

Application for a Special Events Permit

Departmental Use Only

State Only Permit/State Property

In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-6-102 C.R.S. and One of the Following (See back for details)

- Social Athletic Philanthropic Institution
 Fraternal Chartered Branch, Lodge or Chapter Political Candidate
 Patriotic National Organization or Society Municipality Owned Arts Facilities
 Political Religious Institution

WAB: Type of Special Event Applicant is Applying for: 2110 <input checked="" type="checkbox"/> Wait, Winous And/ Spirituous Liquor \$25.00 Per Day 2170 <input type="checkbox"/> Fermented/Wait Beverages \$10.00 Per Day	DO NOT WRITE IN THIS SPACE
	Liquor Permit Number

1. Name of Applicant Organization or Political Candidate: Chapter AO of PEO State Sales Tax Number (Required) [REDACTED]

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP):
Mary Gervais
[REDACTED]
New Castle 81647

3. Address of Place to Have Special Event (include street, city/town and ZIP):
Lakota Rec Center
151 E. Clubhouse Dr.
New Castle 81647

4. Authorized Representative of Qualifying Organization or Political Candidate: Mary Gervais Date of Birth: [REDACTED] Phone Number: 970-470-3678

Authorized Representative's Mailing Address (if different than address provided in Question 2):
Mary Gervais, Faye Bennett, Kit Fordham New Castle 81647

5. Event Manager: Mary Gervais, Faye Bennett, Kit Fordham Date of Birth: [REDACTED] Phone Number: 970-470-3678

Event Manager Home Address (Street, City, State, ZIP): [REDACTED] Email Address of Event Manager: mgervais@yahoo.com

6. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?
 No Yes How many days? _____

7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?
 No Yes License Number: _____

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Hours From	To	Date	Hours From	To	Date	Hours From	To	Date	Hours From	To	Date	Hours From	To
12/6/25	7	4												

Oath of Applicant
 I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature: Mary Gervais Title: Chairman Branch Committee Date: 10/23/25

Report and Approval of Local Licensing Authority (City or County)
 The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.
THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County): City County Telephone Number of City/County Clerk: _____

Signature: _____ Title: _____ Date: _____

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information

License Account Number	Liability Date	State	Total
			-750 (999) \$

Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. *Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc. See 2024 application - all is the same*
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or
- If not incorporated, a NONPROFIT charter; or *see 2022, '23, '24 application*
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
- Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- Check payable to the Colorado Department Of Revenue

Qualifications for Special Events Permit

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipally owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

October 23, 2025

Dear Ladies and Gentlemen of the New Castle Town Council:

PEO is an international philanthropic educational organization. It was founded more than 155 years ago as a support for women achieving education. PEO is a source of encouragement and financial support for women as they strive for educational advancement. PEO has five programs that provide assistance in the form of grants, scholarships and awards. Our local chapter, AO, was organized in May of 1917 in Glenwood Springs. Due to increasing membership of women from New Castle our local support spans a greater distance around Glenwood than it did in the past.

We provide scholarships through donations and fundraising. Since 2022 we have sponsored a Champagne Brunch at Lakota Rec Center, catered by Rolling Fork Truck. The menu includes eggs, breakfast meats, potatoes, burritos, fruits salad, chicken biscuits, pastries, juice, mimosas and coffee. The price this year is \$65 and this includes a mandatory donation. All profits go towards our scholarship fund. This event is open to the public and we will advertise across New Castle, Glenwood Springs, and Carbondale.

Thank you for your time and consideration.

Mary Gervais, Brunch Committee, Chapter AO PEO

A handwritten signature in cursive script, appearing to read "Mary".



