



### **City of Casper Parade/Play Street Permit Instructions and Information**

The following is information you may find useful in planning your event. Please read carefully.

Permits are issued on a first come/first served basis. If two events occurring at the same date/time/location conflict the first permit issued will take priority.

All persons granted permits are required to abide by all applicable City of Casper Ordinances and Wyoming State Statutes.

Some permits may require additional licensing through the City of Casper. These must be obtained prior to a permit being issued.

The City of Casper and/or its representatives reserve the right to discontinue an event, with cause, prior to its scheduled termination time.

Applicants requiring law enforcement presence must notify the Casper Police Department a minimum of 2 weeks prior to the event. The nature of this request may necessitate the need for a contract for services from the department. **Police presence may be a requirement of the permit based on attendance and the nature of the event.**

If your event is occurring in downtown Casper you **MUST** notify the Downtown Development Authority prior to submitting your permit request.

The permittee may be held responsible for any public or private property damage resulting from the event.

The City of Casper is dedicated to assisting you in making your event a success. Please read and understand all the information provided when planning your event. We will assist you in any way we can.

#### Contact Information:

City of Casper Licensing Specialist #307-235-7568

Casper Police Department (Contract for Service Information): #307-235-8263



City of Casper Parade/ Play Street Permit Request

Name of Event:		
Location of Event:		
Date of Event:	Start Time:	End Time:
Contact Person:	Address:	Cell phone:
Email address (where permit can be sent):		

\* Contact person MUST be on scene throughout the duration of the event

Please answer the following:

- Will the event require a street closure? Yes No
- Will Alcohol be involved? Yes No  
If so, has an open container permit been issued? Yes No
- If applicable, has the Downtown Development Authority been notified? Yes No
- Have all residents affected by the street closure been notified? Yes No
- What is the anticipated attendance at your event? \_\_\_\_\_
- Will this event be open to the public? Yes\* No  
*\*If yes and on City of Casper property General Liability Insurance will have to be secured.*
- Have you provided for emergency services access? Yes No
- Will you be requesting law enforcement presence or escort? Yes No
- Have you arranged for private security? Yes No  
If so, Please provide contact information for the firm retained:  
Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_
- Have you been advised of the applicable noise ordinance restrictions? Yes No  
Please refer to *Municipal Code 8.20.040* for noise restrictions.

**\*\* Please provide a map of your event\*\***

Description of area/street closures affected by your event – Please attach google map:

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_