



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: Board of Trustee Review of Shadowcliff Mountain Lodge's Pumpkin Patch Special Event

*Attachments: Special Event Application
Special Event Site Plan
Liability Insurance
Non-Profit Status
1 Peddler License Application*

Purpose

The Town has received a special event application from Shadowcliff Mountain Lodge to hold a special event, titled The Great Grand Lake Pumpkin Patch in the town square.

Background

The applicant, Shadowcliff Mountain Lodge, requests this event to be held 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.

Event Specifics:

- Set up: will begin the evening of Thursday October 12th at 6:00PM.
- Clean up: is scheduled to only take an hour, from 7:00PM to 8:00PM October 13th.
- No additional port-a-potties will be provided.
- Signage: There is only one temporary sign to be placed. The design and exact location of the sign has not been noted.
- No alcohol will be served at this event.
- The applicant has asked for the following assistance from Public Works:
 - Assistance unloading the pumpkin delivery
 - Placement of candlestick traffic cones and ropes
 - Placement and removal of trash bins as notated on the site map.
- The applicant states there will be no impact on local businesses, except the additional vehicles parked on the streets surrounding the town square.
- One Peddler's License application was received on October 5, 2023. A copy of the sales tax license was not submitted with the applicant. The applicant was informed, and they agreed to send the copy to the town along with the \$15.00 peddler's license fee prior to the event date.



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Staff Comments

Per town code, all applications are to be submitted 30 days prior to the event for review and issuance. The original application was submitted September 22nd. The applicant updated the application and submitted it on September 26th. Though the application was received less than 30 days prior to the event, members of town staff chose to move forward as it should benefit the community. Proof of Liability Insurance was submitted however the Town of Grand Lake was not listed as additionally insured. The applicant has agreed to correct this and will provide proof of the correction prior to October 13th, 2023.

Board Review

When reviewing the application, the Board of Trustees is to consider the following:

Municipal Code 11-6-3(C): Special Event Permit Application Review and Approval.

1. Review Considerations. The following factors shall be considered prior to approval of a SEP:

- (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.***

Board Review

The Board has several options to consider including:

1. Granting the Special Event Permit; or
2. Granting the Special Event Permit with modifications; or
3. Deny the Special Event Permit.

Suggested motions:

1. ***I move to approve the Special Event Permit application for The Great Grand Lake Pumpkin Patch hosted by Shadowcliff Mountain Lodge.***

Or

2. ***I move to approve the Special Event Permit application for The Great Grand Lake Pumpkin Patch hosted by Shadowcliff Mountain Lodge, as presented, with the following conditions***

Or

3. ***I move to deny the Special Event Permit for The Great Grand Lake Pumpkin Patch hosted by Shadowcliff Mountain Lodge.***



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: _____ 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 of 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 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

Scott Merchant

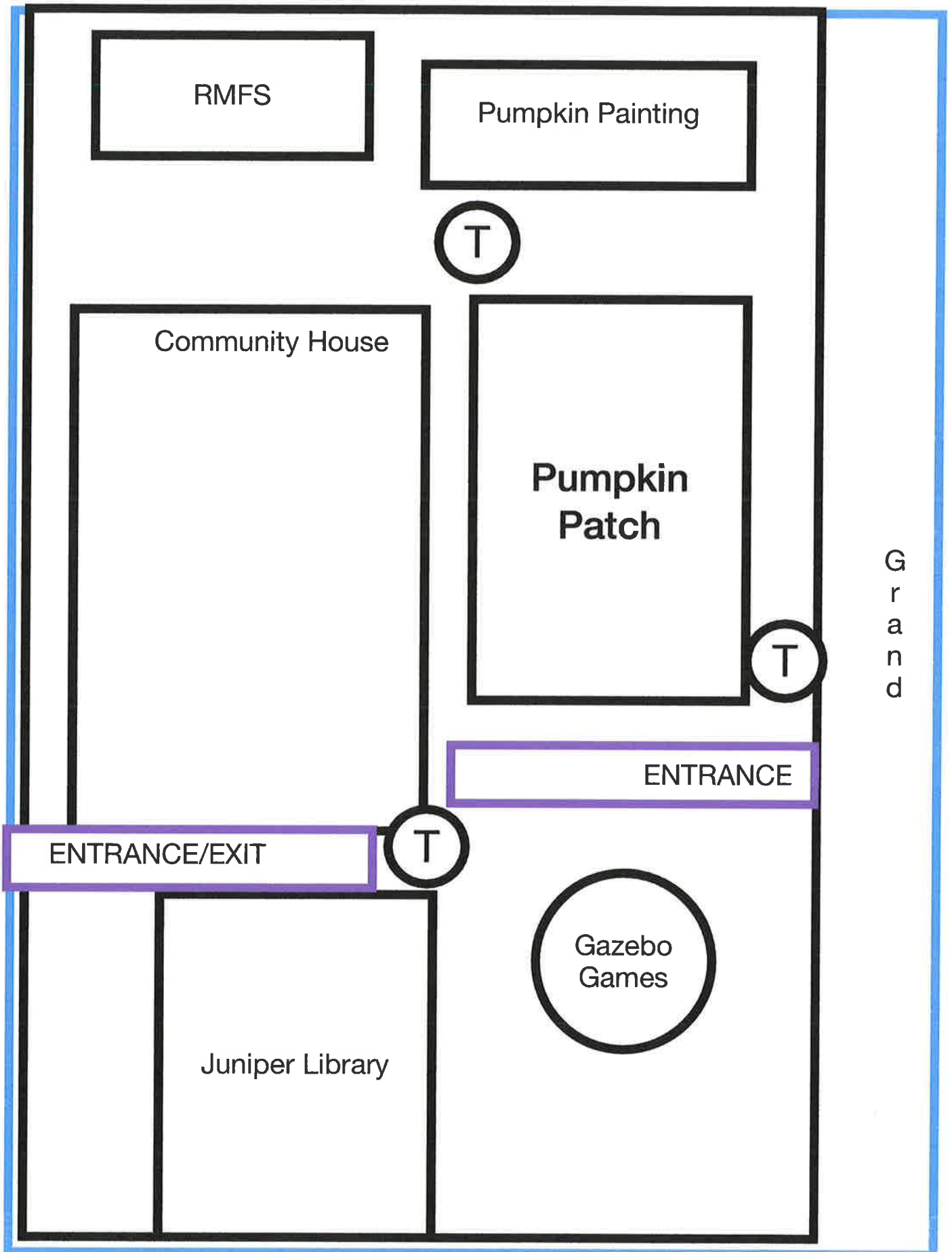
9/21/23

Signature

Date

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

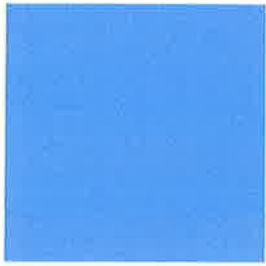
Pitkin Ave



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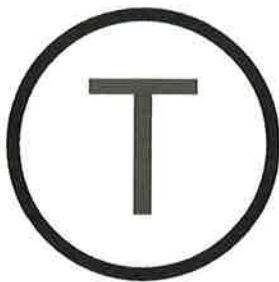
Candlesticks and Rope



Alcohol Consumption and Sales



Entrance and Exit



Trash