



July 23rd
community House

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: Sue Luton / Juniper Phone Number: _____
Address: 316 Garfield / Library City: Grand Lake
State: CO Zip: 80447 Email: sueluton@gold.org

Organization or Entity Information

Organization: Juniper Library Phone Number: _____
Address: 316 Garfield St. City: Grand Lake
State: CO Zip: 80447 Email: _____

Event Information

Event Name: LA Wildfire Movie Dates of Event: July 23, 2025
Is this the first occurrence of the event? ☒ Yes ☐ No
During Event Contact: Sue Luton Phone Number: _____
Post Event Clean-up Contact: Sue Luton 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	<u>n/a</u>	<u>n/a</u>
Ingress and Egress Points	<u>n/a</u>	<u>n/a</u>
Off-Street Parking and Track Circulation	<u>n/a</u>	<u>n/a</u>
Location of Any Signage	<u>n/a</u>	<u>n/a</u>
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	<u>n/a</u>	<u>n/a</u>
Copy of Government or Non-Profit Status	<u>n/a</u>	<u>n/a</u>
Copy of Grand Lake Business License and/or Peddler's Applications	<u>n/a</u>	<u>n/a</u>
Copy of Liquor License Application or License	<u>n/a</u>	<u>n/a</u>
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"/>

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: a movie by PBS of the LA Wildfire

Detail the itinerary (dates & times) for event and clean-up: July 23 - 5:00 - 7:00 pm

List all Town facilities or parks to be used for the event: GL Community House
Done

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. n/a

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: none

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

Sue Luton will use Library Dumpster for any trash

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: none

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

Susan Luton
Signature

6/11/2025
Date

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



Explain clean-up & waste removal: Library Staff will dispose of waste removal and clean up.

COME. WATCH. LEARN.



Free PBS documentary about the recent LA Firestorm and how communities can better prepare for future disasters.

**WED, JULY 16, 2025
5-7 PM
FRASER LIBRARY**

**WED, JULY 23, 2025
5-7 PM
GRAND LAKE LIBRARY**

**THUR, AUG 14, 2025
5-7 PM
THE FOUNDRY CINEMA**

The hour-long movie features interviews with survivors, scientists, and fire officials to understand the conditions that led to these devastating fires and offers insights on prevention.

At the end of the documentary, Grand County Wildfire Council will host a panel of local wildfire experts to discuss how Grand County residents can prevent, prepare, and survive wildfires. Visitors, property owners, and residents of Grand County can go to [BeWildfireReady.org](https://www.bewildfireready.org) for more information.

**REGISTER TO ATTEND:
SCAN THE QR CODE**

Registration not required but requested and appreciated



This event is FREE to attend but donations to Grand County Wildfire Council help fund our programs and educational events.