



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: Judith Schaffer Phone Number: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Email: _____

Organization or Entity Information

Organization: Peaks 'n Pines Quilt Guild Phone Number: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Email: _____

Event Information

Event Name: 14th Annual Quilt Show Dates of Event: August 3-4 2024
 Is this the first occurrence of the event? Yes No
 During Event Contact: Judith Schaffer Phone Number: _____
 Post Event Clean-up Contact: Judith Schaffer 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	n/a	n/a
Delineation for Liquor Service & Consumption	n/a	n/a
Ingress and Egress Points	n/a	n/a
Off-Street Parking and Track Circulation	n/a	n/a
Location of Any Signage	✓	✓
Trash Can/Dumpster Location	n/a	n/a
Restrooms/Porta-Potties Location	n/a	n/a
Copies of Colorado and Grand Lake Sales Tax Licenses	✓	✓
Copy of Government or Non-Profit Status	✓	✓
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	✓	✓
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: Quilt Show (70 quilts) [FREE admission], quilt demonstrations, presentation of Quilts of Valor

Detail the itinerary (dates & times) for event and clean-up: 1 Oct 3pm set-up; 2 Oct all day set-up; 3-4 Oct show (10 am - 4pm); 4pm - 7pm clean-up

List all Town facilities or parks to be used for the event: Grand Lake Center (contract attached)

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. At Grand Lake Center with on-site parking.

List exact dates, times, and locations of requested street closures or blocking of parking spaces: None requested.

What is the anticipated impact to on-street parking: Historically, none.

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed: Sandwich boards at town entrance; center street corner and GLC; at door

Detail trash and waste plan, including placement & removal or containers and post event clean up: Trash cans in venue will be emptied. No extra required. No alcohol/food service.

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 Announcement: Quilt Show, Aug 3-4, FREE

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

Judith Schaffer
Signature

07/19/2024
Date

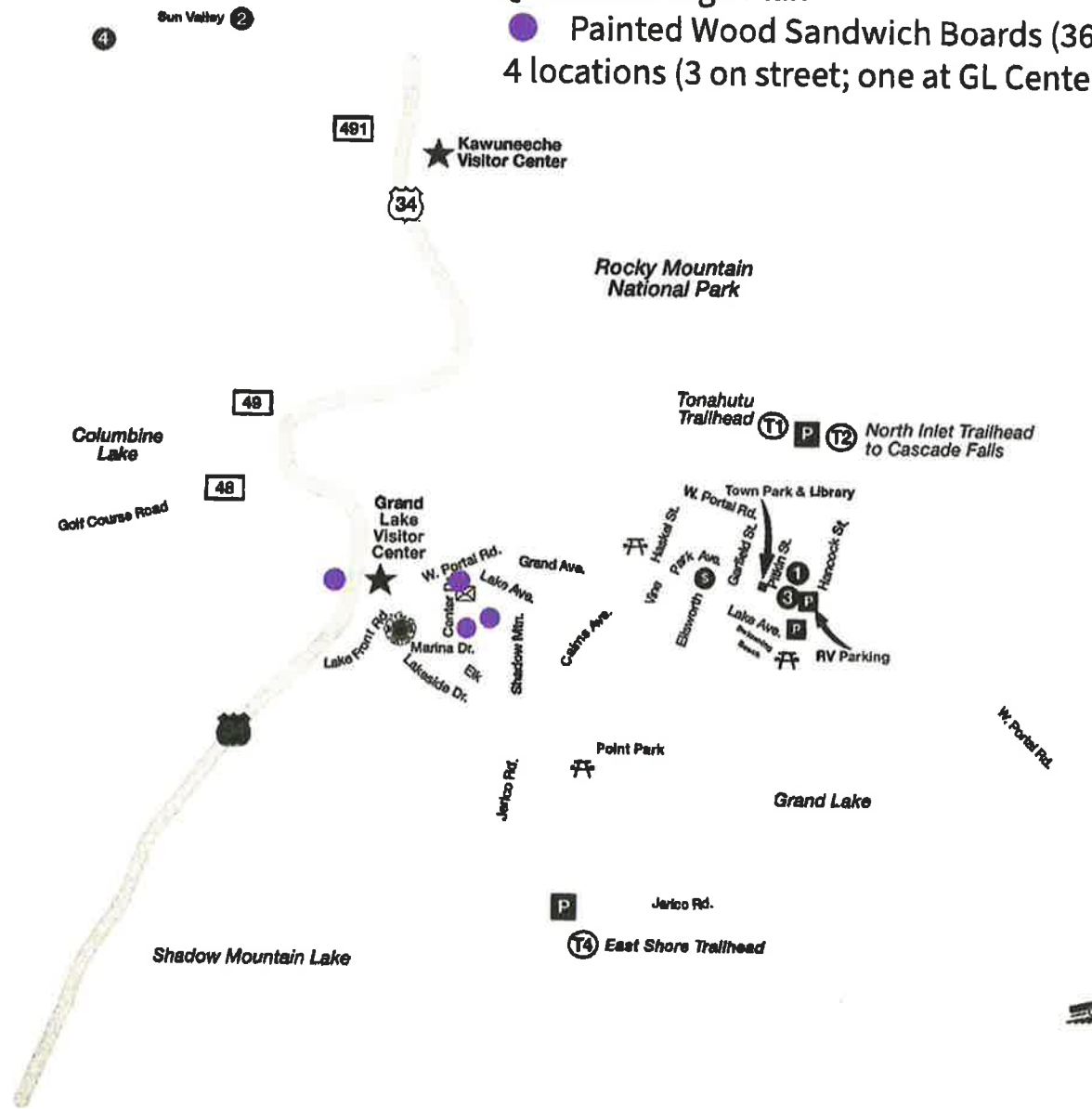
For questions contact the town: Phone: 970-627-3435 Email: town@tolco.com

Quilt Show Sign Plan

- Painted Wood Sandwich Boards (36"x48")
- 4 locations (3 on street; one at GL Center Entrance)



GOGRANDLAKE.COM



MAP KEY

T1 Tonahutu Trailhead	⌘ Picnic Area
T2 North Inlet Trailhead	★ Visitor Center
T3 East Inlet Trailhead	⊙ Fire Station
T4 East Shore Trailhead	⚓ Boat Ramp
P Parking	✉ Post Office
	Ⓢ ATM

Map not to scale.
All streets and features are not represented.

PHONE NUMBERS

Grand Lake Chamber of Commerce.....	970.627.3402
Arapaho National Forest	
Local.....	970.887.4100
Reservations.....	877.444.6777
Rocky Mountain National Park & Trail Ridge Road Conditions.....	970.627.3471