

September 9th



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: Alexander Thompson Phone Number: _____
Address: _____ City: Grand Lake
State: _____ Zip: _____ Email: _____

Organization or Entity Information

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

Event Information

Event Name: Shadowcliff Artist Residency Showing Dates of Event: 9/9/24
Is this the first occurrence of the event? ☒ Yes ☐ No
During Event Contact: Alexander Thompson Phone Number: _____
Post Event Clean-up Contact: Alexander Thompson 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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:

Performances and artist talks by five artists-in-residence at Shadowcliff Mountain Lodge

Detail the itinerary (dates & times) for event and clean-up:

12-6pm Event Set Up, 6:30pm doors open, 7-8:30pm event, 8:30-9pm clean up.

List all Town facilities or parks to be used for the event:

Grand Lake 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.

The event will be restricted to the Community House, so we do not anticipate any impact on neighboring businesses.

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

No street closures or blocking of parking spaces requested

What is the anticipated impact to on-street parking:

No anticipated impact to on-street parking

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

We are not planning any signage, but if we were to have signage, it would be a sandwich board (approx. 32" x 48") outside the door to the community house, placed at 6pm and removed at 9pm.

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

We do not anticipate that the event will generate waste, but any incidental trash will be removed from the Community House by Shadowcliff Staff.

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:

At this time, we do not anticipate any special requests from the Town.

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

July 31, 2024

Date

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

-open to public

Sept 9th



Date Received: 7/9/24
Fee Total Paid: _____
Deposit Total Paid: _____
Facility Requested: Community House

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:	<u>Shadowcliff Mountain Lodge</u>
User /Group Contact Person:	<u>Alexander Thompson / Kimberly Carmichael</u>
Contact Mailing Address:	_____
Contact Daytime Telephone Number:	_____
Contact Email Address:	_____

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:

Shadowcliff Artist Residency Showings

Please identify your waste removal plan:

We don't anticipate generating waste, but presently will be removed by Shadowcliff staff

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.
 - ☐ Electricity Use Requested (+\$25)
- ☐ Town Square Gazebo (\$10 per hr non-profit) private \$20 per hr.
 - ☐ Electricity Use Requested(+ \$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

DATE REQUESTED-START & END TIME

Monday, September 9 12 pm 2024
Monday, September 9 9 am 2024

Please identify all businesses (including addresses and phone numbers) that may be providing services for this use. This list should include caterers, music services, rental companies, etc. Businesses providing delivery services should also be included:

We do not plan to have external vendors. Grounds staff will be the
primary users

NOTE: No alcohol is allowed in Town Parks. If a private event, alcohol may be provided in the Community House only. If alcohol is to be sold, please contact the Town Clerk regarding liquor licensing.

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.



User Group Point of Contact Signature

WAIVER OF LIABILITY, INDEMNIFICATION AND HOLD HARMLESS CLAUSE: By my signature, I agree and understand that the Town of Grand Lake is not responsible for the actions, activities or property of Users using the Town of Grand Lake's structures and/or facilities and hereby, for myself and the User Group I represent, I release and absolve the Town of Grand Lake from any liability associated with those actions, activities and/or property described herein this Agreement. I further indemnify and hold harmless the Town of Grand Lake from any and all claims arising out of our use of the premises; including costs associated with cleaning and waste removal as well as all costs and attorney's fees incurred in collecting for damages to said structure and/or facility or defending against claims of Users or User's invitees.



User Group Point of Contact Signature

Town of Grand Lake
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FAX (970) 627-9290
town@toglco.com