

July 2, 2023

TOWN OF SARATOGA

P.O. BOX 486
110 E. Spring Avenue
SARATOGA, WYOMING 82331



Special Events Application

Thank you for your interest in holding a special event in the Town of Saratoga. To assist with the orderly conduct of your special event, help make your experience rewarding and the event successful we ask that you take the time to carefully review and fill out the enclosed application.

DISCLAIMER

NOTICE: You are financially responsible for your acts of negligence and may be financially responsible for the negligent acts of others involved in this event. You are encouraged to obtain insurance for this activity. You and participants in the activity are not insured by the Town of Saratoga*.

*The Town of Saratoga is a governmental entity subject to the Wyoming Governmental Claims Act, the Wyoming Constitution, Wyoming Statutes and a member of the Local Government Liability Pool. As such the Town may not indemnify another or add as an additional insured any other person or entity. The Town of Saratoga is insured for only the negligence of *its employees* up to the maximum claim allowable by law against the Town. The Town does not waive their sovereign immunity by entering into this agreement, and the Town fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this event.

A complete application, which includes all insurance documentation, where applicable, must be submitted to the Town of Saratoga **at least thirty (30) days prior to the scheduled event.**

The governing body may waive the thirty (30) day requirement under extraordinary circumstances however no applicant shall be entitled to more than one (1) request for a waiver in a calendar year.

All untimely submittals may be denied. The submittal of a Special Event Application in no way obligates the Town of Saratoga to approve the event. The approval of a Special Event application by the Town of Saratoga, in no way implies that the Town of Saratoga is sponsoring, sanctioning, or is any way responsible for the special event, or the conduct of its participants.

The approval of the special event is not final until approval by the Saratoga Town Council. Due to the increased interest of conducting events throughout our community and the associated costs that burden the Town of Saratoga, we ask that you review the enclosed fee schedule when planning your event. Again, thank you for planning your special event in the Town of Saratoga and we look forward to working with you in promoting a safe, secure and successful event.

TOWN OF SARATOGA
SPECIAL EVENTS APPLICATION

Applicant Name: <u>KIM HyTREK</u>	Organization: <u>RIVIERA MOTOR LODGE</u>
Address: <u>303 N. 1st ST.</u>	Address: _____
City/State/Zip: <u>SARATOGA, WY.</u>	City/State/Zip: _____
Phone: <u>307-326-5651</u>	Phone: _____
Cell: <u>307-321-4352</u>	Cell: _____
e-mail: <u>KIM @ the RIVIERA motor lodges . com</u>	e-mail: _____
DATE of Event: <u>July 2, 2023</u>	Start Time for Event: <u>1200 NOON</u>
LOCATION: <u>RIVIERA BACK YARD</u>	End Time for Event: <u>10 PM</u>

Please check one:

- ☐ SMALL EVENT – less than 100 participants
☒ LARGE EVENT – more than 100 participants

Describe briefly the proposed event.

WE WILL PARTNER WITH THE MALT TO PROVIDE MUSIC, Food truck, MALT BEVERAGES AND FAMILY GAMES
 Use additional sheet if necessary.

Location of the event (please be specific)

RIVIERA BACK YARD - WE WILL MARK A WALKING TRAIL BEHIND BANK OF COMMERCE TO THE ALLEY ALONG SIDE THE DOLLAR STORE TO THE MALT FROM 1200 NOON TO 10 PM. OUR MUSIC WILL BE UNPLUGGED.

Schedule of event or events (attach by date the tentative activity planned for each location chosen).

2 MUSICIANS ALTERNATING IS PLANNED HERE

Approximate number of participants expected: UNSURE

Approximate number of support staff/volunteers: 4

Number of vehicles anticipated and parking requirements: WE HAVE PRIVATE PARKING - THE BANK IS CLOSED ON BOTH SIDES PROVIDING MORE SPACE

Will town property be used for this event: _____

☐ yes ☒ no (if yes, please explain fully)

Coordination with the Town of Saratoga Department of Public Works (DPW)

What traffic control or parking issues are you anticipating:

NONE OFFICER MORRISON SAID THE STREET (SARATOGA AVE) WILL BE CLOSED FOR THIS EVENT

• What parking plan have you in place: SEE ABOVE

• What services do you require from the Police Department or DPW? :

NONE

• What are your security plans: : STAFF IN PLACE

• What services are required from the Fire Department?: Hopefully NONE!

