



RECEIVED SEP 27 2024

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: 1026 Park Ave City: Grand Lake
State: CO Zip: 80447 Email: sweekes@toglco.com

Organization or Entity Information

Organization: Town of Grand Lake Phone Number: 970-627-3435
Address: 1026 Park Ave City: Grand Lake
State: CO Zip: 80447 Email: sweekes@toglco.com

Event Information

Event Name: Grand Lake's Ghosts & Gourds Event Dates of Event: 10/26/2024
Is this the first occurrence of the event? ☒ Yes ☐ No
During Event Contact: Sarah Weekes Phone Number: 970-531-4795
Post Event Clean-up Contact: Sarah Weekes Phone Number: 970-531-4795

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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copy of Government or Non-Profit Status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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"/>	<input checked="" type="checkbox"/>
Any Additional Information or Documents Which Pertain to the Event or this Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

BOT 10/14 for
fee waiver

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: pumpkin patch + trick or treating for grand county families + visitors to the town

Detail the itinerary (dates & times) for event and clean-up: 12PM-4PM Pumpkin Patch, Face Painting, Caricature Artist, Pumpkin Painting, Costume Contest 1PM-2PM, Trick or Treating 2PM-4PM

List all Town facilities or parks to be used for the event: Town Park, Heckert Pavilion, Gazebo

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. Visiting each business on boardwalk to see who will be participating in trick or treating.

List exact dates, times, and locations of requested street closures or blocking of parking spaces: 2-4 PM Grand Ave Vine to Hancock Spas in front of town park blocked for emergency vehicle set up

What is the anticipated impact to on-street parking: road closure from Vine to Hancock on Grand Ave from 2:00 PM - 4:00 PM for trick or treaters

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

Put on town marquee one week prior no other signs except directional signs in Pavilion

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

trash cans to be added in Pavilion Town to remove trash at end of event.

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: Put on town marquee week prior.

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

Sarah Weekes
Signature

9/27/24
Date

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



RECEIVED SEP 27 2024

Town Of Grand Lake

Outdoor Structure and Facility

Application and Use Agreement

According to the use policies for the Town of Grand public facilities and structures (outlined by section 11-6-2 in the Municipal Code), any group or governmental entity (User) desiring to use any public facility or structure shall comply with the terms of the of the Municipal Code and any Resolution enacted.

Please Note: There are blackout dates for facilities and structures throughout the year. Please contact the Town Hall for more information regarding those dates.

Please complete the below Application and Use Agreement and return to the Grand Lake Town Hall with payment.

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

Contact Information

Group or User: Town of Grand Lake Contact Person: Sarah Weekes
Contact Mailing Address: 102.6 Park Ave
Town: Grand Lake State: CO ZIP Code: 80447
Contact Phone: 970-627-3435 Contact Email: sweekes@toglco.com
Special Event (If Applicable): Grand Lake's Ghosts and Gourd Gathering

Facility Information

Please select the requested structure and/or facility, including any applicable amenity:

	Deposit	Fees	Non-Profit Fees	
<input checked="" type="checkbox"/> Heckert Pavilion <u>12PM - 4PM = \$80</u>	None	\$30/hr	\$20/hr	<input checked="" type="checkbox"/> Electrical Use (+\$25)
<input checked="" type="checkbox"/> Town Square Gazebo <u>1PM - 2PM = \$10</u>	None	\$20/hr	\$10/hr	<input checked="" type="checkbox"/> Electrical Use (+\$25)
<input type="checkbox"/> Upper Lakefront Park Picnic Shelter	None	\$30/hr	\$20/hr	<input type="checkbox"/> Electrical Use (+\$25)
<input type="checkbox"/> Lower Lakefront Park Picnic Shelter	None	\$30/hr	\$20/hr	<input type="checkbox"/> Electrical Use (+\$25)

Event Information

Is this user group a Government, Non-Profit, or special District?

☒ YES

☐ NO

Is this a private or public event?

☐ Private

☒ Public

If the event is public, please fill out the special event application as well

Is this a reoccurring event?

☒ YES

☐ NO

Is this a pecuniary use? (Will you be selling something?)

☐ YES

☒ NO

Event Name: Grand Lake's Ghosts and Gourd Gathering

Event Use: Costume Contest, Pumpkin Painting, Face Painting, Caricature Artist

Explain clean-up & waste removal: town to clean up + remove trash

Event Information Continued

Please list the date(s), start & end time(s):

Date	Start Time	End Time
10/26/24	2PM	4PM

Date	Start Time	End Time

Please Identify businesses that may be providing services during the use of the facility or structure. Include all caterers, music services, rental companies, delivery services, etc. Provide all the information requested.

Business Type	Business Name	Phone	Address
Caricature Artist	Stan Yan		
Face Painting	High Schoolers Art class volunteer		
Cider	8th Grade Class handing out - volunteering		
	Sage brush donating		

NOTE:

- No alcohol is allowed in Town Parks. The Community House is the only facility that allows alcohol to be provided in the Community House during a private event. If alcohol is to be sold, please contact the Town Clerk regarding liquor licensing.
- Clean up must be completed during the time rented. If the facility or structure is not left cleaned, the town will charge \$50.00 per hour per staff member.
- The approval of this application only grants the use of the requested structure(s), not use of the public parks or areas around the structure(s).
- Any event open to the public will need a special event permit.

