

## LAFAYETTE DOWNTOWN FESTIVAL PLAZA



*The goal of the Festival Plaza is to increase pedestrian volume and traffic in downtown Lafayette, and encourage participants to patronize local merchants and businesses, by providing a place for community oriented activities and events*

### FESTIVAL PLAZA USES

All uses of the Festival Plaza shall the goal of the Plaza and shall be prioritized in the following order:

Tier One (reserved uses), including but not limited to:

- Oatmeal Festival (Jan. 9, 2010)
- Easter Egg Hunt (April 3<sup>rd</sup> or 4<sup>th</sup>, 2010)
- Peach Festival (Aug. 22, 2009)
- Celebrate Lafayette (Sept. 26, 2009)
- Home for the Holidays (Dec. 5, 2009)
- Art Night Out (ongoing)
- City Concert Series (currently unscheduled)

Tier Two (reserved uses):

- Other activities/events available to the public, such as activities/events sponsored by the City, DAC, or private businesses.
- Farmer's Market (currently unscheduled and unrequested)

Tier Three (non-reserved uses):

- Passive, everyday private use by members of the public for activities such as picnics, use of the water feature, lounging, etc.

\* Private, reserved use of the Festival Plaza is not allowed. Private, reserved use of the Starkey Building will be considered in the future once the building is made ADA accessible (work is scheduled for the fall of 2009). Currently, the Starkey Building may be used for the purposes of staging events scheduled for the Festival Plaza.

## LAFAYETTE DOWNTOWN FESTIVAL PLAZA



### REGULATIONS

- Glass containers of any kind are not permitted.
- Consumption and sale of alcoholic beverages is prohibited, unless the person or party acquires a special permit from the City of Lafayette.
- Private motor vehicles are not permitted within the Festival Plaza area.
- Littering is prohibited. Please use trash receptacles provided.
- Dogs must be leashed at all times and are not allowed within the Festival Plaza water feature.
- No vending or peddling of merchandise shall be allowed unless such activity is operated by or with the approval of the City of Lafayette.
- No commercial or private advertising or signage shall be allowed unless approved by the City of Lafayette as part of a community event.
- Pollution of the water fountain/feature is strictly prohibited.
- Bicycles and skate boards are prohibited within the Plaza.
- The use of the Plaza for scheduled (reserved) activities/events shall be allowed between 6:00 am to 10:00 pm, unless otherwise approved by the City of Lafayette.
- Persons or parties possessing a valid permit have priority for using certain amenities of the Festival Plaza area only. Such a permit may or may not constitute exclusive use of all Plaza amenities. Permits must be available for inspection at all times.
- Noise Ordinance – Any use of sound amplifying equipment requires a Special Events and/or Sound Amplification Permit available through the City Clerk's Office, City Hall, 1290 South Public Road, Lafayette, Colorado.
- Special approval must be received for items such as dunk tanks, any kind of carnival setup, carnival games or activities, catering services, or use of tents, etc. A written request must be submitted to the Community Development Department at the time reservation is made and paid for.

**Violation of any of the above rules and regulations are subject to a fine as prescribed in the Lafayette Code of Ordinances.**

## LAFAYETTE DOWNTOWN FESTIVAL PLAZA



### RESPONSIBILITIES

#### Parks, Open Space & Golf Dept. (POG Director):

- Grounds maintenance;
- Trash removal;
- Restroom maintenance;
- Installation of shade structure(s).

#### Recreation Dept (Rec. and Facilities Management Division).

- Water feature maintenance.

(Who will be responsible for tables and chairs?)

#### DAC (Downtown Coordinator):

- Maintaining schedule of events;
- Issuing schedule (reservation) permits for activities;
- Promoting the Festival Plaza and organizing new activities/events.
- Will assist users with obtaining necessary permits/approvals for activities (sound amplification permits, approval of liquor, approval of retail sales, approval of commercial signage, etc), and with organizing scheduled events with other city departments having Plaza responsibilities.

#### Community Development (Community Development Director):

- Review and approve for all Priority Two uses for compliance with all necessary approvals/permits for 2009 and 2010. The intent is to eventually allow DAC to have full authority over uses;
- Determination if additional insurance is required for activity/event.

## LAFAYETTE DOWNTOWN FESTIVAL PLAZA



### BUDGET

(Subject to approval by LURA)

Grand Opening activities (May 9, 2009)	\$2,000.00
Recreation Dept. (Exhibit A)	\$5,500.00
Parks, Open Space & Golf Dept. (Exhibit B)	\$3,200.00
<u>Festival Plaza Activities/Events 2009</u>	<u>\$2,500.00</u>
Total 2009 Budget	\$13,200.00

## LAFAYETTE DOWNTOWN FESTIVAL PLAZA



### Festival Plaza Budget

#### Exhibit A

#### Page 1 of 2

City of Lafayette Recreation Dept., Aquatics Division - Festival Plaza Water Feature annual expenses

Prep prior to opening			2 hours	Aquatics Supervisor	\$46	
			2 hours	Aquatics Lead	\$32	
			2 hours	Maintenance	\$30	
PT Staff Trainng -			2 hours	4 Head Guards (\$10/hr); Aquatics Lead (\$16/hr)	\$112	
Winterizing post season			8 hours	Aquatics Lead	\$128	
						<b>\$348</b>
Number of days of operation			109			
Daily Chemical checks			3			
Time allocated for chemical check/ rebalance			30 minutes		\$165	\$2,616
Cleaning - weekly			1 hour	PT Staff (\$10/hr)	\$10	\$140
Maintenance - twice week			2 hours	Aquatics Lead (\$16/hr)	\$32	\$448
<b>Staffing Costs</b>						<b>\$3,552</b>
<b>Chemicals</b>						
15 gallon drum Bleach	\$70	(15 gallons/ 2 weeks)			\$500	
Environmenta l drum charge	\$9.25	( 7 times per season)			\$64.75	
Fuel Charge	\$10	(50 per season)			\$50	
1 gallon acid	\$6	(5 gallon container / 2 weeks)			\$210	

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Test kit & reagents	\$130				\$130	
Filter cleaner gallon	\$60	( 4 gallons per season)			\$240	
Misc chemicals	\$100				\$100	

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### Festival Plaza Budget

#### Exhibit A

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(Thio; Bi Sulfate; Soda Ash, cleaning chemicals, etc)						<b>\$1,295</b>
<b>Equipment</b>						
2 Extra Filter Cartridges ( per code)	\$50 - \$175 / filter	(Depending on filter type; specs not provided)				
Leak Rake	\$25				\$25	
Brush & pole	\$70				\$70	
Preventative Maintenance	\$200				\$200	
(UV bulb replacement lifespan 4 years)						
						<b>\$295</b>
<b>Annual expenses</b>						<b>\$5,490</b>
						(does not include additional filters)

## LAFAYETTE DOWNTOWN FESTIVAL PLAZA



Festival Plaza Budget

Exhibit b

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### Parks, Open Space and Golf Dept.

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Chemicals/Fertilizers	\$150
Janitorial Supplies	\$100
Operating Supplies	\$350
Plant Care	\$400
Landscape Materials	\$200
Irrigation Maintenance	\$300
<u>Utilities Expense (outside water costs only)</u>	<u>\$1,700</u>
<b>TOTAL</b>	<b>\$3200</b>