

Conditions for Approval

1. If the carnival or circus is to be held on private property, applicant must obtain a signed letter of permission from the property owner and attach to this application. If public property is to be used, including streets or sidewalks, applicant must first obtain permission from the adjacent property owner(s) for street closure(s) prior to City Manager approval.
2. Applicant must provide a current certificate of liability insurance that names the City of Laramie as an "additional insured" for the period of operation, in the amount of not less than \$ 1 million.
3. A Release, Indemnification, and Hold Harmless Agreement, provided with this application, must be signed by owner or owner's representative, and notarized by a Notary Public.
4. Unless an alcoholic permit is obtained, no liquor or other alcoholic beverages may be sold or dispensed in or about the location of the carnival or circus. Such permit requires a separate application and approval by the Laramie City Council.
5. If any food items will be sold or given away, an inspection by the City of Laramie is required and a separate food service license must be obtained. Such license and inspection must occur prior to the opening of the event to the public.
6. All facilities, equipment, rides, tents and structures must be in compliance with current fire, electrical and building codes, as adopted by the City of Laramie. A complete inspection and approval is required before the event is opened to the public.
7. Games commonly referred to as "Flat Stores", "Penny Fall", or "Razzle Dazzle" are not permitted. No other games deemed to be "rigged" in any manner will be permitted. The operator of each game must be able to prove that he/she can win at the game from the same vantagepoint as the customer, using the same equipment. Upon demand by any qualified peace officer of the City or County, the operator of any game booth must allow said officer to inspect his/her game and show proof of winning numbers on games like the "balloon-dart" game and "duck pond".
8. No games shall be conducted that involve the wagering of money.
9. Applicant agrees to make payment to the City of Laramie for damages to, or cleanup of, public property incurred in excess of the license fee paid. An inspection by the City of Laramie shall be made upon closure of the event to establish the need for repairs or cleanup.

I understand and agree to the terms stated herein, and certify that this application and accompanying documents are true, correct and complete, to the best of my knowledge. Additionally, I certify that I am authorized to sign as an agent of the carnival or circus. I agree that any qualified peace officer of the City or County may, at any time, enter and inspect the contents and games of any game booth, trailer, shed, or other enclosure on the event grounds.

Signed _____ Title _____

Date _____

Witness _____ Date _____

Witness _____ Date _____

For Additional Information:

City Clerk *(license)*

406 Iverson Street
PO Box C
Laramie, Wyoming 82073
(307) 721-5220

Community Development *(food vendor license, electrical permit, and inspections)*

405 Grand Avenue
PO Box C
Laramie, Wyoming 82073
(307) 721-5271

Police Department *(inspections)*

PO Box C
Laramie, Wyoming 82073
(307) 721-5343

Fire Marshal *(fire safety and inspections)*

405 Grand Avenue
PO Box C
Laramie, Wyoming 82073
(721-5271)

Routed to/ approved by:

Community Devmt Department: _____

Public Works Department: _____

Police Department: _____

Fire Department: _____

Other: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

City Clerk: _____

City Manager: _____

___ Approved ___ Not Approved

City of Laramie, Wyoming

Checklist for Operation of a Carnival, Circus, Fair, Tailgate Party, Festival, or other Temporary Event

This checklist is not intended to be a complete list of requirements. It is provided for your convenience by the City of Laramie, and covers the most common types of problems encountered. Contact the City at 721-5200 for specifics regarding licenses and permits, and food, electrical, fire and public safety.

General Requirements

Obtain all required licenses or permits at least five days in advance of the event.
Obtain all required inspections before opening the event. Call in advance to reserve an inspection time.

Food Vendors

All food vendor carts must ...

Be self-contained.
Have food contact surfaces that are made of food safe materials, be smooth, and easily cleanable.
Provide screening and security against rodent and insect entry/harborage.
Be equipped with a three compartment sink for warewashing.
Provide a handsink equipped with soap and disposable towels at all times.
Have hot and cold running water to all sinks – a hose providing such water must be food grade.
Have shielded light fixtures.

Food vendor operator/ employee(s) must ...

Obtain a temporary food service permit prior to the event. To obtain a permit, a group representative must view a food safety video, or be licensed in another approved jurisdiction.
Have a working knowledge of proper temperatures and sanitation practices.
Ensure that potentially hazardous foods are stored $\leq 45^{\circ}\text{F}$ cold and $\geq 140^{\circ}\text{F}$ hot.
Have a food service approved sanitizer set up prior to the preparation or serving of food.
Maintain all toxic storage completely separate from any food or food contact surfaces, including single service items.

Electrical Safety

Obtain an electrical permit prior to installation of any regulated electrical equipment.
Install all equipment in accordance with the latest edition of the *National Electrical Code*.
Service equipment must be located so as to be inaccessible to unqualified persons or lockable.
Generators must comply with Article 445 of the *National Electrical Code*, and be provided with overcurrent protection as required for the generator type.
Single conductors must be No. 2, or larger.
Flexible cords or cables must be spliced in an approved J-box.
Cords or cables on the ground must be covered with an approved non-conductive mat where accessible to the public. Cord connectors cannot be placed on the ground.
Boxes must be of approved, weatherproof construction, mounted at least 6" above the ground.
All equipment must be grounded.
Each mechanical ride and concession must have a fused disconnect switch or circuit breaker panel located within sight and within six feet of the operator's station.

Fire Safety

General Requirements ...

Fire and emergency vehicle access must be provided to and throughout the site. Portable fire extinguishers are required at various locations throughout the event site and at all tents and structures.

Tent and Canopy Safety ...

Tents that exceed 200 square feet in area or have 400 square feet or more of canopy require a separate permit. All tents and structures must be braced and anchored to prevent collapse. Materials used in tents must be flame-retardant. Each tent must have a permanent label identifying the type of material and treatment and the dates of treatment. Seating and exiting arrangements in tents are strictly regulated by the fire code. Contact the fire marshal for details. Smoking is not permitted within tents or adjacent areas where sawdust, straw or other combustibles are used. "NO SMOKING" signs must be conspicuously posted. Electrical generators are allowed no closer than 20 feet of a tent or canopy and must be fenced.

Public Safety

No liquor or other malt beverages may be sold or dispensed without an alcohol permit. Games commonly referred to as Razzle Dazzle, Flat Stores, or Penny Fall are not permitted. Games "rigged" in any manner are not permitted. The operator of each game must be able to prove that he/she can win at the game from the same vantage point as the customer, using the same equipment. Operators of any game booth must allow qualified peace officers of the city or county to inspect their game booth and must show proof of winning numbers on games such as the balloon-dart and duck pond.