• What services are required from the Planning Commission?: X

• What plans have you made for garbage containment and removal? WE HAVE TRASH RECEPTICLES ON PROPERTY

• What plans have you made for sanitary control/portable toilets?: 3 public BATHROOMS ON PREMISES

• Will you be serving food? If yes, have you contacted the State of Wyoming Certified Food Safety Professional at 307-777-8001 for food service requirements: Food truck

❖ There is **NO CAMPING PERMITTED** within the Saratoga Town Limits and violators will be cited.

• Alcoholic Beverages: Describe the location of any alcohol sales or serving stations, liquor license to be used, measures to insure proper ID for purchases and list persons supervising the operations.

WAIST BRACELETS will be given after ID check is done. CHILDREN will ALSO HAVE BRACELETS

• Liquor Liability insurance to be required as described in Special Events Conditions #5.

PLEASE ADVISE - HOWEVER, THIS EVENT will BE HELD ON PRIVATE PROPERTY

• Any other request by applicant: : X

• Name of persons who will be "in charge" at the site/activity: : KIM HYTREK, GM & STAFF

On-site

Manager: KIM HYTREK GM

Home Phone: 307 322 5531 Cell Phone: 307-321-4352

Alternate On-site Manager

Home Phone: / Cell Phone: /

Insurance Information: (if applicable)

Name of Insurance

Company: FARM BUREAU

Address: PO Box 1348 LARAMIE, WY 82073-1348

Phone Number: 307-317-0968

Contact Person: RICK HUGHES

Policy Number: 90015912

Special Terms and Conditions to the Special Event Application

By submitting and signing this Application, the applicant/organization hereby agrees to comply with the Town of Saratoga Special Event conditions (attached hereto and made a part thereof) and further agrees not to violate any Federal, State, County or municipal laws, rules or regulations. Applicant further agrees to be bound by all Saratoga municipal codes in the conduct of the requested special event.

In consideration for permission to conduct its special event, applicant agrees to indemnify, defend and hold harmless the Town of Saratoga, its officers, agents, employees and volunteers, (including the payment of the Town's attorney's fees incurred in defense of the same) from any and all damage to property, injury to, or death of any person and from any and all liability, claims, actions or judgments which may arise from the proposed activity.

The Town of Saratoga, its employees, appointed and elected officials hereby preserve any and all immunity available to them pursuant to Wyoming law and the Wyoming Governmental Claims Act, and nothing contained herein shall be deemed to be a waiver of its immunity.

Dated this 14, day of June, 20 23

Kim Hytrek
Applicant Signature



What other agencies or groups have you contacted?
Please check applicable agencies.

- ☐ Zoning and Planning Officer – (events requiring zoning clarification)
- ☐ Saratoga Department of Public Works (street closures – use of public parks)
- ☒ Saratoga Police Department: (events with alcohol sales or use
- ☐ Traffic & crowd control)
- ☐ Wyoming Highway Department (highway closures - parades or any use of Highway 130/230)

TOWN OF SARATOGA
SPECIAL EVENTS SIGN OFF SHEET

Proposed Special Event: PLATTE RIVER WANDER
Location of Event: RIVIERA MOTOR LODGE & THE MALT
Date of Event: JULY 2, 2023

