



City of Laramie Parks & Recreation Department
Facility Reservation Change Form



Name _____ Email _____
Change request confirmation will be emailed to the supplied email

Primary Phone # _____

1) Original location/date of the Facility/Special Event: _____
Date ___/___/___, Day of week _____ Start Time _____ am/pm End Time _____ am/pm

2) New location/date of the Facility/Special Event: _____
Date ___/___/___, Day of week _____ Start Time _____ am/pm End Time _____ am/pm

3) Second choice location/date of the Facility/Special Event: _____
Date ___/___/___, Day of week _____ Start Time _____ am/pm End Time _____ am/pm

OR

4) Cancel Reservation- reason for cancellation _____

Cancellation requests are not guaranteed, they must be approved by the Parks & Recreation Director per city ordinance. Requests must be received at least 72 hours prior to the reservation to be considered for a refund.

Every effort will be made to accommodate your reservation, however scheduling conflicts may occur. Consider your reservation finalized only after you receive a confirmation via mail or email. This usually takes about 5 business days. Refunds will be issued for reservations that the City cannot accommodate.

If your change involves parking, electricity, water, vendors, amplified sound, security, alcohol permit or alcohol catering permit please continue, otherwise proceed to end of form for signature.

5) Parking: Requirements for the event: _____

6) Electricity is only available at the following shelters: Kiwanis #1, LaBonte #1, LaPrele #1, Otto Dahl Shelter at Washington Park, Washington #1 & 1st Street Plaza. Does your event require the electricity to be turned on? YES / NO

If you would like the electricity turned on in the shelter please describe here the items using electricity:

7) Water is only available at the following shelters: Kiwanis #1, LaBonte #1, LaPrele #1, Otto Dahl Shelter at Washington Park, Washington #1 & 1st Street Plaza. Does your event require the water to be turned on? YES / NO

If you would like the water turned on in the shelter please describe the reason:

8) Vendors: **Will any vendors be at the event? (Circle one) YES / NO
If so, the type of items to be sold:

**Note: Laramie Municipal Code, Chapter 5.76.020 states that no person shall vend, sell, or otherwise exchange for value and goods or services in any park in the city without a license obtained under this chapter (see vending permit application).

The Ice & Event Center and/or Recreation Center provide concessions that take priority over event vendors unless otherwise negotiated in writing below.

9) **Venue Set-Up:** Description of the type and number of vehicles, equipment, animals and/or structures which will be used at the event:

10) **Amplified Sound:** *Will the event include any amplified sound that may affect adjacent properties? YES / NO

If yes, time requested for the noise permit: _____

*Note: Temporary relief noise permits are only allowed/permitted **between** the hours of 11:00 a.m. and 7:00 p.m. for a time period **not to exceed two hours**. Requests for temporary relief noise permits **must be** submitted a minimum of 48 hours prior to the date/time of the event. Temporary relief noise permits **will not** be issued if there are reasonable alternative locations for the event available to the applicant. Laramie Municipal Code, Chapter 8.40.005 states that amplified noise within a residential area above 55db (A), which is clearly audible from a distance of 50', is illegal.

The Police Department will receive a copy of the facility reservation along with the temporary relief noise permit and will routinely monitor the noise levels on all temporary relief noise permits. If a reservation permit is revoked for failure to comply with these temporary noise guidelines, the Parks & Recreation Department **will not** issue a refund for the unused reservation permit and **will retain** the applicant's damage deposit.

Reason for the noise permit request:

11) **Security:** Will monitors and/or security be employed at the event? (Circle one) YES / NO

Monitors _____ Number of people _____
Security Company _____ Contract Attached _____

Alcohol Permits:

12) *****Open Container Permit Requested** YES / NO

***Note: "open container permit" means a permit as required by Laramie Municipal Code Chapter 12.60 for the consumption of alcoholic beverages at a special event in or upon a street, alley, sidewalk, public building, public park or parking lot open to unrestricted use by the public.

13) **Malt Beverage or Alcohol Catering Permit:** If any participant in the event intends to make a request for an malt beverage or alcohol catering permit pursuant to Laramie Municipal Code, Chapter 5.09.350 and Chapter 5.09.355 the applicant for such event permit shall file with the City Clerk's office as to the issuance of any malt beverage or catering alcohol permit for the event. Compliance is expected with any relevant law and in obtaining any legally required permit or license, including, without limitation, alcohol permits or vendor licenses.

Note: A catering permit may be obtained for special events authorizing the sale of alcoholic and malt beverages to any person holding a retail or resort retail liquor license.

14) **Insurance Requirements:** If a catering permit, malt beverage permit or open container permit is requested by the applicant, Laramie Municipal Code, Chapter 12.60 requires that the applicant and authorized officer of the sponsoring organization, if any, possess or obtain public liability insurance and/or liquor liability endorsement to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. **Insurance coverage is required as a condition of an event**, and the Parks & Recreation staff shall determine the amount of insurance required, **with a minimum of \$500,000 in public liability insurance for reservations or events that include the consumption of alcoholic beverages that are not open to the public (invited guests only) with less than fifty (50) participants**, 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 and activities involved and the physical characteristics of the proposed site. **If the event or reservation that includes the consumption of alcoholic beverages and is open to the public with more than fifty (50) participants the minimum public liability insurance required is 1 million per occurrence, 2 million aggregate. Such insurance shall name on the policy or by endorsement as additional insureds, the city, its officers, employees and agents.** A certificate of insurance coverage must be filed with the Parks & Recreation staff no less than five (5) days before the date of the event unless the Parks & Recreation staff or designee changes the filing deadline, in which event such documents shall be provided prior to the event. Proof of Insurance Attached _____

Signature of Applicant _____

Print Name _____ Date ____ / ____ / ____

For Employee Use Only: Reservation Change Received Date: ____ / ____ / ____ Time: _____ Employee: _____
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