



- ⊗ event on events outlook calendar
- ⊗ pw request form uploaded to events calendar
- ⊗ pw request form sent to pw department

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: Elaine Menardi Phone Number: _____
Address: _____ City: _____
State: _____ Zip: _____ Email: _____

Organization or Entity Information

Organization: Colorado AeroLab Phone Number: _____
Address: 301 Marina Dr City: Grand Lake
State: CO Zip: 80447 Email: _____

Event Information

Event Name: Pirate Duck Flotilla Dates of Event: 7-18-25
Is this the first occurrence of the event? ☒ Yes ☐ No
During Event Contact: Elaine Menardi Phone Number: _____
Post Event Clean-up Contact: Elaine Menardi 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:	<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"/>

requesting fees waived on 7/14 BOT meeting

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: _____

Grand Lake summer campers will float their cardboard boats at the Headwaters Marina. Community _____

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

July 18, 2025 from 11:00 am to 4:00 pm _____

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

Headwaters Cove at the Marina _____

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. _____

Large group of people in/around the marina docks and sidewalk area. Neighboring businesses may see increased foot traffic and engagement. _____

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

Walking parade of kids with boats from intersection of Grand Ave and Garfield to the Marina from _____

4:00-5:00 pm. Street closure requested. _____

What is the anticipated impact to on-street parking: _____

No anticipated impact to on-street parking. _____

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

Wooden signage will be placed in the sand by the picnic tables at the cove. _____

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

No trash containers will be placed. Colorado AeroLab staff will collect trash in bags. Minimal trash is expected. _____

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: _____

Connect portable sound system to the light pole at the cove. _____

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

57eced4-2d37-405c-84e5-76277720687f
6277720687f

Signature

Digitally signed by
57eced4-2d37-405c-84e5-76277720687f
Date: 2025.06.23 11:14:56 -06'00'

06/23/2025

Date

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

Pirate Duck Flotilla

TOGL Special Event Permit

Friday, July 18, 2025, from 11:00 am to 4:00 pm

Contact: Elaine Menardi,

Document Check List

<i>The following items must be submitted with the application. If no applicable, please note NA.</i> Documents	Included in Application	Received By Town
Site Plan – Including the following:		
Dimensions and Locations of Specific Activities: Activities will be held at Headwaters Cove (enclosed water area at the Headwaters Marina docks), the small sandy beach with picnic tables, and along the sidewalk. Request to set up 1-2 10ftx10ft pop-up tents on the adjoining sidewalk for visitors to build their own cardboard boats before the event starts.		
Delineation for Liquor Service & Consumption N/A		
Ingress and Egress Points N/A		
Off-Street Parking and Track Circulation N/A		
Location of Any Signage		

Wooden signs will be posted in the sand on the beach.
Trash Can/Dumpster Location Colorado AeroLab will provide trash bins, recycling bin and trash bags in the boat-making area.
Restrooms/Porta-Potties Location N/A
Copies of Colorado and Grand Lake Sales Tax Licenses N/A
Copy of Government or Non-Profit Status IRS Determination Letter attached.
Copy of Grand Lake Business License and/or Peddler's Applications N/A
Copy of Liquor License Application or License N/A
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured Insurance document attached.
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit) Request fee to be waived.
Any Additional Information or Documents Which Pertain to the Event or this Application The Pirate Duck Flotilla is part of the Grand Lake Summer Camps and is open to all community members and visitors. Registered summer campers will show off their own boats, and others are invited to make boats to participate. All are invited to watch and join the event.

Pirate Duck Flotilla Signs

Colorado AeroLab

7-18-25

