



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

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| DATE: April 28, 2022 | ITEM NO. | SUBJECT: SPECIAL EVENT APPLICATION – Festival of the Fourth |
| Presented by: Deputy Clerk Julia Stambaugh | | |

Recommended Action

To approve the event to take place at the Palmer Lake Recreational Area as presented and endorsed by Staff.

Background

The festival itself will run from 2-9 pm on July 4 with a fireworks display at dusk pending on any fire bans. This event will run concurrent with the Monument festivities. The event coordinators anticipate approximately 15,000 people will attend the event.

It will be a complete family-oriented event. Families can enjoy carnival games, face painting, bouncy houses, etc.. There will be bands playing in the area; and near the ballfield there will be an enclosed beer garden. There will also be food vendors. A concessions stand will be held by the Palmer Lake Fireworks Committee, to remain open until the end of the fireworks.

Security is being finalizing with our Police Dept. with officers to patrol the event, along with other law enforcement agencies from around the area. There is liability insurance coverage for this event.

A safety meeting will be set up between the fireworks company, Ch. McCarthy, and the disc golf administrator to discuss the fireworks staging area, and the pedestrian bridge safety. The area will be mowed the week prior to the event by the Public Works – Parks Dept. Chief McCarthy will have final say on the go ahead of the fireworks display. His decision will be based on the examination of the fireworks company’s expertise, and their equipment, the weather conditions on the day of the event, or any other conditions he deems unsafe. Both the Fire Chief and the Police Chief are working closely with the event coordinators to ensure the safety of the event.

There will be approximately 25-30 portable toilets (including ADA), and about 30 trash cans located in strategic locations throughout the park. The areas are to be cleaned of trash soon after the event and the stage trailer is to be removed promptly.

Parking was discussed with the Public Works Supervisor. The plan is to direct traffic to designated parking areas. There will be two electronic message boards to direct traffic. Also, the event is working to secure several large private parking lots to keep the traffic to a minimum. To keep cars off the town’s residential streets, they will place no parking signs along the streets leading off Hwy 105, and where appropriate, barricade signs and the orange fencing will be used. The Public Works Supervisor has given approval to the event’s traffic plan.

A detailed map of the event will be provided to the Board. Additional information will of course be available upon request.

This non-profit organized event requests the \$100 application fee be waived.