



11/29 11/30 10/14 BOT
RECEIVED 11/12/2024

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: Andrea cox Phone Number: _____
Address: _____ City: Grand Lake
State: _____ Zip: _____ Email: _____

Organization or Entity Information

Organization: Grand Arts Council Phone Number: _____
Address: _____ City: Grand Lake
State: CO Zip: 80447 Email: _____

Event Information

Event Name: Olde Fashhioned Holiday Craft Bazaar Dates of Event: 11/27/24-11/30/24
Is this the first occurrence of the event? ☐ Yes ☒ No
During Event Contact: Andrea Cox Phone Number: _____
Post Event Clean-up Contact: Andrea Cox 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:		
Dimensions and Locations of Specific Activities	✓	✓
Delineation for Liquor Service & Consumption	✓	✓
Ingress and Egress Points	✓	✓
Off-Street Parking and Track Circulation	✓	✓
Location of Any Signage	✓	✓
Trash Can/Dumpster Location	✓	✓
Restrooms/Porta-Potties Location	✓	✓
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	✓	✓
Copy of Liquor License Application or License	✓	✓
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional 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	✓	✓

waived, not a new event floating \$250 deposit on file from GL Creative District

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:

It is a craft fair with 25 vendors

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

We need to get in on Wed. the 27th no later than noon and will be done by 5pm, We won't be there

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

The community House including the stage.

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 impact except for people parking

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

none

What is the anticipated impact to on-street parking:

regular parking for people coming to the fair

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

We will have a sign at Triangle Park, at the stop sign in town and on the boardwalk in front of the Community House. We also have a banner that will be put up on Wed. at the head of town and taken

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

We will take out the trash and sweep the floors and kitchen.

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:

We would love the event to be on the marquee starting on Monday the 25th.

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

08/13/2024

Date

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



RECEIVED 11 12 2024
Date Received:
Fee Total Paid asking to be waived
Deposit Total Paid: 250.00
Facility Requested: Community House

TOWN OF GRAND LAKE STRUCTURE AND FACILITY APPLICATION AND USE 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 structure shall comply with the terms of the Resolution. The following information is required for this Application and Use Agreement.

User / Group Name: Grand Arts Council

User / Group Contact Person: Andrea Cox

Contact Mailing Address: Grand Lake CO 80447

Contact Daytime Telephone Number: _____

Contact Email Address: _____

Is this user group a Government, Non-Profit, or Special District? ☒ Yes ☐ No

Is this a reoccurring event? ☒ Yes ☐ No

Is this a pecuniary use? (Will you be selling something?) ☒ Yes ☐ No

Please indicate event name, or use:

Old Fashioned Holiday Craft Bazaar

Please identify your waste removal plan:

Take it with us -

Please check which structure(s) and/or facility (and applicable subsequent amenity) you would like to use as well as note the date(s) and time period(s):

- ☒ Community House (\$550 Deposit) + Fee
Non profit (\$150/\$300) all others (\$300/\$600)
- ☐ Heckert Pavilion (\$20 non profit per hr) private
\$30 per hr.
☐ Electricity Use Requested (+\$25)
- ☐ Town Square Gazebo (\$10 per hr non-profit)
private \$20 per hr.
☐ Electricity Use Requested(+ \$25)
- ☐ Lakefront Park (Upper) Picnic Shelter
(\$20 non-profit per hr) private \$30 per hr
☐ Electricity Use Requested(+ \$25)
- ☐ Lakefront Park (Lower) Picnic Shelter
(\$20 non-profit per hr) private \$30 per hr
☐ Electricity Use Requested(+ \$25)
- ☐ Pitkin Annex (\$550 Deposit) +Fee
(\$30 non-profit ½ day, \$50 full day) private
\$50 ½ day, \$100 full day

DATE REQUESTED-START & END TIME

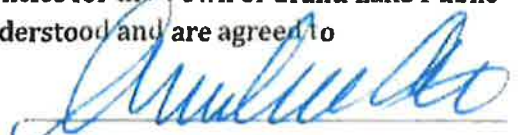
Nov. 27 from 12-4
Nov. 28 (Thanksgiving)
Nov. 29 + 30th all day
to 6 pm

Please identify all businesses (including addresses and phone numbers) that may be providing services for this use. This list should include caterers, music services, rental companies, etc. Businesses providing delivery services should also be included:

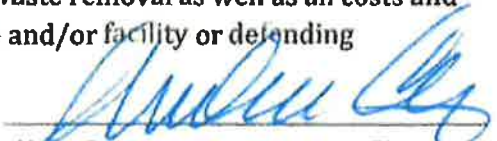
Grand Arts Council only.

NOTE: No alcohol is allowed in Town Parks. If a private event, alcohol may be provided in the Community House only. If alcohol is to be sold, please contact the Town Clerk regarding liquor licensing.

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.


User Group Point of Contact Signature

WAIVER OF LIABILITY, INDEMNIFICATION AND HOLD HARMLESS CLAUSE: By my signature, I agree and understand that the Town of Grand Lake is not responsible for the actions, activities or property of Users using the Town of Grand Lake's structures and/or facilities and hereby, for myself and the User Group I represent, I release and absolve the Town of Grand Lake 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 from any 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 said structure and/or facility or defending against claims of Users or User's invitees.


User Group Point of Contact Signature

Town of Grand Lake
P.O. Box 99
Grand Lake, CO 80447
Ph. (970) 627-3435
FAX (970) 627-9290
town@toglco.com