

# CITY OF RAWLINS



## SPECIAL EVENTS APPLICATION

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

<b>NAME OF EVENT:</b>	150 <sup>th</sup> Rawlins Territory Celebration
<b>Name of Applicant:</b> City of Rawlins	<b>Organization:</b> City of Rawlins
<b>Address:</b> PO Box 953	<b>Address 2:</b>
<b>City/State/Zip:</b> Rawlins, WY 82301	<b>City/State/Zip:</b> Rawlins, WY 82301
<b>Phone Number:</b> 307-328-4500 <b>Cell Number:</b> 307-321-5624 – Pam Thayer <b>Email Address:</b> downtowned@rawlins-wyoming.com	<b>Business Phone Number:</b> <b>Fax:</b> 307-324-0054 <b>Email Address:</b>
<b>Begin Date:</b> Friday, July 27 <sup>th</sup>	<b>End Date:</b> Wednesday, August 8, 2018
<b>Street Closure:</b> See five (5) different event maps	<b>Event Times:</b> See five (5) different event maps

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

City's 150<sup>th</sup> Territory Celebration – 13 days: Concerts, lectures, tours and movie night

**Specific location of event:**

See different events maps

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

**Approximate number of anticipated participants:** 3000/5000

**Approximate number of event /support staff:** City & DDA/Main Street staff and volunteers

**Number of vehicles/parking requirements:** Depending on location of event

**Location and Description of city property to be used: Washington Park, Depot Park, Depot and trash cans & porta potties, and dump truck truck.**

**Coordination with City of Rawlins Departments:**

City Clerk	307-328-4500
Fire Department	307-328-4596
Police Department	307-328-4531
Public Works	307-328-4599
Rawlins DDA/Main Street	307-328-2099
Recreation Services	307-328-4573

<p>A. Special Services requested from Fire Department: (See Rate Sheet)</p> <p>All department contribution</p>
<p>B. Special Services requested from Police Department: (See Rate Sheet)</p> <p><b>Visit events during normal patrol – crowd monitoring</b></p> <p>Please describe in detail your security plans:</p>
<p>C. Special Services requested from Public Works Department: (See Rate Sheet)</p> <p>-Porta-potties, trash cans, dump truck -Barracades to close street</p>
<p>D. Special Services requested from Rawlins DDA/Main Street: (See Rate Sheet)</p> <p>All department contribution</p>
<p>E. Special Services requested from Recreation Services: (See Rate Sheet)</p> <p>All department contribution</p>
<p>F. Please describe in detail your traffic control/parking plans:</p> <p><b>Washington Park – Walnut Street will be closed from 15<sup>th</sup> to Park Drive lending no through traffic. Parking along 15<sup>th</sup> will allow 15<sup>th</sup> for vendor trailers etc....</b></p>
<p>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.)</p> <p>See individual request for the 5 events</p>
<p>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.)</p>

- 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:

Vendors will be responsible for the purchase of all permits as well as the display of the permit.

**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, Mykel Murray at mmurray@state.wy.us requirements.

**All vendors are responsible for licensing and permits as per vendor guidelines.**

J. Other request for service:

**Other Agencies or groups contacted? (If Applicable)**

AGENCY OR GROUP	Circle Appropriately	AGENCY OR GROUP	Circle Appropriately
Rawlins-Carbon County Chamber of Commerce	X	Carbon County Commissioners	Yes or No
Carbon County Fairgrounds	Yes or No	Carbon County Jeffrey Center	Yes or No
Carbon County Sheriff's Office	Yes or No	Carbon County School District One	Yes or No
Rawlins DDA/Main Street	Yes or No	Union Pacific Railroad	Yes or No
Wyoming Game & Fish	Yes or No	WY Department of Transportation	Yes or No
Utility Providers:		List Any Other Businesses, Organizations or Neighbors Contac:	
City of Rawlins (Water)	Yes or No		
Rocky Mountain Power (Electric)	Yes or No		
Source Gas (Natural Gas)	Yes or No		

Use this space for a Site Map:

**See attached map**

see individual  
event days.

