Print Form

CITY OF CHEYENNE

PERMIT APPLICATION

SPECIAL PARADE PERMIT

FEE: $15.00 per day

PERMIT # _____

This application is for a permit for any person, organization, association or group of ten or more individuals wishing to walk, march, run or jog, for an organized community or special event or purpose, or with the intent of conducting a parade on city streets or public property. (City Code § 5.08.170, § 8.56, § 10.24.120)

ATTACH THE FOLLOWING:

- ☐ A map or sketch of route, including location of any parade marshals and/or traffic control devices or barricades that will be utilized or requested.
- ☐ A Certificate of General Liability coverage in an amount determined by the City Risk Manager. (If held on city-owned property or R-O-W, City must be listed as additional insured and certificate holder for the event).
- ☐ Temporary event/activity checklist (form provided by City Clerk staff)

APPLICANT INFORMATION (Please print):

NAME: _____ GROUP/ORGANIZATION: _____

If applicable, name of local contact: _____ Phone # _____

ADDRESS: _____

HOME TELEPHONE #: _____ WORK TELEPHONE #: _____

ACTIVITY INFORMATION:

NAME OF EVENT/ACTIVITY: _____

DATE OF EVENT: _____ TIME: _____ / _____

DESCRIPTION OF ROUTE REQUESTED: _____
(From starting point to destination) _____

ESTIMATED NO. OF PARTICIPANTS: _____

AFFIDAVIT / AUTHORIZATION / INDEMNIFICATION AGREEMENT

I, the undersigned applicant, hereby authorize the City of Cheyenne, its agents and employees to seek information and conduct investigations into the truth of the foregoing statements set forth in this application, and agree to comply fully with the rules and regulations of the City governing the permit requested, and further declare that the foregoing information contained in this application is true and correct. In addition, I hereby agree to release, indemnify and hold harmless the City of Cheyenne, its agents and employees from any and all claims arising as a result of the event/activity for which this permit is requested, and understand that I may incur a financial obligation to the City and/or third parties as a result of this agreement.

_____ _____
Date Applicant Signature

STATE OF WYOMING) ss.
COUNTY OF LARAMIE)

Subscribed and sworn to before me this _____ day of _____, _____

SEAL _____
Notary Public

My Commission expires: _____

This application is available in alternative, accessible formats upon request.

FILING DEADLINE: A minimum of 5 full working days is required to process application

APPROVALS:

The Mayor and City Clerk will provide written approval only after all other approvals have been obtained. The City Clerk's staff will acquire these approval for applicant.

Police Department: _____
(415 W. 18th St. / 637-6517)

Fire Prevention: _____
(2101 O'Neil Ave., Room 304 / 637-6327)

Traffic Division: _____
(2101 O'Neil Ave., Room 210 / 637-6291)

Parks & Recreation: _____
(Parks-4603 Lions Park Dr. / 637-6429; Rec-610 W. 7th St. / 637-6423)

Risk Manager: _____
(2101 O'Neil Ave., Room 101 / 637-6333)

Special Projects Director: _____
(2101 O'Neil Ave., Lobby/ 637-6328)

Mayor: _____
(2101 O'Neil Ave., Room 310 / 637-6300)

City Clerk: _____
(2101 O'Neil Ave., Room 101 / 638-4301)

FOR USE BY CITY CLERK'S OFFICE **BY:** _____

M/R# _____ **FEE PAID $** _____ **DATE PAID:** _____ **DATE ISSUED:** _____
COMMENTS/CONDITIONS: _____
_____

CITY CLERK'S OFFICE
2101 O'Neil Ave. Room 101
Cheyenne, WY 82001
Ph: (307) 638-4301
FAX (307) 638-4340

TEMPORARY EVENTS / ACTIVITIES PLANNING CHECKLIST

This general checklist is to assist in determining whether certain City business licenses and permits may be required for your proposed temporary event or activity. Please list any areas that may not be specifically addressed under the Miscellaneous Information area as there are several regulations relative to the enforcement of Building, Zoning, Health, Fire, Police and safety concerns that may not be mentioned in this general checklist.

Return this form to the City Clerk's Office either in person, or by mail. Following review of the returned checklist, any license/permit applications that may be required will be forwarded to you as soon as possible. Keep in mind that certain licenses/permits require a minimum of two (2) working days notice to process while others may have a longer time frame. Larger, more extensive community events may require up to 3 months advance notice for planning and coordination purposes.

