



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: Alayna Carrell Phone Number: 970.909.4574
 Address: 1026 Park Avenue City: Grand Lake
 State: CO Zip: 80447 Email: acarrell@toglco.com

Organization or Entity Information

Organization: Town of Grand Lake Phone Number: 970.627.3435
 Address: 1026 Park Avenue City: Grand Lake
 State: CO Zip: 80447 Email: acarrell@toglco.com

Event Information

Event Name: Grand Lake Community Picnic Dates of Event: June 6, 2024
 Is this the first occurrence of the event? Yes No
 During Event Contact: Alayna Carrell Phone Number: 970.909.4574
 Post Event Clean-up Contact: Alayna Carrell Phone Number: 970.909.4574

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