Lakota Canyon Ranch

Rec Center Reservation

Today's Date 10/23/25
Resident Name: Mary Gervais, Kit Fordham, Carol Newman
Phone: 970-470-3678 Email: magervais@yahoo.com
Resident Address: 140 Lakota Dr. New Castle 81647

Date of Event: 12/6/25 Expected Attendance: 60
Event Theme/Organization: Holiday Brunch PEO
Start Time (no earlier than 8am): 8^{AM} Set up (Include time for set-up)
End Time (no later than 10pm): 4PM (Include time for clean-up)

Space Requested*:	Capacity:
<input checked="" type="checkbox"/> Dining Area	48
<input type="checkbox"/> Upstairs Balcony	36
<input checked="" type="checkbox"/> Board Room	18
<input type="checkbox"/> Lower Banquet Room	36
<input type="checkbox"/> Lower Exercise Room	12

* Each event may only use the specific area of the Rec Center as reserved. The pool may not be reserved for events or used by event guests.

Food and Beverage provided by:

- Resident Rolling Fork N/A
 Outside Caterer _____

Member Usage Fees & Deposits: (for residents and their accompanying guests). **Please provide 2 checks**, one for the fee, and another for the deposit. You will also need to provide a **credit card** in the event of noncompliance. **The resident must always be present.** Usage fees are reviewed by the HOA Board annually.

- <25 people, \$0 fee (\$200 deposit)
- 26-50 people, \$250 fee (\$250 deposit)
- 51-75 people, \$500 fee (\$500 deposit)
- >76 people \$1000 fee (\$1000 deposit) with HOA board approval

Member Commercial Services Fee: (i.e. when fees are charged for admission).

This rate will depend on your event, the amount of time needed, and attendance. Please submit a reservation form for the HOA board to review. Usage fees are reviewed by the HOA Board annually.

Additional Charges: The above rates are for **up to 4 hours total** of space usage, this includes set-up and clean-up. Additional time needed is **\$100/hour** with a **maximum of 6 hours.**

If you wish to have music at your event, a Xfinity Music Station can be made available to you during staffed business hours. You will need to provide your own music after hours.

Please initial, acknowledging that you have reviewed and received the following information:

MA I acknowledge that I **take full responsibility** for my guests and release the Lakota Canyon Rec Center and Homeowners Association for any liability during my event.

MA I acknowledge the space is reserved and on the event calendar once the **reservation form has been filled out completely, approved and payment has been received.**

MA I acknowledge that reserving space at the Lakota Canyon Rec Center **DOES NOT include the use of the fitness room, pool, or lower patio space** for my guests.

MA I acknowledge that **adult supervision is REQUIRED** for all minor attendees.

MA I acknowledge that my space **DOES NOT include access to the kitchen area** or use of any appliances, equipment, or supplies.

MM I acknowledge that any **alcohol sales require a special license** issued by the Town of New Castle.

MM **Absolutely NO cooking or grilling on the upstairs balcony.**

you bet **Absolutely NO glitter or confetti** to be used inside or outside the Rec Center.

MM I acknowledge that I am responsible for cleaning up the event area per the attached **Event Cleaning Checklist**, and if not completed, my deposit **will not be returned**.

MM In the event my deposit does not cover the cost for all repairs, damages, and cleaning, these **additional costs will be charged to my HOA account with Integrated Property Management.**

MM Any violations to this policy may result in **loss of future use and reservations of the facility.**

I have read and agree to comply with the above terms:

