



Special Event Permit Timeline

12.60.040 - Special event permit—When required.

A. No person shall engage in, participate in, aid, form or start any special event in or upon a street, alley sidewalk, public building or public park, unless a special event permit shall have been obtained from the city manager or designee.

If any of the following criteria apply to your event please complete a Special Event Permit at www.cityoflaramie.org/specialevent. For more information please contact Nancy Oakland Potter at 307-721-52226 or noaklandpotter@cityoflaramie.org.

- Event organized by an organization either for profit or not for profit
- Advertised to the public for participation
- Amplified sound equipment will be used (Noise Permit)
- Street closure or no parks are being requested.
- Examples of events: 5K, fundraisers, yoga in the park, marches, walk/run, Laramie Jubilee Days, outdoor concerts, street dances, etc.

1. Application Due. (14 days before the date of the event)

LMC 12.60.050.E. An application for a special event permit in or upon a street, alley, sidewalk, public building or public park and/or a catering or malt beverage permit for special events, or an open container permit shall be filed with the city manager not less than fourteen days before the date on which special event is to be held.

2. Neighborhood Notification (if required, due with application no less than 14 days before the date of the event, examples: street closures, no parks, noise permits)

LMC 12.60.050.F.16. If the special event is anticipated to close city streets or alleys for a period of time in excess of four hours in a month or the closure of a sidewalk, public park or public building more than eight hours in a day or more than one day in a single seven-day-period, the applicant for the special event permit shall give notice to the residents of property along the affected street(s), alley(s), sidewalk(s), public park(s), or public building. Such notice may be in person, by ordinary U.S. mail or by publication in the local newspaper prior to the submission of the application. The notification shall advise the resident of the nature and time of the special event and the proposed street, alley, sidewalk, public park or public building closure, and the resident's right to object in writing to the city manager. Should twenty percent of the residents of properties along the affected street(s), alley, sidewalk(s), public park or public building object to the street, alley, sidewalk, park or public building closure for the special event, the city council shall review the objection prior to the requested date for the special event either at the next scheduled meeting of city council or special meeting to review the objection. The city council's decision shall be final and not subject to further appeal;

3. Liability Insurance (No less than five (5) days before the date of the special event)

LMC 12.60.060.C.12. A requirement that the applicant and authorized officer of the sponsoring organization, if any, 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 event. If insurance coverage is required as a condition of issuance of a special event permit, the city manager or designee shall determine the amount of insurance required, based upon the considerations routinely taken into account by the city in evaluating loss exposures, including, but not limited to, whether the special event poses a substantial risk of damage or injury due to the anticipated number of participants, the nature of the special event and activities involved and the physical characteristics of the proposed site. 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 city manager's office no less than five days before the date of the special event unless the city manager or designee changes the filing deadline, in which event such documents shall be provided prior to the event;

4. Alcoholic Beverages for event. (14 days before the date of the event)

12.60.050.E. An application for a special event permit in or upon a street, alley, sidewalk, public building or public park and/or a catering or malt beverage permit for special events, or an open container permit shall be filed with the city manager not less than fourteen days before the date on which special event is to be held.

12.60.080 - Permit—Notice of rejection—Appeal procedure.

The city manager or designee shall act upon the application for a special event permit or a malt beverage or catering permit for special events or an open container permit within five days after the filing thereof. If the city manager or designee disapproves the application for failure to meet the conditions as outlined in [Section 12.60.060](#) of this chapter, the city manager or designee shall state the reason for the denial or stipulate additional conditions. The applicant shall have the right to appeal to city council the denial of the special event permit or a condition of the special event permit or a malt beverage or catering permit for special events or an open container permit. A notice of appeal shall be filed with the city manager's office setting forth the grounds for the appeal within three business days after receipt or personal delivery of a notice of denial or permit condition. The city council shall review the appeal prior to the requested date for the special event either at the next scheduled meeting of city council or at a special meeting to review the appeal. The city council's decision shall be final and not subject to further appeal.

For more information please contact the following staff:

Special Event Permit: Nancy Oakland Potter; email: noaklandpotter@cityofflaramie.org, 307-721-5226

Alcohol Permits: City Clerk's Office, clerk@cityofflaramie.org, 307-721-5220

Tent Permits: Fire Prevention, fireprevention@cityofflaramie.org, 307-721-5330

Temporary Food Permits: Cody Talbott, ctalbott@cityofflaramie.org, 307-721-5283