

**Subject: Event Application**

Town of Alpine  
250 Riverview Drive  
Alpine, WY 83128

April 17, 2026

To Whom It May Concern,

Please find attached our Event Application request. We are seeking approval for a single event permit covering the period from June 1 through October 15.

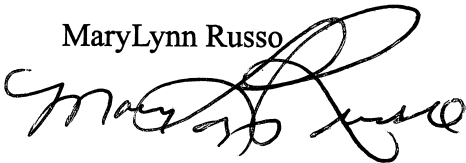
Throughout the summer, we plan to host a combination of live music and an Artisan/Farmer's Market. Live music performances will occur two to three times per week from approximately 6:00/7:00 p.m. to 9:00 p.m., taking place on the patio during favorable weather or indoors as needed.

The Artisan/Farmer's Market will begin on June 1 and run every Monday through September 14. Please note that vendors will not be permitted to sell alcohol or prepared foods.

We appreciate your consideration of this application. Please let us know if any additional information is required.

Thank you,

MaryLynn Russo

A handwritten signature in black ink, appearing to read 'MaryLynn Russo', written in a cursive style.

828-577-1851



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. 91-39-101 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, Value. Fields include Application Date (4-17-26), Event Name (Melvin Brewing Taproom & Kitchen Summer Events), Event Date (Sept - 10/5, 2024), Event Hours (music 7-9, Artisan/Farmer Market 4p-7p), Event Summary (music will be 2-3 days a week during Summer Artisan/Farmer Market every Mon Sept - 9/14), Location of Event (Market will be in parking lot), Attach a Map of the Event Area (music on patio and inside Dining area based on weather)

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: Field Name, Value. Fields include Number of Planned Attendees per Day (per event Music 200-300, Market 100-150), Sponsoring Person or Organization (Get Down LLC DBA Melvin Brewing), Sponsoring Contact Information (ML), Name (Mary Lynn Russo), Address (624 Co Rd 101, Alpine, WY), Contact Phone Number (828-577-1851), E-Mail Address (ml@jfine dining.com)

Table with 4 columns: Set-Up Date, Set-Up Time, Clean-Up Date, Clean-Up Time. Values: Set-Up Date (blank), Set-Up Time (blank), Clean-Up Date (after event), Clean-Up Time (after event)

Table with 2 columns: Field Name, Value. Fields include Where will event start, Responsible Party, Where does the event terminate, Responsible Party

Table with 2 columns: Field Name, Value. Field: Identify the Travel Route

Table with 2 columns: Field Name, Value. Fields include Identify Parking Area, Parking Capacity, Number of Attendants, Names and Contact Information for Attendants

**EVENT DETAILS**

**Staffing**

How many people will be working at the event?

Staff:

Volunteers:

Independent Contractors:

Security:

Vendors:

**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 *Melvin Dining Room and patio*

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:

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 *Taproom*

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.

**Security**

Describe plans for security for the event and name and phone number of the person responsible.

**Animals**

Are animals of any kind involved in this event?

- Yes *Dogs are allowed outside patio area. must be on leash*
- No

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

- No
- Yes *Same as above*

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.*

*Mary Lynn Russo*  
Signature  
*Mary Lynn Russo*  
Print Name

*4-17-26*  
Date  
*DOO (FH fine dining)*  
Title

*Artisan/Farmers Market  
in Parking lot.*



