

City Clerk's Office
City of Alamosa
P.O. Box 419
Alamosa, CO 81101
(719) 589-2272

City of Alamosa

Special Events Permit Application

Applications must be received 30 days prior to the date of the event.

Application Fees payable to
the City of Alamosa:
\$100 per day
\$50 for rush processing*
*(Applies to applications turned
in less than 30 days prior)

Name of Applicant Non-Profit Organization or Political Candidate: <u>Sangre de Cristo National Heritage Area</u>		
Entity Address: <u>231 State Ave</u> <u>Alamosa, CO 81101</u>	Address of Event: <u>San Juan Ave +</u> <u>Main Street</u>	Off-site storage address (if applicable):
Authorized representative name: <u>Julie Chacon</u>	Phone no. where you can be reached prior to and during event: <u>(719) 580-5016</u>	email address: <u>jchacon@sdcnha.org</u>
Event Manager name: <u>Aline Marquez</u>	Phone no. where you can be reached prior to and during event: <u>(719) 580-8044</u>	email address: <u>amarquez@sdcnha.org</u>
State Sales Tax No. _____	Would you like to receive your permit by email? Yes <input checked="" type="checkbox"/> No _____	Malt, Vinous, Spirituous Liquor <input checked="" type="checkbox"/> Fermented Malt Beverage (Beer) <input checked="" type="checkbox"/>
City Sales Tax No. _____		
Is this location within 500 feet of a school? Yes _____ No <input checked="" type="checkbox"/> If yes, are classes in session during event: Yes _____ No <input checked="" type="checkbox"/>		

Date(s) of event

Date: <u>10/10/22</u>
Start time: <u>5:00pm</u>
End time: <u>11:00pm</u>

Date: _____
Start time: _____
End time: _____

Date: _____
Start time: _____
End time: _____

ATTACH ADDITIONAL PAGES IF NECESSARY

Describe the purpose of the event: Welcome Block Party for Alliance of National Heritage Area Fall Conference

How many people are expected to attend? 150-200

Describe your control plan (physical barriers, security, etc.) _____

Describe how you will meet the food service requirements: SIV Brewing Company will provide food for event

REQUIRED DOCUMENTS TO ATTACH:

- ⇒ Qualifying non-profit documentation
- ⇒ Proof of property possession
- ⇒ Drawing of licensed premises
- ⇒ Separate drawing of storage location, if applicable

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 in true, correct, and complete to the best of my knowledge

Signature: _____ Title: _____ Date: _____

The City of Alamosa hereby finds that this application has been examined and the premises, business, and character of the applicant is satisfactory and this Permit is hereby approved

Signature: _____ Date: _____

Faxed to Colorado Liquor Enforcement Division by: _____ on: _____

SIGNATURE:

Mona Mang

DATE:

9/8/22



APPLICATION FOR STREET CLOSURE

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APPLICATION FOR STREET CLOSURE

Applicant Name: Sangre de Cristo NHA Date of Request: 9/8/22
 Address: 231 State Ave Cell: 719/580-7366 Email: info@sdchnha.org
 Street Closure Location: Main + San Juan Cross Street(s) Main + San Juan
 Date of Closure: 10/10/22 Times of Closure: 5:00-9:00 to: _____
 Reason for Closure: Block Party
 How Many Properties will be affected? Residences: ____ Businesses: 6 Estimated Attendance: 120
 Will there be tables, inflatable play structures, games, etc. setup in the roadway? X Yes ____ No
 Will the city need to provide barricades or signs? X Yes ____ No
 Number requested 2 Signs 18 Barricades 10 Cones
 Is this for a Parade? ____ Yes X No (If yes, you must coordinate with Alamosa PD)
 Will this affect a State Highway? (Examples: Main or 6th) X / N (If Yes Alamosa PD must handle the CDOT permit.)

Applicant will be required to pay replacement costs for any damaged/lost signs, cones or barricades. Traffic control devices will be dropped off at a pre-determined location; nothing is to be attached to any of the traffic control devices. The devices must be returned to the drop off location at events end. The responsible party will maintain reasonable control over the conduct of the guests and will be responsible for the removal of all trash/debris after the event. The street must be cleared and traffic ready prior to opening roadway. There shall be no changes to approved closure times without direct written approval from the public works director or their designee.

Applicant shall notify dispatch of Closure time and Opening times (719-589-5807)

Applicant Signature: [Signature] Date 9/8/22
 (Responsible party)

***** (For Official Use Only) *****

Department Notification,

Street Department _____ Date ____/____/____

Police Department _____ Date ____/____/____

Fire Department _____ Date ____/____/____

APPROVED _____ Date ____/____/____
 (Director of Public Works or Designee)

INSTRUCTIONS: Closure of a street for a special event or block party requires a petition signed by the majority of the properties affected in addition to approvals of Police, Fire, and Public Works Departments. For all applications, written notification **MUST BE** made to each affected property. (Not required for approved parade routes) If a signature is not obtained for an affected property, the applicant must attest that the affected property was notified of the application for closure in writing. For your convenience, a petition and form letter have been provided; make additional copies as necessary. The petition and attestation of notification must be submitted along with the application. **Completed applications must be submitted at least two weeks in advance of the requested closure date. Return original form to the City of Alamosa Public Works Department. Late applications will not be accepted or considered.** A copy of the approved application will be sent to the applicant and a copy to the Street Department, Police department and Fire Department.

Main Street

SIV
Brewing
Company

Food Tables

Beer
garden

Cover

Tables

Woolly's
BBQ

Cover

San
Joan
Ave