



Town Of Grand Lake Special Event Permit (SEP) Application

For a one-day Special Event, this application must be submitted at least 30 days prior. If the special event is for more than one day or involves liquor, this application must be submitted at least 90 days prior. This application must be submitted in full, with all required supporting documentation, to be considered for approval.

A permit will not be issued if the applicant is delinquent on any accounts of the Town or any of its enterprise funds.

Contact Information

Contact Person Name: _____ Phone Number: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Organization or Entity Information

Organization: _____ Phone Number: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Event Information

Event Name: _____ Dates of Event: _____

Is this the first occurrence of the event? Yes No

During Event Contact: _____ Phone Number: _____

Post Event Clean-up Contact: _____ Phone Number: _____

Event Details

Document Check List

The following items must be submitted with the application. If no applicable, please note NA.

Documents	Included in Application	Received By Town
Site Plan – Including the following:		
Dimensions and Locations of Specific Activities		
Delineation for Liquor Service & Consumption		
Ingress and Egress Points		
Off-Street Parking and Track Circulation		
Location of Any Signage		
Trash Can/Dumpster Location		
Restrooms/Porta-Potties Location		
Copies of Colorado and Grand Lake Sales Tax Licenses		
Copy of Government or Non-Profit Status		
Copy of Grand Lake Business License and/or Peddler's Applications		
Copy of Liquor License Application or License		
Endorsed Liability Insurance - Town of Grand Lake Listed as Additional Insured		
Fees Paid (New event fee \$250.00 and/or \$250.00 refundable damage deposit)		
Any Additional Information or Documents Which Pertain to the Event or this Application		

Event Details Continued

Please answer the following questions in detail. If more space is needed to adequately respond to the questions, please attach them to this application; note in the space given where to find the response in the additional documentation.

What is the precise nature of the event: _____

Detail the itinerary (dates & times) for event and clean-up: _____

List all Town facilities or parks to be used for the event: _____

Please fill out the Facility Rental Application for each facility to be utilized

State the compatibility with the surrounding properties and how the event will impact the neighboring businesses. Comments from surrounding businesses may be requested. _____

List exact dates, times, and locations of requested street closures or blocking of parking spaces: _____

What is the anticipated impact to on-street parking: _____

Detail planned signage for the event including dimensions of signs, locations, dates placed & removed: _____

Detail trash and waste plan, including placement & removal or containers and post event clean up: _____

List any special requests or services to be provided by the town such as electricity sprinkler shut-off, sound system use, marquee announcement, use of Town Park kiosk: _____

By signing below the applicant acknowledges they have received, reviewed, and understands the requirements set forth in Municipal Code Chapter 11: Municipal Property Regulations, including the notes bellow*. The applicant further acknowledges the information contained on the application is true and correct and that submission of false information shall be cause for the SEP to be immediately revoked without notice or hearing. During the event, the SEP shall be available and presented upon demand at the location of the Special Event.

- * Clean-up must be completed within 24 hours of the end of the event. If this is not accomplished the Town Staff will finish the clean-up resulting in a \$50.00 per hour per staff member charge to the even organization and no refunding of the damage deposit.
- * No stakes may be used in any town park
- * No alcohol is allowed unless a Special Event Liquor Permit has been issued

Signature

Date

For questions contact the town: Phone: 970-627-3435 Email: town@toglco.com