



FRISCO

COLORADO

Town of Frisco Application for Non – Profit Event Fundraising DEADLINE: January 30, 2015

Liquor Sales at Frisco Events:

Each year the Town of Frisco makes fundraising opportunities available to local non-profits. These opportunities include liquor sales at Frisco's Concerts in the Park and 4th of July celebrations, course marshalling the 4th of July Parade, and ice cream sales at the Historic Park's Annual Founders Day Celebration. These events are designed to meet the Town of Frisco's community goals and sustainability efforts, as well as draw tourism and highlight Frisco's amenities. The following page will outline the requirements for participation and the compensation for each event.

Who Should Apply:

Non – profit partners must be a 501 (c) (3) (6) or (7) in good standing with the IRS.

When to Apply:

Non - profit applications are available from December 29, 2014 – January 29, 2015 at the Frisco Town Hall at 1 Main Street or on the Town's website at www.townoffrisco.com/events/nonprofit.

Non - Profit Application Timeline:

Applications are due no later than 5:00 pm on January 30, 2015.

Applications will be reviewed through February 18, 2015.

Notification of participation will on February 20, 2015.

How to Apply:

This packet contains information on how to apply for one of the Town of Frisco's non – profit event fundraising opportunities. The selection process is competitive, and organizations will be selected based on the submitted applications and past performance as part of this program (when applicable). Applications must be submitted in full to the Town of Frisco, PO Box 4100, Frisco, CO 80443 or Frisco Town Hall no later than 5:00 pm, January 30, 2015.

Selection Criteria:

- 1)Benefit to Frisco citizens
- 2)Ability to market the event
- 3)Ability to meet volunteer needs
- 4)Past performance as part of this program (when applicable)

*Please note that past selection does not guarantee future selection. All selections are made by a committee; decisions of the committee are final.

APPLICATION

Applicants for partnership must be tax exempt under the provisions of section 501 (c) of the Internal Revenue Code and able to qualify for a Special Event Liquor Permit.

AGENCY INFORMATION: (The following items are required and must be kept within 5 pages)

1. Event organizer form (attached).
2. A current “Letter of Good Standing” from the Secretary of State
3. Agency mission statement
4. A description of how your organization benefits the citizens of Frisco
5. If selected for this event, what ideas or capabilities does your organization have to increase the attendance and awareness of this event? Please be specific for the event(s) your organization would like to participate in.
6. If selected, would your organization be able to help staff zero waste tents during the event in order to help promote the Town’s sustainability mission? (Please note that this is not a requirement.)

Please be sure to include all the requested material at the time of application; incomplete proposals will not be considered. Thank you for all the important work you do in our community – we look forward to reviewing your application.

Questions: If you have questions, please call or email:

Town of Frisco – Nora Gilbertson: 970-668-9132 or NoraG@townoffrisco.com

Event Opportunities: 4th of July (Liquor Sales)

General Information:

Frisco's Fantastic Fourth of July will be held Friday, July 4, 2015 on Main Street. The event includes concerts, a parade and fireworks. Alcohol sales to the public will be from 10:00 a.m. to 4:00 p.m. and with potential sales from 6:45 p.m. to 9:30 p.m. at the Frisco Bay Marina. The Town will not request a percentage of sales for this event.

Requirements:

1. Non-profit will be responsible for pulling the Liquor License permit for the event. The permit is due 45 days in advance. However, the Town will prepare the documentation by March 31, 2014 for all the events. The total cost for a liquor permit is \$100.00. The non-profit will be required to submit a check for permitting in the amounts of \$100.00 to the Town of Frisco by March 31, 2014.
2. The non-profit is required to pull Event Liquor Liability insurance. We suggest a \$1,000,000 per incident policy.
3. The non-profit will be responsible for the sale of the alcohol. The Town will provide the sponsored alcohol, the rates and any signage. Ice will be available on site and will be charged to the non-profit. The Town will invoice the non-profit for the wholesale cost of the alcohol sold and ice used. This invoice is to be paid within 30 days.
4. The non-profit will be required to provide a cash bank (\$500 in ones and fives). The non-profit may provide a secure credit card sales system if they wish, but this is not a requirement.
5. The non-profit is required to recruit, schedule, and supervise all volunteers for the liquor sales booth.

Volunteer Responsibilities

1. Provide an organization representative to attend meetings to discuss the hours, expectations and recap of the event.
2. All alcohol related volunteers must be over 21.
3. Lead volunteers – approximately 2 shifts of 4 hours for oversight of the booth

Volunteers:

- 5 shifts of three hours from 1:00 am – 12:00pm
- 8 shifts of three hours from 12:00 pm – 4:00 pm

Course Marshalling 4th of July Parade

General Information:

The 4th of July parade is a patriotic celebration complete with kids on bikes and floats. The event draws approximately 20,000 people lining Frisco's Main Street. Many of the float participants throw candy to the crowd. The Town of Frisco is looking for course marshals to help mitigate the risk of children running in front of vehicles in search of candy.

