

City of Laramie
Special Events Permit Application

County lie.

CL# 3195
RECEIVED
SEP 23 2016
BY: [Signature]

The completed special events application must be submitted to the City Manager's Office or City Clerk's Office (if applying for an alcohol permit) at least fourteen (14) days prior to the event.

Applicant Information

Responsible party's name: Jane CRABB
Organization: Cavalryman Steakhouse
Address: 4425 S. 3rd ST. Laramie, WY
Home Phone: _____ Work Phone: (307) 745-5551 Cell Phone: _____
E-mail: jcrabb@laramiesteakhouse.com

Event Information

Name of event: College of Health Science Alumni and Friends Tailgate
Person in charge of event: WINTER HANSON Phone: (307) 766-3495
Purpose of event (e.g. fund raiser): TAILGATE/HOMECOMING
Event location: Corbett lobby (VW campus)
Description of event: BBQ BUFFET + TAILGATE WITH WINE AND BEER

Event date(s): SAT 10/8/16

Event time(s): Start: 11:30 A End: 1:30 P

Set up begins: Date: SAT 10/8/16 Time: 10A

Estimated number of attendees: 180

- If more than 50 people in attendance, please contact the Fire Department, Prevention Officer at 721-5397.

Estimated number of vehicles: 75 off street

Estimated number of floats, animals and structures which will be used 0

Description of any sound equipment to be used: N/A

Will vendors be present: No () Yes

Will the event be supervised: () No Yes

Will the Police Department need to be present: N () Y

- If yes, please contact the Laramie Police Department at 721-3547.

Street Closures, Park Closures, Sidewalk Closures or No Parking Signs

N/A

Please complete attached form if streets will be closed four (4) hours or more. Include detailed map of street and areas where "no parking" signs will be placed.

Streets, sidewalks or parks to be closed: N/A

Traffic cones or barricades needed: N () Y

- If yes, contact the Street Division at 721-5277

Will any items be placed on the sidewalk: N () Y

- If yes, contact Engineering at 721-5250

Food Service and /or Temporary Structures

Will food be served: () No Yes

- If yes, contact the Environmental Health Specialist at 721-5283 for proper license.

Will a canopy, tent, air supported or inflated device be utilized at the event? No () Yes

- If yes, contact the Fire Department, Prevention Officer at 721-5397 for proper tent permit

Clean Up Procedures

Person or business responsible for clean up: Cavalryman Steakhouse

Address: 4425 S. 3rd St.

Home Phone: _____ Work Phone: (307) 745-5551 Cell Phone: (307) 343-5032 - DIRECTOR

E-mail: manager@laramiesteakhouse.com

Date and time clean up will be completed: 10/8/16 1:30 pm

Alcohol

If you are applying for an alcohol permit, you are required to contact the City Clerk's Office, 721-5220, for additional instructions.

Permit fees: _____ Malt Beverage: \$50.00/Day (Includes open container permit)
 Alcohol Catering Permit: \$50.00/Day (Includes open container permit and must be licensed liquor dealer)
_____ Open Container Permit for Special Events: \$25.00/Day

Name of applicant: BEN MARKS

Address: 4425 S 3RD ST. Daytime phone number: (307) 343-5032

Is alcohol being sold: No () Yes

Alcohol beverages served/sold: Date(s): 10/8/16 Time(s): 11³⁰A-1³⁰P

Do you have property's owner permission for this event and to serve alcohol: () No Yes

Who will be allowed to attend:
() Members Only Invited Guests () Ticket Holders Only () General Public () Other: _____

How will this event be publicized: Through Campus dept.

Type of alcohol being served/sold: Beer/Malt Beverages Liquor/Wine

Are minors allowed in the permitted area: () No Yes

If yes, describe how you will ensure that alcoholic beverages will be consumed only by people 21 years or older:

Wristbands provided for those verified as 21 and up

If no, how will they be kept out of the permitted area:

N/A

Will you be checking I.D's prior to dispensing alcohol: () N Y

If no, please explain: FIPS #

Are your servers trained in accordance with the requirements of LMC 5.09.105? () N Y

Please explain how you plan to secure the area and inform guests that alcohol consumption must be kept in a designated area?

