

TOWN OF SARATOGA
SPECIAL EVENTS APPLICATION

Applicant Name: <u>Sophia Borg</u>	Organization: <u>Strong Tower Designs The Palomero Hat Bar</u>
Address: <u>Po Box 148</u>	Address: <u>104 E. Bridge St.</u>
City/State/Zip: <u>Saratoga Wy 82331</u>	City/State/Zip: <u>Saratoga Wy 82331</u>
Phone: _____ Cell: <u>850 340 1864</u> e-mail: <u>Sophiaborg@gmail.com</u>	Phone: _____ Cell: <u>307 710 0751</u> e-mail: _____
DATE of Event: <u>Oct. 21, 2023</u>	Start Time for Event: <u>10 am</u>
LOCATION: <u>109 E. Spring St + Town Lot</u>	End Time for Event: <u>4 pm</u>

Please check one: Behind wolf
 SMALL EVENT – less than 100 participants
 LARGE EVENT – more than 100 participants

Describe briefly the proposed event.
A Community fall festival

Use additional sheet if necessary.

Location of the event (please be specific)
109 E Spring Street Saratoga Wy (Empty lot) +
we would like to also use the town parking
lot behind the Wolf + close the street in between.

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

Approximate number of participants expected: 00 040 50 - 100
 Approximate number of support staff/volunteers: 30 plus

Number of vehicles anticipated and parking requirements: No parking Requirements
+ no vehicles needing special parking

Will town property be used for this event: if allowed yes
 yes no (if yes, please explain fully)
The parking lot behind wolf for the lot for businesses
to set up fall festival booths. Also the street
in between the to lots

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

- What traffic control or parking issues are you anticipating: none
No parking issues or traffic control
will be a problem

• What parking plan have you in place: There should be plenty of parking Street Side + in other lots + spaces

• What services do you require from the Police Department or DPW? : I Do not think we will need any extra services

• What are your security plans: : No plan is foreseen but can construct a plan per towns requirements.

• What services are required from the Fire Department? : No Services will be required

• What services are required from the Planning Commission? : No Services will be required

• What plans have you made for garbage containment and removal? We will have garbage bins around lots + will remove all trash. Each booth will be responsible

• What plans have you made for sanitary control/portable toilets?: the Towns lots, have the public Restrooms

• 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: No food sales Food Trucks are welcome + well as local Restaurants.

❖ 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.

No Alcohol

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

• Any other request by applicant: : No Request except the closure of Street Between the to lots as stated previously

• Name of persons who will be "in charge" at the site/activity: : Sophia Borg 850 340 1864
Ray Bernal 307 710 0751

On-site

Manager: Sophia Borg

Home Phone: _____

Cell Phone: 850 340 1864

Alternate On-site Manager

Home Phone: Ray Bernal

Cell Phone: 307 710 0751

Insurance Information: (if applicable)

Name of Insurance

Company: Burns Insurance

Address: 410 S. 1st St. Saratoga WY

Phone Number: 307 326 8825

Contact Person: Shandi C.

Policy Number: _____

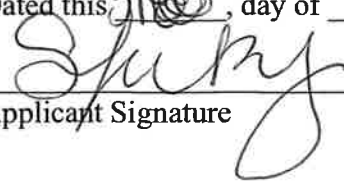
Special Terms and Conditions to the Special Event Application

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 31~~00~~, day of August, 2023


Applicant Signature

First Annual Community Fall Festival

Sophia Borg: The Palomino Hat Bar

104 East Bridge Street/Po Box 148

Saratoga, Wyoming 82331

October 21, 2023 10am-4pm

109 East Spring Street/ Town Lot behind Hotel Wolf

Schedule of Events

- **8 am Vendor/Booth/Food Truck Setup Setup (Can Provide list of vendors before festival date)**
- **10am Festival Starts: Some Activities Run all Day**
- **10 am 5 and under and 6-12 Pumpkin painting Contest**
 - **In discussion with Platte Valley Art Council about running this.**
 - **One duration**
 - **Judge will be selected for each age group**

- **10:30 Hay Ride up and down the street (liability forms will be signed)**
- **11:00 am Double Elimination Cornhole Tournament**
- **11:30 am 12-17 Pumpkin Carving Contest (1 ½ hour Duration)**
- **12 pm Group Scarecrow Decorating Turn in (Bring the scarecrow you decorated at home to win. Must Stand up alone Three Categories.)**
- **12:30 pm – 3:30/4 Singer/Song writer Brian Rhea from Nashville, Tn Concert**
- **1pm 18 and up Adult Pumpkin Carving Competition**
- **3pm Pie Contest and Sale**

- **4pm End of event.**