

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>Joe Elder / Scott McHaine</u>	Organization: <u>Saratoga Day Committee</u>
Address: <u>PO Box 128, Saratoga, NY 82331</u>	Address: <u>→</u>
City/State/Zip: <u>Saratoga, NY 82331</u>	City/State/Zip: _____
Phone: <u>307-326-7822</u>	Phone: _____
Cell: <u>307-321-3960 (Joe)</u>	Cell: <u>307-760-9738 (Scott)</u>
e-mail: <u>pvcc@carbonpower.net</u>	e-mail: <u>hewubus@yahoo.com</u>
DATE of Event: <u>July 6, 2024</u>	Start Time for Event: <u>10 am vendors 3pm - music</u>
LOCATION: <u>Bridge Ave</u>	End Time for Event: <u>11 pm</u>

Please check one:

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

Describe briefly the proposed event.

Street dance (concert), vendors, food, games, art, etc

Use additional sheet if necessary.

Location of the event (please be specific)

Bridge Ave between 15th Street + River St.

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

Approximate number of participants expected: 300 - 500

Approximate number of support staff/volunteers: 10-15

Number of vehicles anticipated and parking requirements: N/A

Will town property be used for this event: Bridge Ave - the street

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 - we haven't had issues in the past. River St. and Platte Valley Community Center available for parking.

• What parking plan have you in place: River St and the Platte Valley Community Center available for parking.

• What services do you require from the Police Department or DPW? :
Street closure - Bridge Ave between 15th Street and River St.
Police presence as available.

• What are your security plans: : Police presence - volunteers

• 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? Sunrise Sanitation providing trash service and volunteer crew to help at the end of the event.

• What plans have you made for sanitary control/portable toilets?: Pony Wagon to provide sanitary/portable toilets.

• 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: N/A - vendors themselves satisfy food service requirements.

❖ 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.

Cantina and Resort will have on-street serving stations. The Wolf and the Reatic will serve inside their establishments.

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

• Any other request by applicant: : _____

• Name of persons who will be "in charge" at the site/activity: : Scott McIhame

On-site

Manager: Scott McIlwaine
Home Phone: _____ Cell Phone: 307-760-9738

Alternate On-site Manager
Home Phone: _____ Cell Phone: _____

Insurance Information: (if applicable)

Name of Insurance
Company: Burns Insurance
Address: PO Box 130, Saratoga, WY 82331
Phone Number: 307-326-8825
Contact Person: Lori Biederman
Policy Number: -pending; but will provide copy

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 7, day of March, 2024

Joe Elder
Applicant Signature



TOWN OF SARATOGA SPECIAL EVENTS APPLICATION CONDITIONS

Please initial each condition as read

1. jk 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. jk 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. jk 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. jk 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. jk 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. jk 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. jk 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.



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: Saratoga Days

Location of Event: Bridge Ave; between 1st and River Streets

Date of Event: July 6, 2024

Approved: _____ Date: _____
 Planning and Zoning Officer

Approved: _____ Date: _____
 DPW Supervisor

Approved: _____ Date: _____
 Police Chief

Approved: _____ Date: _____
 Fire Chief

Approved: _____ Date: _____
 Town Council

8. lu 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. lu 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. lu 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. lu 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. lu 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. lu 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.

Joe Elder
Signature of Applicant

3/7/24
Date

Application approved:

Mayor /Clerk

Date: _____



TOWN OF SARATOGA

PO BOX 486

PHONE: 326-8335

APPLICATION FOR STREET CLOSURE

DATE: 3-7-24

FEE: _____

A street closure permit issued by the Town of Saratoga authorizes any person holding the authority to temporarily close any area to vehicular traffic for any gatherings within the municipal boundaries of the Town of Saratoga, and under the Town of Saratoga Municipal Code 5.08.220

APPLICANT NAME: Saratoga Days - Joe Elder

BUSINESS NAME: Saratoga Days Committee

BUSINESS ADDRESS: PO Box 128, Saratoga, WY 82331

PHONE NO. 307-326-7822

REASON FOR PERMIT REQUEST: Saratoga Days Street Dance

LOCATION OF OFF - PREMISES: Bridge Ave between 1st Street and River Street

DATE(S) REQUESTED: July 6, 2024 TIME: 6am - 7 1/2p

ORIGINAL PERMIT REQUEST

TIME: 6am - 7 1/2pm STREET: Bridge Ave between 1st Street and River Street

ADDITIONAL REQUEST:

TIME: _____ STREET: _____

TIME: _____ STREET: _____

PARKING LOT CLOSURE: _____ TIME: _____

RE-ROUTE TRAFFIC: _____

The applicant agrees to comply fully with the Saratoga Municipal Code governing the license requested, and further declares that the foregoing information contained in this application is true and correct.

Applicant Signature: Joe Elder Date: 3/7/24

STATE of WYOMING)

SS

COUNTY of CARBON)



Subscribed and sworn to before me this 7 day of March, 2024

[Signature]
Notary Public

My Commission expires: 05-23-2024

THE FOLLOWING IS FOR OFFICIAL USE ONLY

APPROVED BY: _____ DATE: _____
MAYOR SIGNATURE

APPROVED BY: _____ DATE: _____ PERMIT NUMBER: _____
CLERK SIGNATURE

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: Saratoga Days - Joe Elder
NAME OF EVENT: Saratoga Days
ADDRESS (City/State/Zip): PO Box 128, Saratoga, WY 82331
TELEPHONE NO. 307-326-7822

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

ORGANIZATION NAME: See above
ORGANIZATION ADDRESS: See above
ORGANIZATION TELEPHONE NO. See above

IS THE APPLICANT THE CONTACT PERSON FOR THE EVENT: _____

If no, Please provide Name/Telephone Number and Address of contact person:

Scott McFlurine 307-760-9738; Joe Elder 307-326-3960

LOCATION OF EVENT: Bridge Ave between 1st & River

DATE(S) OF EVENT: July 6, 2024

PERMIT HOURS

REQUESTED: 10 am -> 11 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: Joe Elder Date: 3/7/24

Approval

Date: _____

Mayor: _____

Clerk: _____

Copies to:
Saratoga Police Department