



TOWN OF ALPINE

EVENT APPLICATION/PERMIT

This Town of Alpine Special Events Application is required for any Special Event that is held within the Town of Alpine

PURSUANT TO THE WYOMING GOVERNMENTAL CLAIMS ACT W.S. §1-39-101 et. seq. - THE TOWN OF ALPINE, WYOMING, SHALL NOT BE LIABLE FOR ANY LOSS OR INJURY THAT MAY OCCUR TO PERSONS OR PROPERTY CAUSED BY EVENT PROMOTORS, VENDORS, PUBLIC, AND PARTICIPANTS

Application Date	April 7, 2026
Event Name	Alpine Mountain Days
Event Date	June 26th - June 28th
Event Hours	7 am - 10 pm
Event Summary	Annual Mtn days celebration Arts & Crafts Vender - Food Venders
Location of Event	Marge Grover Park Civic Center Parking Lot
Attach a Map of the Event Area	See Attached

Use the following legend to label your event map: *Tents (T), *Food Vendor (FV), *Alcohol Vendor (AV), Other Beverage Vendors (BV), Portable Toilets (PT), Hand Washing (HW), Stages or Amplified Sound (SO), Garbage Receptacles (G), Recycling Receptacles (RR), Retail Merchants (RM), Security (S), Fire Lane (FL), Fire Extinguishers (FE), First Aid Station (FA), Barricades (B), Electricity/Generators (E), Trailer/Vehicle Storage (TL), Car Parking (CP), Bike Parking (BP), Entry Gates (EG), Bleachers (BL). **If there are multiple venues for this event a site map will need to be included for each location!**

Number of Planned Attendees per Day	500
-------------------------------------	-----

Sponsoring Person or Organization	Town of Alpine - Events Committee
Sponsoring Contact Information	
Name	Melody Leseberg
Address	
Contact Phone Number	307-654-7757
E-Mail Address	admin@alpinewy.gov

Set-Up Date	June 25th	Set-Up Time	8 am
Clean-Up Date	June 28th	Clean-Up Time	4 pm

Where will event start	121 U.S. HWY 89
Responsible Party	Town of Alpine
Where does the event terminate	121 US Hwy 89
Responsible Party	Town of Alpine

Identify the Travel Route	Civic Center Parking Lot - Civic Center Park
---------------------------	----------------------------------------------

Identify Parking Area	Highway Street Frontage and Authorized Private properties/business
Parking Capacity	
Number of Attendants	
Names and Contact Information for Attendants	Town of Alpine PO Box 3070 Alpine, WY 83128

EVENT DETAILS

Staffing

How many people will be working at the event?

Staff: 3

Volunteers: 3

Independent Contractors: X

Security: 1

Vendors: 75+

Admission Fee

Will you be charging an admission fee?

No

Yes

Amplified Sound

Will your event have any amplified sound/music?

No

Yes

If you answered yes indicate the start and end time(s).

Food

Will food and/or beverages (including alcohol) of any type be served at this event?

No

Yes

If you answered "Yes", you would need to contact the Wyoming Department of Agriculture for any permits needed to serve food.

Describe the food and/or beverage services offered: Variety

Will Mobile Food Preparation Vehicles (Food Trucks) of any type be used at this event?

No

Yes

If you answered "Yes", each food truck participating will need to comply with the requirements of the International Fire Code and/or State of Wyoming food truck requirements.

Insurance/Bond

Is this event insured?

No

Yes

Details of the insurance/bond will need to be provided.

Health & Sanitation

Describe the sanitation facilities to be used including the location and number of trash receptacles and toilets. ADA units may be required.

Sanitation - Porta Potties - hand washing stations

Include the name/number of personnel responsible for maintenance and cleanup.

Alcohol

Will alcohol be served at this event?

No

Yes

If you answered "Yes", you would need to check with the Alpine Town Clerk for any alcohol permit requirements.

Describe the plan for alcoholic beverage service and a name and phone number of the person responsible.

Each vender has to pay obtain a catering permit.

Security

Describe plans for security for the event and name and phone number of the person responsible. **We hire a security person.**

Animals

Are animals of any kind involved in this event?

No

Yes

If yes, will the animals be allowed to mingle with the attendees (includes dogs, horses, etc.)

No

Yes

Please describe any other pertinent details of this event not previously covered (i.e. live band, helicopter landing, etc.)

Emergency Services

Are Fire/Rescue and/or Medical Services needed for this event?

No

Yes

If you answered yes, then **YOU** are responsible to secure contracts with the appropriate agencies to obtain approval. Payment for all services will be your sole responsibility.

I have read and understand the Standard Conditions for the Events. I have answered all the questions in the application truthfully and to the best of my knowledge.


Signature

Melody Leseberg

Print Name

4/7/2026
Date

4/7/2026

Title