

Special Event Application Procedures and Frequently Asked Questions

Does my event require a special event permit?

A special event application is required if you answer **yes** to **any** of the following questions:

1. Is the event being held on public property?
 - Events held in the Town Square require a special event permit when:
 - The event will attract more than 30 people to the Town Square or surrounding streets.
 - Any tables will be set up on the sidewalk surrounding the town square or within the town square.
 - Any materials, snacks, food or drink will be distributed.
 - Applicant wishes to reserve the park.
 - Please note: no event or gathering shall interfere with the public's use of public property, sidewalks and rights of way unless a special event permit has been issued.
 - Events held on city streets require a special event permit
 - Events held in other city parks do not necessarily require a special event permit unless requesting other TOJ services. Parks & Rec approves the use of all parks (except for the Town Square).
 - Events held at the Fair Grounds do not necessarily require a special event permit, unless they require other TOJ services or exemption from TOJ ordinances. The Fair Board approves the use of the Fair Grounds.
2. Are Police services requested, including the posting of handicap or no parking signage? (The Chief of Police can approve the use of police services for private events when a special event is NOT required. Form available from the PD.)
3. Are Public Works Department services requested for the event, such as a request for barricades, street signs, etc.?
4. Are Parks and Recreation Department services, such as irrigation or utility locates, requested for the event?

How do I obtain a special event permit?

Special event permits require Town Council approval. The Town Council meets on the 1st and 3rd Monday of every month at 6:00 p.m. You may submit a completed Town of Jackson special event permit along with any other required permits (see below) to the special event coordinator at least 21 days prior to your event. The special event permit is distributed to town staff for feedback. Staff tries to resolve any questions or concerns prior to Town Council review of the request. The event is put on the agenda for Council approval. You do not need to make a formal presentation to the Town Council, but it is helpful if you make plans to attend the meeting to answer any questions from the Council.

What are the requirements for a special event permit?

Insurance: An insurance certificate that names the Town of Jackson as an additional insured is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town attorney.

Site plan: Please include a layout of the event that details parking, trash, recycling, location of tables, tents, stages, etc.

What are the other permits that might be required?

Other permits may be required. Permits are available on the Town of Jackson website. Go to www.townofjackson.com – town services – permits and applications.

- Exposition Business License or Transient Merchant License if sales will be occurring at your event. Please see Municipal Code Chapters 5.2 and 5.21 or contact the special event coordinator for more information.
- Noise Permit if any amplified or loud sound
- Sign Permit. Land Development Regulation SECTION 4670 I – Certain types of signs are permitted in association with special events. Sign types that are not permitted (sandwich boards, for example) require Council approval
- **Alcohol** If you plan to serve alcohol at your event you may need a catering permit or a malt beverage permit. The Sr. Deputy Town Clerk or Town Clerk is the best contact for alcohol related questions. Town Council approval is required for all malt beverage permits. If catering permit is needed, please contact Olivia Goodale, Senior Deputy Town Clerk, at 733-3932. Sales or distribution of alcohol does not necessitate a special event application unless

Which Town ordinances might I need exemption from?

Some of the common requests include:

- Sale of goods on public streets **5.12.150**
- Sale or consumption of alcohol on the streets surrounding the Town Square **6.40.050**
- Dogs in parks **7.05.020**
- Overnight camping **9.52.050 C**

Questions?

The special event coordinator is available to help answer any questions regarding your special event application. Please call 733-3932 or email ogoodale@ci.jackson.wy.us