



RECEIVED SEP 27 2024

## 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: Sarah Weekes Phone Number: 970-531-4795  
Address: 1026 Park Ave City: Grand Lake  
State: CO Zip: 80447 Email: sweekes@toglco.com

### Organization or Entity Information

Organization: Town of Grand Lake Phone Number: 970-627-3435  
Address: 1026 Park Ave City: Grand Lake  
State: CO Zip: 80447 Email: sweekes@toglco.com

### Event Information

Event Name: Tree Lighting Ceremony Dates of Event: 11/29/2024  
Is this the first occurrence of the event? ☒ Yes ☐ No  
During Event Contact: Sarah Weekes Phone Number: 970-531-4795  
Post Event Clean-up Contact: Sarah Weekes Phone Number: 970-531-4795

### 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  
to be waived in  
BOT meeting 10/28

## 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 Annual Tree Lighting

Detail the itinerary (dates & times) for event and clean-up: Nov 29th  
Set up 2:00PM, event 6:00PM - 8:30PM  
Clean up 8:30PM - 9:30PM

List all Town facilities or parks to be used for the event: Town Park, Heckert Pavilion, Town Park Gazebo

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. Grand Ave closed from 6:30PM - 8:00PM from Garfield to Pitkin. no other impact to businesses

List exact dates, times, and locations of requested street closures or blocking of parking spaces: 11/29/24

6PM - 8:30PM Grand Ave Garfield to Pitkin parking blocked  
same times on both sides of Grand Ave

What is the anticipated impact to on-street parking: Grand Ave closed from Garfield to Pitkin 6:30PM - 8:00PM no other parking impact

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

Put on marquee 11/18/24

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

trash cans at Pavilion + Gazebo Town staff to clean up  
+ remove trash 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: event to be put on

marquee 11/18/24

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

Sarah Weeks

Signature

9/27/24

Date

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



Date Received:	9/27/24
Fee Total Paid:	0 requesting to be waived
Deposit Total Paid:	0
Facility Requested:	Heckert Pavilion Gazebo Town Park

## TOWN OF GRAND LAKE STRUCTURE AND FACILITY APPLICATION AND USE AGREEMENT

According to the use policies for Town of Grand Lake public facilities and structures (outlined by Resolution), any group or governmental entity (User) desiring to use public facilities and structure shall comply with the terms of the Resolution. The following information is required for this Application and Use Agreement.

User/ Group Name:	Town of Grand Lake
User /Group Contact Person:	Susan Weckes
Contact Mailing Address:	PO Box 99 Grand Lake CO 80447
Contact Daytime Telephone Number:	970-627-3435
Contact Email Address:	sweckes@togl.co.com

Is this user group a Government, Non-Profit, or Special District? ☒ Yes ☐ No

Is this a reoccurring event? ☒ Yes ☐ No

Is this a pecuniary use? (Will you be selling something?) ☐ Yes ☒ No

**Please indicate event name, or use:**

Tree Lighting Ceremony

**Please identify your waste removal plan:**

Town staff to remove after event

Please check which structure(s) and/or facility (and applicable subsequent amenity) you would like to use as well as note the date(s) and time period(s):

- ☐ Community House (\$550 Deposit) + Fee
- ☐ Non profit (\$150/\$300) all others (\$300/\$600)
- ☒ Heckert Pavilion (\$20 non profit per hr) private \$30 per hr. = \$30
  - ☒ Electricity Use Requested (+\$25) = \$25
- ☒ Town Square Gazebo (\$10 per hr non-profit) private \$20 per hr. = \$15
  - ☒ Electricity Use Requested (+\$25) = \$25
- ☐ Lakefront Park (Upper) Picnic Shelter (\$20 non-profit per hr) private \$30 per hr
  - ☐ Electricity Use Requested (+\$25)
- ☐ Lakefront Park (Lower) Picnic Shelter (\$20 non-profit per hr) private \$30 per hr
  - ☐ Electricity Use Requested (+\$25)
- ☐ Pitkin Annex (\$550 Deposit) + Fee (\$30 non-profit ½ day, \$50 full day) private \$50 ½ day, \$100 full day

