



2017 Non-Profit Grant Program, In-Kind Use of Facilities

Requests for 2016 Grants are due: **Monday August 15, 2016, 12:00 noon**

Please return completed requests for In-Kind Use of Town of Silverthorne Facilities to:

Silverthorne Town Hall

Attn: Susan Schulman

601 Center Circle

P.O. Box 1309

Silverthorne, Co. 80498

Thank you for inquiring about a free use of the Silverthorne Pavilion, Silverthorne Recreation Facilities and our amenities. Each year, the Town grants free uses of these facilities by not-for-profit organizations to be used in the following calendar year. (For example, this year's applications will be reviewed for events to be hosted in 2017.)

The Pavilion/Recreation Center staff are often approached by non-profit organizations to waive the site rental fee. This grant process was created by the Town Council as a means to fairly, equitably and consistently give away use of our facilities to the community.

We encourage you to be thoughtful and thorough when completing this application. Applications are evaluated based on the following factors:

1. Degree to which the event benefits the Silverthorne community and/or the public in general.
2. Non-profit status of the event proponent.
3. Established history, mission and purpose of the event proponent.
4. Degree to which the purpose of the event is consistent with and/or supportive of the goals and policies of the Town.
5. Financial ability of the event proponent to bear the normal charges and fees.
6. Degree to which the event is self-supporting through attendance fees or other sources of funding.
7. Other factors deemed relevant by the Pavilion Coordinator, Silverthorne Town Council and/or the Town Manager.
8. All Users, reduced or free, will be responsible for managing and executing set up, take down and clean-up of their events.
9. All Users will be liable for a damage deposit ensuring compliance with conditions of non-profit rental.
10. All Users will be charged an hourly fee should they require extra rehearsal time or in excess of four hours of staff time for sound and light assistants and/or set up.
11. All Users will provide their own volunteers to handle parking instruction and/or security when needed.

12. All Users will distribute a press release to local media outlets promoting the event and acknowledging the free use value of the facility.
13. All Users, reduced or free, will name the Town as a premier sponsor of the event in all paid advertising, including invitations.
14. All Users will provide to the Coordinator or Special Events Assistant a program for the event two weeks in advance of the event, as it involves the public, so that our staff can knowledgeably respond to public inquiry.
15. All Users will submit a report outlining attendance, revenues and expenses, media coverage and all promotional materials no later than three months after the event takes place.

If you choose to submit an application requesting only in-kind use of Town-owned fields or the Recreation Center, proper Staff approval and direction must be obtained prior to submission by calling Mindy Nicholds, Sports & Athletics Coordinator, at 970-262-7373. If proper Staff approval and direction has not been obtained, Council will not consider the application valid.

If your organization is not awarded a free use of the Pavilion, 501(c)3 organizations are eligible to receive a 40% discount off of the Pavilion's base site fees, based on availability and blackout dates. Please contact the Pavilion Coordinator for specific rates.

Please Note:

The Town Pavilion is a non-public forum and it is the express intent of the Town to maintain the Pavilion as such. Nothing in this guideline or any other formally adopted Town policy concerning the Pavilion, or Town property generally, shall be construed as implicit evidence contrary to the explicit intent of the Town as expressed here.

The primary purpose of the Pavilion is to provide a facility for programs and activities sponsored and/or endorsed by the Town for purposes of public education, entertainment, recreation or enrichment. A secondary purpose of the Pavilion is to provide revenue to the Town from the rental of areas not used for the primary purpose. The Pavilion is not a public facility designed and provided for the free exchange of ideas or the unrestricted communication of beliefs and opinions.

The Pavilion Coordinator shall be the judge of a potential lessee's qualifications to rent the Pavilion, subject to the guidance of Town Council and Manager. The Coordinator may refuse to rent the Pavilion to any potential lessee who has previously misrepresented his or her intended use of the Pavilion. The Coordinator's decision shall be final.

Blackout dates apply to granted uses. Please contact the Pavilion Coordinator for a calendar of the 2015 Pavilion blackout dates.

Please direct questions to:

Blair McGary, Pavilion Coordinator
(970) 262-7396
bmcgary@silverthorne.org
P.O. Box 1309, Silverthorne, CO 80498

Mindy Nicholds, Sports & Athletics Coordinator
(970) 262-7373
mnicholds@silverthorne.org
P.O. Box 1309, Silverthorne, CO 80498

ORGANIZATIONAL SUMMARY

This should be submitted as the cover page of your application.

