

Town of Grand Lake
Special Event Permit (SEP) Application

The application must be submitted at least 30 days prior to the special event.

If the special event is for more than 1 day or involves liquor, the application must be submitted at least 90 days prior to the special event. A permit will not be issued if the applicant is delinquent on any accounts of the Town or any of its enterprise funds.

The following information is required. Attach additional pages/plans to the application, if needed.

Non-profit organization or governmental entity conducting the event:

Name: _____ Address: _____

City, State, Zip Code _____ Phone: _____

Contact Person: _____ E-mail: _____

Contact person during event: Name: _____ Phone: _____

Contact person for clean-up: Name: _____ Phone: _____

Is this a first time event? YES NO

What is the precise nature of the event: _____

Itinerary (dates & times) for the event and the clean-up schedule: _____

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

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

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

Please state the compatibility with the surrounding properties and how the event might impact the neighboring businesses (comments from surrounding businesses might be required): _____

Please indicate all signage for the event with location, dates placed and removed, and dimensions of the signs: _____

Please indicate how trash will be handled including placement and removal dates for containers: _____

Please list any special requests or services (electricity, sprinkler shut-off, sound system use, marquee announcement, use of Town Park kiosk etc.) to be provided by the Town:

The following items must be submitted with this application, if applicable:

Site Plan including the following:	
Dimensions and locations of specific activities	
Delineation for liquor service and consumption	
Ingress and egress points	
Off-street parking and traffic circulation	
Location of any signage	
Trash can/dumpster locations	
Restrooms/porta-potties	
Copies of Colorado and Grand Lake Sales Tax Licenses	
Copy of Government or Non-Profit Status	
Copy of Grand Lake Business License (or Peddler's application)	
Copy of Liquor License application or license	
Endorsed Liability Insurance with Town of Grand Lake listed as additional insured	
**Refundable Damage deposit - \$100.00	
Any other information which is pertinent to the event	

*** Clean-up must be completed within 24 hours of the end of the event or Town Staff will clean up. Charges for Town Staff to clean up are billed at \$50.00 per hour per person.*

The applicant acknowledges by signing below he/she has received, reviewed and understands the requirements set forth in Municipal Code Chapter 11: Municipal Property Regulations. The applicant further acknowledges by signing below 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.

- **No stakes may be used in Town Park, Lakefront Park, or Triangle Park.**
- **No alcohol is allowed unless a Special Events Liquor Permit has been issued.**

Signature _____ Date: _____

Applicant: Printed Name _____ Address _____
 City, State, Zip Code _____ Home Phone _____
 Cell Phone _____ E-mail: _____

Town of Grand Lake, P. O. Box 99, Grand Lake, CO 80447
PH. (970) 627-3435 FAX (970) 627-9290 town@townofgrandlake.com

Date Received: _____ Damage Deposit received (date/amount): _____
 Liability Insurance Received: _____
 Staff Review Date: _____ Staff Member: _____