



## FACILITY APPLICATION & USER AGREEMENT

According to the use policies for Town of Grand Lake public facilities and structures (outlined by Resolution), any group or governmental entity (User) desiring to use public facilities and structures shall comply with the terms of the Resolution. The following information is required for this application and use agreement:

Event/GroupName SECRET SANTA SHOP  
Group Contact Name Debm. Gahan  
Mailing Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
Event Date and Time (including setup/cleanup): \_\_\_\_\_  
Number of Attendees: including volunteers 500-600

Is this group a Government, Non Profit, or Special District? ☒ Y ☐ N  
Is this a recurring event? ☒ Y ☐ N  
Is this a for-profit Function? ☐ Y ☒ N  
Will you have significant trash accumulation (more than one 30 gallon trash can)? ☒ Y ☐ N

Brief description of venue needs, including preferred room choice, table/chair layout, special requests, etc. Please see the Grand Lake Center Rate Sheet for pricing details and add-ons:

SAME as last 3 events (2018, 2019, 2022) on Monday 12/14 2 rooms -  
double room to move in + begin preliminary setting + setup -  
cleanup + out SAT 12/19 by 5pm - gym/stage - TH 12/19 -  
Thursday - setup - Friday + Saturday event - Sat cleanup + out  
by 5pm. As in past - will use various tables from center.

Please identify all businesses including phone number that will be providing services to your event such as caterers, music services, rental companies, and delivery services:

NONE

**ALCOHOL POLICY:** For private events, alcohol may be provided, but not sold. Guest lists for private events must be available upon request. If alcohol will be sold at your event, a liquor license must be purchased at Town Hall prior to the event. Please contact Grand Lake Town Hall at 970-627-3435 for liquor license arrangements.

Will there be alcohol at this event?    Y    N (circle one)

I have read and will abide by the Alcohol Policy: \_\_\_\_\_ (Initial here)

**PAYMENT POLICY:** Deposit is due at time of reservation. Full Payment is due prior to time of rental.

**CANCELLATION POLICY:** Please let us know as soon as possible if you need to reschedule. You may reschedule or cancel your event with no penalty up to 30 days prior to the event. If the event is canceled or rescheduled within 30 days prior to the event, charges and/or fees up to and including the full rental amount may apply. Please see Rental Venue Policies for full information.

By my signature, I and my organization (User) hereby acknowledge to have received a copy of the Town of Grand Lake resolution of policies for the Grand Lake Center. I have also read and understand the payment and cancellation policies and agree to the terms and conditions of this agreement.

Signature: Deb M. Deha Date: \_\_\_\_\_

**WAIVER OF LIABILITY, INDEMNIFICATION AND HOLD HARMLESS CLAUSE:** By my signature, I agree and understand that the Town of Grand Lake/Grand Lake Center is not responsible for the actions, activities or property of Users using the Grand Lake Center facility and hereby, for myself and the user group I represent, I release and absolve the Town of Grand Lake and Grand Lake Center from any liability associated with those actions, activities and/or property described herein this agreement. I further indemnify and hold harmless the Town of Grand Lake/Grand Lake Center from and all claims arising out of our use of the premises; including costs associated with cleaning and waste removal as well as all costs and attorney's fees incurred in collecting for damages to the Grand Lake Center or defending against claims of users or users invitees.

Signature: Deb M. Deha Date: \_\_\_\_\_

**For Office Use Only**

Application Date: \_\_\_\_\_ Event Date: \_\_\_\_\_ Room Assigned: \_\_\_\_\_  
Deposit Amt :\$ \_\_\_\_\_ Date Pd: \_\_\_\_\_ Ck #: \_\_\_\_\_  
Rental Fees: \$ \_\_\_\_\_ Date Pd: \_\_\_\_\_ Ck #: \_\_\_\_\_  
Key Card #: \_\_\_\_\_ Date Returned: \_\_\_\_\_ Deposit Returned: \$ \_\_\_\_\_ Date: \_\_\_\_\_



Grand Lake Center  
December 6<sup>th</sup> + 7<sup>th</sup>  
BOT 10/10/24

## 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: DEB GAHAN Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: CO Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Organization or Entity Information

Organization: Mountain Family Center (Grand Angels) Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: Granby  
State: CO Zip: 80446 Email: \_\_\_\_\_

### Event Information

Event Name: Secret Santa Shop Dates of Event: Setup - 2 rooms 12/3-12/7  
gym - setup 12/5  
Is this the first occurrence of the event? ☐ Yes ☒ No Event 12/6-12/7  
During Event Contact: Deb Gahan Phone Number: \_\_\_\_\_  
Post Event Clean-up Contact: Katie Ellis 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
<b>Site Plan - Including the following:</b>		
Dimensions and Locations of Specific Activities - <u>2 rooms + gym</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delineation for Liquor Service & Consumption	<u>N/A</u>	<u>n/a</u>
Ingress and Egress Points	<u>N/A</u>	<u>n/a</u>
Off-Street Parking and Track Circulation	<u>N/A</u>	<u>n/a</u>
Location of Any Signage	<u>N/A</u>	<u>n/a</u>
Trash Can/Dumpster Location	<u>N/A</u>	<u>n/a</u>
Restrooms/Porta-Potties Location	<u>N/A</u>	<u>n/a</u>
Copies of Colorado and Grand Lake Sales Tax Licenses	<u>N/A</u>	<u>n/a</u>
Copy of Government or Non-Profit Status - <u>MFC to provide</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Grand Lake Business License and/or Peddler's Applications	<u>N/A</u>	<u>n/a</u>
Copy of Liquor License Application or License	<u>N/A</u>	<u>n/a</u>
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured - <u>MFC to provide</u>	<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>250 dep. pd</u>
Any Additional Information or Documents Which Pertain to the Event or this Application	<u>n/a</u>	<u>n/a</u>

not new event - does that matter?

7 Cry stal emailed \$500 for deposit

+ 50-60 volunteers  
house (2013-2016); held at event center since 2017...  
missed 2 yrs - COVID; thus 12th year to have event.

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: Charity event for the kids of Grand County to shop for free for gifts for mom, dog, pet

Detail the itinerary (dates & times) for event and clean-up: event 12/6 + 12/7 - clean up 12/7  
2 rooms (Rotary room + adjacent room -  
move gifts to location + organize + setup) TUES 12/3-12/7; gym setup-12/5

List all Town facilities or parks to be used for the event: Grand Lake Events Center

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. N/A

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

What is the anticipated impact to on-street parking: N/A

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

though the town usually puts the event on town marquee- we hope  
this continues \* Town Marquee  
Detail trash and waste plan, including placement & removal or containers and post event clean up: all removed by volunteers

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: N/A

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

Don M. Hall  
Signature

7/22/24  
Date