



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

Table with 2 columns: Field Name and Value. Fields include Application Date (April 7, 2026), Event Name (Alpine Car Show/Alpine Art Festival), Event Date (August 14th & 15th), Event Hours (7 am - 10 pm), Event Summary (Annual Car Show, Arts & Crafts Vender - Food Venders), Location of Event (Marge Grover Park, Civic Center Parking Lot, Bank of Jackson Hole), and 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!

Table with 2 columns: Number of Planned Attendees per Day and Value (275).

Table with 2 columns: Field Name and Value. Fields include Sponsoring Person or Organization (Top of the Rockies - Star Valley Arts Council), Sponsoring Contact Information (Name: Dave Burchard, Address: Alpine, WY, Contact Phone Number: 307-880-3283, E-Mail Address: comtech.dave@gmail.com).

Table with 4 columns: Set-Up Date (August 14th), Set-Up Time (8 am), Clean-Up Date (August 15th), and Clean-Up Time (4 pm).

Table with 2 columns: Field Name and Value. Fields include Where will event start (121 U.S. HWY 89), Responsible Party (Top of the Rockies - Star Valley Arts Council), Where does the event terminate (121 US Hwy 89), and Responsible Party (Town of Alpine).

Table with 2 columns: Identify the Travel Route and Value (Civic Center Parking Lot - Civic Center Park-Bank of Jackson Hole).

Table with 2 columns: Field Name and Value. Fields include Identify Parking Area (Highway Street Frontage and Authorized Private properties/business), Parking Capacity, Number of Attendants, and Names and Contact Information for Attendants (Dave Burchard, 307-880-3283).

EVENT DETAILS

Staffing

How many people will be working at the event?

Staff:

Volunteers: **5**

Independent Contractors:

Security:

Vendors: **Unknown**

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.

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. **None required**

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 **by calling 911**

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.

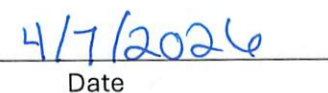
I have read and understand the Standard Conditions for the Events. I have answered all the questions in the application truthfully and to the best of my knowledge.



Signature

Melody Leseberg

Print Name



Date


4/7/2026

Title

Alpine Car Show

Location

Legend

 Area of Service



Google Earth

Image © 2026 Airbus




100 ft

Alpine Art Festival

Location

Legend

 Area of Service

Google Earth

Image © 2026 Airbus



100 ft