



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: Katie Hearsurn Phone Number: _____
Address: Grand Lake Center City: Grand Lake
State: CO Zip: 80447 Email: khearsurn@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: khearsurn@toglco.com

Event Information

Event Name: CDT camping Dates of Event: Summer / Fall 2024
Is this the first occurrence of the event? ☒ Yes ☐ No
During Event Contact: Grand Lake Center Phone Number: (970) 627-2415
Post Event Clean-up Contact: same Phone Number: same

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	<input checked="" type="checkbox"/>	
Delineation for Liquor Service & Consumption	<input checked="" type="checkbox"/>	
Ingress and Egress Points	<input checked="" type="checkbox"/>	
Off-Street Parking and Track Circulation	<input checked="" type="checkbox"/>	
Location of Any Signage	<input checked="" type="checkbox"/>	
Trash Can/Dumpster Location	<input checked="" type="checkbox"/>	
Restrooms/Porta-Potties Location	<input checked="" type="checkbox"/>	
Copies of Colorado and Grand Lake Sales Tax Licenses	<input checked="" type="checkbox"/>	
Copy of Government or Non-Profit Status	<input checked="" type="checkbox"/>	
Copy of Grand Lake Business License and/or Peddler's Applications	<input checked="" type="checkbox"/>	
Copy of Liquor License Application or License	<input checked="" type="checkbox"/>	
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured	<input checked="" type="checkbox"/>	
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit)	<input checked="" type="checkbox"/>	
Any Additional Information or Documents Which Pertain to the Event or this Application	<input checked="" type="checkbox"/>	

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: Assisting CDT recreationists with last-minute lodging option during busy tourism season

Detail the itinerary (dates & times) for event and clean-up: Public Works to remove fence + bear locker when hiking season ends

List all Town facilities or parks to be used for the event: Grand Lake Center (behind the building by the playground)

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 expected

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: None

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed: CDT Gateway Community banner placed on chain link fence on Center Dr. behind building by modular units
Detail trash and waste plan, including placement & removal of containers and post event clean up: A portable toilet placed directly behind building - billed monthly

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: Assistance from Public Works staff with fence + bear locker setup/teardown

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 event 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

8/7/2024
Date

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

