



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



### Facility Reservation Form

Name		Email**	
Address	City	State	Zip Code
Primary Phone #		Second Phone #	
Event Name			
Organization/Business (if applicable)			

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

- 1) Location Requested: \_\_\_\_\_ Second Choice: \_\_\_\_\_
- 2) Date \_\_\_/\_\_\_/\_\_\_, Day of week \_\_\_\_\_ Start Time \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm
- 3) Estimated number of participants at the event: \_\_\_\_\_
- 4) The nature/purpose of the event: \_\_\_\_\_

- 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:  
 \_\_\_\_\_  
 \_\_\_\_\_

*\*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: \_\_\_\_\_

- 6) **Damage Agreement:** The applicant agrees to reimburse the City for any damage to City property which occurs during the event. The applicant also agrees to indemnify, hold harmless and defend the City from any claims relating to the event, except claims based solely on City's actions.

**Initial:** \_\_\_\_\_

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 72 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 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 \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## 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, Optimist #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: LaBonte #1, LaPrele #1, Optimist #1, & Otto Dahl Shelter at Washington Park. **If you would like to use water at a shelter, please describe the use of the water:**
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**Water Key required** - You will need to pick up the water key no earlier than one day before your event. Key needs to be turned in no later than two days after your event or fee will be assessed. Failure to turn in the water key will result in inability to make future shelter reservations. **Initial:** \_\_\_\_\_

- 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.

- 12) **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.

## Fee Worksheet

### Park Shelters/Picnic Areas (non-refundable)

First two hours	\$25 =
Additional hours	\$5x =
<b>1<sup>st</sup> St Plaza Fire Pit (per hour, non-refundable)</b> <b>(must be rented in addition to 1<sup>st</sup> St Picnic Area)</b>	\$20x =
<b>*Splash Pad &amp; Athletic Facilities (non-refundable)</b>	
First two hours	\$40 =
Additional hours	\$10x =

**\*Splash Pad can only be reserved after business hours.**

### Open Container Permit (per day)

	\$25 =	
<b>Ice &amp; Event Center- Complete Arena (Ice Season, per hour)</b>		
Private Rentals w/o Skate Rentals	Prime Time (5am-11pm)	\$170x =
	After Hours (11pm-5am)	\$195x =
Private Rental w/ Skate Rentals	20-50 People	\$200x =
	51-100 People	\$250x =
	101+ People (Min 2 hr. rent)	\$250x =
Non-Profit *	<26 People	\$100x =
Non-Profit*	26+ People	\$125x =
Resurfacing Charge – dependent on ice condition (typically, 1 per event)	\$25x =	

### Ice & Event Center-Complete Arena (Non Ice Season)

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*	\$25x =	
Kitchen (in addition to Conf. room)	\$10x =	\$10x =
Full Multi-purpose	\$75x =	\$65x =
Full Multi-purpose non-profit rate*	\$50x =	
Full Gym	\$75x =	\$65x =
One Gym Court	\$40x =	\$35x =
Bounce House (includes gym rental)	\$75x =	\$65x =
Pool Shelter	\$40x =	\$35x =
Full Facility (not including aquatics)	\$420x =	\$380x =

### Pools

Any one area	\$215x =	\$193x =
Inflatable (includes 1/2 pool rental)	\$167.50x =	\$146.50x =
Additional Hour for Inflatable	\$117.50x =	\$106.50x =

\*must provide non-profit letter to qualify

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