



FRISCO

COLORADO

2016 Town of Frisco Application for Non – Profit Event Partnerships during Concerts in the Park, July 4th and Founder’s Day

DEADLINE: February 5, 2016 at 5:00 p.m.

Non-Profit Partnership at Frisco Events:

Each year the Town of Frisco makes fundraising opportunities available to local non-profits. The Town of Frisco believes in partnering with and rewarding our local non- profits for providing volunteers for different aspects of Town events. These opportunities include:

- Liquor sales at Frisco’s Concerts in the Park and 4th of July celebrations
- Course marshalling the 4th of July Parade
- Ice cream sales at the Historic Park’s annual Founder’s 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 non-profit participation and 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 January 5, 2016 – February 5, 2016 at the Frisco Town Hall at 1 Main Street or on the Town’s website at www.townoffrisco.com/non-profits/.

Non-Profit Application Timeline:

- Applications are due no later than 5:00 p.m. on Friday, February 5, 2016. There are no exceptions to this deadline. If you are mailing your application, it must be received by the deadline on Friday, February 5, 2016 – a February 5, 2016 postmark and receipt of the application at a later date will not be accepted.
- Applications will be reviewed through February 12, 2016.
- Notification of participation will on February 19, 2016.

How to Apply:

This packet contains information on how to apply for one of the Town of Frisco's non–profit event fundraising opportunities at Concerts in the Park, July 4th or Founder’s Day. 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). A complete application must be submitted by February 5, 2016 at 5:00 p.m. Please mail application to the Office of Special Events, Attn: Nora Gilbertson, Frisco Town Hall, P.O. Box 4100, Frisco, CO 80443 or deliver your application to Frisco Town Hall at 1 Main Street, Frisco, CO Attn: Nora Gilbertson.

Selection Criteria:

- 1) The non-profit's mission and how it aligns with the Frisco events
- 2) The non-profit's benefit to the citizens of Frisco.
- 3) The non-profit's ability to recruit volunteers.
- 4) The non-profit's ability to increase the attendance at an event
- 5) The non-profit's current grant funding from through the Town of Frisco
- 6) Any past experience with the non-profit while they were part of the Frisco event partnership program

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 any non-profits interested in liquor sale opportunities during Concerts in the Park or July 4th must be 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 during 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 contact:

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

Event Opportunities: 4th of July (Liquor Sales)

General Information:

Frisco's Fabulous Fourth of July will be held Monday, July 4, 2016 on Frisco's Main Street and at the Frisco Bay Marina. 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. on Main Street with potential for 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. The non-profit will be able to keep all of the proceeds from this event minus liquor expenses.

Requirements:

1. Non-profit will be responsible for pulling the liquor license permit for the event. The permit is due 45 days in advance of the event. However, the Town will prepare the special event liquor application by March 31, 2016 for all of the summer 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, 2016.
2. The non-profit is required to pull Event Liquor Liability insurance. We require 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 prices 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:

- 8 shifts of three hours from 10:00 a.m.–5:00 p.m.

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 it to children along the route.

Volunteer Responsibilities

1. Volunteers must be 16 or older.
2. Volunteers must wear safety vests (provided by Town of Frisco) and be in place throughout the duration of the parade.
3. Volunteer shifts are from approximately 11:30 a.m.–2:00 p.m. 48 volunteers will be needed during that time- again this partnership may be split up between 2 non-profits if needed.

Founders Day (Ice Cream and Lemonade Sales)**General Information:**

Founder's Day is a celebration of 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 a.m. – 4:00 p.m. on Sunday, July 3, 2016, and the non-profit will be able to break this into shifts. There should be at least 2 volunteers there at a time.

Concert in the 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 throughout the summer:

June 23, 2016

June 30, 2016

July 7, 2016

July 14, 2016

July 21, 2016

July 27, 2016

August 4, 2016

August 11, 2016

August 18, 2016.

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. The non-profit will be able to keep all of the proceeds from this event minus liquor and food expenses.

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 liquor license permit by March 31, 2016 for all this event. 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, 2016.
2. The non-profit is required to pull Event Liquor Liability insurance. We require 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, prices 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 (provided by the Town).

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 p.m.

2016 Non-Profit Event Organizer Form



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 23		Concert in the Park - July 21	
Concert in the Park - June 30		Concert in the Park - July 27	
Concert in the Park - July 7		Concert in the Park - August 4	
Concert in the Park - July 14		Concert in the Park - August 11	
		Concert in the Park - August 18	

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 3rd			

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