City of Laramie
Special Events Permit Application

The completed special events application must be submitted to the City Manager's Office or City Clerk's Office (if applying for an alcohol permit) at least fourteen (14) days prior to the event.

Applicant Information

Responsible party's name:_____

Organization :_____

Address: _____

Home Phone:_____ Work Phone:_____ Cell Phone:_____

E-mail_____

Event Information

Name of event:_____

Person in charge of event:_____ Phone:_____

Purpose of event (e.g. fund raiser):_____

Event location:_____

Description of event _____

_____

_____

Event date(s):_____

Event time(s): Start:_____ End:_____

Set up begins: Date:_____ Time:_____

Estimated number of attendees:_____

- If more than 50 people in attendance, please contact the Fire Department, Prevention Officer at 721-5397.

Estimated number of vehicles:_____

Estimated number of floats, animals and structures which will be used_____

_____

Description of any sound equipment to be used:_____

_____

_____

Will vendors be present: ( ) No ( ) Yes

Will the event be supervised: ( ) No ( ) Yes

Will the Police Department need to be present: ( ) N ( )Y

- If yes, please contact the Laramie Police Department at 721-3547.

Street Closures, Park Closures, Sidewalk Closures or No Parking Signs

Please complete attached form if streets will be closed four (4) hours or more. Include detailed map of street and areas where "no parking" signs will be placed.

Streets, sidewalks or parks to be closed:_____

_____

_____

Traffic cones or barricades needed: ( ) N ( )Y

- If yes, contact the Street Division at 721-5277

Will any items be placed on the sidewalk: ( ) N ( )Y

- If yes, contact Engineering at 721-5250

Food Service and /or Temporary Structures

Will food be served: ( ) No ( ) Yes

- If yes, contact the Environmental Health Specialist at 721-5283 for proper license.

Will a canopy, tent, air supported or inflated device be utilized at the event? ( ) No ( ) Yes

- If yes, contact the Fire Department, Prevention Officer at 721-5397 for proper tent permit

Clean Up Procedures

Person or business responsible for clean up:_____

Address: _____

Home Phone:_____ Work Phone:_____ Cell Phone:_____

E-mail:_____

Date and time clean up will be completed:_____

Alcohol

If you are applying for an alcohol permit, you are required to contact the City Clerk's Office, 721-5220, for additional instructions.

Permit fees: _____ Malt Beverage: $50.00/Day (Includes open container permit)
_____ Alcohol Catering Permit: $50.00/Day (Includes open container permit and must be licensed liquor dealer)
_____ Open Container Permit for Special Events: $25.00/Day

Name of applicant:_____

Address: _____ Daytime phone number:_____

Is alcohol being sold: ( ) No ( ) Yes

Alcohol beverages served/sold: Date(s):_____ Time(s):_____

Do you have property's owner permission for this event and to serve alcohol: ( ) No ( ) Yes

Who will be allowed to attend:
( ) Members Only ( ) Invited Guests ( ) Ticket Holders Only ( ) General Public ( ) Other:_____

How will this event be publicized:_____

Type of alcohol being served/sold: ( ) Beer/Malt Beverages ( ) Liquor/Wine

Are minors allowed in the permitted area: ( ) No ( ) Yes
If yes, describe how you will ensure that alcoholic beverages will be consumed only by people 21 years or older:

_____

If no, how will they be kept out of the permitted area:

_____

Will you be checking I.D's prior to dispensing alcohol: ( ) N ( ) Y
If no, please explain:_____

Please explain how you plan to secure the area and inform guests that alcohol consumption must be kept in a designated area?_____

_____

_____

Who will help supervise and check I.D's for the function (must be at least 21 years of age):

_____

_____

Please explain any additional fees or charges, including donations that will be occurring at the event:

_____

Location for permit (Please include a building or area site plan map with measurements and description of dispensing room or area):_____

All applicants please read the following statement and sign below:
I understand and agree that right of entry by the City of Laramie Police Department to the above described event is granted upon approval of this permit. I have read and understand the application and agree to abide by the laws which regulate the dispensing and consumption of alcohol in the City of Laramie. I will post the open container permit sign issued to me by the City in a location so that it will be clearly visible to those in attendance.

Signature of Applicant:_____Date:_____

Catering Permit Only:

Signature of Licensee:_____
Dba:_____ License Number:_____

Receipt #:_____ **Permit #:_____**

Insurance
I understand I will need to possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the specified event. Insurance coverage is required as a condition of an event, and the City Manager shall determine the amount of insurance required, minimum of $500,000, based upon the considerations routinely taken into account by the City in evaluating loss exposures, including, but not limited to, whether the event poses a substantial risk of damage or injury due to the anticipated number of participants, the nature of the event, the activities involved and the physical characteristics of the proposed site and activity. Such insurance shall name on the policy or by endorsement as additional insureds, the city, its officers, employees and agents.

I understand and will comply with the conditions of this permit. If I fail to answer all questions completely and accurately, this permit will not be approved. I understand that an approved permit may be cancelled at the discretion of the City Manager's Office, Laramie Police Department, University of Wyoming Police Department, Parks and Recreation Department and Fire Department for failure to obey the terms of the permit

Applicant Signature:_____Date:_____

City Manager Signature:_____

Approved:_____ (Please See Disclaimer Below) **Denied:_____**

Disclaimer: *Permission is granted to use public property at specified location on the date and time stipulated on this permit This permit is issued with the understanding that the holder acknowledges that conflicts may arise which necessitate the revocation of this permit. Upon receiving such notification from the City, the permit holder may relocate event with City Approval.*