



Special Event Application

A complete application must be submitted 21 days prior to your event.
(Required by Town of Jackson Municipal Code Resolution 98-04)

Submit Completed Document To:

(If delivering) Town of Jackson – Special Events
Town Hall
150 E. Pearl St.
Jackson, WY 83001

(If mailing) Town of Jackson – Special Events
P.O. Box 1687
Jackson, WY 83001

Email: Olivia Goodale ogoodale@ci.jackson.wy.us
Phone: 307-733-3932 x1113 Fax: 307-739-0919

EVENT: _____

DATE(S) AND TIME(S) of EVENT: _____

PURPOSE of EVENT: _____

APPLICANT NAME (organization): _____

NAME OF PERSON COMPLETING APPLICATION: _____

PHONE: _____ CELL PHONE: _____

E-MAIL: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EVENT DESCRIPTION: Please include complete event schedule including set up and tear down and attach an 8 ½ x 11” drawing detailing the event (show tents, canopies, fencing, cars, security, vendors, toilets, seating, stage, etc.)

LOCATION: _____

ACTIVITIES (attach additional sheets as needed): _____

Expected #'S: Participants _____ Spectators _____

List any requested street closures (attach additional sheets as needed for parade routes, etc.):

Date Time (start to end) Street Location Activity

1. _____
2. _____
3. _____

Describe any potential impacts to the START Bus routes:

Will the event require law enforcement services beyond routine periodic patrol? No _____

If yes, please describe in detail below and attach additional sheets if needed.

Is the event requesting any additional Town of Jackson services? No _____

If yes, describe below: (i.e. electrical power, barricades, bleachers, signage, snow removal, utility locates, etc.)

Additional Items:

- **Insurance:** Attach proof of a minimum of \$1,000,000.00 liability insurance naming the Town of Jackson as an additional insured and the event specifically. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.
- **Parking:** Attach a detailed parking plan for this event to illustrate how you will control parking

- **Trash:** All events are required to have a plan for removal of waste and garbage during and after the event as well as accommodate recyclable materials. Attach a detailed Storage Container and Trash Removal Plan including recycling.
- **Recycling:** All events are required to have a plan for the deposit and removal of recycled material. Please attach a detailed recycling plan including the location of recycling bins.
- **Portable Toilets:** A detailed portable toilet plan for events greater than 200 people must be attached. Show location of toilets on event map. At least one unit must meet ADA requirements.
- **Signs:** If you are requesting signs to be posted within the Town of Jackson, you must fill out a Temporary Sign Permit Application from the Planning and Building Department and submit it with this application. Application available at www.townofjackson.com
- **Noise Permit:** If you will have amplified sound at your event please provide the following:

Time Set up begins: _____ Time Tear Down Ends: _____

Beginning of Event (for Public): _____ End of Event (for Public): _____

If there are multiple dates for the noise permit and/or the times need to be different on different days, please specify.

- **Malt Beverage Permit or Catering Permit:** Will there be alcohol at the event? No _____

If yes:

- Will you be offering anything besides beer? No ___ If yes, what? _____
- Will it be sold or given away? _____
- If sold, who is responsible for the sales? _____
- How will you ensure all applicable dispensing laws are abided by?

- **Temporary Business License:** Will anything be sold at the event? No _____

If yes, an Exposition Business License or a Transient Merchant License must be obtained and a complete list of vendors must be submitted to the Town of Jackson and the State of Wyoming prior to the event. Please describe any sale activity below and attach the appropriate Temporary Business License application. Application available at www.townofjackson.com

Please contact the Special Events Coordinator if you have questions about what services you may need for your event (307) 733.3932 x1113