



1026 Park Ave · PO Box 99
Grand Lake, CO 80447
970-627-3435
www.townofgrandlake.com

October 9, 2023

To: Mayor Kudron and Board of Trustees
From: Caitrin Irish, Permit Tech-Admin Assistant
Re: Setting of Certain Fees for Shadowcliff Mountain Lodge's Pumpkin Patch Special Event

Attachments: Special Event Application

Purpose

The Town has received a special event application for Shadowcliff Mountain Lodge's The Great Grand Lake Pumpkin Patch. Shadowcliff Mountain Lodge is requesting the new event fee to be waived.

Background

The applicant, Shadowcliff Mountain Lodge, will hold this event in the town square park, including use of the Gazebo and Heckert Pavilion, the afternoon of Friday October 13th from 2:00PM to 7:00PM. The event has been presented as family friendly fun, including a pumpkin give away, facepainting, and games.

The fee for a new special event, as adopted by the Board of Trustees, is \$250.00. Shadowcliff Mountain Lodge is considered a non-profit organization.

Colorado state statute allows the Town to "aid and foster, by all lawful measures, associated charity organizations by appropriations and to grant the use of suitable rooms in the municipal buildings. No portion of any money so appropriated shall be given or loaned to any society, corporation, association, or institution that may be wholly or in part under sectarian or denominational control." C.R.S. § 31-15-901(1)(c).

Staff Recommendation

Staff recommends if the Board grants Shadowcliff Mountain Lodge's request to waive this fee.

Board Action

The Board has several options to consider including:

1. Granting the request by adopting the resolution; or
2. Granting the request with modifications; or
3. Deny the request.

Suggested motions:

1. ***I move to adopt Resolution 36-2023, A RESOLUTION SETTING CERTAIN FEES FOR SHADOWCLIFF MOUNTAIN LODGE'S SPECIAL EVENT, THE GREAT GRAND LAKE PUMPKIN PATCH.***

Or

2. ***I move to adopt Resolution 36-2023, A RESOLUTION SETTING CERTAIN FEES FOSHADOWCLIFF MOUNTAIN LODGE'S SPECIAL EVENT, THE GREAT GRAND LAKE PUMPKIN PATCH, as presented, with the following conditions _____.***

Or

3. ***I move to deny the request to waive the facility use fee.***



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: Scott Merchant Phone Number: _____
 Address: _____ City: _____
 State: CO Zip: _____ Email: _____

Organization or Entity Information

Organization: Shadowcliff Mountain Lodge Phone Number: _____
 Address: 105 City Rd 663 City: Grand Lake
 State: CO Zip: 80447 Email: programs@shadowcliff.org

Event Information

Event Name: The Great Grand Lake Pumpkin Patch Dates of Event: 10/13/23
 Is this the first occurrence of the event? Yes No
 During Event Contact: Scott Merchant Phone Number: _____
 Post Event Clean-up Contact: Scott Merchant 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:	X	✓
Dimensions and Locations of Specific Activities		✓
Delineation for Liquor Service & Consumption		NA
Ingress and Egress Points		✓
Off-Street Parking and Track Circulation	None shown, assumed street parking	
Location of Any Signage	Noted at entrance, not shown on map	
Trash Can/Dumpster Location		✓
Restrooms/Porta-Potties Location	Assumed: use of town park facilities	
Copies of Colorado and Grand Lake Sales Tax Licenses		✓
Copy of Government or Non-Profit Status		✓
Copy of Grand Lake Business License and/or Peddler's Applications		1 - 10/5
Copy of Liquor License Application or License		NA
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured	Requested to put TOGL as additionally insured	
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit)		
Any Additional Information or Documents Which Pertain to the Event or this Application		

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: _____

This event will be an afternoon of pumpkin giveaway, games, music and treats

Detail the itinerary (dates & times) for event and clean-up Setup = 10/12 6pm or 10/13@ 9am

Event Start = 2pm Event End = 7pm Clean up = 7pm-8pm

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

Please fill out the Facility Rental Application for each facility to be utilized

State the compatibility with the surrounding properties and how the event will impact the neighboring businesses. Comments from surrounding businesses may be requested. _____

No surrounding businesses will be affected by this event

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

10/12/23 set up in Town Square 10/13 please see site map

What is the anticipated impact to on-street parking: _____

This event might increase parked cars on Grand, Park, Garfield and Pitkin

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed We will have one large sign that says Great Grand Lake Pumpkin Patch directly next to the entrance

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

Trash bins will be placed on 10/12 and cleared at the end of 10/13

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: _____

The Great Grand Lake Pumpkin Patch (Free Pumpkins for everyone!)

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 bellow*. 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

Scott Merchant

9/21/23

Signature

Date

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

**TOWN OF GRAND LAKE
BOARD OF TRUSTEES
RESOLUTION NO. 36-2023**

**A RESOLUTION SETTING CERTAIN FEES FOR SHADOWCLIFF MOUNTAIN
LODGE'S SPECIAL EVENT THE GREAT GRAND LAKE PUMPKIN PATCH**

WHEREAS, Shadowcliff Mountain Lodge has scheduled a new special event, The Great Grand Lake Pumpkin Patch, October 13, 2023; and,

WHEREAS, the fee for a new special event is set at \$250.00; and,

WHEREAS, the Board of Trustees has the authority pursuant to Colorado State Statute § 31-15-901 (1)(c) and Section 2-3-2 of the Municipal Code to adopt a resolution waiving the Town fee; and,

WHEREAS, upon consideration of staff comments and discussion amongst the Board members themselves, the Board concluded that waiving the special event fee is in the best interests of the Town and its citizens;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRAND LAKE, COLORADO:

THAT, the Board hereby waives the special event fee for Shadowcliff Mountain Lodge's The Great Grand Lake Pumpkin Patch to be held October 13, 2023.

**DULY MOVED, SECONDED, AND ADOPTED BY THE BOARD OF TRUSTEES OF
THE TOWN OF GRAND LAKE THIS 9th DAY OF OCTOBER 2023.**

Votes Approving:
Votes Opposing:
Votes Abstaining:
Absent:

(SEAL)

ATTEST:

Alayna Carrell, Town Clerk

Stephan Kudron, Town Mayor