

Christmas Hill Park Standard Operating Procedures  
By Melanie Clarke

One Year Before TB

Reserve Christmas Hill Park one year in advance with the City of Gilroy in the Gilroy Senior Center, 7371 Hanna Street, Gilroy, or [rec@cityofgilroy.org](mailto:rec@cityofgilroy.org). Fill out and submit their Special Event Permit Application and pay fees. <https://www.cityofgilroy.org/707/Special-Event-Permit>.

January Before TB

1. Request a copy of the ACTC Insurance Policy from our Club Insurance Rep.
2. Request a copy of a CG 20 26 12 19 Insurance Endorsement from our (above) Rep. Remind him to list the City of Gilroy in the Endorsement.
3. Send documents 1 & 2 to the head of Gilroy Parks and Rec, currently, Adam Henig <[Adam.Henig@cityofgilroy.org](mailto:Adam.Henig@cityofgilroy.org)>
4. Request the TB Permits person, currently Paul Vlasveld, to contract with Allied Universal for a Security Guard. Gilroy requires this if we have a DJ. Forward this contract to Adam (above)
5. Contact and coordinate with John Sousa to groom and mow the overflow the week before our event. [John.Sousa@ci.gilroy.ca.us](mailto:John.Sousa@ci.gilroy.ca.us)
6. Contact John Sousa if they can program the lights in Mulberry to turn on at 5:00 am. Sonny did this for us in 2025.
7. Contact John Sousa if they can open/clean the bathrooms at 6:00 am. Or ask who to contact about this.
8. Contact our DJ to perform for the event. Give him a "pindrop" for parking <https://maps.app.goo.gl/GCAenKENX4RreZxC6>

Week Before TB

1. Remind Gilroy or John Sousa to program the lights to go on at 5 am, have the bathrooms open and cleaned at 6 am, and check on the Overflow.
2. Confirm placement with SAG, Communications, Clothing, Academy, and other Captains.

Thursday Before TB

1. Acquire 3-1 Key to the Park and gates
2. Bring a bucket and cleaning supplies, and a broom. Sweep down tables, clean the food hut area, wipe down tables, counters, and sinks. Clean bathrooms, bring a toilet plunger.
3. Make sure the water and electricity work in the Mulberry food hut, Walnut Area, and Pergola, where the DJ will set up.

Friday Before TB

1. Help with Staging at the Church. Inventory gear that will go to CHP on the Logistics Truck. Pack the food and equipment you need right away to open CHP in your personal car, as it will take time for Logistics to unload and organize.

## The Day of the TB

**4 Volunteers from 6am to 10am for set up in addition to Captain**  
**2 volunteers from 6am-11am to serve coffee/nut breads, bring up to Mulberry**  
**1 Volunteer from 10am to 5pm to assist with drink/food runs in addition to Captain**  
**1 Volunteer to order pizza from Dominos and make pizza runs 11am-5:00pm**  
**More volunteers will be needed if Food is included in duties (added above)**  
**5 Volunteers from 5pm to 7pm for Clean up in addition to C**  
**1 Volunteer for Drinks from 11:00am to 2:30pm (help set up)**  
**2 Volunteers for Drinks from 2:30pm to 6:00pm (help clean up)**  
**2 Volunteers for food intake (now part of CHP, not food chair)**

### 5:00 am

Captain:

1. Open the front gate.
2. Start the Coffee urn and water urn at the Walnut Picnic Area. Don't forget to bring a pliers to turn on the water spigot.
3. Open the back gate, pull out bollards, and replace with orange cones.
4. Open the gate near the playground to access the Mulberry picnic area AND behind the Food Hut.
5. Check that all outlets and lights are functioning.
6. Bring a spare floodlight.
7. Set out a directional Sign to Registration, Finish Line, and "Private Event"
8. Unload car: Handtruck, Gurney, supplies

### 6:00 am

Captain plus 4 volunteers

1. Help unload your supplies from the Logistics Truck. The Logistics people will help you set up the bike racks and canopies. Help them with this effort.
2. Set out Orange Cones and Flags along the Finish Line. Chase away anyone who is trying to park there.
3. Block the entrance to the Finish Line with an Orange Cone and a sign, "Bikes Only."
4. Set out Orange Cones and tape to block off the Intake turn-around area and place for the Logistics Truck.
5. Block the entrance to the BBQ Volunteer area with a table on each side
6. Staple the shower curtain rope to the entrance of the Volunteer Area.
7. Attach a long white hose to the hose bib with a manifold at the other end. Walk the hose through the BBQ pits to the drink table so they can easily make lemonade by turning the lever.
8. Cover the BBQ pit volunteer and the drink table with Table Covers fixed with tape.
9. Cover 10 picnic tables on the south side with Table Covers fixed with tape.
10. Block the rest of the BBQ area with Ice Chests, and place coolers on the drink table.