ORGANIZATION / COMPANY: _____

INDIVIDUAL/REPRESENTATIVE NAME: _____

If applicable, name of local contact: _____ Ph. # _____

ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE #: _____ FAX #: _____ E-MAIL: _____

DATE THIS CHECKLIST WAS COMPLETED: _____

EVENT / ACTIVITY INFORMATION

NAME OF EVENT/ACTIVITY: _____

DATE(S) OF PROPOSED EVENT: _____ TIME: _____ / _____

PROPOSED LOCATION: _____

(Additional information may be requested, particularly if there are other events/activities scheduled to utilize the same vicinity)

ARE VOLUNTEERS AVAILABLE TO ASSIST WITH EVENT? ☐ Yes (# _____) ☐ No

DO YOU WISH TO MEET WITH SPECIAL PROJECTS STAFF FOR EVENT PLANNING ASSISTANCE (minimum 3 months in advance for large community events)? ☐ Yes ☐ No

IS THIS AN ESTABLISHED ANNUAL EVENT? ☐ Yes ☐ No

(If Yes, number of years event has been held: _____)

NOTE: ***If placement of event on the City Special Projects Director's annual calendar schedule is desired, a letter of request from an authorized representative for the event should be submitted annually to the Director (following conclusion of prior year event); include the name of event, location, contact representative, date(s) and proposed hours for the next event. (This calendar is maintained by the Director to alleviate possible scheduling conflicts.)***

(Over)

CHECK ANY OF THE FOLLOWING AREAS THAT APPLY FOR THE EVENT / ACTIVITY:

- ☐ Food stand/wagon (Sales ___ Complimentary ___)
- ☐ Alcoholic and/or malt beverages (Sales ___ Complimentary ___)
- ☐ Alcohol is being catered If Yes, by whom? _____
- ☐ Aerial/promotional balloons
- ☐ Display/promotional tables/booths
- ☐ Horse and carriage rides/hay rides
- ☐ Stage/raised platform
- ☐ Parade/march/walk/run (est.# _____) (__ Street __ Sidewalk __ Greenway __ Parks)
- ☐ Amusement ride(s) (Fee assessed? ____ Yes ____ No)
- ☐ Seating (bleachers, benches, chairs)
- ☐ Plumbing and/or drainage required
- ☐ Retail merchandise sales tables/booths (Local vendor ___ Non-local ___)
- ☐ Dispensing of soft drinks
- ☐ Tent/awning (# ____ ; size: _____)
- ☐ Assembly of persons/event participants (est. #_____)
- ☐ Music, stereo, live band, speaker system
- ☐ Power/electrical access required
- ☐ Sanitation dumpsters; trash containers
- ☐ Sidewalks will be utilized (crossing at designated crosswalks or intersections; traffic signals/signs will be observed)
- ☐ Live animals (petting zoo, rides, exhibit) (__ Fee)
- ☐ Flagging or other type of event boundary designation
- ☐ Porta-potties
- ☐ Other: _____

SPECIAL REQUESTS / ARRANGEMENTS

Will you be requesting or making arrangements for:

- ☐ Street/Intersection Closure(s)
- ☐ Partial Street Closure(s)
- ☐ Barricades
- ☐ Police escort (__ Start / ___ End)
- ☐ Designated Loading/Unloading Area
- ☐ Fire unit (on-site) / _____ Ambulance
- ☐ Security Control Services (___ Private security arrangement ___ Police assistance)
- ☐ Reserving areas within any City Parks and/or Recreation areas (direct communication with P&R staff required)

If any of the above are checked, please describe (or attach description) proposed request: _____

_____

_____

_____

NOTE: Special requests may not be approved based upon manpower availability, conflicts with other events, activities, construction areas, etc.)

MISCELLANEOUS INFORMATION

Please provide additional information for proposed activities surrounding the event that is not mentioned above:

_____

_____

_____

GENERAL INFORMATION

* **I**f you plan to have tents or awnings, written documentation of non-flammable material is required. If it is to be placed on city or public property and stakes or guy lines, etc. are planned to be used to secure the tent or equipment, prior approval must be obtained from applicable city representative.

* Minimum 5 lb. ABC-type fire extinguisher or as specified by Fire Department (tagged and inspected within the past year) is required for food stands and temporary/transient retail sales merchants.

* If applicant is a non-profit entity per IRS 501(c)(3), a copy of non-profit status may be required.

* Depending on the type and extent of certain events and activities, a **SITE PLAN SKETCH** will be required showing placement of vendors, table(s), location of tents (showing number of exits, if applicable), fire lanes, cooking equipment, parade route, proposed street closure(s) areas, proposed alcohol or malt beverage dispensing/consumption areas, barricade areas, port-a-potties, trash containers (dumpsters), etc.

* **If event will be held on public property or within public right-of-way, proof of general liability insurance in an amount determined by the Risk Manager may be required (typical minimum amount of coverage is $1,000,000.00). (If insurance is required, the City of Cheyenne must be named as an additional insured and as certificate holder for the event.)**

* **If alcohol or malt beverage sales/consumption is proposed and approved, proof of liquor liability coverage in an amount determined by the Risk Manager is required. (Certificate of insurance must reflect the City of Cheyenne as an additional insured and as certificate holder for the event.)**

* Applicants may be required to sign a release, hold harmless indemnification statement for events and activities to be held on City property or within public right-of-way.

* **Food stands and temporary/transient retail merchandise stands/tables to be located upon public property or public right-of-way (ie: sidewalks, city-owned parking lots, etc.) in the downtown area must be approved for location assignment through the Special Projects Division; a fee will be assessed pursuant to authority provided by City ordinance.**

* Following completion of event/activity on City property or within the public R-O-W, timely clean-up of the area is the responsibility of the event sponsor or representative pursuant to prior arrangements with the Special Projects Director or other designated City staff.