

Memo

To: Town Council

From: Debbie Nichols

Date: July 5, 2016

Re: Tour de Farms

Sharie Prow with the Mount Sopris Conservation District has approached Tom and I regarding having the Tour de Farms in the New Castle area. The Tour de Farms is a 21 mile family friendly bike ride limited to 50 riders, starting with registration at Ritter Plaza, going north on 7th/Midland Street, continuing on County Road 245/Buford and circling back through Harvey Gap/Peach Valley. They will be visiting 3 ranch/farms to see how they operate. They will end their tour at the Black Dog Saloon for lunch. The goal is to raise \$700 to donate to Roaring Fork ACCESS, she is requesting a donation of \$250 from the Town.

I have included all of her paperwork that was submitted for your review.



Mount Sopris Conservation District

258 Center Dr, Glenwood Springs, CO 81601

970-945-5494 ext. 105

www.mountsopriscd.org

June 14, 2016

Town of New Castle

Att: Tom Baker

The Mount Sopris Conservation District is proud to provide "Tour De Farms" to the New Castle area! This program is designed to educate and introduce community members to agriculture in our community while promoting a healthy lifestyle! Tour De Farms is a 21 mile family friendly bike ride through our local ranch and farm land.

The Mount Sopris Conservation District would like the Town of New Castle to help sponsor the ride. Net proceeds will be donated to ACCESS Roaring Fork, an organization that serves youth from Carbondale to Rifle. A \$250.00 donation will help us to reach our goal of \$700.00 donation. Because this event is has been inexpensive to provide because of the in-kind and donated items, we have been able to contribute back to our local youth. Attached is the Income/Expenses from 2015 and 2016 budget.

We are proposing to check in our riders at Ritter Park from 7-8 am, begin our tour and finish at the Black Dog Saloon for lunch at approximately 12 pm. Traffic control signs would be helpful to alert the public of an organized ride.

Please contact me if you have any questions. Thank you very much.

Sincerely,

Mount Sopris Conservation District

Board of Supervisors

Attachments: Budget, map, Garfield County R & Bridge application, Colorado State Highway waiver

Jeff Nieslanik, President, Sandy Jackson, V-President, Robert Burry, Secretary / Treasurer