### 9:00 am

1. Know where the bathrooms are in case someone asks.
2. Set up a 10X20 canopy over the long drink and clothing table.
3. Set up 2 tables and a 10X20 canopy over at the Intake Area
4. Set up a 10X10 pop-up on the south side of the drink table.

5. Set up a 10X10 pop-up in the gazebo for the DJ
6. Set up the Trash bag stands and place them in convenient areas around the park.
7. Set up the Bike Corral Area with bike racks.
8. At 10:30ish, help move food and coffee from Registration at the Walnut Picnic Area to the Mulberry Picnic Area.
9. Food Trucks and Vendors will start to arrive. Show Food Trucks where to park in a line along the south end of the picnic area. Put ice cream cart next to drinks. Put up a sign. Give them directions to their areas.
10. Put up a sign for lost and found between clothing and drinks.
11. Make the lemonade with water from the hose bib if you have time.
12. When our jobs are complete, ask if anyone else needs assistance.

#### Noon to 5:00 pm

1. Help with pizza, rest stop runs, Costco runs when supplies run out.
2. Make sure everything is running smoothly
3. Help with the Volunteer Food Table
4. Assist the "Drinks" people if they need it.
5. Answer questions from riders, volunteers, food truck people, and vendors.
6. Know where the First Aid Kit is, if needed.
7. Clean up accidents and/or spills.
8. This Rest Area is still a work in progress, so be prepared to think on your feet and fill in as needed.

#### 11:00 am to 2:30 pm Drink Table

#### 2:30 pm to 6:00 pm Drink Table

1. Replenish drinks as needed
2. Tell Melanie if we are running low and need more ice or drinks from Costco.

#### 5:00 pm to 7:00 pm

#### Cleanup Volunteers

1. Bring all food items back to food intake They will sort into perishable and nonperishable.
2. The Food Pantry Truck arrives at 6 pm to pick up perishable foods.
3. Haul all equipment to the Logistics Truck.
4. Dump all the Ice by a tree
5. Remove paper from the tables and throw it into the trash cans.
6. Take apart our trash racks and place the bag in the City cans.
7. Pick up all the trash on the ground.
8. We want to leave the Picnic Area cleaner than we found it.
9. See if food intake or Logistics, need assistance.

### Food Items and Gear

Arrange Food Items well in advance with The Food Chair and Gear with Logistics, and Donny

#### FOOD

1. A. 3 Regular Cokes  
B. 3 Diet Coke  
C. 6 Sparkling Water
2. Lemonade - 3

3. 2–3lb Coffee Grounds
4. 20 Tea Packets
5. 50 Sugar Packets
6. 1–64oz Creamer
7. 1 coffee mate powder creamer
8. 1 jar instant coffee
9. 20 Packets of Cocoa
10. 2 Bags of Cuties
11. 1/4 case of Bananas
12. Nutbreads - 40 (or whatever we get)
13. 5 Veggie Wraps
14. 12 Bags of Crushed Ice, 4 blocks
15. 1 4lb Bag of Trail Mix
16. 1 bag mixed nuts (added this year)
17. 1–30 oz Aussie Bites
18. 1 bag mini bagels (new item)
19. 1 small cream cheese
20. 9 small tongs
21. 50 Snack Cups
22. 600 Hot Cups for volunteers and riders (We had extra)
23. 150 large plates for pizza
24. 100 plastic spoons
25. 100 Stirrers
26. 100 large, 100 small Napkins
27. Cold Cups for lemonade — 600
28. 20 Tablecloths or a long roll
29. 14 Foil Pans
30. 5 Cutting Sheets
31. 20 Sandwich bags
32. 3 Paper Towels
33. 3 Sponges
34. Gloves 20 Medium, 20 Large, 20 small
35. 1 box of tissues
36. 2–Hand sanitizers
37. 1–box of gallon ziplocks
38. 4 Dozen homemade cookies

#### Gear

1. Ice Chests 7 total to hold ice, (3 for different sodas as we empty the ice)
2. Igloo Coolers 4
3. Paddle
4. Help yourself sign for ice cream bars, sign for Registration, sign for Finish Line, sign for Private Event
5. 2 Coffee Urns 1–100 gal and 1–33 gal.
6. Charging Table from SttS
7. 2–Electrical Cords
8. First Aid Kit. Needs more large bandages.
9. 9 Tables (share with Registration)

10. Collection Pans for spills 4
11. Garbage Bags
12. Garbage Frames - 6
13. 2 Long White Hoses with 2 Manifolds
14. Dolly (mine)
15. Gurney (mine)
16. Ladder
17. Canopy 2 - 10X 20; 2 - 10X10
18. Bike Racks 12 Top Pipes, 48 legs, 24 bases
19. 20 Traffic Cones
20. Yellow tape to rope off parking areas for Rest Stop Truck Deliveries.
21. Gorilla Tape to tape down the table covers
22. Rest Stop Kit with dish soap, etc.