comply with all other Town laws and other conditions that the Town Administrator determines necessary.

CONDUCT/NUISANCES*

☑ I agree

Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination. The Special Event Permit Coordinator must be informed of any changes to the information provided in this document or to the site map.

HOLD HARMLESS AGREEMENT*

☑ I agree

All persons to whom permits have been granted must agree in writing to hold the town, its employees and agents harmless, and indemnify same from any and all liability for injury to persons or property occurring as a result of the activity sponsored by permittee and said person shall be liable to the town for any and all damage to parks, recreation facilities and equipment owned by same, which results from or during the activity of permittee or is caused by participant in said activity.

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☑ I agree.

Electronic Signature*

Michelle Vance

Date*

2/28/2020

Wellington Fire Protection District
8130 3rd St. PO Box 10 Wellington, CO 80549
Phone: 970-568-3232 Website: www.wfpd.org

APPLICATION FOR SPECIAL EVENTS & TENTS

Application Date 2/28/20 Event Date(s) May 16, 2020

Event Name Town Fishing Derby

Event Location Wellington Village Lakes Sponsor Town of Wellington

Onsite Emergency Contact Richard Bacon Telephone 970-744-0439

Responsible Party Michelle Vance Telephone 970-702-8425

Mailing Address PO Box 127 Zip Code 80549

This application is for a permit to conduct a special event as required by Chapter 1, Section 105 of the International Fire Code. Special events include, but are not limited to: carnivals and/or fairs; liquid or gas fueled vehicles in assembly buildings; places of assembly; hazardous procedures (including open flames) within assembly occupancies; and/or multiple tents/canopies with a combined area in excess of 200 square feet for tents and/or 400 square feet for canopies.

Permit Requirements:

- Completed application with a description of the event. The description shall include activities to be conducted, starting and ending times for the event, and date(s) of the event.
- A plot plan for the event.
- Permit fees will be based off the Fee Schedule.
- An inspection of the site, prior to start of the event, by a Wellington Fire Department Inspector.

Tents/Canopies (if applicable):

3 Dimensions 10 x 10 Square Feet 300

_____ Dimensions _____ x _____ Square Feet _____

Total Square Feet 300

Description of event: See Attached Flyer

Hours of operation: 8:00 am to 12:00 pm

ATTENTION! Starting the event without a posted permit or before inspection may result in additional fees or a delay in the event. An inspection should be scheduled after receiving approved plans and may require 48-hour notice. Permit application, permit card, and any special certification requirements must be available during the event.

Michelle Vance
Applicant Name (please print)

Applicant Signature

Please indicate the layout of any tents/canopies, including exits/paths of egress, stages, fueled vehicles/equipment, etc. Please note proximity to roads, rivers/streams, parking lots, and other structures. Show the proposed layout of tables, chairs, heaters, generators, propane tanks, etc., as they apply.

WELLINGTON, CO • 2020
KIDS
fishing
DERBY
SATURDAY | MAY 16TH
8:00 am to 12:00 pm
WELLINGTON VILLAGE PONDS
East Side of Wellington by the Disc Golf Course
(Age Limit Up To 15 Years)
FREE
FISHING POLES
1st 100 Kids!
EDUCATION
MATERIAL
Provided by Colorado Parks & Wildlife and Wellington Fire District
Coffe & Treats
Worms
Fish
Water Bottles
Prizes Provided By:
FARMERS INSURANCE
JAX OUTDOOR GEAR
WELLINGTON
KIWANIS INTERNATIONAL
SCHEELS
GEAR. PASSION. SPORTS.

Grill for lunch
Worms / water hand out
Fish cleaning
Pole hand out
Port-a-potty with changing
Canopies
Halleck Ln
McClellan Rd
McClellan Rd
McClellan Rd
E County Rd
Halleck Ln
Loudon St
Lee St
E County Rd 60
Bruh Lake
E County Rd 60
E County Rd 60
E County Rd 60
NE Frontage Rd
NE Frontage Rd
NE Frontag
affic and nearby places

Community Activities Commission Meeting

Date: **March 3, 2020**
Submitted By:
Subject: **Easter Egg Hunt**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Easter Logistics - CAC Meeting Report