ACKNOWLEDGEMENT: 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 Town of Grand Lake Public Facilities and Structures and that the policies have been read, understood and are agreed to comply with the terms thereof.

Sarah Weeks

Signature

9/27/24

Date

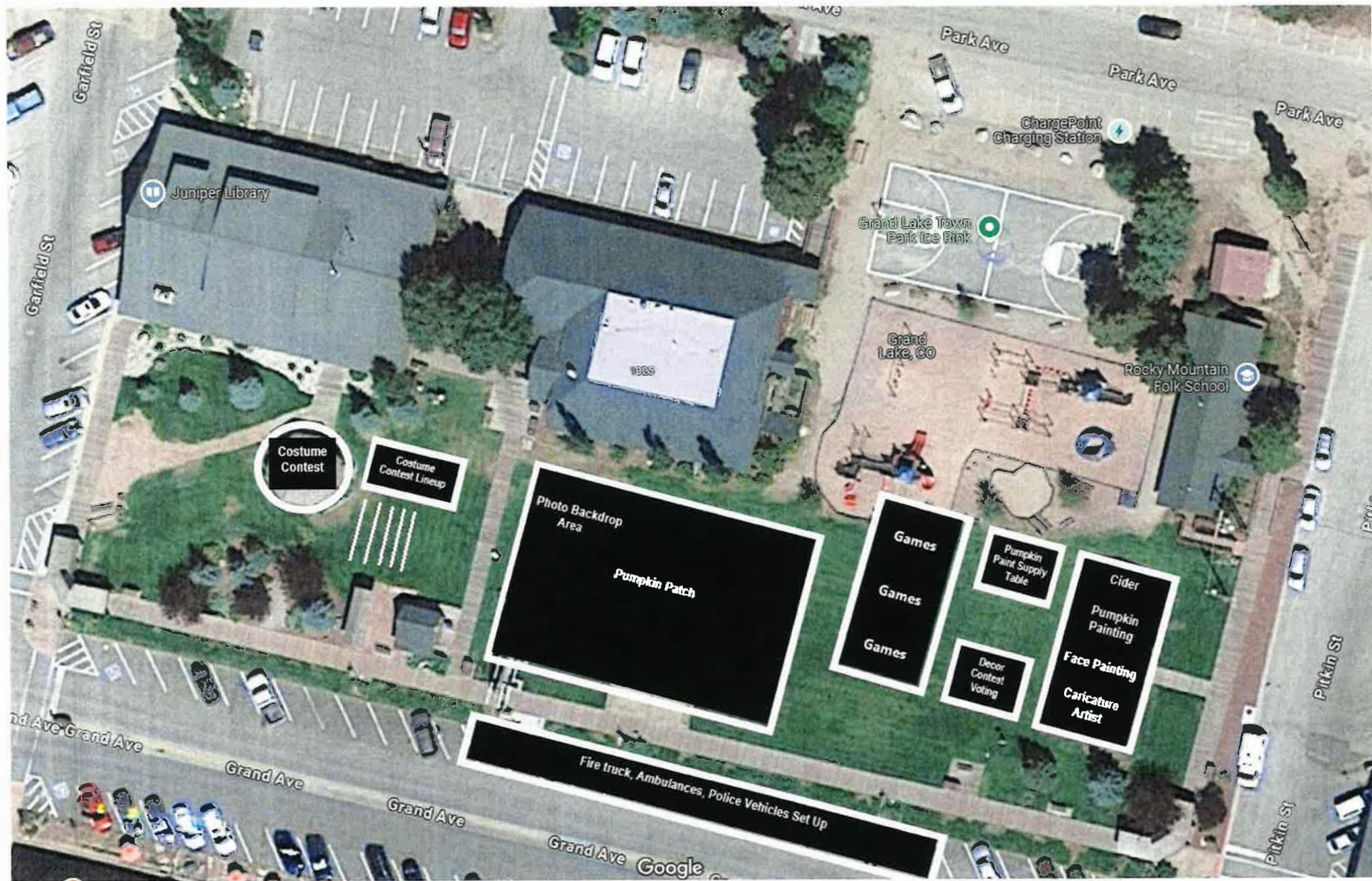
ACKNOWLEDGEMENT: By my signature, I and my organization (User) hereby acknowledge to have received a copy of the Town of Grand Lake Resolution of policies for the Town of Grand Lake Public Facilities and Structures and that the policies have been read, understood and are agreed to comply with the terms thereof.

Sarah Weeks

Signature

9/27/24

Date





Ghosts and Gourds Gathering October 26th 2024
Trick or Treating 2PM - 4PM

Road Closure - Grand Ave from Vine Street to Hancock Street

Detour Route - Park Ave from Vine Street to Hancock Street

