



Town Of Grand Lake Special Event Permit (SEP) Application

For a one-day Special Event, this application must be submitted at least 30 days prior. If the special event is for more than one day or involves liquor, this application must be submitted at least 90 days prior. This application must be submitted in full, with all required supporting documentation, to be considered for approval.

A permit will not be issued if the applicant is delinquent on any accounts of the Town or any of its enterprise funds.

Contact Information

Contact Person Name: Sarah Weekes Phone Number: 970-531-4795
Address: 1020 Park Ave City: Grand Lake
State: _____ Zip: 80447 Email: sweekes@toglco.com

Organization or Entity Information

Organization: Town of Grand Lake Phone Number: 970-627-3435
Address: 1020 Park Ave City: Grand Lake
State: CO Zip: 80446 Email: sweekes@toglco.com

Event Information

Event Name: Winter Carnival Dates of Event: 2/8/25
Is this the first occurrence of the event? ☒ Yes ☐ No
During Event Contact: Sarah Weekes Phone Number: _____
Post Event Clean-up Contact: Sarah Weekes Phone Number: _____

Event Details

Document Check List

The following items must be submitted with the application. If no applicable, please note NA.

Documents	Included in Application	Received By Town
Site Plan – Including the following:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dimensions and Locations of Specific Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delineation for Liquor Service & Consumption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ingress and Egress Points	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Off-Street Parking and Track Circulation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Location of Any Signage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Trash Can/Dumpster Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Restrooms/Porta-Potties Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copies of Colorado and Grand Lake Sales Tax Licenses	<u>na</u>	<u>na</u>
Copy of Government or Non-Profit Status	<u>na</u>	<u>na</u>
Copy of Grand Lake Business License and/or Peddler's Applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Liquor License Application or License	<u>na</u>	<u>na</u>
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit)	<input checked="" type="checkbox"/>	<u>na</u>
Any Additional Information or Documents Which Pertain to the Event or this Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Event Details Continued

Please answer the following questions in detail. If more space is needed to adequately respond to the questions, please attach them to this application; note in the space given where to find the response in the additional documentation.

What is the precise nature of the event: winter carnival is a full day of fun events in Town Park

Detail the itinerary (dates & times) for event and clean-up: see attached

List all Town facilities or parks to be used for the event:

Town Park, Grand Ave
Hackett Pavilion to be used by Folks School for
Please fill out the Facility Rental Application for each facility to be utilized 100 sculpting workshop

State the compatibility with the surrounding properties and how the event will impact the neighboring businesses.

Comments from surrounding businesses may be requested.

Impact will be Grand Ave closure otherwise businesses may see a slight increase of foot traffic

List exact dates, times, and locations of requested street closures or blocking of parking spaces:

Grand Ave
Garfield to Pitkin closed 27 evening - 29 morning + all parking

What is the anticipated impact to on-street parking:

Grand Ave closed from Friday 27 evening through Sunday 29 morning (snow placement + removal)

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed:

NO extra signage. A frame chalk boards located by all activities

Detail trash and waste plan, including placement & removal or containers and post event clean up:

Standard trash accumulation expected. Town staff to remove + clean up. requesting bear bins to be uncovered + used

List any special requests or services to be provided by the town such as electricity sprinkler shut-off, sound system use, marquee announcement, use of Town Park kiosk:

marquee announcement to be put up 11/31.

By signing below the applicant acknowledges they have received, reviewed, and understands the requirements set forth in Municipal Code Chapter 11: Municipal Property Regulations, including the notes below*. The applicant further acknowledges the information contained on the application is true and correct and that submission of false information shall be cause for the SEP to be immediately revoked without notice or hearing. During the event, the SEP shall be available and presented upon demand at the location of the Special Event.

- * Clean-up must be completed within 24 hours of the end of the event. If this is not accomplished the Town Staff will finish the clean-up resulting in a \$50.00 per hour per staff member charge to the even organization and no refunding of the damage deposit.
- * No stakes may be used in any town park
- * No alcohol is allowed unless a Special Event Liquor Permit has been issued

Signature

Sarah Weeks

Date

11/1/2025

For questions contact the town: Phone: 970-627-3435 Email: town@toglco.com

9:00am-9:45am Driver meeting/registration for snowmobile racing at Charlie's Sports Bar & Grill (1120 Lake Ave.)

9:30am Parade lineup at Rocky Mountain Repertory Theater

10:00am-10:20am Snowmobile Parade on Grand Avenue

10:00am-12:00pm Ice Sculpture Workshop with the Rocky Mountain Folk School - register by January 25!

