



## **Town of Frisco Application for Non – Profit Event Fundraising.**

**DEADLINE: February 17, 2012**

### **Liquor Sales at Frisco Events:**

The Town of Frisco is opening up a few fundraising opportunities to local non-profits. These opportunities include liquor sales at Frisco's Concerts in the Park and 4<sup>th</sup> of July Celebration events. These events are designed to meet the Town of Frisco community goals and sustainable efforts, as well as draw tourism and highlight the amenities of Frisco. Please see the following page for information on requirements to participate and benefits for each event.

### **Who Should Apply:**

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

### **When to Apply:**

Non - profit applications are available from January 3 – February 17, 2012 at the Town of Frisco or on our website [www.townoffrisco.com/events/nonprofits](http://www.townoffrisco.com/events/nonprofits)

### **Non - Profit Application Timeline:**

Applications are due no later than 4:00 pm, February 17, 2012

Applications will be reviewed until March 12, 2012

Notification of participation: March 14 – 16, 2012

### **How to Apply:**

This packet contains the information for organizations to apply for one of the Town of Frisco's Non – Profit Event Fundraising opportunities. The selection process is competitive. Organizations will be selected based on the submitted applications. Applications must be submitted in full to the Town of Frisco, PO Box 4100, Frisco, CO 80443 no later than 4:00 pm, February 17, 2012.

### **Selection Criteria:**

- 1)Benefit to Frisco citizens.
- 2)Ability to market the event
- 3)Ability to meet volunteer needs

# 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. Applicants may apply for one Concert in the Park and/ or 4<sup>th</sup> of July.

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

1. Event Organizer Form (attached).
2. Please provide a current “Letter of Good Standing” from the Secretary of State
3. Agency Mission statement.
4. 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.

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](mailto:NoraG@townoffrisco.com)

## **Event Opportunities:**

### **4<sup>th</sup> of July (Liquor Sales)**

The following is a description of the 4<sup>th</sup> of July Event and volunteer responsibilities:

#### **General Information:**

Frisco's Fantastic Fourth of July will be held Wednesday, July 4, 2012 on Main Street. The Event includes concerts, parades and fireworks. Alcohol sales to the public will be from 10:00 a.m. to 4:00 p.m. The Town of Frisco will request an 80 / 20 split of the net proceeds from the alcohol sales.

#### **Requirements:**

1. Non-Profit will be responsible for the sale of the alcohol. The Town will provide the sponsored alcohol, the rates and the signage. Ice will be available on site and will be charged to the non-profit.
2. The Non-Profit will sell the alcohol and be provided a check for 80% of the proceeds two weeks after the event.
3. The Non-Profit will be allowed to accept tips for their organization.
4. The Non-Profit is required to recruit, schedule, and supervise all volunteers for the event booth.
5. The Non-Profit is required to promote the event to their supporters through email databases and posters.

#### **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 – (13 Shifts)

- 5 shifts of three hours from 9:00 am – 12:00pm
- 8 shifts of three hours from 12:00 pm – 4:00 pm

## **Concert in Park (Liquor Sales)**

The following is a description of the Concerts in the Park and volunteer responsibilities:

#### **General Information:**

The Thursday night Concert in the Park is a free series of concerts open to the public held at the Frisco Historic Park Gazebo from 5:30 p.m. to 7:30 p.m. The event draws approx 300 to 500 people and will run every Thursday night from June 21, 2012 through August 16, 2012.

Non- profits will only be allowed to sell 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, blue grass and Americana. Unfortunately, we are unable to provide the non-profit pre-approval or selection of the band. The Town will not request a percentage of sales for this event. Your organization will be afforded a per can /bottle price on the liquor sold through the Town sponsorship.

**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 April 2, 2012 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 April 30, 2012.
2. The Non-Profit is encouraged to pull Event Liquor Liability insurance. We suggest a \$1,000,000 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 the signage. Ice will be available on site and will be charged to the non-profit.
4. The Non-Profit will be requested to provide a cash bank. (\$500 in ones and fives).
5. The Non-Profit is required to recruit, schedule, and supervise all volunteers for the event booth.
6. The Non-Profit is required to promote the event to their supporters through email databases and posters.

**Volunteer Responsibilities**

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