Volunteers would need to be in place 30 minutes prior to the parade and stay for the duration of the parade, typically one and a half to two hours. We realize that this being a holiday is a difficult time of year to get volunteers as many people are traveling. We are willing to split this task between two organizations if need be to get the required total number of volunteers.

Requirements:

Non-profit will be responsible for ensuring the safety of our guests at the parade by helping to keep children and adults out of the parade route and from running in front of any moving vehicles,

animals, marching bands or any other floats. Volunteers will also pick any candy off the street and hand to children along the route.

Volunteer Responsibilities

1. Volunteers must be 16 or older.
2. Volunteers must wear safety vests and be in place throughout the duration of the parade.
3. Volunteers shifts are from approximately 11:30 am – 2:00 pm.

Founders Day (Ice Cream and Lemonade Sales)

General Information:

Founder's Day is a day celebrating the history of our mining town complete with gold panning, burro rides, entertainment, and nothing screams history and celebration more than ice cream and lemonade. This is a great way to raise both awareness and funds for your organization.

Requirements:

1. Non-profit will purchase and serve ice cream, lemonade, and any other pre-approved items.
2. Non-profit will provide their own cash box.
3. Non-Profit will be able to put out a tip jar, brochures and any other organizational information.

Volunteer Responsibilities

1. Volunteers must be onsite from 9:30 am – 4 pm and the non-profit will be able to break this into shifts.

Concert in Park (Liquor Sales)

General Information:

The Thursday night Concert in the Park is a free series of concerts open to the public and held at the Frisco Historic Park Gazebo from 5:30 pm to 7:30 pm. The event draws approximately 300 to 500 people and will run every Thursday night from June 25, 2015 through August 20, 2015.

Non- profits will only be allowed to vend at one Thursday concert, but are required to ask for 3 possible dates. Non-profits may also sell food and other items at this event in accordance with the Summit County environmental health guidelines.

The bands are selected between March and July and will represent rock, bluegrass and Americana genres. Unfortunately, we are unable to provide the non-profit with the ability to pre-approve or select the band. The Town will not request a percentage of sales for this event.

Requirements:

1. Non-profit will be responsible for pulling the Liquor License permit for the event. The permit is due 45 days in advance. However, the Town will prepare the documentation by March 31, 2014 for all the events. The total cost for a liquor permit is \$100.00. The non-profit will be required to submit a check for permitting in the amounts of \$100.00 to the Town of Frisco by March 31, 2014.
2. The non-profit is required to pull Event Liquor Liability insurance. We suggest a \$1,000,000 per incident policy.

3. The non-profit will be responsible for the sale of the alcohol. The Town will provide the sponsored alcohol, the rates and any signage. Ice will be available on site and will be charged to the non-profit. The Town will invoice the non-profit for wholesale cost of the alcohol sold and ice used. This invoice is to be paid within 30 days.
4. The non-profit will be required to provide a cash bank (\$500 in ones and fives). The non-profit may provide a secure credit card sales system if they wish, but this is not a requirement.
5. The non-profit is required to recruit, schedule, and supervise all volunteers for the liquor sales booth.
6. The non-profit is required to promote the event to their supporters through email databases and posters.

Volunteer Responsibilities

2. All alcohol related volunteers must be over 21.
3. Lead volunteers – approximately 1 shift for 4 ½ hours of oversight of the booth
4. Volunteers – 3-5 from 4:30 p.m. – 8:00 pm

2015 Non-Profit Event Organizer Form



FRISCO
COLORADO

Summer Fundraising Opportunities

Organization: _____
 Contact Name: _____
 Title: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Phone: _____
 Cell: _____

Alcohol Sales

Please rank the events your organization would like to participate in.

Event	Rank	Event	Rank
4th of July			
Please rank your preference on dates for the Concert in the Park up to (3)			
Concert in the Park - June 25		Concert in the Park - July 23	
Concert in the Park - July 2		Concert in the Park - July 30	
Concert in the Park - July 9		Concert in the Park - August 6	
Concert in the Park - July 16		Concert in the Park - August 13	
		Concert in the Park - August 20	

Other Events

Please rank the events your organization would like to participate in.

Event	Rank		
4th of July Parade Marshalling		How many Volunteers can you recruit?	
Ice Cream and Lemonade Sales July 5th			

Please deliver to Town Hall with completed non-profit partnership application

1 Main Street
 Frisco, CO 80443

Mail to:

Special Events
 PO Box 4100
 Frisco, CO 80443

or e-mail: norag@townoffrisco.com

QUESTIONS? Call (970) 668 -9132 or email norag@townoffrisco.com