



To: Mayor Bergquist & Town Trustees  
From: Sarah Weekes, Event Manager  
Date: May 11, 2026  
Re: **Consideration of Approval of a Special Event Permit Application and Resolution 38-2026 for the Town of Grand Lake’s “Spring Clean Up & Arbor Day Celebration” Event, May 16, 2026**

**BACKGROUND:**

The Town of Grand Lake is pleased to announce their annual Spring Clean Up & Arbor Day Celebration, an opportunity for residents to help beautify the community and prepare for the summer season. This community-wide event encourages residents, businesses, and volunteers to participate in spring cleaning efforts throughout town while also celebrating the importance of trees and environmental stewardship.

The Town of Grand Lake has submitted a Special Event Permit application for the Spring Clean Up & Arbor Day and is requesting the Board of Trustees waive the following fees due to its government status:

- Special event permit fee in the amount of **\$250.00**
- Community House rental fees for the requested date in the amount of **\$300**
- Heckert Pavilion rental fees for the requested date in the amount of **\$240**

**REVIEW CONSIDERATIONS**

Pursuant to Municipal Code Section 11-6-3(C): Special Event Permit Application Review and Approval, the Board of Trustees shall consider the following factors prior to approval of a Special Event Permit:

***Municipal Code 11-6-3(C): Special Event Permit Application Review and Approval.***

*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*
- (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.*

**FISCAL NOTE**

In 2026, the Board of Trustees approved fee waivers totaling **\$250.00** in special event permit fees and **\$160.00** in Community House rental fees for the Town of Grand Lake's A Viking Winter Carnival.

**SUGGESTED MOTIONS**

*I make a motion to approve/(deny)* **THE SPECIAL EVENT PERMIT APPLICATION AND approve/(deny) RESOLUTION 38-2026, A RESOLUTION SETTING CERTAIN FEES FOR TOWN OF GRAND LAKES "SPRING CLEAN UP & ARBOR DAY CELEBRATION" EVENT TO BE HELD MAY 16, 2026**