#1

# Al Hurricane Jr. Concerts - Friday, July 27<sup>th</sup> - 4pm load set up 10pm, complete closure & clean up

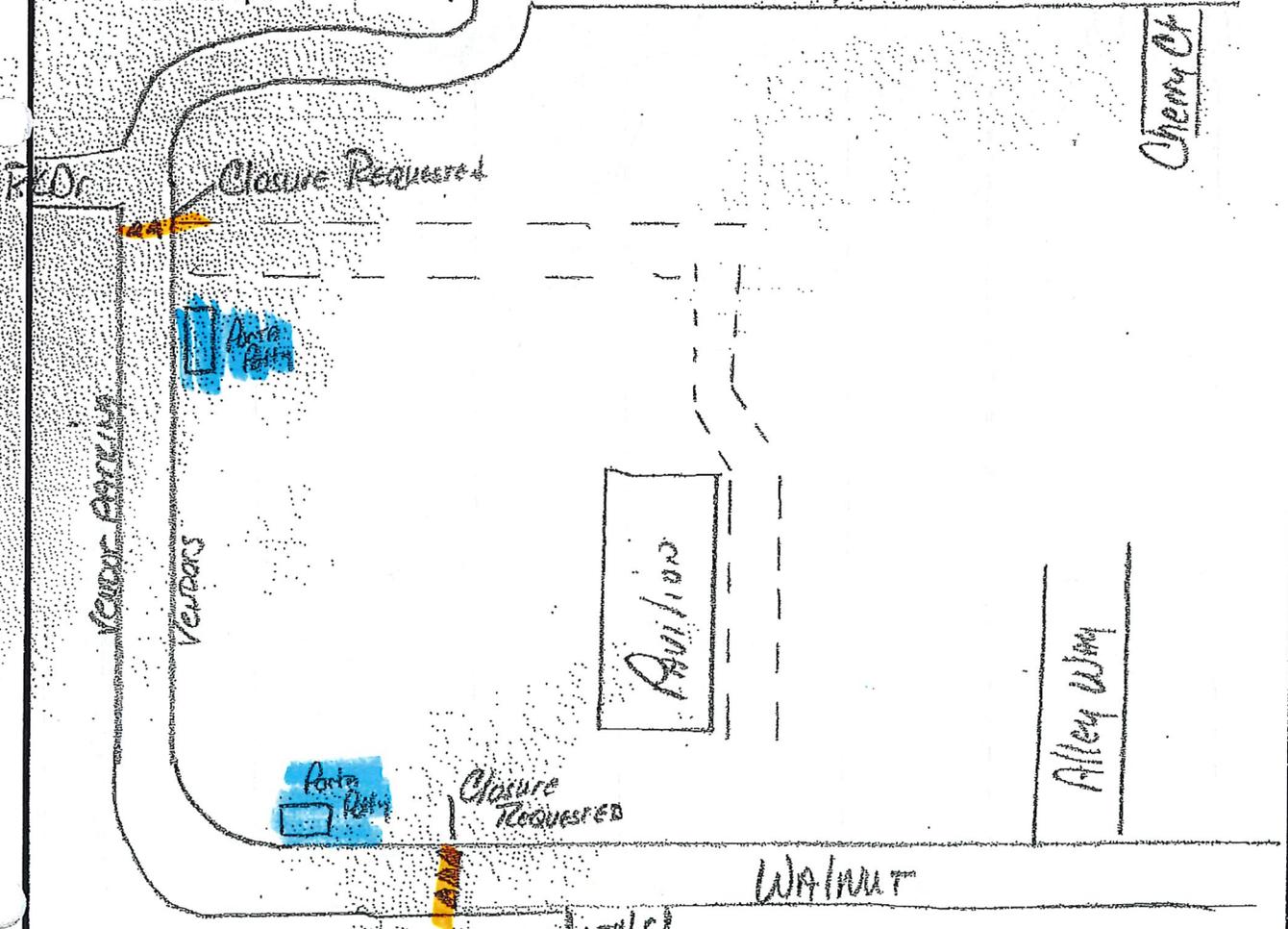
Other Agencies or groups contacted? (If Applicable)

AGENCY OR GROUP	Check Appropriately		AGENCY OR GROUP	Check Appropriately	
	Yes	No		Yes	No
Rawlins-Carbon County Chamber of Commerce		X	Carbon County Commissioners		X
Carbon County Fairgrounds		X	Carbon County Jeffrey Center		X
Carbon County Sheriff's Office		X	Carbon County School District One		X
Rawlins DDA/Main Street		X	Union Pacific Railroad		X
Wyoming Game & Fish		X	WY Department of Transportation		X
Utilities (see below)	List Any Other Businesses, Organizations or Neighbors Contacted:				
City of Rawlins (Water)	<input type="checkbox"/>	X			
Rocky Mountain Power (Electric)	<input type="checkbox"/>	X			
Source Gas (Natural Gas)	<input type="checkbox"/>	X			

clean up

NOT TO SCALE  
Use this space for a Site Map:

Cherry St.

