

Reservation form received at front desk

Date \_\_\_\_\_ Time \_\_\_\_\_

By \_\_\_\_\_

Requested Location \_\_\_\_\_

Requested Date \_\_\_\_\_

Reservation entered into RecTrac

Customer contacted if any conflicts

Receipt sent to customer

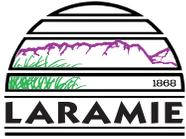
Receipts to appropriate facilities and rec staff, police dept, etc

Original forms filed in reservation binder



# Comprehensive Form for Facility Reservations

This form is for all types of facility reservations including those that require open container permits, electricity, amplified noise variance, vendors, special events, public events and more.



## City of Laramie Parks & Recreation Department



Laramie Community Recreation Center  
920 Boulder Drive  
Laramie, WY 82073  
307.721.5269

### Facility/Special Event Reservation Comprehensive Form

The name, address, email address, and telephone number of the person seeking to conduct event **and** an alternative contact person;

Name	Email		
Address	City	State	Zip Code
Primary Phone #	Fax		
Alternate Contact	Phone		
Event Name			

- 1) If the event is to be conducted by an organization, please provide the name, address and telephone number of the headquarters of the organization and/or of the responsible heads of such organization. Organizations are not eligible for "member" rates.

Organization/Business \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Contact \_\_\_\_\_

- 2) If the event is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such shall file with Parks & Recreation staff or designee a communication in writing from the person proposing to hold the event, authorizing the applicant to apply for the permit on his behalf.

Received \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

- 3) The name and telephone number of the person who will be present and in charge of the event on the day of the event:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

- 4) Location of the Facility/Special Event: \_\_\_\_\_  
 Second Choice: \_\_\_\_\_

- 5) The date and time (starting and ending) when the event is to be conducted:

Date \_\_\_/\_\_\_/\_\_\_, Day of week \_\_\_\_\_ Start Time \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm

- 6) Estimated number of participants in the event: \_\_\_\_\_

- 7) The nature/purpose of the event:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 8) Estimated number of spectators and vehicles expected:

Spectators \_\_\_\_\_ Vehicles \_\_\_\_\_

- 9) **Parking:** Requirements for the event: \_\_\_\_\_

10) **Electricity** is only available at the following shelters: Kiwanis #1, LaBonte #1, LaPrele #1, Otto Dahl Shelter at Washington Park, Washington #1 & 1<sup>st</sup> Street Plaza. Does your event require the electricity to be turned on? **YES / NO**

**If you would like the electricity turned on in the shelter please describe the items using electricity:**

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11) **Water** is only available at the following shelters: Kiwanis #1, LaBonte #1, LaPrele #1, Otto Dahl Shelter at Washington Park, Washington #1 & 1<sup>st</sup> Street Plaza. Does your event require the water to be turned on? **YES / NO**

**If you would like the water turned on in the shelter please describe the reason:**

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12) **Vendors: \*\*Will any vendors be at the event? (Circle one)** **YES / NO**  
If so, the type of items to be sold:

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**\*\*Note:** Laramie Municipal Code, Chapter 5.76.020 states that no person shall vend, sell, or otherwise exchange for value and goods or services in any park in the city without a license obtained under this chapter (see vending permit application).

*The Ice & Event Center and/or Recreation Center provide concessions that take priority over event vendors unless otherwise negotiated in writing below.*

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13) **Venue Set-Up:** Description of the type and number of vehicles, equipment, animals and/or structures which will be used at the event:

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14) **Amplified Sound: \*Will the event include any amplified sound that may affect adjacent properties? YES / NO**  
If yes, time requested for the noise permit: \_\_\_\_\_

**\*Note:** Temporary relief noise permits are only allowed/permitted **between** the hours of 11:00 a.m. and 7:00 p.m. for a time period **not to exceed two hours**. Requests for temporary relief noise permits **must be** submitted a minimum of 48 hours prior to the date/time of the event. Temporary relief noise permits **will not** be issued if there are reasonable alternative locations for the event available to the applicant. Laramie Municipal Code, Chapter 8.40.005 states that amplified noise within a residential area above 55db (A), which is clearly audible from a distance of 50', is illegal.

The Police Department will receive a copy of the facility reservation along with the temporary relief noise permit and will routinely monitor the noise levels on all temporary relief noise permits. If a reservation permit is revoked for failure to comply with these temporary noise guidelines, the Parks & Recreation Department **will not** issue a refund for the unused reservation permit and **will retain** the applicant's damage deposit.

Reason for the noise permit request:

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15) **Security: Will monitors and/or security be employed at the event? (Circle one)** **YES / NO**

Monitors \_\_\_\_\_ Number of people \_\_\_\_\_  
Security Company \_\_\_\_\_ Contract Attached \_\_\_\_\_

**Alcohol Permits:**

16) **\*\*\*Open Container Permit Requested**

YES / NO

\*\*\*Note: "open container permit" means a permit as required by Laramie Municipal Code Chapter 12.60 for the consumption of alcoholic beverages at a special event in or upon a street, alley, sidewalk, public building, public park or parking lot open to unrestricted use by the public.

