



1026 Park Ave · PO Box 99
Grand Lake, CO 80447
970-627-3435
www.townofgrandlake.com

June 26, 2023

To: Mayor Kudron and Board of Trustees
From: Caitrin Irish, Administrative Assistant/Permit Technician
RE: Special Event Permit Request – *Troublesome Fest Showcase*

PURPOSE

Fire on the Mountain, represented by Stephanie Conners, has partnered with Grandview Mountain Lodge, represented by Fawn M. Calvin-Braley, ('the Applicant') in submitting a Special Event Permit Application for consideration.

BACKGROUND INFORMATION

The Applicant is requesting to hold a musical showcase, titled Troublesome Fest Showcase, to select a local artist to open for Troublesome Fest in September 2023.

The Event is proposed to be held on Saturday, July 8th from 8:00AM to 10:00PM and Sunday, July 9th from 8:00AM to 10:00PM. The completion time will most likely be sooner on Sunday as the event itself will only be held from 8:00AM to approximately 1:00PM, the remaining time will be used for event clean up. The event will close Vine Street between Grand Ave and Park Ave, allowing the stage to be set up on the Grand Ave end of Vine Street and pedestrians to enjoy the showcase from the Grandview outdoor seating to the street. The applicant is requesting assistance from public works closing Vine Street. Request have also been made for candlestick cones, rope, garbage cans, and a dumpster. Porta-potties will be provided by the applicant. Electricity will be provided to the event by Grandview Mountain Lodge and a generator.

Because this is a first-time event, action by the Board of Trustees is required.

Attached you will find the Special Event Permit Application, approval of the event site plan by the Grand Lake Fire Chief-Seth St. Germain, purposed site plan, detailed public works request, certificate of liability insurance, state of Colorado sales tax and Grand Lake business licenses.

MUNICIPAL CODE

In accordance with the Town of Grand Lake Municipal Code, Chapter 11, Article 6, Section 3(C) Special Event Permit Application Review and Approval:

11-6-3(C)2(b) - Approval by Board of Trustees

If approval is not obtained by 11-6-3(C)2(a) Approval by the Mayor, The Board of Trustees shall review the SEP application.

11-6-3(C)1 - Review Considerations

The following factors shall be considered prior to approval of a SEP:

- (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*



1026 Park Ave · PO Box 99
Grand Lake, CO 80447
970-627-3435
www.townofgrandlake.com

- (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.*

The Board shall review and may approve the application based on 11-6-3(C)1 - Review Considerations. The Board, at its discretion, may require one or more of the following:

- 1. Require review of the SEP at a Public Hearing; and/or*
- 2. Permit all or only a portion of the SEP application; and/or*
- 3. Impose permit conditions on the event.*

STAFF COMMENTS

All required documentation has been received, including payment of the damage deposit. Staff believes that this event is not in conflict with the consideration factors listed above and should be a successful positive event for the Town of Grand Lake, Grandview Mountain Lodge, Fire on the Mountain Organization, and community. Staff believes that this event should not require a public hearing.

STAFF RECOMMENDATION

Staff recommends approval and execution of the Special Event Permit as presented.

BOARD DISCUSSION

The Board should review and discuss the application, taking into consideration the factors listed above and input from the Applicant. Additionally, the Board should decide if a public hearing is necessary.

BOARD ACTION

The Board should approve, modify, deny, or table the Special Event Permit Application. Staff has attached suggested motions for your consideration.

Suggested motions are provided below for your consideration:

I move to authorize Mayor Kudron to sign the Special Event Permit for the proposed event known as Troublesome Fest Showcase as presented, upon confirmation from Staff that all other application requirements have been met and the Permit is ready for signature.

Or

I move to authorize Mayor Kudron to sign the Special Event Permit for the proposed event known as Troublesome Fest Showcase with the following conditions, _____, and upon confirmation from Staff that all other application requirements have been met and the Permit is ready for signature.

Or

I move to deny the Special Event Permit for the proposed event known as Troublesome Fest Showcase based on the following factors _____.



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.

