



\* need valid copy of non profit status, current one expires 9/11/25  
 \* need deposits  
 \* 500 City deposit  
 \* 250 SEP deposit  
 \* 50 key deposit  
 \$800 total

## 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: Michael Sobon Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Organization or Entity Information

Organization: Grand Lake Trail Grooming Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Event Name: Sledtober Dates of Event: 10/11/25  
 Is this the first occurrence of the event?  Yes  No  
 During Event Contact: Michael Sobon Phone Number: \_\_\_\_\_  
 Post Event Clean-up Contact: Michael Sobon 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
<b>Site Plan – Including the following:</b>		
Dimensions and Locations of Specific Activities	x	✓
Delineation for Liquor Service & Consumption	n/a	n/a
Ingress and Egress Points	x	✓
Off-Street Parking and Track Circulation	n/a	n/a
Location of Any Signage	x	✓
Trash Can/Dumpster Location	x	✓
Restrooms/Porta-Potties Location	✓	✓
Copies of Colorado and Grand Lake Sales Tax Licenses	n/a	n/a
Copy of Government or Non-Profit Status	x	n/a
Copy of Grand Lake Business License and/or Peddler's Applications	n/a	n/a
Copy of Liquor License Application or License	n/a	n/a
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)	✓	✓
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 get the local snowmobile community excited about the upcoming snowmobile season. Promote club membership

Detail the itinerary (dates & times) for event and clean-up: Set up will begin @ 10:00 A.M.

Event will go from Noon - 4:00 P.M. Clean up to be done by 5:00 P.M.

List all Town facilities or parks to be used for the event: Community House, grassy area in front of Community House.

*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. Event will bring in snowmobile minded into the community locally + regionally.

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

What is the anticipated impact to on-street parking: Expect 25-40 on street spots occupied throughout the event.

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

Sandwich board on grand ave boardwalk w/ snowmobile. Banner by community house

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

2-3 in door trash cans, waste to be taken offsite after event.

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: Marquee advertising, projector + screen,

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

\_\_\_\_\_  
Date

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



# Town Of Grand Lake Community House Facility Application and Use Agreement

According to the use policies for the Town of Grand public facilities and structures (outlined by section 11-6-2 in the Municipal Code), any group or governmental entity (User) desiring to use any public facility or structure shall comply with the terms of the of the Municipal Code and any Resolution enacted.

*Please Note: There are blackout dates for facilities and structures throughout the year. Please contact the Town Hall for more information regarding those dates.*

Please complete the below Application and Use Agreement and return to the Grand Lake Town Hall with payment.

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

### Contact Information

Group or User: Grand Lake Trail Grooming Inc. Contact Person: Michael Sobon

Contact Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Special Event (If Applicable): Sledtober

### Facility Information

Rental Cost: Private or Pecuniary: \$600 Gov./Non-Profits/Special Dist.: \$300

Deposit: Damage and Cleaning Deposit: \$500 *A valid credit card must remain on file for any incidentals*

#### Optional Amenities Deposits/Fees

- Key Use \$50 Deposit
- Use of AV Equipment \$200 Fee
- Use of Kitchen \$100 Fee

### Event Information

Is this user group a Government, Non-Profit, or special District?  YES  NO

Is this a private or public event?  Private  Public

*If the event is public, please fill out the special event application as well*

Is this a reoccurring event?  YES <sup>First Year</sup>  NO

Is this a pecuniary use? (Will you be selling something?)  YES  NO

Event Name: Sledtober

Event Use: Community Fundraiser

Explain clean-up & waste removal: All trash will be removed, volunteers will clean up any spills + mess on the floors + outside.

**Event Information Continued**

Please list the date(s), start & end time(s):

Date	Start Time	End Time
8/11/25	Noon	4:00 P.M.

Date	Start Time	End Time

Please Identify businesses that may be providing services during the use of the facility or structure. Include all caterers, music services, rental companies, delivery services, etc. Provide all the information requested.

Business Type	Business Name	Phone	Address
Catering	Sagebrush	627-1404	1101 Grand Ave.
Dealer	Power World	887-9337	61000 US-40. Granby

**NOTE:**

- No alcohol is allowed in Town Parks. The Community House is the only facility that allows alcohol to be provided in the Community House during a private event. If alcohol is to be sold, please contact the Town Clerk regarding liquor licensing.
- Clean up must be completed during the time rented. If the facility or structure is not left cleaned, the town will charge \$50.00 per hour per staff member.
- AV Equipment may only be used with approval from the Town and
- Any event open to the public will need a special event permit.