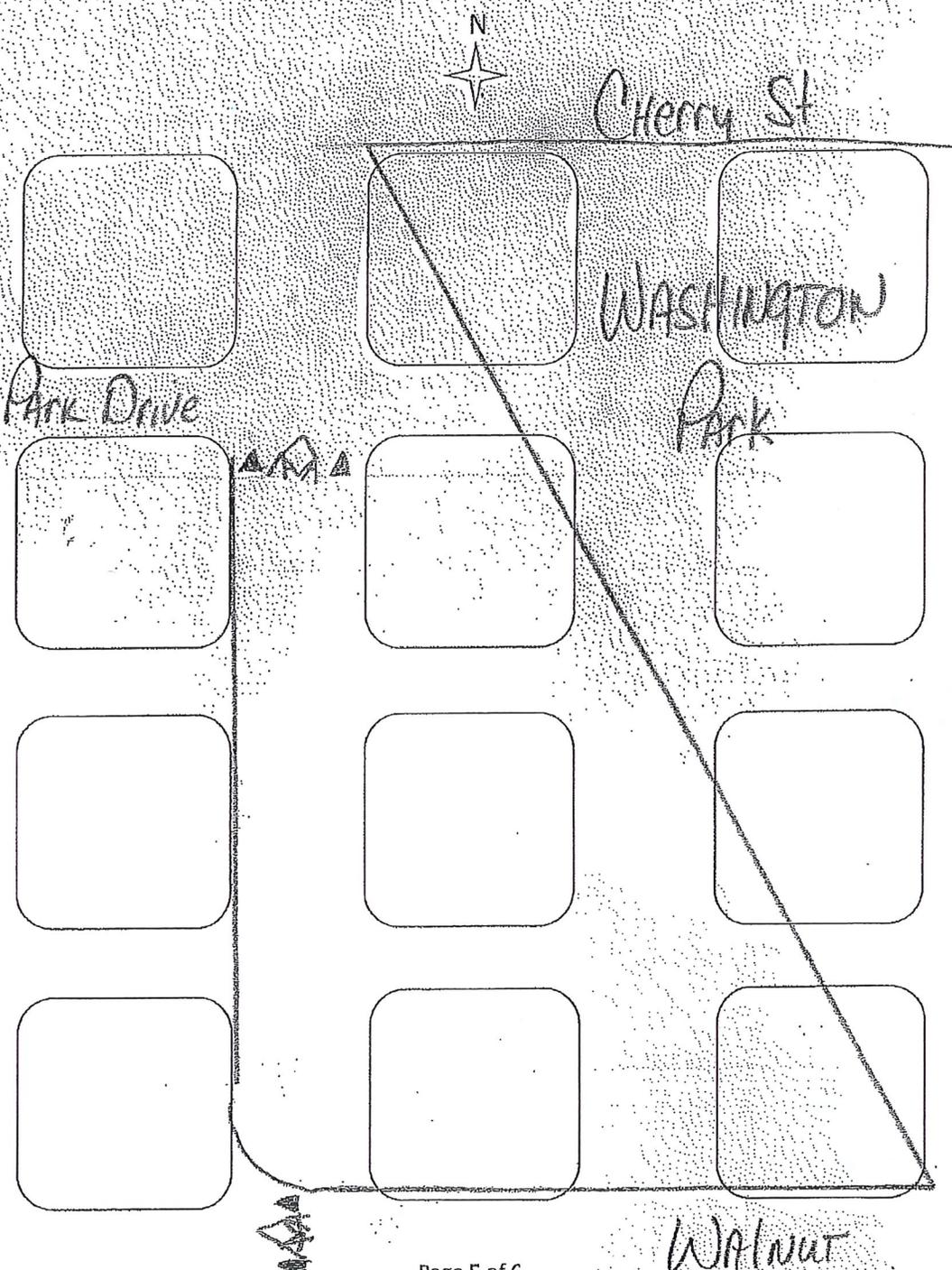


#1

STREET CLOSURE MAP

Event: Al Hurricane Jr. - ISOB Organization: City of Rawlins

Date: July 27, 2018 Street Closure Time: 4pm Parade/Event Start Time: 5:30pm



115th St

Walnut

41

**Events Contact Information:**

Manager in Charge: Patti Hays

Home Phone: 307-324-7529 Cell Phone: 307-321-4599

Alternate Manager: Dan Mika

Home Phone: 307-3324-7529 Cell Phone: 307-320-6193

**INSURANCE INFORMATION**

**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.

**Agreement to the City of Rawlins Special Events Conditions:**

Applicant hereby agrees to comply with the City of Rawlins Special Events conditions attached hereto and incorporated herein by this reference. Upon signing this application, the applicant agrees not to violate any State or City codes in the presentation of the requested special event.

In consideration for approval to conduct activity as requested, the applicant agrees to indemnify, defend and hold harmless up to the City's liability pursuant to the Wyoming Governmental Claims Act the City of Rawlins, its officers, agents, employees and volunteers from damage to property and for injury or death of any person and from all liability claims, actions or judgments which may arise from this activity.

