

City of Rawlins
Special Events
Sign Off Sheet

Proposed Event:

RHS Homecoming Parade

Date(s):

Sept. 14, 2018

Approved

Danielle Gross

Community Development/Public Works

Date

8-7-18

Approved

John R. Puffer
Fire Dept.

Date

8/7/18

Approved

[Signature]
Police Dept.

Date

8-7-18

Approved

Daniel J. Miska
Parks & Recreation Services

Date

18 August 2018

Approved

Rawlins DDA/Main Street

Date

Approved

[Signature]
Finance

Date

8/7/2018

Reviewed

Approved

Amy L Baeh
City Attorney

Date

8/7/18

Approved

Scott Hamm
City Manager

Date

8/7/18

Processed:

City Clerk

Date

Department Comment Sheet

Event _____

Date _____

Contact _____

Issue(s):

Proposed Resolution (s):

Applicant Response(s):

(Note: If OK, sign off on next sheet.)

CITY OF RAWLINS



Received

AUG 06 2018

Deputy City Clerk

SPECIAL EVENTS APPLICATION

Relevant to the use of city property, including location, storage of vehicles, equipment, and crowd control.

NAME OF EVENT:	Rawlins High School Homecoming Parade
Name of Applicant: Sandy Jebens/Rawlins High School	Organization: Rawlins High School
Address: 1401 Colorado	Address: 1401 Colorado
City/State/Zip Rawlins, WY 82301	City/State/Zip Rawlins, WY 82301
Phone Number: 307-328-9280	Business Phone Number: 307-328-9280
Cell Number: 307-321-2630	Fax: 307-328-9286
Email Address: sjebens@crb1.net	Email Address:
Begin Date: September 14, 2019	End Date: September 14, 2018
Start Time: 3:30p.m.	End Time: 4:30 p.m.

Briefly describe your proposed event: (Use an additional sheet if necessary.)

Rawlins High School Homecoming Parade/Fireworks at Outlaw Stadium prior to the start of the football game.

Specific location of event:

5th St. Between Walnut and Maple Street - Staging
Route - see map - proceed south on 5th St., to Cedar to Third St. , then north on Third St. to the Jeffrey Center, fireworks will be at Outlaw Stadium prior to the start of the football game.

Please attach a daily Schedule of Event(s) tentatively planned for each activity and location, if applicable.

- G. Please describe in detail your garbage containment and removal plans and port-a-potty plans: (Identify all locations on a site map located on the next page.)

We do not feel garbage will be a problem as the parade is fairly short and the final place for floats will be at the high school where garbage will be disposed of.

- H. Alcoholic Beverages (Dispensing of Alcoholic Beverages requires additional permits and nothing herein is intended to relieve you from the responsibility of obtaining these additional permits or complying with additional or more stringent requirements.)

Give a description of the dispensing area and where it is located (e.g. 10' x 12' roped area in the NW corner of the Jeffrey Center parking lot), the type of license to be used, procedures for proper identification for purchases, and Supervisor of Operation:

None

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 City of Rawlins*.

*The City of Rawlins 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 City may not indemnify another or add as an additional insured any other person or entity. The City of Rawlins is insured for only the negligence of *its employees* up to the maximum claim allowable by law against the City. The City does not waive their sovereign immunity by entering into this agreement, and the City fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this event.

Check List:

- ✓ Your permit must be displayed for easy public view in the area the alcoholic beverages will be dispensed.
- ✓ You and members of your organization take the responsibility of making certain no one under the age of 21 years is allowed in the dispensing area defined above. If you are not dispensing from a stand, simply rope off an area, call it your dispensing area, and keep minors outside the rope.
- ✓ The Police Department is notified of your event. If you have a problem, please contact them immediately. If you even suspect a minor is in possession of any alcoholic beverage, contact a Police Officer. They are most happy to assist you in any way they can.

- I. **Food Services: For food service requirements, contact Wyoming Department of Agriculture, Consumer Health Services Specialist, Kevin Krouch at (307) 327-5105 or kkrouch@state.wy.us requirements.**

STREET CLOSURE MAP

Event: RHS Homecoming Parade	Organization: Rawlin H.S.
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Date: Oct. 14	Street Closure Time: 3:15 p.m.	Parade/Event Start Time: 4:30 p.m.
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