

CITY OF RAWLINS



SPECIAL EVENTS PERMIT

Conditions

WELCOME SPECIAL EVENTS APPLICANT!

Thank you for your interest in holding a special event in the City of Rawlins. To help make your experience rewarding and your event successful, we ask that you take the time to carefully review and fill out the enclosed application as complete as possible.

The City of Rawlins requires a special events permit to be obtained any time resources of the city are required in conjunction with an event on city owned or public property. The most common requests are street closures, street dances, parades, carnivals, and circuses.

DISCLAIMER

A complete application, must be submitted to the City of Rawlins, Attention City Clerk, at least 30 days prior to the scheduled event. All untimely submittals may be denied. The submittal of an application for a Special Events Permit in no way obligates the City of Rawlins to issue a permit of the event being applied for. The issuance of a special events permit by the City of Rawlins is not intended to be an expressed or implied representation by the City of Rawlins that the City of Rawlins is sponsoring, sanctioning, or is any way responsible for the special events.

After the City of Rawlins staff reviews your application, it is then forwarded on to the City Council for final approval. City Council meets every first and third Tuesdays of each month. No event dates are secure until City Council approves the event. Due to increased interest of conducting events throughout our community and the associated costs to coordinate an event that benefits a smaller group than the entire community, please review the enclosed fee schedule when planning your event.

Again, thank you for planning your special event in the City of Rawlins. We look forward to working with you in promoting a safe, secure, and successful event.

SPECIAL EVENTS PERMIT CONDITIONS

1. Permit holder shall adhere to all City of Rawlins' ordinances, rules and the guidance of city supervisory employees pertaining to the use of city property, including the location and storage of vehicles, equipment, crowd control, and restoration of the premises to its original condition upon completion. The event shall confine activities to the locations and time schedules approved by the permit. Traffic control devices shall be maintained as configured by city staff when events are conducted on city streets and city owned property.
2. Reference to the City of Rawlins and/or use of the official City of Rawlins logo is prohibited on film or in other advertising of the event unless written approval is granted by the City of Rawlins.
3. Permit holder does hereby covenant and agree to indemnify and hold harmless up to the City's liability pursuant to the Wyoming Governmental Claims Act the City of Rawlins from any and all loss, cost, damages, and expenses of any kind, including attorney fees, on account of personal injury or property damage resulting from any activity of permit holder on municipal property or in connection with its use of municipal property.

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.

4. Permit holder shall reimburse the City of Rawlins for costs incurred in the use of city equipment and assignment of municipal employees to duty in connection with special event activities. A schedule of expected costs shall be prepared by each department involved after identification of the municipal sites to be used. Permit holder shall also reimburse the City in the event of property damage to City property and shall post a cash bond as a refundable deposit against such estimated costs when requested.
5. Neither permit holder, nor its agents, employees, servants or helpers shall be or deemed to be, the employee, agent or servant of the City of Rawlins.

6. **Fees shall be charged for the use of city property.** Permit holder shall not conduct any event on city property intended to attract or entertain the public or charge fees to spectators without the specific approval of the City of Rawlins in writing. No alterations or changed to city owned property would be allowed without prior written permission from the City Manager or his designee.
7. Additional permits and fees may be required for use of facilities of the city and entry upon areas subject to special security requirements, such as the Recreation Center, Rawlins Memorial Sports Complex, or meeting rooms. Use of such facilities and areas may be further conditioned upon provision of additional insurance coverage, written assurance of compliance with security requirements and other requirements of facilities.
8. Permit holder shall designate a local agent to sign this license who shall have authority to represent them in all matters relating to exercise of the privileges herein granted and who shall be responsible for compliance with all conditions described herein, financially responsible for damage to City property and other cost as described in Paragraph 4 above if no bond is posted.
9. Arrangements for use of city property, i.e. buildings, streets, alleys, sidewalks, parks, or other public places or property owned by the city must be approved by the City Manager in writing in advance of actual use.
10. If permit holder finds it necessary or desirable to use city equipment, only city employees will be allowed to operate said equipment, unless prior arrangements in writing are made and then only with the prior approval of the City Manager.
11. The permit holder will be required to reimburse the city as provided for in the City of Rawlins' fee schedule for contracting/use of city services, equipment, buildings, or if not addressed at their hourly rate with benefits computed by the Finance Department. In addition, the permit holder *may* be responsible for reimbursing the city for *extraordinary* bookkeeping or clerical time.