Applicant also agrees to obtain valid save or hold harmless agreements from all participants in its activity, protecting the City of Rawlins from all losses arising out of its activity, including damages of any kind or nature.

Applicant to be financially responsible for damage to city property and other cost as described in Paragraph 4 of the Special Events Condition if no bond is posted.

Pattie A Hays  
Applicant Signature

5/13/2018  
Date

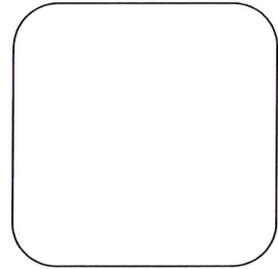
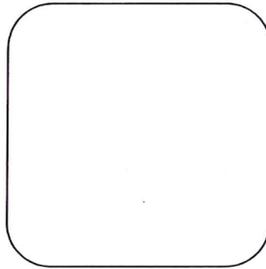
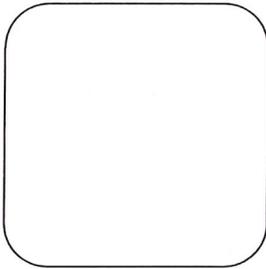
Same form  
from 2018 MIA

STREET CLOSURE MAP

#2

Event: 150<sup>th</sup> Celebration – Ag and UPPR DAY Organization: City of Rawlins

Date: Tuesday, July 31, 2018 Street Closure – Pam will set up and Pick up Time: 9:am – 3:30pm Parade/Event Start Time: 10:00am-3:00pm

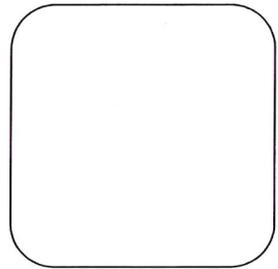
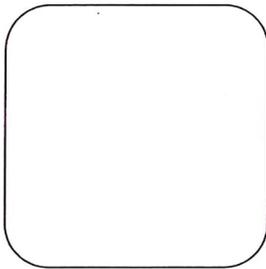
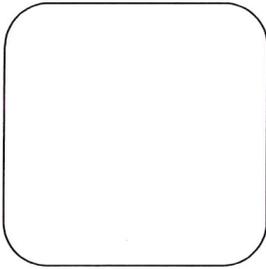


6th

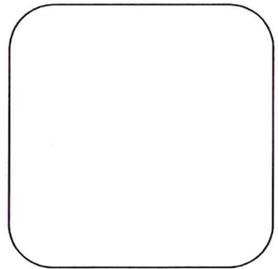
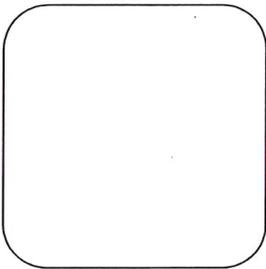
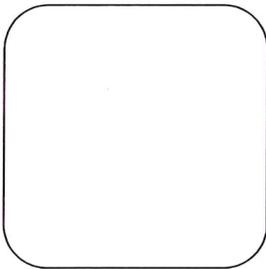
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4th

