



TOWN OF FAIRPLAY

2017 NON-PROFIT FUNDRAISING APPLICATION

ORGANIZATION: _____

Contact Name: _____ Phone: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____ Cell: _____

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

Event	Rank	Duties	Benefits
TGIFairplay Concert—June 23 Band: Split Window		Food Sales	Food Proceeds
4th of July Concert—July 4 Band: Richie Law & the Southern Routes		Food Sales	Food Proceeds
TGIFairplay Concert—August 25 Band: The Hazel Miller Band		Food Sales	Food Proceeds
Plein Air Arts Festival—September 5-9		Gallery & Auction Assistance	Portion of Art Sales
Victorian & Cowboy Ball—December 9		Event Assistance	TBD

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

901 Main Street
Fairplay, CO 80440

Mail to:

Town of Fairplay

P.O. Box 267

Fairplay, CO 80440

Or email to: jbullock@fairplayco.us

Questions? Call 719-836-2622, ext. 109

EVENT OPPORTUNITIES

TGIFairplay Concert Series (Food Sales)

General Information:

The TGIFairplay free concerts are held the 4th Friday of June, July and August each summer. These events include live music, beer and wine sales by the Town and food sales by the chosen non-profit organization. It is possible that two non-profits may share in the food sales responsibility. The band performs from 6pm—9pm. There will be alcohol sales to the public from 5 pm—9pm. Due to current liquor laws, food is required to be served during the times alcohol is served, therefore, the non-profit organization must be prepared to serve food from 5pm—9pm. The Town will provide a tent, lighting, electricity, a few tables and chairs for the non-profit organization(s) and trash receptacles. The concert series typically brings in between 200-500 people at each concert and sometimes more.

Requirements:

1. The non-profit is required to recruit, schedule, and supervise all volunteers for the food booth. Non-profits are expected to serve food during the times indicated above and prepare properly as to not run out of food.
2. The non-profit is required to provide their own cash bank. They may also provide a secure credit card sales system if they choose to.
3. The non-profit should provide more tables and chairs needed should the ones from the Town not be adequate.
4. The non-profit will be responsible for its own signage promoting their products for sale.
5. The non-profit will be responsible for all food, condiments, paper products, eating utensils, ice, extension cords, grills, cooking utensils, etc. that are needed to serve food in a healthy environment.

Non-Profit Organizer Requirements:

1. Meet with Town of Fairplay Special Events Coordinator prior to event to discuss logistics of the event and timeline. There will be a “volunteer” meeting to attend prior to the event.

Benefits to Non-Profit Organization:

1. Proceeds from food sales, the Town does not request a percentage of sales.
2. Possible donation from the Town based on liquor sales at the event. This is not a guarantee.

EVENT OPPORTUNITIES

4th of July Celebration (Food Sales)

General Information:

The 4th of July Celebration will be held on Tuesday, July 4th. This is a patriotic celebration which includes a 5k race, events and games, sidewalk chalk event, strut your mutt event, and a parade during the day. More activities are being discussed for the 2017 celebration. In the evening, there will be live music, beer and wine sales by the Town and food sales by the chosen non-profit organization. It is possible that two non-profits may share in the food sales responsibility. The band will perform from 6pm—9pm with fireworks to follow. There will be alcohol sales to the public from 5 pm—9pm. Due to current liquor laws, food is required to be served during the times alcohol is served, therefore, the non-profit organization must be prepared to serve food from 5pm—9pm. Please take note that there is the possibility that alcohol sales will begin earlier in the day this year and may require food to be served earlier. Those details are still being worked out. The Town will provide a tent, lighting, electricity, a few tables and chairs for the non-profit organization(s) and trash receptacles. This event typically brings in 500-800 people.

Requirements:

1. The non-profit is required to recruit, schedule, and supervise all volunteers for the food booth. Non-profits are expected to serve food during the times indicated above and prepare properly as to not run out of food.
2. The non-profit is required to provide their own cash bank. They may also provide a secure credit card sales system if they choose to.
3. The non-profit should provide more tables and chairs needed should the ones from the Town not be enough.
4. The non-profit will be responsible for its own signage promoting their products for sale.
5. The non-profit will be responsible for all food, condiments, paper products, eating utensils, ice, extension cords, grills, cooking utensils, etc. that are needed to serve food in a healthy environment.

Non-Profit Organizer Requirements:

1. Meet with Town of Fairplay Special Events Coordinator prior to event to discuss logistics of the event and timeline. There will be a volunteer meeting to attend prior to the event.

Benefits to Non-Profit Organization:

1. Proceeds from food sales, the Town does not request a percentage of sales.
2. Possible donation from the Town based on liquor sales at the event. This is not a guarantee.

EVENT OPPORTUNITIES

Plein Air Arts Celebration

General Information:

The 7th Annual Plein Air Arts Celebration will be held September 5-9 this year. This event brings artists from around the state as well as surrounding states to Fairplay to paint in the South Park Area. There are a number of private events for the artists in attendance and two public events. There is a public art gallery opening on Friday evening to display and sell the artwork completed during the week as well as a live public auction on Saturday to sell artwork completed during the two-hour paint out on Front Street. A non-profit organization is needed to help with the two public events: set up, tear down, helping art buyers with their art selections, display and other duties as determined. The hours for the Friday night event are typically 4:30pm—9pm and Saturday hours are 10am—4pm. Keep in mind set-up and tear down times will extend beyond these hours.

Requirements:

1. The non-profit is required to recruit and schedule all volunteers working during this event.

Non-Profit Organizer Requirements:

1. Meet with Town of Fairplay Special Events Coordinator prior to event to discuss logistics of the event and timeline. There will be a volunteer meeting to attend prior to the event.

Benefit to Non-Profit Organization:

1. A portion of the proceeds from the art sales will be donated by the Town to the participating non-profit organization.

EVENT OPPORTUNITIES

Victorian and Cowboy Ball

General Information:

The 23rd Annual Victorian and Cowboy Ball will take place on Saturday, December 9th. The event location will most likely be the Fairplay-Valiton Hotel. This event includes costumes, live music, quadrille dancing, food, cash bar, prize drawings and a live auction. Assistance is needed by a non-profit organization to help with set-up, clean up, decorating, raffles, live auction or other duties as needed.

Requirements:

1. The non-profit is required to recruit and schedule volunteers working during this event.

Non-Profit Organizer Requirements:

1. Meet with Town of Fairplay Special Events Coordinator prior to event to discuss logistics of the event and timeline. There will be a volunteer meeting to attend prior to the event.

Benefit to Non-Profit Organization:

1. A portion of the proceeds from the auction/raffles will be donated by the Town to the participating non-profit organization.

(The Town of Fairplay would like to acknowledge that the times and duties of these events may be subject to change during the planning process throughout the year. Details of each event will be more readily available as we get closer to the event dates.)

Please note our deadline is 4:30 pm on March 15, 2017.

All applications must be received by this date.

**If you have questions, please contact Julie Bullock, 719-836-2622, ext. 109
or email: jbullock@fairplayco.us.**