



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

DATE: April 13, 2023	ITEM NO.	SUBJECT:
Presented by: Mayor Glant Havenar		Palmer Lake Wine Festival

Recommended Action

Approve the event to take place at Palmer Lake Recreational Area as presented to and endorsed by staff.

Background

The Palmer Lake Wine Festival is seeking the Board's approval to allow this event to take place at Palmer Lake Recreation Area on September 09, 2023. The festival is to celebrate the local Colorado wines and the Town of Palmer Lake sponsored by Evergood Elixir. It is anticipated to draw approximately 1,500 attendees.

Per Liquor Enforcement, the area will be fenced, and attendees will flow through monitored entrance/exit. The State Liquor Enforcement (LED) will require a copy of the event plan and likely sign off by August.

The event is planned for the north end of the recreational area with multiple vendors and tented seating areas. They may also set up picnic tables in a central location. There will be an outdoor music venue. Use of the pavilion with power for the PA system is requested. The event will provide 15 or more portable restrooms on site.

The Public Works Dept. requests that parking be established on the west side of the lake and utilize the bridge. The event has secured several private parking lots to handle VIP and participant parking and also request the parking are by the baseball diamond. The event will instruct attendees to travel to the event from the north via Hwy 105 and be encouraged to park in the lots to the north end of the festival. When exiting they will be directed to leave via the northern route. There will be Ubers and Lyfts available to the event goers and volunteers. The PD will be monitoring the area as vehicles may be left in the area overnight.

Security for the festival will be provided by a third-party contractor. The Fire Dept. will ensure the crew is on duty on the day of the festival. However, if the on-duty crew is dispatched elsewhere, Fire recommends calling 911 to provide the fastest service in case of an emergency. PD will provide 2 officers and a patrol vehicle to cover the event.

Event vendors will have access to the east side of the fenced area to bring in and set up goods and equipment. The Roads Dept. and PD have no issues with the access routes provided to drivers. Electricity will be required. A portable generator will be placed outside the fenced perimeter where vendors will be positioned. All vendors using propane will be inspected the day of the event.

As the event date draws near and plans firm up, the event coordinator will be in communication with Town staff/departments to notify them of any changes.