



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - MEMO SUMMARY**

DATE: October 12, 2023	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION –
Presented by: Town Administrator/Clerk		2 nd Annual Town Tree Lighting

Background

Along with the Arts Council, a committee is planning the 2nd annual town tree lighting for December 2, on the Village Green and an ugly sweater contest will take place inside town hall.

Staff will review the event prior to the Board meeting and address any concerns from departments.

It is requested that the special event fee is waived.

Recommended Action

Approve the event to take place at the Town Hall / Village Green as presented.