17) **Malt Beverage or Alcohol Catering Permit:** If any participant in the event intends to make a request for an malt beverage or alcohol catering permit pursuant to Laramie Municipal Code, Chapter 5.09.350 and Chapter 5.09.355 the applicant for such event permit shall file with the City Clerk's office as to the issuance of any malt beverage or catering alcohol permit for the event. Compliance is expected with any relevant law and in obtaining any legally required permit or license, including, without limitation, alcohol permits or vendor licenses.

Note: A catering permit may be obtained for special events authorizing the sale of alcoholic and malt beverages to any person holding a retail or resort retail liquor license.

18) **Insurance Requirements:** If a catering permit, malt beverage permit or open container permit is requested by the applicant, Laramie Municipal Code, Chapter 12.60 requires that the applicant and authorized officer of the sponsoring organization, if any, possess or obtain public liability insurance and/or liquor liability endorsement to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. **Insurance coverage is required as a condition of an event,** and the Parks & Recreation staff shall determine the amount of insurance required, **with a minimum of \$500,000 in public liability insurance for reservations or events that include the consumption of alcoholic beverages that are not open to the public (invited guests only) with less than fifty (50) participants,** 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 and activities involved and the physical characteristics of the proposed site. **If the event or reservation that includes the consumption of alcoholic beverages and is open to the public with more than fifty (50) participants the minimum public liability insurance required is 1 million per occurrence, 2 million aggregate. Such insurance shall name on the policy or by endorsement as additional insureds, the city, its officers, employees and agents.** A certificate of insurance coverage must be filed with the Parks & Recreation staff no less than five (5) days before the date of the event unless the Parks & Recreation staff or designee changes the filing deadline, in which event such documents shall be provided prior to the event.

Proof of Insurance Attached \_\_\_\_\_

19) Pursuant to Laramie Municipal Code, Chapter 12.52.010:

**Damaging Vegetation – No person (other than authorized city employees) shall damage, cut, carve, transplant or remove any tree or plant or injure the bark, or pick the flower or seeds of any tree or plant. Nor shall any such person attach any rope, wire or other contrivance to any tree or plant, dig in or otherwise disturb grass areas, or in any other way injure or impair the natural beauty of usefulness of any area in the park. (Parking on the turf is not allowed in City Parks without prior permission from Parks & Recreation Staff. To make such a request, contact the Parks Manager at 721-5264 at least 5 days before the scheduled event.)**

20) This serves as an agreement that the applicant and authorized officer of the sponsoring organization, if any, agree to reimburse the city for any costs incurred by the City in repairing damage to city property occurring in connection with the event proximately caused by the actions of the event holder, its officers, volunteers, employees or agents, or any person who was under the event holder's control. Agreement also provides that the event holder shall defend the city against, and indemnify and hold harmless, the city, its officers, employees, volunteers and agents from all causes of action, claims or liabilities occurring in connection with the event, except those which occur due to the city's sole negligence.

Initials \_\_\_\_\_

21) All advertising copy including the words, "Laramie Community Ice & Event Center," or "Laramie Community Recreation Center," or any combination thereof, must be approved by Parks & Recreation Staff prior to use. This includes, but is not exclusive to, live or recorded radio or television broadcasts, and print materials including newspaper, flyers, tickets or brochures.

22) Photographs may be taken by Laramie City Parks & Recreation staff, or agents thereof, and will become the sole property of the City of Laramie and may be used for promotional purposes.

- 23) Pursuant to Laramie Municipal Code, Chapter 8.04.010 if food is being served to the public and there is a charge, a proper food license is required. Contact the Environmental Health Specialist at 721-5283.
- 24) Laramie Community Ice & Event Center and Laramie Community Recreation Center agrees to furnish general lighting and electricity from the permanent fixtures and outlets in the building, water for normal usage as now installed in the building, existing trash containers and dumpsters, and normal janitorial services prior to occupancy. However, a failure to furnish any of the foregoing because of circumstances beyond the Parks & Recreation Department control shall not be considered a breach of reservation agreement. All concession equipment is the sole property of the City of Laramie, and will not be used by event holder unless expressly agreed in writing below. An additional fee may accompany use of concession equipment or kitchen use. If the facility/event holder requires additional picnic tables at a park facility, an additional fee may be required. If you would like to request the use of City equipment or additional picnic tables or trash containers, please list below.

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Agents, volunteers, assistants, or employees of Parks & Recreation and the City of Laramie reserve the right to have free and unfettered access to all areas of the parks, buildings and grounds at all times.

Parks & Recreation also reserves the right to set occupancy limits for events as required by approved building and fire codes for the City of Laramie. Fire lanes and exits must remain clear at all times. A walk-through with the Laramie Fire Department and Police Department prior to the event may be required.

