



To: Mayor Bergquist & Town Trustees

From: Sarah Weekes, Event Manager

Date: January 26, 2026

Re: **Consideration of a Special Event Permit Application and Resolution No. 10-2026 – Waiver of Certain Fees for the Town of Grand Lake “A Viking Winter Carnival” Event (February 7, 2026)**

BACKGROUND:

The Viking Winter Carnival was established in 2002 by Suzi Maki and has become a long-standing community tradition in the Town of Grand Lake. Over the years, the event has offered a variety of activities throughout the day, providing recreation, entertainment, and community engagement for residents and visitors alike.

The Town of Grand Lake, as the event organizer, has submitted a Special Event Permit application for the Viking Winter Carnival to be held on February 7, 2026. As a municipal event, staff is requesting that the Board of Trustees waive the \$250 Special Event Permit application fee and the Heckert Pavilion rental fee in the amount of \$160 for the requested date.

REVIEW CONSIDERATIONS

Pursuant to Section 11-6-3(C) of the Town of Grand Lake Municipal Code, the Board of Trustees shall consider the following factors when reviewing a Special Event Permit application:

- (a) The predominant use of the primary facility being used; and*
- (b) The proposed event and the event hours; and*
- (c) Neighborhood compatibility; and*
- (d) Effect of the proposed event on the community; and*
- (e) The Town's anticipated cost in staff time and equipment use; and*
- (f) The benefit to non-profit from the event; and*
- (g) The benefit to local businesses from the event; and*
- (h) Duplication of services or sale items; and*
- (i) Nature of the past event issues or similar past event issues.*



FISCAL NOTE

In 2025, the Board of Trustees waived a total of \$2,050 in rental fees and Special Event Permit application fees for Town of Grand Lake–organized events, including the following:

- Winter Carnival – February 8, 2025
- Town Clean-Up / Arbor Day – May 17, 2025
- Community Picnic – June 5, 2025
- Ghosts & Gourds – October 25, 2025
- Annual Tree Lighting – November 28, 2025

Waiving the fees associated with the 2026 Viking Winter Carnival is consistent with prior Board action for Town-sponsored community events.

SUGGESTED MOTIONS

I make a motion to approve/(deny) **THE SPECIAL EVENT PERMIT APPLICATION AND RESOLUTION 10-2026, A RESOLUTION SETTING CERTAIN FEES FOR THE TOWN OF GRAND LAKE “A VIKING WINTER CARNIVAL” EVENT TO BE HELD ON FEBRUARY 7TH, 2026**