Signs posted at all entrances and exits

Who will help supervise and check I.D's for the function (must be at least 21 years of age):

BAR SERVICE STAFF

Please explain any additional fees or charges, including donations that will be occurring at the event:

N/A

Location for permit (Please include a building or area site plan map with measurements and description of dispensing room or area): COLBETT LOBBY (UN CAMPUS)

All applicants please read the following statement and sign below:

I understand and agree that right of entry by the City of Laramie Police Department to the above described event is granted upon approval of this permit. I have read and understand the application and agree to abide by the laws which regulate the dispensing and consumption of alcohol in the City of Laramie. I will post the open container permit sign issued to me by the City in a location so that it will be clearly visible to those in attendance.

Signature of Applicant:  Date: 9/14/16

Catering Permit Only:

Signature of Licensee: CAVALRYMAN II LLC 
Dba: CAVALRYMAN STEAKHOUSE License Number: 2016-01

Receipt #: _____ Permit #: 220

Insurance

I understand I will need to possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the specified event. Insurance coverage is required as a condition of an event, and the City Manager shall determine the amount of insurance required, minimum of \$500,000, based upon the considerations routinely taken into account by the City in evaluating loss exposures, including, but not limited to, whether the event poses a substantial risk of damage or injury due to the anticipated number of participants, the nature of the event, the activities involved and the physical characteristics of the proposed site and activity. Such insurance shall name on the policy or by endorsement as additional insureds, the city, its officers, employees and agents.

I understand and will comply with the conditions of this permit. If I fail to answer all questions completely and accurately, this permit will not be approved. I understand that an approved permit may be cancelled at the discretion of the City Manager's Office, Laramie Police Department, University of Wyoming Police Department, Parks and Recreation Department and Fire Department for failure to obey the terms of the permit

Applicant Signature:  Date: 9/14/16

City Manager Signature: _____

Approved: _____ (Please See Disclaimer Below) Denied: _____

Disclaimer: *Permission is granted to use public property at specified location on the date and time stipulated on this permit. This permit is issued with the understanding that the holder acknowledges that conflicts may arise which necessitate the revocation of this permit. Upon receiving such notification from the City, the permit holder may relocate event with City Approval.*



JACKIE R. GONZALES
ALBANY COUNTY CLERK

525 GRAND AVE ROOM 202 · LARAMIE, WYOMING 82070

(307) 721-2541 · FAX (307) 721-2544

JGONZALES@CO.ALBANY.WY.US

September 20, 2016

Ms. Angie Johnson
Laramie City Clerk
PO Box C
Laramie, WY 82073

Dear Angie:

Pursuant to W.S. §12-4-502(d) notice is hereby given that the Board of Albany County Commissioners' at their regular meeting today authorized the Cavalryman II LLC, dba Cavalryman Steakhouse, a County Retail Liquor License holder, to apply for a Catering Permit with the City of Laramie. The event is for the College of Health Sciences Alumni and Friends Tailgate to be held at the Corbett Lobby on the UW Campus on Saturday, October 8, 2016 from 11:30 a.m. to 1:30 p.m.

In the event you should have questions, please do not hesitate to contact me.

Sincerely,

Jackie R. Gonzales
Albany County Clerk

cc: Jane Crabb, Cavalryman Steakhouse

UNIVERSITY OF WYOMING

Central Scheduling, Division of Administration
Dept. 3982 • 1000 E. University Avenue • Classroom Building, Room 204 (office) • Laramie, WY 82071
(307) 766-6717 • fax (307) 766-3557 • e-mail: cbennett@uwyo.edu

September 22, 2013

Ben Marks
Director, Food & Beverage
Blue Sky Restaurants
Laramie, Wyoming, 82070

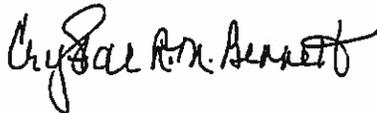
Dear Ben:

Authorization is granted for The Cavalryman to provide the service of beer and wine for the Health Sciences Homecoming Tailgate Event in the Corbett Building on October 8, 2016 from 11:30 a.m. – 1:30 p.m.

Please take this letter to the City Clerk, to obtain permits, and forward a copy of the permit to me by e-mail (cbennett@uwyo.edu) or fax (766-3557) prior to the event.

This authorization is contingent upon complete adherence to all pertinent laws of this state, provisions of the Laramie Municipal Code relating to the regulation of alcoholic beverages, and University Regulation 39. It is my understanding that no University funds will be expended for the service or purchase of alcoholic beverages.

Sincerely,



Crystal R.M. Bennett
Manager, Central Scheduling

/cb

cc: UW Police