Sean Martin & Mike Wilde, Board Members

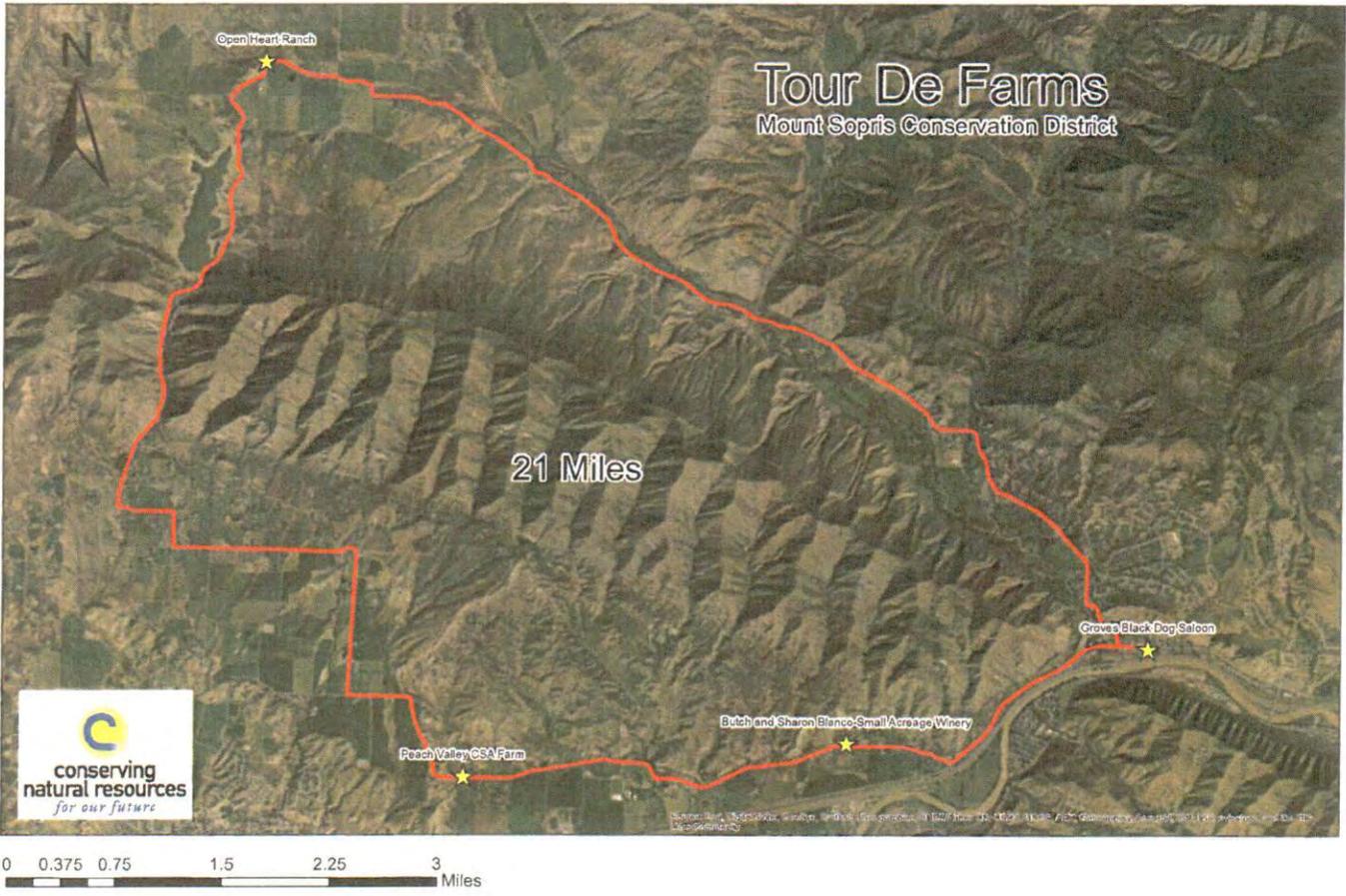
Dennis Davidson, IWM Specialist & Rick Norman, Conservation Technician

Sharie Prow, District Manager

2015 Income / Expenses		2016 Proposed Budget	
Income		Income	
Registration	\$ 974.51	50 riders registration	\$ 1,250.00
Donations		LiveWell	\$ 250.00
LiveWell	\$ 250.00	Mount Sopris CD	\$ 500.00
Mount Sopris CD	\$ 500.00	Town of New Castle	\$ 250.00
	<u>\$ 1,724.51</u>		<u>\$ 2,250.00</u>
Expenses		Expenses	
Restaurant	\$ 500.00	Restaurant	\$ 650.00
Coffee	\$ 64.96	Coffee	Donated
Promotional Glasses	\$ 208.75	Promotional Glasses	\$ 250.00
EventBrite fees	\$ 94.80	EventBrite Fees	\$ 150.00
T-shirts	\$ 341.33	T-shirts	\$ 500.00
	<u>\$ 1,209.84</u>		<u>\$ 1,550.00</u>
	\$ 514.67	Target ACCESS donation	\$700

In-Kind / Donated

- Lunch
 - Burger
 - Vegetables
- Labor for volunteers
- Swag items
- Coffee
- Break refreshments





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258 Center Dr, Glenwood Springs, CO 81601

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Tour De Farms Traffic Control Plan and Special Event Permits Conditions

Saturday, August 13, 2016

8 am – 12 pm

Garfield County Road and Bridge may place electronic signage at key points a week before the event with date and time of bike ride if available. In addition the Conservation District will place signage along the route at the following locations:

1. At the corner of Main Street and Buford Road
2. Corner of Buford Road and CR 243
3. Corner of Buford Road and Dodo's cutoff
4. Corner of Grass Valley Road and Robert's ranch
5. At each major intersection along Harvey Gap Road and Peach Valley Road
6. Corner of Peach Valley Road and Hwy 6

The proposed route is:

Town of New Castle to Buford Road (CR 245) to Harvey Gap

Proceed on CR 237 to CR 250

Proceed to CR 214 to Highway 6 (intersection of Peach Valley Road)

And complete the bike ride into New Castle, approximately one mile on Highway 6.

