



Phone (307) 436-9294 • Fax (307) 436-5729 • Glenrock, Converse County, Wyoming 82637 • P.O. Box 417

### TEMPORARY EVENTS/ACTIVITIES PLANNING CHECKLIST

This general checklist is to assist in planning your event, and determining what municipal services, licenses, and/or 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 checklist.

Return this form to the Town Clerk's Office 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 items may require several weeks to process. Larger, more extensive community events may require up to 3 months advance notice for planning and coordination purposes.

APPLICANT			
ORGANIZATION/COMPANY			
INDIVIDUAL/REPRESENTATIVE NAME			
LOCAL CONTACT		TELEPHONE	
ADDRESS			
MAILING ADDRESS			
TELEPHONE		EMAIL	

EVENT INFORMATION			
NAME OF EVENT			
DATE(s)		HOUR(s)	--
PROPOSED LOCATION:			
ARE VOLUNTEERS AVAILABLE?		<input type="checkbox"/> Yes	<input type="checkbox"/> No If yes, how many?
DO YOU WISH TO MEET WITH SPECIAL PROJECTS STAFF FOR EVENT PLANNING ASSISTANCE? minimum 3-months in advance for large community events		<input type="checkbox"/> Yes	<input type="checkbox"/> No
IS THIS AN ESTABLISHED ANNUAL EVENT?		<input type="checkbox"/> Yes	<input type="checkbox"/> No How many years?
NUMBER OF PEOPLE/PARTICIPANTS ANTICIPATED?			

<b>ACTIVITY CHECKLIST</b>		<b>Y e s</b>	<b>N o</b>	<b>A d m i n</b>
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	Food stand/wagon <span style="float: right;"><input type="checkbox"/> Sales <input type="checkbox"/> Complimentary</span>			
	Alcoholic and/or malt beverage? <input type="checkbox"/> Free <input type="checkbox"/> Sale Vendor Name:			
	Stage/raised platform?			
	Parade/march/walk/run? Est.# <span style="float: right;"><input type="checkbox"/> Street <input type="checkbox"/> Sidewalk <input type="checkbox"/> Greenway <input type="checkbox"/> Parks</span>			
	Amusement ride(s) <span style="float: right;"><input type="checkbox"/> Sales <input type="checkbox"/> Complimentary</span>			
	Seating (bleachers, benches, chairs)			
	Plumbing and/or drainage required?			
	Dispensing of soft drinks? <span style="float: right;"><input type="checkbox"/> Sales <input type="checkbox"/> Complimentary</span>			
	Tent/awning? (See additional safety regulations) # units      Size(s)			
	Music, stereo, live band, speaker systems?			
	Power/electrical access required? # hookups      Total Amps			
	Sanitation dumpster(s) / trash containers: # units      Size			
	Sidewalks will be utilized (crossing at designated intersections; signs will be observed)			
	Flagging or other type of event boundary designation			
	Porta-potties (not provided by the town). # units      Location			

Other (Please Describe):

<b>SPECIAL REQUESTS/ARRANGEMENTS</b>				
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	Street/Intersection Closure(s) <input type="checkbox"/> Full <input type="checkbox"/> Partial Streets:			
	Barricade(s) If Yes, Where?			
	Designated Loading/Unloading Area			
	Police escort?      Start      Stop			
	Fire unit (on-site)			
	Ambulance			
	Security Control Services <input type="checkbox"/> Police Assistance Requested <input type="checkbox"/> Private-if so, Name:			

Other (Please Describe):

## MISCELLANEOUS INFORMATION

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

## GENERAL INFORMATION

- 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 and consumption areas, barricade areas, port a-potties, trash containers (dumpsters), etc..
- If the event will be held on public property or within public right-of-way, proof of general liability insurance in the amount of \$1,000,000 may be required. If insurance is required, the Town of Glenrock must be named as an additional insured and as certificate holder for the event.
- If alcohol or malt beverage sales/consumption is being requested, applications must be received no later than the 1<sup>st</sup> or 3<sup>rd</sup> Friday of the month prior to the event.
- If you plan to have tents or awnings to be placed on town property and stakes or guy lines, etc. are planned to be used to secure the tent or equipment, prior approval must be obtained from the Public Works Department.
- Following completion of the event/activity on Town 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 Public Works Department.
- If the closure of Town streets is proposed, you must secure approval through the below agencies:
  - Public Works Department
  - Police Department
  - Fire Department
  - State Highway Department

## ADMINISTRATIVE SPECIAL EVENT REQUIREMENTS

The following must be included as part of the application and must be reviewed for applicable requirements:

- APPROVAL:** Upon approval of a Special Event permit, the must adhere to the following applicable standards and requirements. Additional Public Safety requirements may be stipulated by the Town of Glenrock following a review of the Special Event Application.
- SUPERVISION AND CONTROL:** Special events must be conducted in compliance with current codes of the Town of Glenrock and the State of Wyoming including but not limited to excessive noise and traffic, trash, or uncontrollable crowds. Directly following the approved event period, temporary structures and other general amenities utilized for the event must be removed, the area must be cleaned of all trash and related debris, and any damage to existing landscape and other site improvements must be properly repaired.
- OUTDOOR ELECTRICAL:** Electrical cords should not be located where they would be subject to pedestrian or vehicular traffic. Electrical work shall comply with the National Electrical Code requirements for outdoor locations, and be performed by an electrical contractor licensed by the Town of Glenrock. The contractor should call the Inspections Department at 307-436-9294 X315 or X314 for details regarding permits and inspection requirements. Electrical inspection(s) may be required.
- SIDEWALK SALES:** Displays located on the sidewalk must be placed so as to provide adequate space for pedestrian traffic on the sidewalk. Please insure that the event is properly monitored to keep pedestrian traffic off the access drive adjacent to the sidewalk.
- PARKING:** If parking spaces are utilized for the special event, the remaining number of parking spaces must meet the parking requirements for the uses on the property as specified in the Town Code. No drives or maneuvering areas may be utilized unless such drives or maneuvering areas are directly adjacent to the approved display or demonstration area, not required for emergency access, and not needed to provide proper circulation through the lot.
- SIGNS:** Signs for special events must comply with the Temporary Sign section of the Town Code.
- EVENT:** The event must be setup in accordance with pre-approved drawing(s).

## PUBLIC SAFETY REQUIREMENTS

The following must be included as part of the application and must be reviewed for applicable requirements:

- TRAFFIC SAFETY:** Special events shall not cause undue traffic congestion or accident potential given anticipated attendance, and the design of adjacent streets, intersections, and traffic controls. All participants must obey pedestrian and vehicular traffic laws. An unobstructed width of not less than 24 feet wide, shall be required for emergency access. This width may be reduced to 18 ft. if approved by the Glenrock Fire Department. An unobstructed vertical clearance of not less than 13' 6" access roadway shall be maintained for emergency vehicle access at all times.
  - Additional access requirements may be stipulated, based upon the location of the event in conjunction with surrounding buildings, etc..
- TENTS:** Temporary membrane structures, tents, canopies, air-supported, or air-inflated structures shall comply with the principal building setbacks for the property, may require a permit prior to construction, and are subject to all regulations, rules, and requirements as established in the International Fire Code.

## ADMINISTRATIVE COMMENT(S)

**UPON FINAL ADMINISTRATIVE REVIEW AND APPROVAL, A COMPLETE LIST OF CONDITIONS, SAFETY REQUIREMENTS, AND PERTINENT REGULATIONS WILL BE GIVEN TO THE APPLICANT.**