

Thursday Local Market  
ATTN: Celeste Havener  
94 Fox Creek Road Laramie 82070  
Laramie WY, 82073

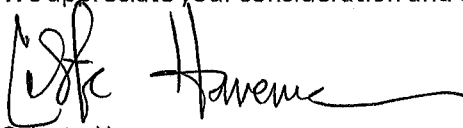
Parks and Recreation Department  
C/O Todd Feezer

The Thursday Local Market is requesting that the Parks and Recreation Department assist in sponsoring the event by waiving the rental fees for the space in Undine Park. Our event will run each Thursday from 2 – 7 pm, beginning June 18, 2020 and concluding September 24<sup>th</sup> 2020.

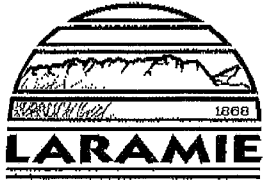
The Thursday Market attracts community members as well as tourists to Laramie and provides a free, family friendly environment for shopping and gathering. In addition to vendors, the events will also provide free musical and other entertainment, as well as provide local non-profit organizations an opportunity for community outreach and to raise awareness of their programs.

Without your support, the Thursday Market will be unable to promote as many local non-profit organizations and would not be able to reimburse performers. Please consider having a booth there to highlight Parks and Recs classes and facilities.

We appreciate your consideration and ongoing support. Please feel free to contact me with any questions.



Celeste Havener  
President  
Thursday Local Market  
307 742 9204  
Celesteandgary@gmail.com



**CITY OF LARAMIE PARKS & RECREATION**  
 P.O. Box C / 920 Boulder Drive Laramie, WY 82073  
 Phone: (307) 721-5269  
 Fax: (307) 721-5284



**Facility Reservation Form**

*Celaste Havener*

Name Thursday Local Market Email\*\* thursdaylocalmarket@gmail.com  
 Address 94 fox creek rd City Laramie State WY Zip Code 82070  
 Primary Phone # 307 742 9204 Second Phone # \_\_\_\_\_  
 Event Name Thursday Local Market  
 Organization/Business (if applicable) \_\_\_\_\_

**\*\*Your reservation permit will be emailed to this address.**

- 1) Location Requested: SE Corner of Lindine Park Second Choice: \_\_\_\_\_
- 2) Date 9/24/2020 Day of week Thursday Start Time 2:00 am/pm pm End Time 7:00 am/pm pm
- 3) Estimated number of participants at the event: 400
- 4) The nature/purpose of the event: farmers market with local vendors and Laramie Residents
- 5) **Venue Set-Up:** (skip to #6 if no special requests or set up)  
 Description of the type and number of vehicles, equipment, animals and/or structures which will be used at the event:  
Appx. 25 tents

*Note: Parking on the turf is not allowed in City Parks without prior permission from Parks & Recreation. To make such a request, contact the Parks Manager at 721-5264 at least 5 days before the scheduled event.*

If you would like to request the use of City equipment or additional picnic tables or trash containers, please list here. A fee may be associated with this request: Additional trash cans please 2 picnic tables would be fantastic

- 6) **Damage Agreement:** This serves as an agreement that the applicant and authorized officer of the sponsoring organization, if any, agree to reimburse the city for any costs incurred by the City in repairing damage to city property occurring in connection with the event proximately caused by the actions of the event holder, its officers, volunteers, employees or agents, or any person who was under the event holder's control. Agreement also provides that the event holder shall defend the city against, and indemnify and hold harmless, the city, its officers, employees, volunteers and agents from all causes of action, claims or liabilities occurring in connection with the event, except those which occur due to the city's sole negligence. Initial: CH

Agents, volunteers, assistants, or employees of Parks & Recreation and the City of Laramie reserve the right to have free and unfettered access to all areas of the parks, buildings and grounds at all times.

Parks & Recreation also reserves the right to set occupancy limits for events as required by approved building and fire codes for the City of Laramie. Fire lanes and exits must remain clear at all times. A walk-through with the Laramie Fire Department and Police Department prior to the event may be required.

**Refund Requests** Cancellations made 48 hours or more in advance of the reservation may be refundable. Please submit a Refund Request form and email to [parksandrecinfo@cityoflaramie.org](mailto:parksandrecinfo@cityoflaramie.org) and we will review your request. Only applicable to Recreation Center or Ice & Event Center, Parks reservations are non-refundable.

**Every effort will be made to accommodate your reservation, however scheduling conflicts may occur. Consider your reservation finalized only after you receive a confirmation via email. This may take up to 5 business days. Refunds will be issued for reservations that cannot be accommodated.**

Payment Form: Cash \_\_\_\_\_ Check  Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ Total Paid \$ \_\_\_\_\_

Deposit: Cash \$ \_\_\_\_\_ \*Check # \_\_\_\_\_ CC \_\_\_\_\_

*\*Any checks or vouchers left as a damage deposit will be destroyed if not picked up within 10 business days following the scheduled event.*

Signature *Celaste Havener*

Date 11/30/2020

## Optional Permits and Requests

Check if any of these items will be associated with your reservation. More information is required if you request any of these items. See the follow up questions below if applicable.