**ACKNOWLEDGEMENT:** By my signature, I and my organization (User) hereby acknowledge to have received a copy of the Town of Grand Lake Resolution of policies for the Town of Grand Lake Public Facilities and Structures and that the policies have been read, understood and are agreed to ~~comply~~ with the terms thereof.

Signature \_\_\_\_\_

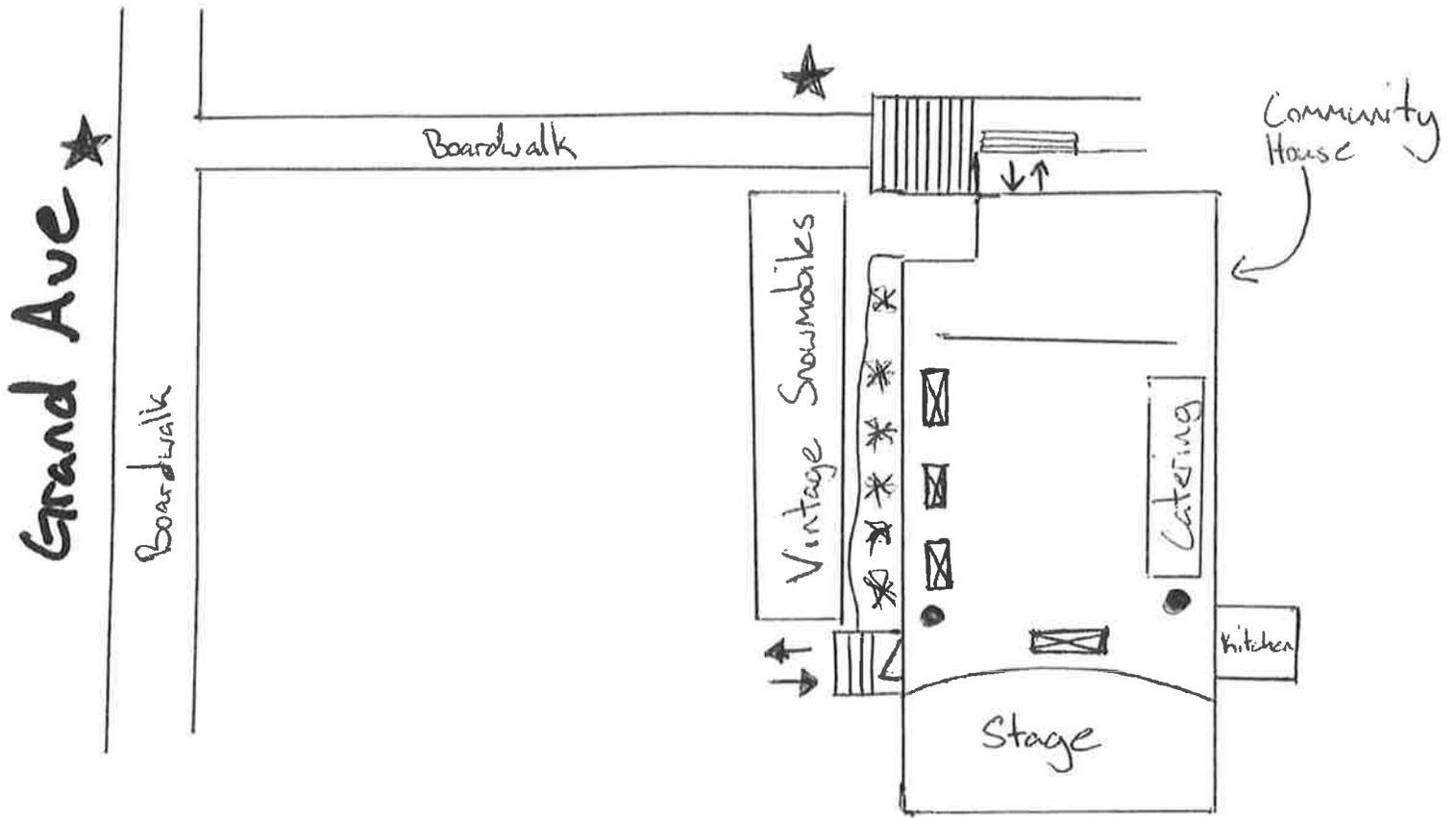
Date \_\_\_\_\_

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Signature \_\_\_\_\_

Date \_\_\_\_\_

# Sledtober Site Plan - 10/11/25



- Key:
- ★ - Event Signs
  - ↑↓ - Ingress + Egress
  - ⊠ - Vendor Table
  - - Trash