Volunteers in orange vests will be at each major intersection. A volunteer will be at the intersection of Highway 6 to stop riders and assist them safely across the highway without stopping traffic. Riders will be at the Highway 6 intersection between 11:15 am and 12:00 pm. A sweep vehicle will follow behind and give aid to any rider that needs assistance. In addition the signs will be picked up at the end of the event.

Additional information:

- Colorado Highway Department has been contacted and a Special Event Permit isn't required. See attached.
- We will work with the Town of New Castle for traffic control within the city limits.
- Colorado River Fire & Rescue will be contacted at least two weeks before event.
- Designated stops, Open Heart Ranch (Mildred Roberts), Sunshine Farms, and Butch and Sharon Blancos' will have restrooms available as well as Harvey Gap State Park.
- Staff members will carry first aid kits and cell phones. Sweeper vehicle will have cell phone with booster for Grass Valley Road.
- Designated sponsor is Mount Sopris Conservation District, Sharie Prow, District Manager. Cell number is 456-3322.

Continued on page 2

Jeff Nieslanik, President, Sandy Jackson, V-President, Robert Burry, Secretary / Treasurer

Sean Martin & Mike Wilde, Board Members

Dennis Davidson, IWM Specialist & Rick Norman, Conservation Technician

Sharie Prow, District Manager

Sincerely,

Sharie Prow, District Manager
Mount Sopris Conservation District

Jeff Nieslanik, President, Sandy Jackson, V-President, Robert Burry, Secretary / Treasurer
Sean Martin & Mike Wilde, Board Members
Dennis Davidson, IWM Specialist & Rick Norman, Conservation Technician
Sharie Prow, District Manager

Prow, Sharie - NRCS, Glenwood Springs, CO

From: Prater - CDPS, Ron <ron.prater@state.co.us>
Sent: Tuesday, May 17, 2016 3:04 PM
To: Prow, Sharie - NRCS, Glenwood Springs, CO
Subject: Re: Special Event

Sharie, I will pass along your information to Captain Rich Duran of our Glenwood Springs office, so he can make the local troopers aware of your event. Since the event is small and does not involve significant impacts on a state highway, you do not need a special event permit.

Thank you

Ron

On Tue, May 17, 2016 at 9:48 AM, Prow, Sharie - NRCS, Glenwood Springs, CO <Sharie.Prow@co.usda.gov> wrote:

40 riders and 10 staff members.

From: Prater - CDPS, Ron [mailto:ron.prater@state.co.us]
Sent: Tuesday, May 17, 2016 9:27 AM
To: Prow, Sharie - NRCS, Glenwood Springs, CO <Sharie.Prow@co.usda.gov>
Subject: Re: Special Event

Sharie, how many riders do you anticipate?

Ron

On Tue, May 17, 2016 at 8:14 AM, Prow, Sharie - NRCS, Glenwood Springs, CO <Sharie.Prow@co.usda.gov> wrote:



Dear Captain,

We are planning a special event and need to know if an event application is necessary. Attached are documents that I've prepared for Garfield County. Please let me know if I need to complete and application for the Colorado State Patrol. Thank you very much!

Sharie Prow, District Manager

Bookcliff, Mount Sopris & South Side

Conservation Districts

258 Center Drive

Glenwood Springs, CO 81601

Phone: 970-945-5494 ext 105

www.mountsopriscd.org



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Garfield County

Special Event Permit Application

Date: May 23, 2016

Event Name: Tour De Farms

Type of Activity: Bicycle Ride

Date(s) of Activity: August 13, 2016

Location & County Roads affected: New Castle - Silt area. CR 245, 237, 250, 214, Hwy 6

Number of Participants: 60

Traffic Control Plan: Yes No

Proof of Insurance: Yes No

Event fee \$50.00 Pd: Yes No

Garfield County Road and Bridge will contact the Sheriff's Department for any special conditions or requirements before final approval of Special Event Permit.

