

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 the Special Event Application in no way obligates the Town of Saratoga to issue a Application for event. The issuance 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.

Sincerely,

Marie Christen
Town Clerk

Phone: 307-326-8335
Fax: 307-326-8941
E-mail: townhall@saratogawyo.org

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

- What traffic control or parking issues are you anticipating: Elm street - partial closure for duration of run
- What parking plan have you in place: parking along PVCC - overflow to TOS parking lot
- What services do you require from the Police Department or DPW? : Safety of runners - during partial closure
- What are your security plans: : N/A
- What services are required from the Fire Department? : N/A
- What services are required from the Planning Commission? : N/A
- What plans have you made for garbage containment and removal? PVCC dumpsters
- What plans have you made for sanitary control/portable toilets?: use of PVCC restrooms
- Will you be serving food? If yes, have you contacted the State of Wyoming Certified Food Safety Professional at 307-326-8001 for food service requirements: None
- 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. None
- Liquor Liability insurance to be required as described in Special Events Conditions #5. None
- Any other request by applicant: : _____
- Name of persons who will be "in charge" at the site/activity: : Sarah Laughlin + Abby Raymer - run
Joe Elder - PVCC.



What other agencies or groups have you contacted?

Have you received Applications from these agencies for your event (IF APPLICABLE)?

Please circle applicable agencies and attach a copy of the Application.

- ☐ Saratoga Planning Commissioners –(zoning issue if event is not an applicable use)
- ☐ 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 – crowd control)
- ☐ Wyoming Highway Department –(parades or use of Highway 130/230)

**TOWN OF SARATOGA
SPECIAL EVENTS SIGN OFF SHEET**

Proposed Special Event: Color Run/Walk - 5K + Kids 1/2 mile

Date of Special Event: April 15th, 2023

Approved: _____ Date: _____
Planning and Zoning Officer

Approved: _____ Date: _____
DPW Supervisor

Approved: _____ Date: _____
Police Chief

Approved: _____ Date: _____
Fire Chief

Approved: _____ Date: _____
Planning Commission

Approved: _____ Date: _____
Town Council

7. ___ Neither the Application holder, 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 Application holder or its employees, agents, servants or helpers.

8. ___ Fees shall be charged for the use of Town Property: Application holder 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.

9. ___ 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.

10. ___ Application holder shall designate a local agent to sign this Application 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.

11. ___ 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.

12. 82 If Application holder 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.

13. ___ The Application holder 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 Application holder will be responsible for reimbursing the Town for additional bookkeeping or clerical costs.

15. ___ Application holder shall be responsible for all additional costs incurred by the Town of Saratoga for garbage and sanitary clean-up due to the special event.

Application approved:

Mayor /Clerk

Date: _____