Total = \$95.00

### DATE REQUESTED-START & END TIME

11/29/24 6:30PM - 8:00PM



# Tree Lightiing Ceremony

6:30PM - 8:00PM

2:00PM - Set Up Begins

6:00PM - Event Starts

6:15PM - Santa Arrives

7:00PM - Lights on, Carols start

8:30PM - Event Ends, Clean up

Cookies/Hot  
Cocoa  
Station #2

Santa and Sleigh

Parking Closed

Reindeer

Cookies/Hot  
Cocoa  
Station #1

Parking Closed

Grand Ave

Stage and Giant  
Lightswitch

Grand Ave

ROAD  
CLOSED

Grand Lake Town Hall

1025

1023

Town Square Park

Grand Lake Town  
Park Ice Rink

Grand  
Lake, CO

Rocky Mountain  
Folk School

ChargePoint  
Charging Station

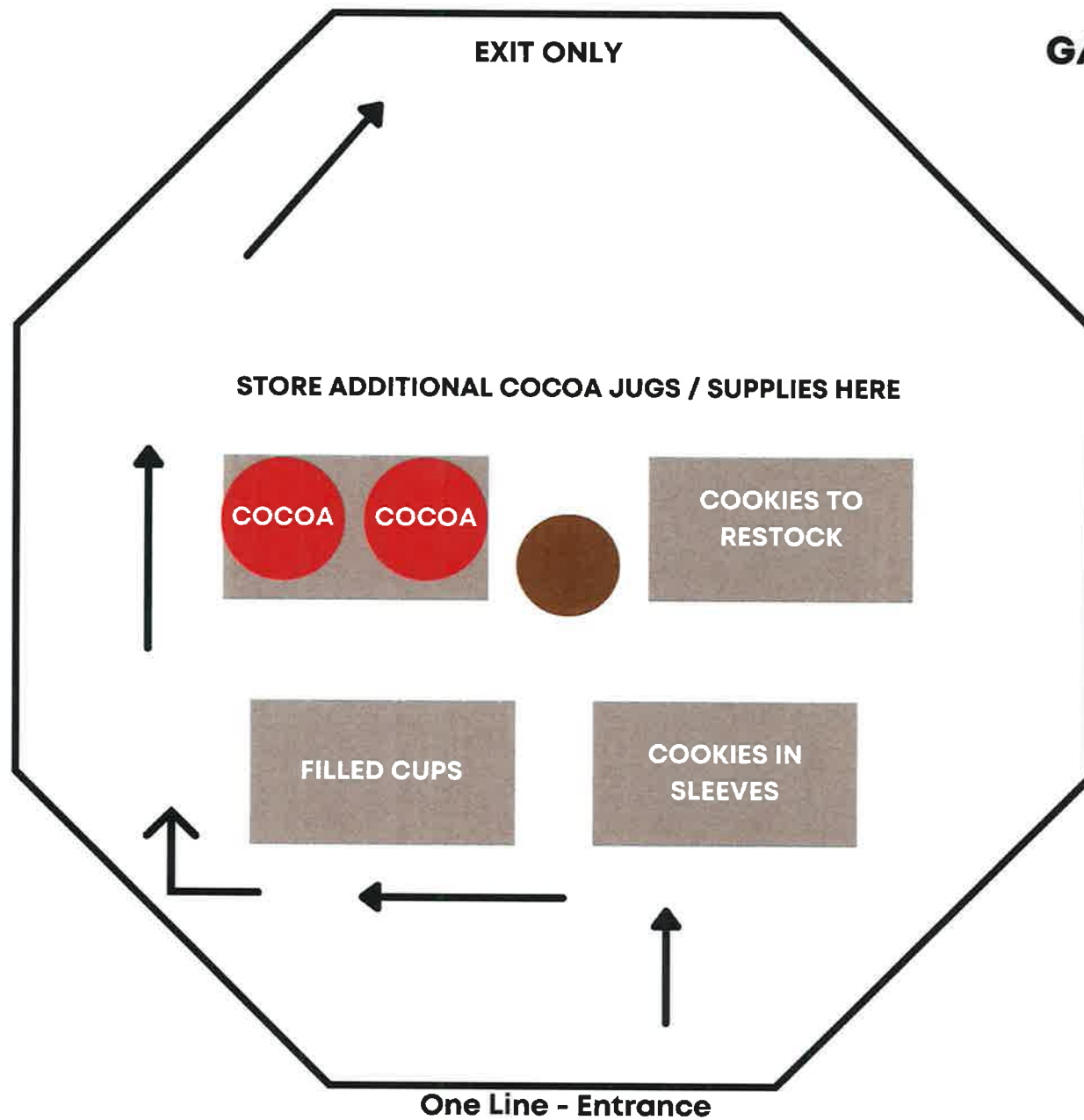
Park Ave

Pitkin St

Rockies

1036

# GAZEBO STATION





CUPS ON PICNIC BENCH

CUPS ON PICNIC BENCH

TRASH

TRASH

SET FULL CUPS HERE

TAN - FOLDING TABLES

COOKIES IN SLEEVES

DONATION  
BOXES

COOKIES IN SLEEVES

DONATION  
BOXES

SET FULL CUPS HERE

SUPPLIES BOX  
UNDER TABLE



CHALKBOARD



CHALKBOARD



BROWN - PICNIC TABLES