Letter from Sheriff's Office with special conditions attached? Yes No

INDEMNIFICATION – The applicant agrees to hold harmless the County of Garfield and its representatives, Agents or employees from any liability, loss or damage which may arise out of this event.

Applicant Signature: Sharie Prow, District Manager
Digitally signed by Sharie Prow, District Manager
DN: cn=Sharie Prow, District Manager, o=Mount Sopris
Conservation District, ou, email=sharie.prow@usda.gov, c=US
Date: 2016.06.02 07:52:39 -06'00'

Address: 258 Center Drive, Glenwood Springs, CO 81601

Phone: 970-945-5494 x 105

Approve: Deny:

Road and Bridge Director: _____ Date: _____

Special Events Permit Conditions

1. Provide and comply with a detailed operational traffic control plan based on the current State Department of Highway's "S" Standards and the Manual on Uniform Traffic Control Devices. The Operational Traffic Control Plan specified herein shall describe all vehicles involved, their location, purpose and identification.
2. Provide two (2) weeks prior notification to appropriate fire protection districts, school districts, sheriff's office, or other involved law enforcement agencies specifying the location, date and time for which traffic will be impeded or controlled.
3. Provide two (2) weeks prior notification to all businesses and residences utilizing the roadway subject to closure or restriction as access for residential or business purposes.
4. Erect and maintain, at the sponsor's or organizer's expense, necessary barricades, flashers and signs required by the BOCC or County Road and Bridge Director for public safety or business purposes.
5. Provide specification of hours for road closure or restrictions.
6. Approval of the Special Event road restrictions or closure by the County Sheriff's Office and the County Road and Bridge Department, including all recommendations of the Sheriff's Office or County Road and Bridge Department to be included in the Special Event Permit. Garfield County Road and Bridge will contact the Sheriff's Department for additional conditions or requirements before final approval will be given on any Special Events Application.
7. Supply a copy of all written instructions to be given to event participants and staff regarding management of the event and demonstrate that the instructions have been reviewed by the County Sheriff's Office and the County Road and Bridge Department.
8. Provide and comply with an emergency medical and sanitary plan.
9. Designate a sponsor/organizer contact person who will have decision making authority on behalf of the sponsor/organizer. This designated person shall be the same individual to whom any required Special Event Permit is issued. Additional, this contact person must be continuously available to appropriate law enforcement and emergency staff during the course of the event.
10. Provide and comply with a communication plan demonstrating that there will be no radio interference with law enforcement or emergency personnel. Such plan must be reviewed and approved by the County Sheriff's Office.
11. All applications must be accompanied by a Certificate of Liability Insurance specifically naming the BOCC as an additional insured on the applicant's Insurance Policy. This Certificate is to be specific to the event, in an amount not less than One Million Dollars (\$1,000,000.00). Failure to submit the Certificate of Insurance will prohibit final approval of the permit by the County. The BOCC or County Road and Bridge Director may increase the amount of the insurance set forth herein, depending upon the nature and risk presented by the proposed event.
12. Application approval may be obtained from the County Road and Bridge Director or the BOCC as appropriate. Subsequent to approval of the application, a permit will be issued when the sponsor/organizer/individual has obtained compliance with all preceding conditions of approval and paid a permit fee of Fifty Dollars (\$50.00).

Prow, Sharie - NRCS, Glenwood Springs, CO

From: Rayjean Kramer <rkramer@garfield-county.com>
Sent: Monday, June 13, 2016 1:39 PM
To: Prow, Sharie - NRCS, Glenwood Springs, CO
Cc: Jayme Conrad
Subject: RE: Special Events Permit

Hi Sharie,

I think we have everything we need. We are currently waiting on the Sheriff's Department approval. Once we receive that we will be able to issue the permit. Please let me know if you have any questions.

