



City of Casper Special Event Application
Attn: Carla Mills-Laatsch
200 North David Street Room 104
Casper, WY 82601
307-235-7568
Email: camills@casperwy.gov

Event Name _____ Date or Dates (for reoccurring events please include all dates) _____

Park/Facility/Area _____ Specific Rental Area Requested _____

Type of Event _____

Hours Requested _____ Set up time _____ Event Time _____ Clean up time _____
**CLEAN UP MUST BE COMPLETED TO RECEIVE FULL REFUND OF DEPOSIT*

of attendees _____ Crowd Activity (stay or come/go) _____

Applicant Name _____ Phone _____

Address _____ Email address _____

Organization Name _____ Address _____ Phone _____

Applicant's position within organization _____

On-Site Supervisor (During Event) _____ Name _____ Phone (mobile) _____

Event Activities

Describe the activities/event you are planning (attach additional sheets if needed)

*A detailed site map is required at the time of application – Site plan guidelines are attached to this application –

Proposed areas/equipment for entertainment or activities (including rentable shelters, tables, or athletic courts/fields?)

Facility Equipment

Are you bringing any of your own equipment for activities? Yes ____ No ____

If yes, please explain: _____

Will these require stakes, tie downs? Yes ____ No ____
Any staking/tie down system must be approved to avoid possible damage to utility & irrigation systems.

Will you be utilizing any tents/canopies? Yes ____ Setup Time: _____ No ____

If yes, please explain: _____
Tents over 400 square feet and canopies over 400 square feet require a permit from the Fire Department

What are your electrical needs? _____
Electrical availability varies among park sites.

Will a stage be used? Yes ____ No ____
(If yes, the location must be noted on the site plan)

What type of sound system will you be utilizing? _____

Alcohol

Will your event have alcohol? Yes ____ No ____
If yes, you will need one of the following permits (catering or malt beverage)

Catering Permit (Retail Liquor License Holders only):

Name of License Holder _____ *Event:* _____
Event Date: _____
Event Address: _____
Outside event: _____ Yes _____ No _____
If yes, please fill out "open container portion of this application" _____
Street Closure: _____ Yes _____ No _____
Signature of RETAIL Liquor License Holder: _____

Malt Beverage Permit (any individual or organization):

Applicant Name: _____ *Address:* _____
Phone Number: _____ *Official Sponsor of the Event:* _____
Charitable/Non-profit or for profit: _____
Location of Event (please include address): _____
Lease or own Space: _____
***If you LEASE – please attach lease or letter stating you are allowed to serve alcoholic beverages on the premise.*
Date of the Event _____
Licensed distributor malt beverage will be purchased from: _____
Wyoming Sales tax ID number: _____

Open Container Permit (Outside events only):

Name of Applicant: _____ *Physical Address:* _____

Event address/landmark/streets: _____

Phone Number: _____ *Email address:* _____

Event date: _____ *Event Times:* _____

Are you going to check identifications and issue wristbands to verify persons are 21 years of age and older? Yes _____ No _____
Identification check and wristbands to verify all persons consuming alcohol are 21 years of age and older is required within the open container permit boundary.

The Event must abide by all noise regulations; do you understand the City of Casper Noise ordinance? Yes _____ No _____

Do you have adequate signage?
The boundaries of the open container must be clearly marked with signage stating that any alcoholic beverages taken outside of the licensed area will be open container violations of the Casper Municipal Code.
Please describe the open container area:

Are you requesting a minimum of two contract police officers (this will result in extra cost to the organizer)? Yes _____ No _____
Large or open to the public day events with open containers on public property may require a minimum of four contract police officers.

Is your event at night? (This may require a minimum of four contract police officers) * Yes _____ No _____
Due to increased risk, large or open to the public night events on public property with open containers may require a minimum of four contract police officers.

Has the sole responsible person or organization taken out permits, signage & contract police officers? Yes _____ No _____
The person or organization requesting the open container permit is solely responsible for the cost of the malt beverage or catering permit, the contract police officers, the signage costs and all other compliance costs with this policy.

Have you read and agree to comply with the above policy of the open container permit? Yes _____ No _____
Failure to abide by this policy will result in the revocation of the open container permit and malt beverage or catering permit. The open container permit can be revoked at any time on the discretion of the Chief of Police or his or her designee if the event poses a risk to the public safety or welfare. Upon revocation, all sales of liquor must end and no open containers will be allowed. Any past revocations or violations will be considered in the issuance of any permits in the future.

The City Manager and/or the Chief of Police may require additional arrangements or precautions including additional contract police officers at his or her sole discretion.

**Events held at night may incur extraordinary costs that are the event organizers responsibility.*

Restrooms

If your event is in an area where restrooms are not available or your event may overwhelm available restroom facilities, organizer may be required to provide portable restrooms at their own expense.

Please note that number of restrooms needed is determined by the number of participants and type of event.

Standard units ____ Handicap Accessible units ____

Please indicate what company you have contracted with: _____

Waste Management plan

Any event will need to submit a plan for garbage clean up. Please include how you will handle garbage pickup during your event and clean up after your event.

The event organizer will need to make sure that cans are emptied once every four hours or as often as needed. Trash bags will not be provided by the City of Casper.