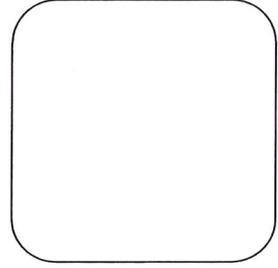
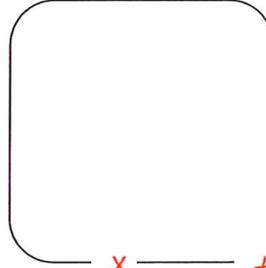
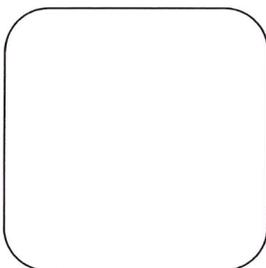
3rd



Cedar Street



Alley



Front Street

X X

DEPOT using too

• check exterior trash cans

STREET CLOSURE MAP

#3

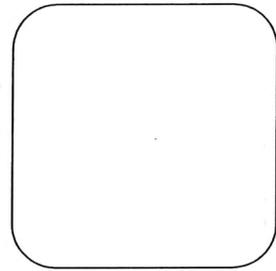
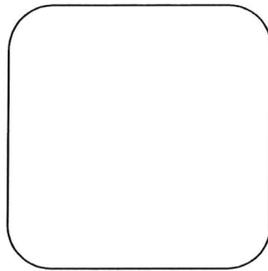
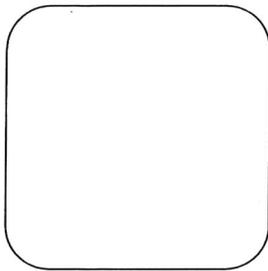
Event: 150<sup>th</sup> Celebration – Indigenous People of the United States (Wind River Dancers) and UPPR Day

Organization: City of Rawlins

Date: Tuesday, July 31, 2018

Street Closure – Pam will set up and Pick up  
Time: 9:am – 3:30pm

Parade/Event Start Time: 10:00am-3:00pm

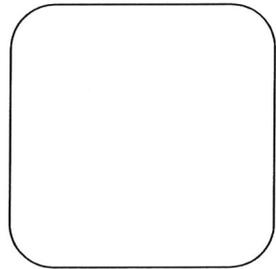
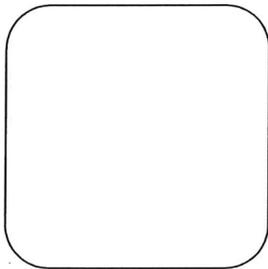
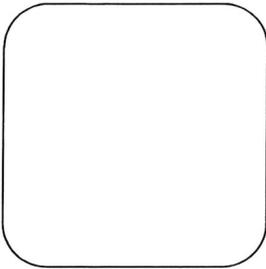


6th

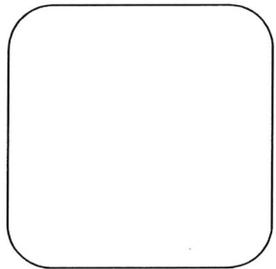
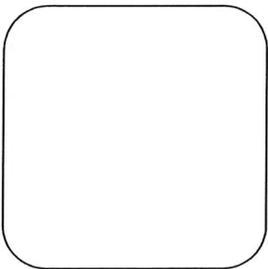
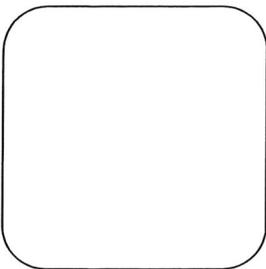
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4th

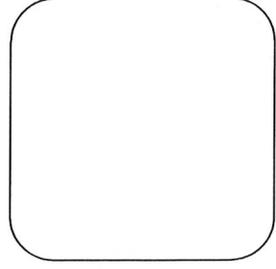
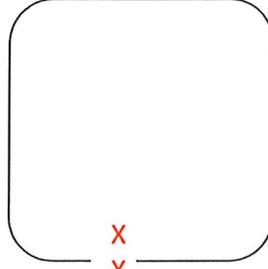
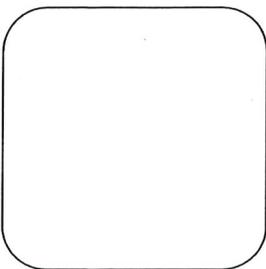
3rd