Thank you,

Rayjean Kramer

Garfield County Road & Bridge
Administrative Assistant
0298 CR 333A
Rifle, CO 81650
Phone: 970-625-8601
Fax: 970-625-8627

From: Prow, Sharie - NRCS, Glenwood Springs, CO [mailto:Sharie.Prow@co.usda.gov]
Sent: Monday, June 13, 2016 10:18 AM
To: Rayjean Kramer <rkramer@garfield-county.com>
Cc: Jayme Conrad <jconrad@garfield-county.com>
Subject: RE: Special Events Permit

Morning Rayjean,

Just a follow-up – our board only meets once a month – I'll get the check signed tomorrow and have Rodney bring it to you on Wednesday to get it going. I will also have the map and traffic control plan for you. Will you need anything else? Thanks

Sharie Prow, District Manager
Bookcliff, Mount Sopris & South Side
Conservation Districts
258 Center Drive
Glenwood Springs, CO 81601
Phone: 970-945-5494 ext 105
www.mountsopriscd.org



From: Rayjean Kramer [<mailto:rkramer@garfield-county.com>]
Sent: Thursday, June 02, 2016 8:36 AM
To: Prow, Sharie - NRCS, Glenwood Springs, CO <Sharie.Prow@co.usda.gov>
Cc: Jayme Conrad <jconrad@garfield-county.com>
Subject: RE: Special Events Permit

Hi Sharie,

The fee will need to be sent to Garfield County Road and Bridge – 0298 CR 333A, Rifle CO 81650. I am not seeing your traffic control plan attached. We will need a copy of your traffic control plan for this event showing where signs, support/first aid stations, and support vehicles are located at. Please let me know if you have any questions.

Thank you,

Rayjean Kramer
Garfield County Road & Bridge
Administrative Assistant
0298 CR 333A
Rifle, CO 81650
Phone: 970-625-8601
Fax: 970-625-8627

From: Prow, Sharie - NRCS, Glenwood Springs, CO [<mailto:Sharie.Prow@co.usda.gov>]
Sent: Thursday, June 02, 2016 7:56 AM
To: Rayjean Kramer <rkramer@garfield-county.com>
Subject: Special Events Permit

Morning Rayjean,
Attached are the documents for the Tour De Farms. Please let me know if you need information and where to send the \$50 application fee. Thank you very much!

Sharie Prow, District Manager
Bookcliff, Mount Sopris & South Side
Conservation Districts
258 Center Drive
Glenwood Springs, CO 81601
Phone: 970-945-5494 ext 105
www.mountsopriscd.org



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CERTIFICATE OF LIABILITY INSURANCE

GAR-PIT-01

NAVERY

DATE (MM/DD/YYYY)

5/16/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GIA Group, LLC 1605 Grand Avenue Suite K Greenwood Springs, CO 81601	CONTACT NAME: PHONE (A/C, No., Ext): (970) 945-9161	FAX (A/C, No.): (970) 945-6027
	E-MAIL ADDRESS:	
INSURED Gar-Pit Association of Conservation Districts; Bookcliff CD; Southside CD; Attn: Sharie Prow, Mgr. 258 Center Drive Greenwood Springs, CO 81601		INSURER(S) AFFORDING COVERAGE INSURER A: The Hartford INSURER B: CNA Surety INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		34SBAVT6316	06/16/2015	06/16/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			34SBAVT6316	06/16/2015	06/16/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Property			34SBAVT6316	06/16/2015	06/16/2016	BPP 12,500
B	BOND			71545201	05/14/2015	05/14/2016	Fidelity

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Special Use District

Certificate Holder is Additional Insured regarding Tour De Farms event August 13, 2016.

CERTIFICATE HOLDER**CANCELLATION**

Garfield County
 0298 County Road 333A
 Rifle, CO 81650

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Shantelle R. Arvey

Event Rules & Regulations

THIS IS A Tour RIDE, NOT A RACE

Be careful and pay attention. Stay alert - stay alive. Please take your time to enjoy the wonderful views and roads. Be courteous to your fellow riders, please pass and on the left and be cautious entering and exiting all stops.

OUR ROUTES

We have chosen to hold this event to avoid busy roads to make this event as safe as possible. We will be on the county roads most of the tour. While our routes are very scenic, these roads which require your full attention – to put it simply, they may be narrower and have tighter turns than what you are used to, may have unfilled pot holes along the way and will require you to stay alert at all times.

