



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

DATE: May 9, 2024	ITEM NO.	SUBJECT: SPECIAL EVENT APPLICATION – APL – Festival on the Fourth
Presented by: Town Administrator		

Background

Town staff met with Mr. Shane Neal, representing Awake Palmer Lake, for a special event on 7/4. The event plan will include a controlled area around the gazebo at Centennial Park with fencing and secure exit/entrance which will offer live music, vendors, a kids’ zone, food and beer. A special event liquor license is applied for. A sample site map is enclosed and will be refined.

The event time frame will be 4-10 pm on 7/4. Set up will begin on 7/3 and clean up will be completed on 7/5. Plans will further be established for parking, security, and ticket sales. Two blinky signs will be brought in – at both ends of town – to inform visitors that there will NOT be fireworks displayed this year.

It is significant to put on record that the town department staff must consider the safety of the community. Less than 8 weeks is not enough time to do that well. It is also important to note that town staff does support special events. The overall plan for 2024 is to establish a foundation for a future Festival on the Fourth. At this late time, staff supports a modified event that will limit attendees to approximately 5,000 with ticket sales in a secure, controlled area.

Recommended Action

Staff requests approval of a modified event, as discussed/reviewed with Mr. Neal. Additional planning meetings will be scheduled.