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

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: Fawn M. Calvin-Bradley Phone Number: _____
 Address: 725 Grand Ave. City: Grand Lake
 State: CO Zip: 80447 Email: _____

Organization or Entity Information

Organization: Grandview Mountain Lodge Phone Number: _____
 Address: 725 Grand Ave City: Grand Lake
 State: CO Zip: 80447 Email: _____

Event Information

Event Name: Troublesome Fest Showcase Dates of Event: 7/8 - 7/9/2023
 Is this the first occurrence of the event? Yes No
 During Event Contact: _____ Phone Number: _____
 Post Event Clean-up Contact: _____ 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:		✓
Dimensions and Locations of Specific Activities		✓
Delineation for Liquor Service & Consumption		✓
Ingress and Egress Points		✓
Off-Street Parking and Track Circulation		✓
Location of Any Signage		✓
Trash Can/Dumpster Location		✓
Restrooms/Porta-Potties Location		✓
Copies of Colorado and Grand Lake Sales Tax Licenses		✓
Copy of Government or Non-Profit Status		✓
Copy of Grand Lake Business License (or Peddler’s Application)		✓
Copy of Liquor License Application or License		✓
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured		✓
*Refundable Damage Deposit of \$100.00		✓
Any Additional Information or Documents Which Pertain to the Event or this Application		✓

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: To choose a local artist to open Troublesome Fest in September by providing a music showcase.

Detail the itinerary (dates & times) for event and clean-up: 8am July 8th to 10pm July 9th 4 hour shows with remaining time for set & cleanup.

List all Town facilities or parks to be used for the event: Vine street between Grand Ave and Park Ave.

State the compatibility with the surrounding properties and how the event will impact the neighboring businesses. Comments from surrounding businesses may be requested. Event is meant to draw business to the other side of town to help businesses.

List exact dates, times, and locations of requested street closures or blocking of parking spaces: All of Vine St and Parking between Grand and Park Ave

What is the anticipated impact to on-street parking: NO parking on Vine Street to allow safety of event guests.

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed: UP 6/15 DOWN 7/10 Banners will be placed on stage and at Grand View.

Detail trash and waste plan, including placement & removal or containers and post event clean up: Dumpsters, and Portapotties will be provided and removed

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: Public Works request included in package

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

[Signature]
Signature

6/1/2023
Date

STAFF USE ONLY			
Date Received:	<u>6/1/2023</u>	Damage Deposit Paid:	<u>CI</u>
Liability Insurance Received:	<u>CI</u>	Liquor Permit Received:	<u>App - 6/1</u>
		Payment Type:	<u>CK542</u>
		Staff Reviewed:	<u>CI</u>



GRAND LAKE FIRE PROTECTION DISTRICT



DATE: 06-12-2023

TO: Whom it may concern / Grand Lake Board of Trustees

RE: Local Artist Showcase in Grand Lake Colorado

FROM: Fire Chief Seth St. Germain

The attached event site plan for the Local Artist Showcase was reviewed and approved by the Grand Lake Fire Protection District, Fire Chief.

If you have any questions, please feel free to contact Chief Seth St. Germain –

- Email – sstgermain@grandlakefire.org
- Office phone – 970-627-8428 ext. 101
- Cell phone –

FIRE CHIEF



Public Works Requests

Local Artist Showcase

Date: Saturday, July 8th and Sunday, July 9th, 2023

Location: Grand View Mountain Lodge/Vine Street

Contacts for Event:

Stephanie Conners:

Fawn:

Road Closure-Vine Street from Grand Avenue to Park Avenue will be closed from 8:00 am on Saturday until 10:00 pm on Sunday.

10-12 Candlestick Cones and Rope will be needed for our liquor boundary to be marked on Vine Street. We will have entrance openings on Grand Avenue, Park Avenue, and from the alley's.

We would like to request a dumpster to be placed on the North side of Vine Street on the morning of the 8th.

We would also like to request 6 garbage cans that we will place along Vine Street on the morning of the 8th.

We will provide three porto john's that will be placed by the dumpster on the North end of Vine Street. One will be handicap.

Power will be connected to Grand View Mountain Lodge and we will be using a generator to run the sound and lights.

THANK YOU!!!!