Mary Gerlais

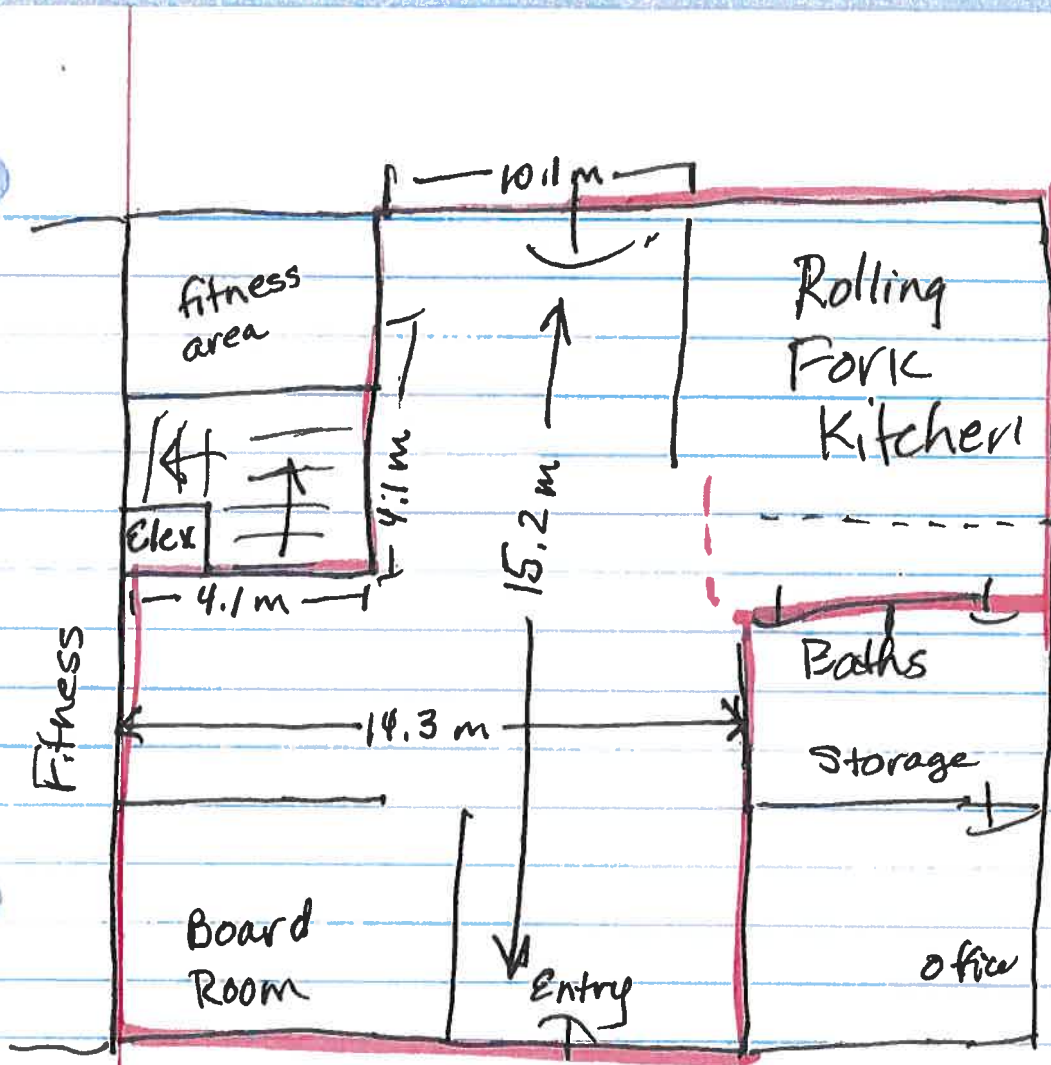
(print)

Mary Gerlais

(sign)

10/23/25

(date)





International Chapter P.E.O. Sisterhood

Director of Finance/Treasurer
P.E.O. Executive Office
3700 Grand Avenue
Des Moines, Iowa 50312-2899

515-255-3153, Ext 3715
Fax 515-255-3820

Nancy Carlson
2780 Co Rd 113
Carbondale, CO 81623-9651

I am sending this letter to verify that Chapter AO, CO is a subordinate chapter of the International Chapter of the P.E.O. Sisterhood and falls under the 501(c)(4) group ruling granted by the IRS in 1950. All local chapters are unincorporated associations organized under the nonprofit corporation International Chapter of the P.E.O. Sisterhood.

In order to conduct business, Chapter AO is authorized to open bank accounts as deemed necessary by the elected officers of the chapter using the tax ID number 84-6051808 which was assigned to Chapter AO by the IRS.

Sincerely,

Kathy A. Soppe
Director of Finance/Treasurer