**No long-distance phone calls or internet connections to the City's internal internet will be made from any Parks & Recreation phone or data lines, and no one will be permitted in Parks & Recreation offices without expressed consent of the Parks & Recreation staff. Please be prepared for your event. Reservation fees do not cover charges for faxes, copies, etc.**

The Parks & Recreation staff or designee, where good cause is shown therefore, shall have the authority to consider any application hereunder which is filed less than fourteen (14) days before the date such event permit is proposed to be conducted.

**Refusal of a facility use park permit:** Pursuant to Laramie Municipal Code, Chapter 12.48.080; Within fifteen days after receipt of an application, the Director of Parks and Recreation or designee shall issue the facility use park permit or shall apprise the applicant in writing of his reasons for denying a facility use park permit, and any aggrieved person shall have the right to appeal in writing to the City Manager or designee, within fifteen days after the date of such refusal, who shall consider the application under the standards set forth in Section 12.48.040 and sustain or overrule the Director of Parks and Recreation or designee decision within fifteen days after receipt of the notice of appeal. The decision of the City Manager or designee shall be final.

***Every effort will be made to accommodate your reservation, however scheduling conflicts may occur. Consider your reservation finalized only after you receive a confirmation via mail or email. This usually takes about 5 business days. Refunds will be issued for reservations that the City cannot accommodate.***

### **Public Events - Fee Information**

Whereas the Laramie Community Ice & Event Center and Laramie Community Recreation Center are available as a public venues, and whereas such events charge a ticket price or per-person fee of any kind, remittance shall be the greater of the above rental fees or 20% of the adjusted gross receipts from the event, or 10% for non-profit events. Adjusted gross receipts shall mean the proceeds from the sale of admission tickets, net of any applicable taxes or facility fees. Both the event holder and Parks & Recreation staff retain the right to be present when event is completed and receipts are tallied. Both parties retain the right to oversee ticket sales and cash registers, if applicable. Tickets unaccounted for will be charged as full price sales.

## Non- Public Events - Fee Information

### Parks Facility Reservation Permit Fees

#### **Park Shelters**

\$25 per park facility for the first two hours / \$5 per facility for every additional hour

#### **1<sup>st</sup> Street Plaza (rental of the gas fire pit is an additional charge)**

\$25 per hour for the first two hours / \$5 per hour for every additional hour

\$10 per hour for the gas fire pit (rental of the 1<sup>st</sup> Street Plaza is required for all fire pit rentals)

Damage Deposit for the fire pit: \$150 (in addition to the damage deposit for the rental of the Plaza)

#### **Undine Splash Pad (only available outside the normal hours of operation)**

\$40 per hour for the first two hours / \$10 per hour for every additional hour

#### **Athletic Facilities**

\$40 per Athletic facility for the first two hours / \$10 per Athletic facility for every additional hour

Damage Deposit: \*up to 25 participants: \$50 \*26 to 50 participants: \$100 \*over 50 participants: \$150

Damage Deposit for more than one facility or attendance of 200 or more participants: \$300

### Open Container Permit Fee \$25/per event/facility for a 24 hr period

#### Ice & Event Center Rental Fee – Without Alcohol:

Complete Area: (off-season only) \$500/day \$40/hr (8am-11pm) \$75/hr (11pm-1am)

Lobby, Concession, Catering Area: \$200/day \$20/hr (8am-11pm only)

Damage Deposit: \$300/rental

#### Ice & Event Center Rental Fee – With Alcohol (open container permit required):

Complete Area:(off-season only) \$600/day \$50/hr (8am-11pm) \$85/hr (11pm-1am)

Lobby, Concession, Catering Area: \$300/day \$30/hr (8am-11pm only)

Deposit: \$400/rental

#### Recreation Center Rental Fee:

Conference room \$40/hr \$35/hr Members \$10/hr Kitchen

Multi-purpose room #1 or #2(by pool) \$40/hr \$35/hr Members

Full Multi-purpose \$75/hr \$65/hr Members

Full gym \$70/hr \$60/hr Members

One Court \$35/hr \$30/hr Members

Pool Shelter \$40/hr \$35/hr Members

Full facility (not including aquatics) \$420/hr \$380/hr Members

Damage Deposit: \$300/rental

50% reduction of conference room and multi-purpose rooms for not-for-profit organizations (no alcohol)

#### Recreation Center Pools (indoor/outdoor & 8 lane) Fee:

0-75 persons \$185/hr \$165/hr Members

76-100 persons \$215/hr \$193/hr Members

101-150 persons \$245/hr \$220/hr Members

**If you would like your receipt emailed in addition to being mailed please provide your email address here:** \_\_\_\_\_

### Payment Information

**NONREFUNDABLE:** Facility Charges: \_\_\_\_\_ Open Container Permit Fee: \_\_\_\_\_

**REFUNDABLE:** Damage Deposit: \_\_\_\_\_ Check # \_\_\_\_\_ (cash or check only)

(Any checks or vouchers left as a damage deposit will be destroyed if not picked up within 10 business days following the scheduled event.)

Cash  Check # \_\_\_\_\_ payable to "City of Laramie"  Visa/MasterCard

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

Print Name \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_