Please indicate what company you have contracted with: _____

Parking & Traffic

Will your activities access or cross any roadway or trail at any time? Yes ____ No ____
If yes, please attach a map of your proposed route and an explanation.

Street Closure/Parade Permits

Location of Street Closure/Parade/Run: _____ Date of Event: _____
Start time (include set up time): _____ End time: _____
Contact person: _____ Address: _____ Phone: _____
Will alcohol be involved? Yes _____ No _____
If yes, have you applied for open container permit? _____
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 of your event? _____
Is this event 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? _____
Will you be requesting law enforcement presence or escort (this may incur additional costs to the organizer)? Yes _____ No _____
Have you arranged for private security? _____ Please provide contact information: _____

Amusement/Carnival

Will your event include amusement rides? Yes ____ No ____
If yes, an inspection with City of Casper Fire, Building and Code Enforcement will need to be scheduled. The owner of the property on which the event takes place shall ensure that all permits are obtained and operators/owners of the equipment have passed inspection before allowing that equipment to be operated on their property. Please see Municipal Code 15.28.440 for requirements.

Loud Sound Restrictions

It is against City Ordinance to have loud music/noise beyond 10:00 P.M. If your event goes beyond this, you will need to submit a letter of request with this application.

Public Notification Plan

Certain events will have an impact on nearby homes and businesses. This includes loud music, street closures and parking restrictions. The Event Organizer will need to notify everyone affected well in advance of your event. Please refer to policy guide for more information.

Vendors – Merchandise

Will you be having any type of merchandise being sold? Yes ____ No ____
If yes, vendors may have to secure a permit for this event.
Completed list must be submitted to City of Casper two weeks before event date.

Please list all merchandise vendors:

Vendors – Food

Are you using food vendors or caterers? * Yes ____ No ____
**Please note – it is the responsibility of the event organizer to make sure all food vendors are licensed through the City of Casper and Natrona County Health Department.*
Completed list must be submitted to City of Casper two weeks before event date.

Please list all food vendors:

Emergency Action Plan (may use separate piece of paper) ** Required**

Security

High Impact and Medium Impact events are required to include a security plan with their event application. This will be the event organizer's responsibility.

Please explain your security plan:

Cancellation policies

In the event of cancellation, how will participants and the City of Casper be notified?

Questions/Comments:

STOP!

Before you turn in your application, make sure you have ALL files in order otherwise we may return your application without approval.

Please attach to the application:

- ___ Completed Application
- ___ Application Fee
- ___ Complete Site Plan
- ___ Restroom Plan
- ___ Waste management plan
- ___ Emergency Response Plan

Applicant's acknowledgments:

The undersigned applicant(s), both personally and on behalf of the organization or members, in consideration of being issued a license for long term or multiple use of a City park, facility, or street agree and understand as follows:

The applicant and its agents, members, participants, and invitee shall indemnify, defend and hold harmless City, its officers and agents, and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from this application, that results in any claim for damage whatsoever, including without limitation, any bodily injury, sickness, disease, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom that is caused in whole or in part by the intentional or negligent act or omission of the applicant, owner, or anyone for whose acts any of them may be liable. This indemnification shall not include damages or injuries to the City, its officers, agents, and employees caused solely by the negligence of the City, its officers, agents and employees. This provision shall survive termination of the license.

The applicant and its agents, members, participants and invitee shall fully comply with this application, as well as all applicable statutes, municipal ordinances, rules and regulations. Failure to fully comply as set forth therein may result in immediate termination of the license.

The applicant shall maintain public liability insurance for the duration of the permit with a minimum combined single limit of \$1,000,000 aggregate for any one occurrence, naming the City of Casper as an additional insured. The applicant shall file a certificate of insurance with the Licensing Specialist at the time of making application showing this policy issued by an insurance company authorized to do business in the State of Wyoming.

No alcohol is permitted on park property, subject to exceptions by City ordinance.

_____ INITIAL I acknowledge that I have the authority to sign on behalf of the organization

_____ INITIAL I have submitted this application with the Special Event application fee (Non-refundable).

_____ INITIAL I understand that this application must be reviewed by multiple staff departments prior to approval for use of city facilities. I also understand that insurance is required for use of city property.

_____ INITIAL I understand that a certificate of liability insurance naming the City of Casper as an additionally insured, must be submitted At least 2 (two) weeks before event date.

_____ INITIAL I understand that for our event, a detailed map must be submitted at the time the application is made. If there are route /site plan changes, the updated map must be submitted no later than four (4) weeks prior to the beginning date of use.

_____ INITIAL I understand that additional costs for shelter rentals or other lost revenue sources may be applicable for a "special use" of the park facility, and must be paid when the Special Use Permit is submitted.

_____ INITIAL I understand and have read the noise ordinance and understand that events cannot go beyond 10:00 P.M. without prior approval from the City Manager or his designee.

_____ INITIAL I have read all of the above information and initialed each bullet item indicating that I fully understand what is required at the time of application for this application to be processed and approved. This application shall not be determined as an immediate authorization for use of park property or facility. Authorization is given only when all necessary information is provided and reviews are completed and approval is granted. At that time the applicants will be notified upon approval or denial of this application.

APPLICANT PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY: Date Received: _____ Fee's Paid: _____

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 Aid 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.