SUBMITTED TO: _____
(Name of Town, County or Foundation to which you are submitting this request)

ORGANIZATION NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

EXECUTIVE DIRECTOR/ADMINISTRATOR: _____

EXECUTIVE DIRECTOR/ADMINISTRATOR E-MAIL: _____

GRANT CONTACT PERSON: _____

PHONE: _____ **E-MAIL:** _____ **WEB ADDRESS:** _____

CHARITABLE SOLICITATIONS REGISTRATION NUMBER: _____

(Registration number does not apply to Summit School District or government agencies)

GRANT APPLICATION WRITTEN BY: ___ Volunteer ___ Paid Staff ___ Paid Grantwriter

PURPOSE OF GRANT (check all that apply):

- Marketing Support
- Capital Expenditure (additions or improvements to building or equipment)
- Special Program, Project or Event (special activity of the organization consistent with its mission)
- Seed, Start-up or Development Costs
- Technical Assistance
- Matching Grant
- In-Kind Support
- Other:

TYPE OF AGENCY:

- Art & Culture
- Environment
- Health & Human Service
- Education
- Environment
- Sports/Recreation

VENUE REQUESTED: _____ **FISCAL YEAR END:** _____

(Pavilion, Fields, Rec Center Space, etc.)

DESCRIPTION OF REQUEST (REQUIRED. Please use additional pages if necessary.):

In addition to use of the Pavilion facility, organization is requesting:

- ___ Free use of kitchen (\$150 value)
- ___ Free use of A/V equipment (LCD projector, screen, microphones) (\$290 value)
- ___ Free technical assistance (\$62.50 per hour)
- ___ Free use of marquee sign (\$30 value)
- ___ Free use of fireplace (\$50 value)

2015 Actual Operating Revenue _____ 2015 Actual Operating Expenses _____

2016 Estimated Revenue _____ 2016 Estimated Expenses _____

2017 Projected Operating Revenue _____ 2017 Projected Operating Expenses _____

Signature, Executive Director / Administrator

Date

Signature, Board President

Date



Options For Non-Profit Beneficiaries of Alcohol Donations

Up to five (5) Non-Profit Beneficiaries of Alcohol Donations per year may be scheduled; however, no alcohol donations may be scheduled during the months of: December, June, July and August. The Silverthorne Town Council shall select the recipients of the five Non-Profit Special Event Sponsors as part of their annual non-profit grant review process. Upon request of the Pavilion Coordinator, Concessionaire shall provide alcoholic beverage service to the attendees at the Special Event.

In these five instances, as the liquor concessionaire, The Town of Silverthorne will donate liquor proceeds, retaining bartender labor, Service Charge based on retail value, and cost of goods and overhead, which are generally 50% of non-donated beverages.

The Concessionaire's charge for providing such alcoholic beverage service shall not exceed Concessionaire's direct costs related to providing alcoholic beverage service at such Special Event, including labor, gratuity/service charge, and the cost to the Concessionaire of the alcoholic beverage. The non-profit sponsor shall be required to elect one (1) of the following alternatives. In each case, the non-profit sponsor shall pay Concessionaire its costs for labor, gratuity/service charge and materials. The Non-Profit Sponsor shall name the liquor Concessionaire an additional sponsor of the event in all promotions and materials. Questions regarding this policy may be directed to the Pavilion Coordinator at (970) 262-7390.

- A. The Special Event Sponsor may arrange to have the alcohol beverages donated by a third party according to Colorado liquor law, in which case the Concessionaire shall serve the same without charge to attendees.**
- B. The Special Event Sponsor may purchase the alcohol beverages from Concessionaire at Concessionaire's cost and Concessionaire shall sell the same to attendees at the rates set forth in Exhibit A. The Special Event Sponsor shall be paid the net receipts.**
- C. The Special Event Sponsor may purchase the alcohol beverages from Concessionaire at Concessionaire's cost and direct that the beverages be: (1) served without cost to attendees; (2) sold to attendees at Concessionaire's cost; or (3) a combination of the above, for different groups of attendees at the same Event. The Special Event Sponsor shall be paid the net receipts.**
- D. The Special Event Sponsor may have the alcohol beverages donated by a third party and direct that the beverages be: (1) served without cost to attendees; (2) sold to attendees at Exhibit A prices; or (3) a combination of the above, for different groups of attendees at the same Event. The Special Event Sponsor shall be paid the net receipts.**

The Concessionaire will charge \$12.50 per hour per Front of the House staff – i.e. Servers, bartenders, bussers, etc. A 19% Service Charge based on retail value of the alcohol served will be assessed and the cost of goods will be deducted or invoiced to Special Event client.

Donation of Alcoholic Products

Due to the sensitivity of the laws and the liquor concessionaire's licensing within the state of Colorado, the following policies are strictly enforced. The Town of Silverthorne, as the Pavilion liquor concessionaire, reserves the right to decline deliveries or the service of beverages if the following policies are not followed:

1. All donated products must arrive to the proper outlet of The Town of Silverthorne Pavilion no sooner than one week prior and no later than two days prior to the scheduled event.
2. All products must be delivered to The Town of Silverthorne Pavilion on a \$0.00 (zero) invoice by a Colorado licensed wholesale distributor. Items must be delivered through designated delivery areas and must be received and signed by authorized personnel of The Town of Silverthorne Pavilion.
3. Quantities and varieties of products must be discussed and agreed upon with The Town of Silverthorne Pavilion Bar Manager prior to delivery.
4. Any remaining donated product after the event must remain in the possession of The Town of Silverthorne. Any product needing to be returned must be invoiced back to the distributor on a \$0.00 (zero) invoice with specified quantities. All returned products must be completed within one week following the event.