Cedar Street



Alley



Front Street

DEPOT

Using food

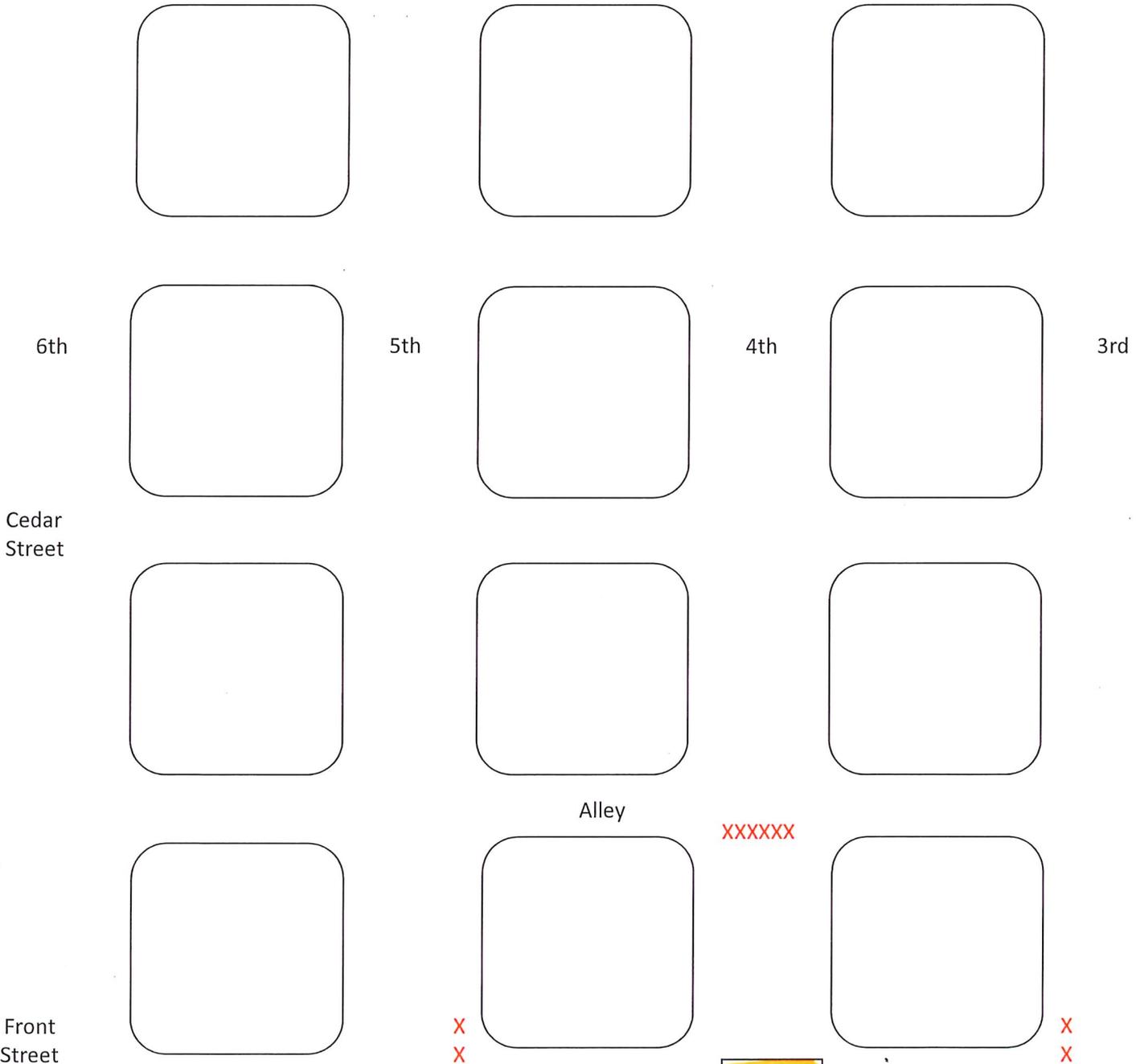
check exterior trash cans

STREET CLOSURE MAP

#4

Event: 150 <sup>th</sup> Celebration – Downtown Family Western Movie Night	Organization: City of Rawlins
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Date: Sunday, Aug 5, 2018	Street Closure – Pam will set up and Pick up Time: 8pm – 11:00pm	Parade/Event Start Time: 9:00pm- 11:00pm
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DEPOT

using or check exterior trash cans

STREET CLOSURE MAP

#5

Event: 150<sup>th</sup> Celebration – Official Anniversary Celebration/Pony Express and UPPR

