

# 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 44-5-102 C.R.S. and One of the Following (See back for details.)

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Social    | <input type="checkbox"/> Athletic                           | <input checked="" type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate                  |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society   | <input type="checkbox"/> Municipality Owned Arts Facilities   |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution              |   |

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

1. Name of Applicant Organization or Political Candidate <b>West Elk Trails</b>	State Sales Tax Number (Required) <b>98366005</b>
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2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <b>West Elk Trails POB 129 Silt, Co 81652</b>	3. Address of Place to Have Special Event (include street, city/town and ZIP) <b>Lakota Canyon Ranch Rec Center 151 Clubhouse Dr.</b>
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4. Authorized Representative of Qualifying Organization or Political Candidate <b>Mary Gervais, Board of Directors</b>	Date of Birth [REDACTED]	Phone Number [REDACTED]
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Authorized Representative's Mailing Address (if different than address provided in Question 2.)  
**140 Lakota Dr New Castle 81647**

5. Event Manager <b>Mary Gervais, Marty Gervais</b>	Date of Birth [REDACTED]	Phone Number [REDACTED]
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Event Manager Home Address (Street, City, State, ZIP)	Email Address of Event Manager [REDACTED]
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6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes How many days? <u>1</u>	7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes License Number _____
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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
<b>12/31/26</b>	<b>3:30 p.m.</b>	<b>8:30 p.m.</b>												

**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 <i>Mary Gervais</i>	Title <i>West Elk BOD</i>	Date <i>12/31/25</i>
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**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.

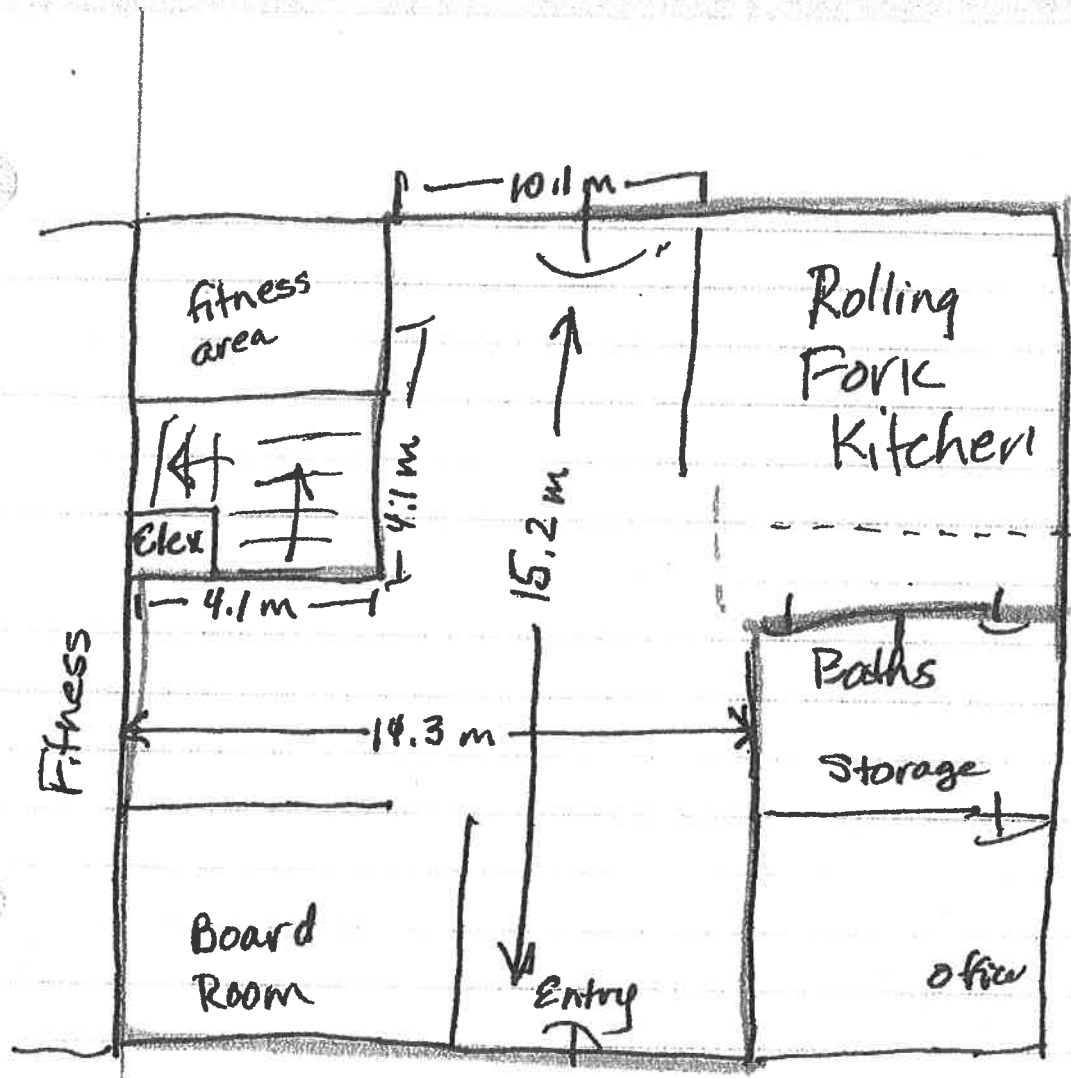
**THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
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Signature	Title	Date
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**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

