



# Garfield County

## Board of Commissioners Agenda Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Garfield County Board of Commissioners Agenda. One (1) form is required per agenda item.

Department/Agency: **Fairgrounds & Events**

Submitted By: **Coral Miller**

Phone Number: **970-445-0977**

E-mail: **cmiller@garfieldcountyco.gov**

Date of Board of Commissioners Meeting to consider this item: **April 7, 2025**

(Must be submitted by **Wednesday, 11:00 a.m.** prior to Monday meeting)

Topic: **Fairgrounds fee waiver request for Colorado River Valley Chamber Event -Cinco de Mayo**

Description (short summary of topic): **Chamber is requesting a fee waiver for Indoor Arena & Event Hall**

Name(s) of presenters: **Coral Miller & Ashlee Taylor**

Requested Board Actions (if funding is requested, specify amount): **None**

**PLEASE PROVIDE:** Seven (7) paper copies and one (1) E-mail copy of all documentation to support the agenda request to **Vola Mercer**, email: [vmercerc@garfield-county.com](mailto:vmercerc@garfield-county.com) or mail to 108 8<sup>th</sup> Street, #101, Glenwood Springs, CO 81601, no later than Wednesday, 11 a.m. prior to the Monday meeting. Failure to provide backup material timely and as requested may result in removal or continuance of your agenda item at the County's discretion.

For office use only:

Where does item need to appear: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Materials Received: \_\_\_\_\_

County Funds requested: \_\_\_\_\_



## AGENDA SHEET

Board Meeting Date: April 7, 2025  
Agenda Category: Action Item  
Date of Agenda Sheet: March 27, 2025  
Prepared and Presented By: Coral Miller & Ashlee Taylor

**SUBJECT:** Fairgrounds Fee Waiver request for Colorado River Valley Chamber of Commerce Cinco De Mayo Event.

**SUMMARY:** The Colorado River Valley Chamber of Commerce is requesting a fee waiver for their 2025 Cinco De Mayo celebration.

**DISCUSSION:** The cost for this event at the standard rate on a weekend is \$375.00 for the Indoor Arena and Event Hall. Chamber is requesting a fee waiver for the rental spaces however, the Chamber will pay for the required security. The updated projected total of the BOCC waivers for 2025 is \$15,200. Budget of fee waivers for 2025 is \$40,000

**RECOMMENDATION:** Approve the fee waiver request. Require the Chamber to sign our event agreement, provide refundable security deposit, provide the required event insurance certificate and pay for required security for event.

**ACTION REQUIRED:** Vote on fee waiver request

Attached: fee waiver spreadsheet.

[illegible]