Organization: City of Rawlins

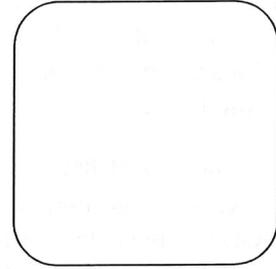
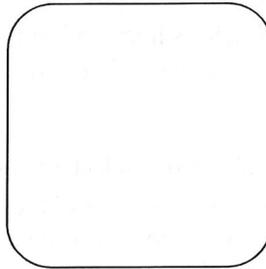
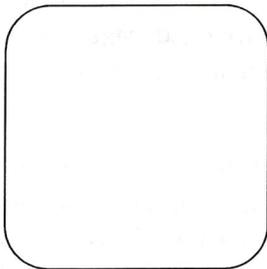
Date: Wednesday, Aug 8, 2018

Street Closure – Time: Noon – 5:00pm

Parade/Event Start Time: 3:00pm- 5:00pm

N

\*\*\*\* Will need additional cones for parking spots from 8am-noon

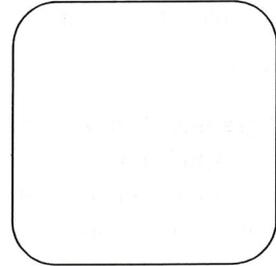
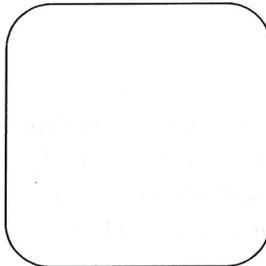
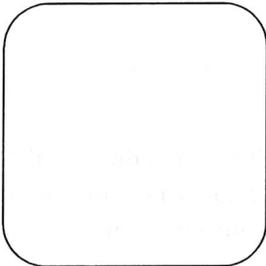


6th

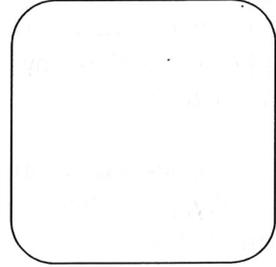
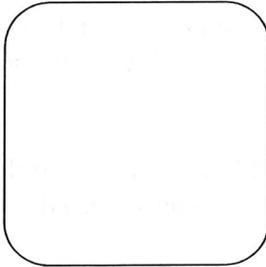
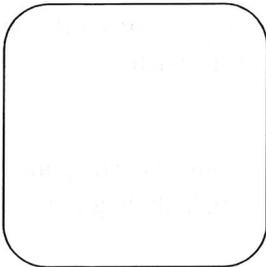
5th

4th

3rd

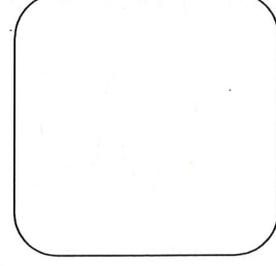
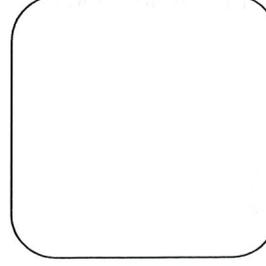
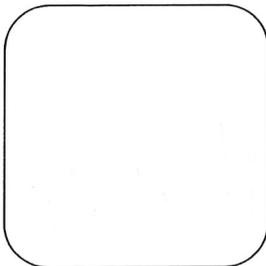


Cedar Street



Alley

XXXXXX



Front Street

X  
X

X  
X

DEPOT

← using too

#2,3,4&5

**Events Contact Information:**

Manager in Charge: <u>Marla Brown</u>	
Home Phone:	Cell Phone: 307-320-4296

Alternate Manager: <u>Pam Thayer</u>	
Home Phone:	Cell Phone: 307-321-5624

**INSURANCE INFORMATION**

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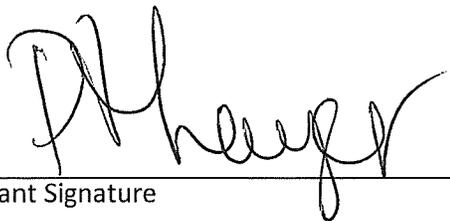
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Applicant hereby agrees to comply with the City of Rawlins Special Events conditions attached hereto and incorporated herein by this reference. Upon signing this application, the applicant agrees not to violate any State or City codes in the presentation of the requested special event.

