

# 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.

Sincerely,

Suzie Cox, Clerk

Mayor Ed Glode

Councilwoman Judy Welton  
Councilwoman Susan Howe

Councilman Richard Raymer  
Councilman Will Faust

Phone: 307-326-8335  
Fax: 307-326-8941  
E-mail: [townhall@saratogawyo.org](mailto:townhall@saratogawyo.org)

**TOWN OF SARATOGA  
SPECIAL EVENTS APPLICATION**

Applicant Name:	Organization:
Address:	Address:
City/State/Zip	City/State/Zip
Phone: _____ Cell: _____ e-mail: _____	Phone: _____ Cell: _____ e-mail: _____
DATE of Event:	Start Time for Event:
LOCATION:	End Time for Event:

Please check one:

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

Describe briefly the proposed event.

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Use additional sheet if necessary.

Location of the event (please be specific)

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

Approximate number of participants expected: \_\_\_\_\_

Approximate number of support staff/volunteers: \_\_\_\_\_

Number of vehicles anticipated and parking requirements: \_\_\_\_\_

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Will town property be used for this event: \_\_\_\_\_

(  ) yes (  ) no (if yes, please explain fully)

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

- What traffic control or parking issues are you anticipating: \_\_\_\_\_

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• What parking plan have you in place: \_\_\_\_\_

• What services do you require from the Police Department or DPW? :

• What are your security plans: : \_\_\_\_\_

• What services are required from the Fire Department? : \_\_\_\_\_

• What services are required from the Planning Commission? : \_\_\_\_\_

• What plans have you made for garbage containment and removal? \_\_\_\_\_

• What plans have you made for sanitary control/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: \_\_\_\_\_

❖ 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.

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

• Any other request by applicant: : \_\_\_\_\_

• Name of persons who will be “in charge” at the site/activity: : \_\_\_\_\_

On-site

Manager: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate On-site Manager

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Insurance Information:** (if applicable)

Name of Insurance

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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 \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature



**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: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
                  Planning and Zoning Officer

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
                  DPW Supervisor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
                  Police Chief

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
                  Fire Chief

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
                  Town Council



## TOWN OF SARATOGA SPECIAL EVENTS APPLICATION CONDITIONS

Please initial each condition as read

1. \_\_\_ 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. \_\_\_ 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. \_\_\_ 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. \_\_\_ 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. \_\_\_ 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. \_\_\_ 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. \_\_\_ 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.

8.\_\_\_\_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.\_\_\_\_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.\_\_\_\_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.\_\_\_\_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.\_\_\_\_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.\_\_\_\_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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Application approved:

\_\_\_\_\_  
Mayor /Clerk

Date:\_\_\_\_\_