HELMETS ARE MANDATORY

This is a must, no one will be allowed to ride without cycling helmet with the chin strap fastened at all times. No tricycles, trailers or powered vehicles of any kind will be allowed to ride.

OBEY ALL TRAFFIC LAWS

This applies to everyone, fast or slow, newbie or experienced. This includes, but is not limited to, traffic lights and stop signs.

STAY TO THE RIGHT

At all times, except when passing and ride single file.

NO IPODS, HEADPHONES OR PERSONAL STEREOS

It is not safe to put anything over your ears while bicycling. Don't do it.

RAIN OR SHINE

We will ride regardless of the weather so please plan accordingly.

EVENT CUT OFF

The ride ends at 12 pm, at that time the ride will be officially over.

MIND YOUR MANNERS

We route you through some amazingly beautiful country. Please do not litter - keep all gel packs, inner tubes and all disposable items with you until they can be disposed of properly. Please treat others with respect and be courteous to drivers by keeping right to let them pass when possible.

BRING YOUR OWN WATER BOTTLES AND LIGHT SNACKS Water refills will be available.

HAVE FUN!

There are no exceptions to this rule!

ON THE DAY OF THE EVENT YOU MUST WEAR YOUR WRISTBAND

All registered cyclists must wear their official wristband. Riders who do not have this will not be able to enjoy or access the stops or Brewery.

Frequently Asked Questions

* You must register with the www.eventbrite.com OR Mount Sopris CD. Registration closes July 18. Please call Mount Sopris Conservation District for more information.

* You must bring your receipt and a Photo ID.

* Mandatory check-in and packet pick up between 7- 8 am. You will get your wrist band.

- 7 am Registration is open.
- 8 am Tour begins promptly!
- 12:30 pm Tour Ends
- Lunch at TDB – New Castle

If I need medical service, what do I do?

If you or a fellow rider is experiencing a medical trauma or emergency, dial 911, and report your exact location using the cue sheet as a guide.

Is there a minimum age for participants? The minimum age for participants is 12 years old. All minors must be accompanied by a parent or guardian at all times while on the route, and must have their registration form and waiver signed by their legal parent or guardian.

Are the roads closed for traffic? No. We will be riding on county roads. Crossing guards will be available and riders will walk their bikes across the street.

I have registered but I cannot participate. Can I get a refund or transfer my registration to another rider? The entry fee is non-refundable and there are no deferrals. However, you can transfer your registration to another person at any time prior to packet pick-up. You are responsible for finding the other rider - the recipient must register through www.eventbrite.com or Mount Sopris CD.

I have never participated in a large group ride before. What do I have to be concerned about? When riding in a group you need to pay extra attention to the riders around you and signal your intentions at all times. It takes skill to get used to riding closely behind someone else's wheel. Most importantly, do not overlap the wheel of the rider in front of you, do not make and sudden, unannounced speed or direction changes - if you happen to miss a turn, rather than suddenly swerve back, call out that you missed a turn and are slowing down, then safely re-trace back to the route.

What type of bike can I ride for the event?

We suggest that you use a road bike, as it is the best option to ride in groups. You can also ride a mountain bike, touring bike, hybrid bike, single speed (with two brakes), or a recumbent.

What do I have to wear?

All riders must:

- Have their tour wristband around their wrist for the entire event.
- Helmets with buckled chin straps must be worn at all times.
- Headphones of any kind are not allowed.
- We will ride rain or shine! Please be prepared.

Where do I park? Park in the Colorado Mountain College parking lot. We will be conducting check in at the campus.

Where do I register? You can register only at www.eventbrite.com or Mount Sopris Conservation District.

If I have a mechanical issue on the course, what do I do?

Firstly, move out of the path of fellow cyclists and off to the side of the route. We highly encourage all participants to know basic safety and repair skills, including in particular fixing a flat tire. Be prepared and bring your own pump or CO2 cartridges and extra tubes for your bike. If you can fix the issue yourself, move off the course and proceed with your repairs. However, if you are still unable to make the repair, you can wait for the sweep rider. Phone numbers will be provided for emergency assistance.

What do I do with my bike after the ride? Return your bike to your car and lock it securely. We will be eating lunch at the Carbondale Beer Works.