Electricity\_\_\_ Water\_\_\_ Vendors  Temporary Noise Permit\_\_\_ Alcohol Permit\_\_\_

- 7) **Electricity** is only available at the following shelters: Kiwanis #1, LaBonte #1, LaPrele #1, Otto Dahl Shelter at Washington Park, Washington #1 & 1<sup>st</sup> Street Plaza. **If you would like the electricity turned on, please describe the items using electricity:**
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- 8) **Water** is only available at the following shelters: Kiwanis #1, LaBonte #1, LaPrele #1, & Otto Dahl Shelter at Washington Park. **If you would like the water turned on, please describe the use of the water:**
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- 9) **Vendors:** A vending permit will be required if anything is being sold at your event. This is a separate application that can be found on our web site or at the front desk at the recreation center.

Vending Permit Application Attached Y/N

*\*Note: The Ice & Event Center and/or Recreation Center provide concessions that take priority over event vendors unless otherwise negotiated in writing.*

- 10) **Temporary Noise Permit:** Time requested for the noise permit: \_\_\_\_\_  
Detailed description of amplified sound (voice, music, type of music, type of sound system, etc): \_\_\_\_\_
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*\*Note: A temporary noise permit is required for any amplified sound that may affect adjacent properties. Temporary noise permits are only allowed/permitted between the hours of 11:00 a.m. and 7:00 p.m. for a time period **not to exceed two hours**. If a reservation permit is revoked for failure to comply with the temporary noise guidelines, the Parks & Recreation Department **will not** issue a refund for the unused reservation permit.*

- 11) **Alcohol Permits:** You will need one of two possible permits to consume alcohol at your event.

**Malt Beverage and Catering Permit** – For private or public events that will sell alcohol

- If intending to **sell** alcoholic beverages, or in any way accept money at a gathering/event involving the consumption of alcohol, including donations, a **catering permit** or **malt beverage permit** is required.
- The applicant for such an event shall file with the City Clerk's office at 406 Ivinson, 307-721-5220.

**Open Container Permit** - For private events, no sales of alcohol

Proof of Insurance Attached Y/N

- **Open container permits** allow consumption of alcoholic beverages in public areas. Open container permits cost **\$25.00** per event and per facility and are valid for a 24-hour period.
- The applicant must obtain public liability insurance naming the **City of Laramie as additional insured** for \$500,000 for events with less than 50 participants and \$1,000,000 for events with 50 or more participants. Ask your insurance agent for 'a certificate of liability insurance'. The insurance policy must protect against loss (bodily injury & property damage) arising from the open container permit. Public liability insurance is available through most homeowners or renter's insurance policies. Proof of insurance can be faxed to 307-721-5284, emailed to parksandrecinfo@cityoflaramie.org, or dropped off at the front desk of the recreation center.
- A copy of the open container permit will be sent to the Laramie Police Department.
- The permittee is required to keep the open container permit on his or her person during the event.

**Fee Worksheet**

**Park Shelters/Plazas/Picnic Areas (non-refundable)**

First two hours	\$25 = _____
Additional hours	\$5x____ = _____
1 <sup>st</sup> St Plaza Fire Pit (per hr)	\$10x____ = _____

**Splash Pad & Athletic Facilities (non-refundable)**

First two hours	\$40 = _____
Additional hours	\$10x____ = _____

**Open Container Permit (per day)**

\$25 = _____
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**Parks Damage Deposit (separate check from rental if paying by check)**

up to 25 persons	\$50 = _____
26-50 persons	\$100 = _____
51-200 persons	\$150 = _____
200+ persons or multiple facilities	\$300 = _____
1 <sup>st</sup> St. Plaza Fire Pit	\$150 = _____

**Ice & Event Center-Complete Arena**

Per Day	w/o Alcohol	\$500x____ = _____
	w/ Alcohol	\$600x____ = _____
Per Hour (8a-11p)	w/o Alcohol	\$40x____ = _____
	w/ Alcohol	\$50x____ = _____
After Hours (11p-1a)	w/o Alcohol	\$75x____ = _____
	w/ Alcohol	\$85x____ = _____

**Recreation Center (per hour)**

	Non-Member	Members
Conference or Multi Purpose Rm	\$40x____ = _____	\$35x____ = _____
Conference or Multi Purpose Rm non-profit rate*	\$20x____ = _____	
Kitchen (in addition to Conf. room)	\$10x____ = _____	\$10x____ = _____
Full Multi-purpose	\$75x____ = _____	\$65x____ = _____
Full Multi-purpose non-profit rate*	\$40x____ = _____	
Full Gym	\$70x____ = _____	\$60x____ = _____
One Gym Court	\$35x____ = _____	\$30x____ = _____
Bounce House (includes gym rental)	\$75x____ = _____	\$65x____ = _____
Pool Shelter	\$40x____ = _____	\$35x____ = _____
Full Facility (not including aquatics)	\$420x____ = _____	\$380x____ = _____

**Pools**

0-75 persons	\$185x____ = _____	\$165x____ = _____
76-100 persons	\$215x____ = _____	\$193x____ = _____
101-150 persons	\$245x____ = _____	\$220x____ = _____
Inflatable (includes 1/2 pool rental)	\$168x____ = _____	\$158x____ = _____

\*must provide non-profit letter to qualify

**TOTAL** \$ \_\_\_\_\_

**Public Events - Fee Information**

Events within Ice & Event Center that charge a ticket price or per-person fee, will be charged the greater of the rental fees (listed below) or 20% of the adjusted gross receipts from the event, or 10% for non-profit events. Adjusted gross receipts shall mean the proceeds from the sale of admission tickets, net of any applicable taxes or facility fees. Both the event holder and Parks & Recreation staff retain the right to be present when event is completed and receipts are tallied. Both parties retain the right to oversee ticket sales and cash registers, if applicable. Tickets unaccounted for will be charged as full price sales.