Easter Egg Hunt

Description	AgencyVendor	Responsible Person	Type	Date	Set-Up Time	Qty	Open Up or Pick up Date	Open-up or Clean-Up Time
Buy Cookies - Buy and get reimbursed	Seniors	Dorothy		4/8/2020				
Banner	Town	Kacy		3/5/2020				
Advertising - 30 days/10/2	Town	Kacy		2/28/2020				
New ads, social media, flyers - businesses, banners	Town	Kacy		2/28/2020				
In-Kind Sponsors (Baskets, Bikes)	CAC	Linda	Donations	March-April		TBD		
Some Business Attend	CAC	Linda		3/15/2020		TBD		
Chamber Involvement - Prizes	Linda's Committee	Linda		March-April		100		
Bunny Costume	Town	Michelle	Credit Card Order	2/20/2020				
Cups	Town	Michelle		4/8/2020		TBD		
First Aide Kit	Town	Michelle		4/8/2020		1		
Napkins	Town	Michelle		4/8/2020		TBD		
Permit	Town	Michelle		2/28/2020				
Porta Potties	Town	Michelle		4/10/2020		2		
Fire Permit	Town	Michelle		2/28/2020				
Town Permit	Town	Michelle		2/28/2020				
Order Eggs	Town	Michelle	Order	12/1/2019				
Fire Extinguishers	CAC	Michelle		4/8/2020		2		
Site Plan	CAC/Town	Michelle/Richard		2/28/2020				
Canopies & Weights	Town	Public Works	Work Requests	4/10/2020		3		
Caution Tape	Town	Public Works	Work Requests	4/10/2020		2		
Chairs	Town	Public Works	Work Requests	4/10/2020		15		
Tables	Town	Public Works	Work Requests	4/10/2020		6		
Trailer - Add Toung Lock	Town	Public Works	Work Requests	4/10/2020		1		
Drink Coolers	CAC	Richard		4/8/2020				
Volunteer Recruitment - 4H Clubs	4H	Richard		3/15/2020				
Appreciations - Harvest Farms - Root Beer Floats	CAC	Richard		5/14/2020				
Signs - Age Group Signs	CAC	Richard		4/8/2020		TBD		
Location (Approval)	Harvest Farms	Richard		2/28/2020				
Gift Cards	In-Kind	Richard	Donations	3/15/2020		TBD		
Banner Placement and Removal	CAC	Richard		3/10/2020				
Punch	CAC	Richard		4/8/2020		TBD		
Dominos	CAC	Richard/Linda		3/15/2020				
Volunteer to wear the cosutme	CAC	Steve		4/11/2020				
Cleanup-up	CAC	Volunteers		4/11/2020				

Community Activities Commission Meeting

Date: **March 3, 2020**
Submitted By:
Subject: **Fishing Derby**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

1. Fishing Derby CAC Report

Fishing Derby

Description	Agency/Vendor	Responsible Person	Type	Date	Set-Up Tim	Qty	Open Up or Pick up Date	Open-u
Flyer Made - Coordinate with PAB + Rec Dept.	PAB + REC DEPT.	Kacy		3/15/2020				
First Aide Kit	Town	Michelle	Pick Up	5/15/2020				
Porta Poties	Town	Michelle	Order	2/1/2020	5/15/2020	1		
Trustees Come out and Volunteer	Town	Michelle	Email Trustees	3/10/2015				
Fire Extinguishers	Town	Michelle		5/8/2020				
Canopies & Weights	Town	Public Works	Work Request	5/15/2020		3		
Chairs	Town	Public Works	Work Request	5/15/2020		15		
Town Grill	Town	Public Works	Work Request	5/15/2020				
Tables	Town	Public Works	Work Request	2/15/2020		3		
Trailer	Town	Public Works	Work Request	2/15/2020				
Recreation Tent	Town	Recreation	Bryan	5/16/2020				
$1000 in fish = 240 Fish, 230 - 8-10lbs., 5 big ones. Stock 1.5 weeks prior to event	CAC	Richard		2/1/2020	5/5/2020			
Assemble; line, hooks, tape, bobbers, weights	Kiwanis	Richard		2/1/2020				
Assistance with Fishing	PAB/Kiwanis	Richard		5/16/2020				
Gifts from Scheels $100 worth	CAC	Richard		3/1/2020		TBD		
Make "No Fishing" Flyers	CAC	Richard		5/5/2020		One Stack		
Order Poles State Funding/Wildlife + Parks	CAC	Richard		1/1/2020		100 Poles		
Sponsorship Scheels Paperwork	PAB	Richard		2/15/2020				
Volunteer Kiwanis - Fish Cleaning Assistance	Kiwanis	Richard		5/16/2020				
Wildlife manager (Pepper is the contact)	CAC	Richard		5/16/2020				
Water Donation - Kiwanis	Kiwanis	Richard		5/16/2020				
JAX Donation - Worms	CAC	Richard		2/25/2020		TBD		
Meet with PAB, REC, TOWN, KIWANIS	CAC/PAB	Richard/Eric		1/15/2020				

Community Activities Commission Meeting

Date: **March 3, 2020**
Submitted By:
Subject: **4th of July**

EXECUTIVE SUMMARY

BACKGROUND / DISCUSSION

STAFF RECOMMENDATION

ATTACHMENTS

None