Approved: _____ Date: _____
Planning and Zoning Officer

Approved: _____ Date: _____
DPW Supervisor

Approved: _____ Date: _____
Police Chief

Approved: _____ Date: _____
Fire Chief

Approved: _____ Date: _____
Town Council



TOWN OF SARATOGA SPECIAL EVENTS APPLICATION CONDITIONS

Please initial each condition as read

1. KH Applicant shall obey all Federal, State, and local rules, regulations and laws. Applicant shall obey all Town of Saratoga municipal ordinances, rules and guidelines pertaining to the use of Town property, including the location and storage of vehicles and equipment, crowd control, and the restoration of premises to their original condition after the use for the special event.
2. KH Applicant shall confine its activities to the location and time schedules approved for the permit. Traffic control shall be maintained as approved by the Saratoga Police Department and configured by the Saratoga Public Works Department when events are conducted on Town streets or on Town property.
3. KH Reference to or the use thereof of the Town of Saratoga Logo is strictly prohibited in advertising of the event, unless prior written approval is granted by the Town of Saratoga.
4. KH Applicant does hereby covenant and agree to indemnify and hold harmless the Town of Saratoga harmless from any and all loss, cost, damages, injuries, judgment and claims of any kind, including and an all costs, including any attorney's fees, on account of personal injury or property damage resulting from any activity of Applicant.
5. KH Applicant shall reimburse the Town of Saratoga for costs incurred in the use of Town equipment and assignment of municipal employees to duty in connection with the special event activities. A schedule of expected costs shall be prepared by the Saratoga Department of Public Works Supervisor after identification of the municipal sites to be used for the special event. Applicant shall post a cash bond as a refundable deposit against the estimated cost when requested.
6. KH Neither the Applicant, nor its agent, employees, servants or helpers shall be or deemed to be, the employee, agent or servant of the Town of Saratoga. None of the benefits provided by the Town of Saratoga to its employees, including, but not limited to medical insurance, compensation insurance, and unemployment insurance are available to Applicant or its employees, agents, servants or helpers.
7. KH Fees may be charged for the use of Town Property: Applicant shall not conduct any event on Town property intended to attract or entertain the public or charge fees to spectators without specific approval of the Town of Saratoga in writing. No alterations or changes to Town owned property would be allowed without prior written permission from the Town Council or their designee.

8. KH Additional applications and fees may be required for use of facilities of the Town of Saratoga and entry upon areas subject to special security requirements, such as the Saratoga Lake area, Veterans Island, Kathy Glode Park or the Hot Pool and Municipal Pool areas. Use of such facilities and areas may be further conditional upon assurances of compliance with security and other requirements of these facilities.

9. KH Applicant shall designate a local agent to sign this application who shall have the authority to represent them in all matters relating to exercise of the privileges herein granted and who shall be responsible for compliance with these conditions.

10. KH Arrangements for use of Town property, (i.e. building, streets/alleys, sidewalks, parks or other public places or property) owned by the Town must be approved by the Town Clerk in writing in advance of the actual event.

11. KH If Applicant finds it necessary or desirable to use Town equipment, only Town employees will be allowed to operate said equipment, unless prior arrangements in writing are made and then only with the prior approval of the DPW Supervisor.

12. KH The Applicant will be required to reimburse the Town as provided for contracting/ use of town services, equipment, building, or if not addressed, for the wages due the employees, calculated at their regular hourly overtime rate and including all withholdings required by the federal and state governments. In addition, the Applicant will be responsible for reimbursing the Town for additional bookkeeping or clerical costs.

13. KH Applicant shall be responsible for all additional costs incurred by the Town of Saratoga for garbage and sanitary clean-up due to the special event.

Jim Hyfek, GM June 14, 2023
Signature of Applicant Riviera Motor Lodge Date

Application approved:

Mayor /Clerk

Date: _____

**TOWN OF SARATOGA – PERMIT APPLICATION
REQUEST FOR WAIVER OF OPEN CONTAINER LAW**



Permit No. _____

Permit Fee: \$25.00

Fee Paid: _____

Receipt No. _____

Pursuant to the Town of Saratoga Municipal Code, the governing body and Town Clerk are authorized to issue a permit which waives the Town's container restrictions as defined in the Town of Saratoga Municipal Code 5.08.210(4)

APPLICANT NAME: RIVIERA Motor Lodge c/o KIM HyTREK, GM

NAME OF EVENT: PLATTE RIVER WANDER

ADDRESS (City/State/Zip): 303 N. 1st ST SARATOGA, WY

TELEPHONE NO. 307-326-5651

IF APPLICANT IS REPRESENTING AN ORGANIZATION, PLEASE PROVIDE THE FOLLOWING:

ORGANIZATION NAME: RIVIERA Motor Lodge

ORGANIZATION ADDRESS: AS ABOVE

ORGANIZATION TELEPHONE NO. SAME

IS THE APPLICANT THE CONTACT PERSON FOR THE EVENT: YES
If no, Please provide Name/Telephone Number and Address of contact person:

LOCATION OF EVENT: RIVIERA Motor Lodge BACK YARD

DATE(S) OF EVENT: JULY 2, 2023

PERMIT HOURS REQUESTED: 12 NOON to 10 PM

The undersigned hereby requests a waiver of the open container provisions pursuant to the Town of Saratoga Municipal Code 5.08.210(4) for the above listed event

Applicant Signature: Kim Hytak Date: June 14, 2023

Approval

Date: _____

24 HOUR/DAILY ALCOHOLIC BEVERAGE SALES

PERMIT APPLICATION (W.S. 12-2-203, 12-4-502)

PERMIT VALID FOR ONLY ON-PREMISE SALES AND CONSUMPTION AT THE PERMITTED EVENT, NO PACKAGE SALES ALLOWED

To be completed by City/County Clerk

Date filed with clerk: ____/____/____	Local Permit #: _____
Permit Fee Per Day: \$ _____	(\$50.00 maximum fee per day)
Number of Days: _____	
Total Permit Fee: \$ _____	(Permit fee per day x number of days)
Permit Date: ____/____/____	through ____/____/____

Applicant: John Evans The Riviera Motor Lodge .com
Business/Trade Name (DBA): The Riviera Motor Lodge
Contact Person: Kim Hytrek Phone: (307) 326-5651
Address: 303 N. 1st St City: Saratoga State: WY Zip: 82331
Mailing Address: PO Box 1314 City: Saratoga State: WY Zip: 82331
Business Phone: (307) 326-5651 Email Address: Kim@therivieramotorlodge.com
Event Name: _____ Event Location: _____

FILING IN (CHOOSE ONLY ONE)		FILING AS (CHOOSE ONLY ONE)	
<input checked="" type="checkbox"/> CITY OF: <u>Saratoga</u>	<input checked="" type="checkbox"/> INDIVIDUAL	<input checked="" type="checkbox"/> CORPORATION	
<input checked="" type="checkbox"/> COUNTY OF: <u>Carbon</u>	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> LTD PARTNERSHIP	
	<input type="checkbox"/> LP/LLP	<input type="checkbox"/> ORGANIZATION	
	<input type="checkbox"/> LLC	<input type="checkbox"/> OTHER _____	
TYPE OF PERMIT (CHOOSE ONLY ONE)			
<input checked="" type="checkbox"/> MALT BEVERAGE PERMIT (W.S. 12-4-502(a)/W.S. 12-2-201(b)) Malt beverage permit applicants receiving anything of value (i.e. money, goods and or services from any industry representative must answer the following: (W.S. 12-5-402(a)) Nonprofit corporation under the laws of Wyoming? Yes <input type="checkbox"/> No <input type="checkbox"/> Tax Exempt Organization under the Internal Revenue Code? Yes <input type="checkbox"/> No <input type="checkbox"/> And has the applicant been in continuous operation for not less than two (2) years? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> CATERING PERMIT (W.S. 12-4-502(b)) For currently licensed Retail or Resort license holders only	<input type="checkbox"/> MANUFACTURER'S OFF-PREMISE PERMIT (W.S. 12-2-203(g)(iii)) For the sale of the manufacturer's own Wyoming manufactured products only	
		<input type="checkbox"/> MALT BEVERAGE PERMIT FOR MICROBREWERIES (W.S. 12-4-415 (e)) For the sale of the microbrewery's own Wyoming brewed products only	
		<input type="checkbox"/> WINERY OFF-PREMISE PERMIT (W.S. 12-4-414(g)) For the sale of the winery's own Wyoming manufactured products only	

By filing this application, the applicant and their representatives agree to sell alcoholic beverages and operate under the requirements of all applicable Wyoming state and local laws and rules, and submit any required sales tax and reports.

Under penalty of perjury, and the possible revocation or cancellation of the permit, I swear the above stated facts, are true and accurate.

K. Hytrek KIM HYTREK, GM 6-8-23
Applicant Signature Printed Name Date

Signature of Licensing Authority Official

Date