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Applicant to be financially responsible for damage to city property and other cost as described in Paragraph 4 of the Special Events Condition if no bond is posted.

  
Applicant Signature

7/6/18  
Date



Join us for the  
**Rawlins Territory Celebration**  
 Friday, July 27 - Wednesday, Aug. 8

For a full schedule,  
 visit [www.wyrawlins.com](http://www.wyrawlins.com)

**Friday, July 27**

2:30 - 5 p.m.: Meet Crazy Horse Family Members, Carbon County Library, Rawlins

#1

7 p.m.: Al Hurricane Jr. Concert - *The Godfather's Son of New Mexico* Music, Washington Park, Rawlins

**Saturday, July 28**

3 - 5 p.m.: Carbon County Cupcake Bake-off (1st Round), Carbon County Fairgrounds Multi-Plex

6 - 8 p.m.: Ghost Tours from Rawlins' Celebrities, Rawlins Cemetery, Meet at the Pavilion

**Sunday, July 29**

9 a.m. - 1 p.m.: Town of Carbon Tour, Call 307-324-9724 by July 26th for reservations, CCHC C-TEC

Noon - 5 p.m.: Carbon County Cupcake Bake-off (2nd & Final Round), Carbon County Fairgrounds Kitchen

4 - 6 p.m.: Ghost Tours from Rawlins' Celebrities, Rawlins Cemetery, Meet at the Pavilion

**Monday, July 30**

9 a.m. - 5 p.m.: Rawlins National Bank History Museum Exhibit, On display until August 10, 2018, Rawlins National Bank

#2

10 a.m. - 3 p.m.: Territory's Day/Ag Day & UPRR Exhibit, Depot

7 p.m.: Lecture: 150 Years Along the Union Pacific, CCHC C-TEC

**Tuesday, July 31**

10 a.m. - 3 p.m.: UPRR Exhibit, Depot

10 a.m. & 2 p.m.: Wind River Dancers with Drum Corp, Depot/Depot Park

7 p.m.: Lecture: Ye Old Times - Life and Labor in early Southern Wyoming Coal Communities, CCHC C-TEC

#3

**Wednesday, August 1**

10 a.m. - 8 p.m.: Town of Sinclair Day, Theatre & Museum Tours, Rock Wall and more, Sinclair Downtown Park

6 - 9 p.m.: Chancey Williams & The Younger Brothers Band Concert, Food Vendors, Sinclair Pavilion

**Thursday, August 2**

10 a.m. - Noon: Creatures of the Night, Depot Park Gazebo

3 - 5 p.m.: Creatures of the Night, Depot Park Gazebo

**Friday, August 3**

10 a.m. - Noon: WY Geological Association Demonstration - Rawlins Uplift Sand Table, Depot Park

Noon - 1 p.m.: WY Geological Association Presentation - Brown Bag Luncheon, Bring your own lunch, Downtown corner of 5th & Buffalo Streets

**Saturday, August 4**

10 a.m. - Noon: Downtown Ghost Tours by Rawlins' Celebrities, Downtown

All Day: Fort Fred Steele Mining Day, Loop Presentation, Fort Steele

**Sunday, August 5**

#4

9 p.m.: Downtown Family Western Movie Night, Depot Park

**Monday, August 6**

11 a.m. - 2 p.m.: Energy Day, Soccer Fields

**Tuesday, August 7**

10 a.m. - 4 p.m.: Prison Day: Old & New, Wyoming Frontier Prison

10:30 a.m. - 1:30 p.m.: 1-hr Interactive Prison Tours - 10:30 a.m., 11:30 a.m., 12:30 p.m. & 1:30 p.m., Reservations required - 307-324-4422, Wyoming Frontier Prison

**Wednesday, August 8**

Noon - 5 p.m.: UPRR Exhibit, Depot

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3 - 5 p.m.: Official Anniversary Celebration Party Pony Express Presentation, Depot & Depot Park

7 p.m.: General Rawlins, City Council & UPRR Dignitaries Escorted by Pat Sheehan, During Rodeo Carbon County Fairgrounds

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