10:45am-12:45pm XMR Snowmobile Racing (swag bags provided for all participants and prizes awarded for 1st, 2nd and 3rd place)

12:45pm Bed sled Race Lineup (prizes for 1st, 2nd and 3rd place)

1:00pm-1:45pm - Bed sled Race

2:00pm Lineup for Parent/Child Sled Race (prizes for 1st, 2nd and 3rd place)

2:00-4:00pm Mini Golf, Tea Pot Curling, Snowman Contest (in Town Park - 1026 Park Ave.)

7:00pm-2:00am Winter Carnival Ball hosted at Charlies Sports Bar & Grill

- Casino games (poker, blackjack, craps, roulette)
- Live music "FinalEyes Band" + Dancing
- Best Dressed prizes for 1st, 2nd and 3rd place



Grand Ave Closed from Friday 2/7/25 at 6AM - Sunday 2/9/2025 at approximately 12PM for snow placement, activities and snow removal.
Detour Route - Garfield to Park Ave and Pitkin St to Park Ave



GRAND LAKE'S WINTER CARNIVAL



SATURDAY, FEBRUARY 8TH 2025

SNOWMOBILE PARADE - 10:00AM - 10:20AM

9:30AM PARADE LINEUP AT REPERTORY THEATER

XMR SNOWMOBILE RACING - 10:45AM - 12:45PM

9:00AM-9:45AM DRIVER MEETING/REGISTRATION FOR
SNOWMOBILE RACING AT CHARLIES

PRIZES FOR 1ST, 2ND AND 3RD PLACE, WITH
SWAG BAGS PROVIDED TO ALL PARTICIPANTS!

AN IGNITION TETHER DISCONNECT NEEDS TO BE ON ALL
RACING SNOWMOBILES FOR SAFETY

BED SLED RACES - 1:00PM-1:45PM

PRIZES FOR 1ST, 2ND AND 3RD PLACE
PARTICIPANTS MUST PRE-REGISTER AT TOWN HALL,
LINE UP AT 12:45

ADULT/CHILD SLED RACE - 2:00PM

PRIZES WILL BE PROVIDED FOR 1ST, 2ND, 3RD PLACE

SNOW MINI GOLF (TOWN PARK) - 2:00PM - 4:00PM

PRIZES WILL BE PROVIDED FOR 1ST, 2ND, 3RD PLACE

TEAM POT CURLING (TOWN PARK) - 2:00PM - 4:00PM

PRIZES WILL BE PROVIDED FOR 1ST, 2ND, 3RD PLACE

SNOWMAN CONTEST (TOWN PARK) - 2:00PM - 4:00PM

PRIZES WILL BE PROVIDED FOR 1ST, 2ND, 3RD PLACE

ICE SCULPTING CLASS (TOWN PARK) - 10:00AM - 12:00PM

REGISTRATION BY 1/25 REQUIRED. VISIT
ROCKYMOUNTAINFOLKSCHOOL.ORG FOR MORE INFO

WINTER CARNIVAL BALL HOSTED AT CHARLIES - 7:00PM-2:00AM

DON'T MISS AN UNFORGETTABLE NIGHT OF EXCITEMENT AT THE CASINO &
DANCE PARTY! ENJOY CASINO GAMES LIKE POKER, BLACKJACK, CRAPS, AND
ROULETTE, WHILE GROOVING TO LIVE MUSIC FROM THE FINALEYES BAND.
DRESS TO IMPRESS FOR A CHANCE TO WIN BEST DRESSED, WITH AMAZING
PRIZES FOR 1ST, 2ND, AND 3RD PLACE! DON'T MISS OUT ON THE FUN!

SCAN FOR MORE!



GRAND LAKE'S WINTER CARNIVAL



BEDSLED RACES

GATHER YOUR TEAM OF 4 RUNNERS AND 1 RIDER FOR THE ICONIC WINTER CARNIVAL BED SLED RACE!

BED SLEDS WILL BE PROVIDED, SO ALL YOU NEED TO DO IS BRING YOUR ENERGY AND COMPETITIVE SPIRIT. TO REGISTER, CALL SARAH AT 970-627-3435 OR EMAIL SARAH AT SWEEKES@TOGLCO.COM OR ALAYNA AT ACARRELL@TOGLCO.COM BY FEBRUARY 7TH.

PRIZES WILL BE AWARDED FOR 1ST, 2ND, AND 3RD PLACE!

WE'RE ALSO LOOKING FOR VOLUNTEERS TO HELP MAKE THE EVENT A SUCCESS—IF YOU'RE INTERESTED, PLEASE CONTACT SARAH TO SIGN UP.

SCAN FOR MORE!

