



## City of Laramie Special Events Permit Application

The completed special events application must be submitted to the Designee of the City Manager's Office (or City Clerk's Office if applying for an alcohol permit) a minimum of fourteen **(14) days prior** to the event ([Municipal Code 12.60.010-130](#)).

### **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: \_\_\_\_\_

Estimated number of vehicles: \_\_\_\_\_

Estimated number of floats, animals and structures which will be used: \_\_\_\_\_

\_\_\_\_\_

**Description of any sound equipment to be used:** \_\_\_\_\_  
(i.e., live entertainment, DJ, and note if indoors or outdoors amplification)

Will vendors be present: ( ) No ( ) Yes

Will the event be supervised: ( ) No ( ) Yes If yes, by whom \_\_\_\_\_

Will the Police Department need to be present: ( ) N ( ) Y  
If yes, detail specifics of need for LPD \_\_\_\_\_

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

Please attach MAP to this application if you are requesting streets to be closed four (4) hours or more. Include details of streets and areas where “no parking” signs will be requested for placement.

Streets, sidewalks or parks to be closed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

No-Parks needed? : ( ) N ( ) Y

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

- If yes, the City of Laramie Engineering Division must be contacted 721-5270

**Food Service and /or Temporary Structures**

Will food be served: ( ) No ( ) Yes

( ) Prepackaged refreshments ( ) Runners’ refreshments

- 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 Marshal at 721-5330 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:**

**For Alcohol-Related Events ONLY:** 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: \_\_\_\_\_  
Db: \_\_\_\_\_ License Number: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Permit #: \_\_\_\_\_

***FOR ALL APPLICANTS:***

**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 review and approval.*