



# TOWN OF GRAND LAKE

STAFF REPORT

**TO**  
Mayor & Trustees

**FROM**  
Sarah Weekes, Event Manager

**DATE**  
June 8, 2026

**ACTION TYPE:**  Action Requested  Information Only

**RE: Special Event Permit Application and Resolution 45-2026 – Colorado AeroLab “Ducks Outta Water” – June 20, 2026**

## BACKGROUND

Colorado AeroLab is a nonprofit educational organization based in Denver that designs and delivers experiential, out-of-school-time learning opportunities for K-12 students, families, and educators across Colorado. As a statewide network of blended education centers in partnership with local school districts, each AeroLab site acts as a hands-on learning lab focused on multidisciplinary engineering design and collaborative problem-solving. Programs prepare students for success in college, career, and community life — particularly within Colorado’s growing aeronautics industry.

The Ducks Outta Water event is an updated version of the former Duck Derby Races. Due to low snowmelt runoff resulting in insufficient river levels for water racing, the event has been relocated to Town Park. The family-friendly fundraiser will maintain its rubber duck theme while incorporating a focus on water conservation awareness. Proceeds will benefit Colorado AeroLab.

Colorado AeroLab has submitted a Special Event Permit application for the Ducks Outta Water event and is requesting the Board of Trustees waive the following fees:

- Special event permit fee in the amount of \$250.00
- Heckert Pavilion rental fees for the requested date in the amount of \$220.00

## REVIEW CONSIDERATIONS

Pursuant to Municipal Code Section 11-6-3(C), the Board of Trustees shall consider the following factors prior to approval of a Special Event Permit:

***Municipal Code §11-6-3(C): Special Event Permit Application Review and Approval***  
*The following factors shall be considered prior to approval of a Special Event Permit:*

- (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.*

## FISCAL NOTE

In 2026, the Board of Trustees approved fee waivers totaling \$750 in special event permit fees and \$19,600 in facility rental fees, AV equipment rental fees, and kitchen fees for Colorado AeroLab’s “Radium Girls” held in January 2026, “Hadestown” held in April 2026, and the “Upstage Youth Theatre Fundraising Cabaret” held in May 2026. The current request adds \$250.00 in permit fees and \$220.00 in Heckert Pavilion rental fees.

## SUGGESTED MOTION

*“I make a motion to approve / (deny) the Special Event Permit Application and approve / (deny) Resolution 45-2026, a Resolution Setting Certain Fees for Colorado AeroLab’s “Ducks Outta Water” Event to be held June 20, 2026.”*