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



### CERTIFICATE OF EXEMPTION FOR STATE SALES/USE TAX ONLY

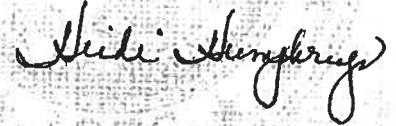
THIS LICENSE IS  
NOT TRANSFERABLE

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION	ISSUE DATE
98366005	N 110117	Nov 30 2020

439 ORCHARD AVE SILT CO 81652-9500



WEST ELK TRAILS INC  
439 ORCHARD AVE  
SILT CO 81652-9500



Interim Executive Director  
Department of Revenue



# Lakota Canyon Ranch Rec Center Reservation

Today's Date: 12/31/25

Resident Name: Mary Gervais / Aaron Shockley

Phone: [Redacted] Email: [Redacted]

Resident Address: 1402 Lakota Dr.

Date of Event: Saturday 1/31/26 Expected Attendance: \_\_\_\_\_ *by reservation*

Event Theme/Organization: Rolling Fork Truck / West Elk Trails

Start Time (no earlier than 8am): 4 PM (Include time for set-up)

End Time (no later than 10pm): 9 PM (Include time for clean-up)

Space Requested*:	Capacity:
<input checked="" type="checkbox"/> Dining Area	48
<input type="checkbox"/> Upstairs Balcony	36
<input type="checkbox"/> Board Room	18 <sup>2</sup>
<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.*

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

mg 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.

mg 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.**

mg 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.

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

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

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

West Elk Trails to obtain

Mary Gervais Absolutely NO cooking or grilling on the upstairs balcony.

Mary Gervais Absolutely NO glitter or confetti to be used inside or outside the Rec Center.

Mary Gervais 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.

Mary Gervais In the event my deposit does not cover the cost for all repairs, damages, and cleaning, these additional costs will be charged to my credit card on file.

Mary Gervais 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 Gervais

Marty Gervais

(print)

Mary Gervais

Marty Gervais

(sign)

12/31/25

12/31/25

(date)

**Credit Card Information:**

Name \_\_\_\_\_

CC# \_\_\_\_\_

CVV \_\_\_\_\_ Exp. \_\_\_\_\_



December 31, 2025

Dear New Castle Town Council,

Happy New Year. Again, this winter, please consider our application for a special event liquor license for a fundraiser dinner. The beneficiary of profits is West Elk Trails, a nonprofit group that grooms a set of trails at the top of Buford Road to be used specifically for cross country skiing and snowshoeing. These trails are widely used by winter enthusiasts in our area. The trails are dog friendly, like some trails at Aspen Nordic, but unlike the Spring Gulch Nordic Ski Area. We groom between Christmas and the end of March, weather permitting.

This event will be a sit-down dinner of chicken breast and pork, with potatoes, vegetable, salad, dessert and bread. The caterer is Rolling Fork Truck. We will serve red and white wine to accompany the meal.

Both of the coordinators are TIPS certified.

The actual event will last between 6:00 and 8:30 PM, but our application will allow time for set up and clean up.

This year, the event will be dedicated to Peggy Tibbitts, a long-p time Board Member and Secretary of West Elk Trails, who passed away suddenly last fall.

Thank you for your consideration.

Mary Gervais and Marty Gervais, West Elk Trails Board of Directors

## TRIBUTE TO PEGGY TIBBETTS



Peggy Tibbetts

May 23, 1953  
to  
August 21, 2025

Peggy and I started managing the West Elk Trails in the winter of 2009. As with many of you, we love the place and wanted to share it with others. Our joy was seeing young people enjoying the snow and beauty of the flat tops. You may have received a Thank You from her or enjoyed the blog posts she religiously constructed each week. Peggy was the "behind the scenes" person that kept things on track and made the hard tasks seem simple. She will be missed by many.  
~Tod Tibbetts

*Peggy loved this place—the rivers, the mountains, the quiet forests—and she knew they were worth fighting for. She reminded us that stewardship of the earth isn't a task for someone else, it's a responsibility we all share. She made advocacy personal and urgent, but also hopeful.*

*Peggy leaves us with a challenge and a gift: to keep watch, to keep speaking, to keep caring as fiercely as she did. May we honor her not just in words, but in the work we carry forward. She was a fierce voice for truth, a friend to the earth, and a giver of light in darkness that will be missed beyond words. Rest in power, Peggy."*

~Anita Sherman



## WHERE YOUR DONATION GOES:



- Grooming operations: maintenance, fuel, labor
- Grooming equipment
- Trail maps and trail signs
- Insurance
- Groomed back country trails
- Online grooming report
- Communication, newsletter



Suggested voluntary contributions are still only  
**\$50 per individual and \$95 per family**  
(includes couples).  
Donor card included. For the link to PayPal go to the  
blog.  
West Elk Trails Inc is a 501(c)(3) non-profit.  
Donations are tax deductible!  
**THANK YOU!**

Trail conditions are posted online:  
<http://wemuc.wordpress.com>

Find us on Facebook  
[facebook.com/WestElkTrails](https://www.facebook.com/WestElkTrails)