



## **SITE PLAN GUIDELINES FOR SPECIAL EVENTS**

The site plan you provide for your event is a visual representation of the infrastructure and operational elements that are described in your permit application.

### **Technical Specifications should include–**

- A Google map or equivalent with a map view of the exact area you are going to be using.
- Should be submitted on a minimum 8 ½” x 11” piece of paper.
- An Arrow indicating north.

### **Boundaries and Routes should include-**

- The names of streets/areas that are part of the proposed event.
- The direction of travel and all proposed lane closures for parade, run, cycling, etc. Include turn by turn routes.
- The location of Aide Stations.
- The location of fencing, barriers and barricades.
  - Material that will be used as fences, barriers or barricades.
- All vehicle and pedestrian entrances and exits must be clearly identified.

### **Event/Site operations should include –**

- The location of stage(s) and entertainment areas.
- The location of inflatables, tents, canopies, and booths – Size and dimensions.
- The location of Food vendors – booth/mobile unit identification of all vendors cooking with flammable gases, open flames or barbecue grills.
  - Cooking area configuration with all fire extinguisher locations identified.
  - Storage of fuel and refueling plan.
- Names of all food vendors.
- The location of Portable restrooms and sinks.
- The location of trash cans/dumpsters
- The location of Generators and other sources of electricity. Include fuel storage locations.
- The location of tables and chairs. Indicate the number of tables and chairs in each area.
- The Parking plan, including drop off areas, limo/taxi zones, and shuttle locations, if applicable.
- The location of fire extinguishers.
- The dimensions/spacing between structures and tents.
- The emergency vehicle access/Fire lanes.

### **Please include a short narrative along with your site plan.**

If your event is open to the public, you will need to secure General Liability Insurance naming the City of Casper as additionally insured. If you are going to have alcohol you may have to secure Liquor Liability Insurance naming the City of Casper as additionally insured as well. Please use this as the wording on the Certificate of insurance: *City of Casper, its employees, agents, officers, officials, and volunteers as additional insureds.*

*Please note that some of the items on this list will not be applicable to certain events.*

Minimum requirements for fire extinguishers, health stations, and similar facilities shall be approved by Casper Fire EMS Fire Inspector.

Additional drawings and/or information may be required.

If you have any questions please contact the Licensing Specialist for the City of Casper – Carla Mills-Laatsch at 307-235-7568 or email at [camills@casperwy.gov](mailto:camills@casperwy.gov).