

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 COMMUNITY RECREATION & EVENTS 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 Program & Facilities Manager's annual calendar schedule is desired, a letter of request from an authorized representative for the event should be submitted annually to the Manager (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 Manager to alleviate possible scheduling conflicts.)*

(Over)

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

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

SPECIAL REQUESTS / ARRANGEMENTS

Will you be requesting or making arrangements for:

- | | |
|--|---|
| <input type="checkbox"/> Street/Intersection Closure(s) | <input type="checkbox"/> Partial Street Closure(s) |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Police escort (___ Start / ___ End) |
| <input type="checkbox"/> Designated Loading/Unloading Area | <input type="checkbox"/> Fire unit (on-site) / <input type="checkbox"/> Ambulance |
| <input type="checkbox"/> Security Control Services (<input type="checkbox"/> Private security arrangement <input type="checkbox"/> Police assistance) | |
| <input type="checkbox"/> Reserving areas within any Community Recreation & Events areas (direct communication with 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

- * If 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 by the Special Events Coordinator; 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 Events Coordinator or other designated City staff.