



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: August 16, 2018
MEETING DATE: August 20, 2018

SUBMITTING DEPARTMENT: Town Clerk
DEPARTMENT DIRECTOR: Roxanne DeVries Robinson
PRESENTER: Carl Pelletier

SUBJECT: Special Event: Fall Arts Festival

PURPOSE/STATEMENT:

The Mayor and Council approve or deny the use of public property; street closures; posting of handicap and no parking signage; services of Town personnel; exemptions from the Municipal Code; and the use of barricades on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES:

The applicant, the Jackson Hole Chamber of Commerce, is hosting the annual Fall Arts Festival September 5 through September 16, 2018.

There are no changes being requested from the special event request that was approved last year.

In addition to the services outlined in the following events, the applicant requests exemption from the following Town ordinances:

- Serving of alcohol on public property for Rotary Supper Club's Wine, Beer & Spirits Tasting and Silent Auction "Sips on the Square" event and Taste of the Tetons. Ordinance 6.40.050 (B) prohibits open containers and the consumption of alcohol on any street, sidewalk or curb or any other public property.
- Serving of alcohol on public property for the QuickDraw event. Ordinance 6.40.050 (B) prohibits open containers and the consumption of alcohol on any street, sidewalk or curb or any other public property.
- Selling of goods and wares on public property for Taste of the Tetons, Tickets for Historic Ranch Tour, Rotary Wine, Beer and Spirits Tasting and Auction, and QuickDraw events. As provided by the Special Event Ordinance, the Town Council may approve the sale of goods, products and/or services, food or alcohol by for-profit vendors or applicants during a Special Event that is on public property or in a public park provided that Special Event is sponsored by a non-profit organization.
- Parking Permits for volunteers, staff, arts and chefs. 30 parking permits requested for Sunday, September 9th and 10 parking permits requested for Saturday, September 15th.

Fall Arts Festival Events

1. Palates & Palettes Gallery Walk – Friday, September 7, 2018.

- Gallery walk with food, wine and music from 5:00 P.M. to 8:00 P.M. All galleries will receive a letter stating that no beverages are allowed to leave the premises and not to serve to under age persons. A catering permit will be submitted to Town Staff.

2. Historic Ranch Tour – Saturday, September 8, 2018. The applicant requests the following permissions:

- Four oversized vehicle parking spaces blocked off in the Home Ranch lot at the rear of the lot next to the grassy knoll.
- Two barricades on grassy knoll to be used to block off oversize parking spots for the pop up tent.
- Police Services to post the temporary no parking signage.

3. Sunday, September 9, 2018: Taste of the Tetons, Takin' it to the Streets. The applicant requests the following permissions:

- Use of George Washington Memorial Park/Town Square per the attached event map
- Closure of Deloney from Cache to Center, Closure of Broadway from Cache to King, Closure of Center from Broadway to Deloney from 6:00 A.M. to 8:00 P.M. Broadway will open at 6:00 P.M. Please see the attached event map. Please note that Deloney Street will be closed Friday through Sunday for Old Bill's Fun Run and Fall Arts Festival.
- A Catering Permit from Town staff to cover beer, wine and spirit sales from 11:00 A.M. to 4:00 P.M.
- Use of barricades for the street closures.
- Police Services to post the temporary no parking signage.
- Parks and Recreation services for irrigation located on the Town Square.
- Reserved parking (at the corner of Deloney and Center, corner of Broadway and Center) for chefs and artists with special signage from the Chamber to be placed on the barricades. The drop off only area will be on Cache.
- Permission for music associated with Taste of the Tetons from 11:00 A.M. to 4:00 P.M.
- The applicant will submit a Town of Jackson Exposition Business License for the Takin' it to the Streets.

4. Sips on the Square: Rotary Wine, Beer & Spirits Tasting and Silent Auction and Dinner Event Sunday, September 9, 2018

- Rotary fundraiser for community scholarships and sponsorships
- Use of Old Bill's Fun Run Tent on Deloney, which will be set up Friday, September 8th. The tent will be removed on Sunday, September 9th directly following the event.
- A catering permit will be submitted to Town staff by the Rotary Supper Club.

5. Quick Draw Art Sale and Auction - Saturday, September 15, 2018

- Use of Town Square and closure of Deloney between Cache and Center from Friday, September 14 at noon to 6:00 P.M. on Saturday, September 15 per the attached event map. The street closes the day prior to the event in order to set up the large tent.
- Use of barricades for the street closure.
- Police Services to post the temporary no parking signage.
- Reserved parking for artists and VIP's on the east side of Town Square, with signs from Chamber for reserved parking.
- A Catering Permit from Town staff to cover alcohol sales.
- Permission for amplified sound from 10:30 A.M. to 2:00 P.M.

6. Sunday Art Brunch Gallery Walk- Sunday, September 16, 2018

- Gallery walk with food, wine and music 11:00 A.M. – 3:00 P.M. All galleries will receive a letter stating that no beverages are allowed to leave the premises and not to serve to under age persons. A catering permit will be submitted to Town staff.

Other Special Events: Old Bill's Fun Run and a Farmers Market takes place on Saturday, September 8.

Note: Sign Permit applications will be submitted for various events in conjunction with Fall Arts Festival outside of this application. There are no temporary banners specifically related to this event. There will be vendor banners displayed in the 10 x 10 popup tents during individual events which have been displayed in the past.

The application has been submitted for review and comment to all Town departments.

ATTACHMENTS:

Application.

FISCAL IMPACT:

Direct Income includes income generated from catering permits and from exposition business license fees. The Police Department, Public Works, and Parks and Rec will each incur a fiscal impact to provide the requested services.

STAFF IMPACT:

On-duty Public Works personnel to coordinate pickup and return of barricades and to help empty trash cans around the Square prior to and following the events. Parks and Rec staff to provide irrigation locates.

LEGAL REVIEW:

N/A

RECOMMENDATION:

Staff recommends the approval of the application, subject to the following conditions and restrictions:

1. Four handicap spots shall be posted in the indicated reserved parking areas.
2. The drop off area on Cache Street is for drop-off only. No parking is permitted. The applicant shall be responsible for the collection and removal of all trash and recycled material generated by the events. Additional trash receptacles are required at food areas. The applicant shall be responsible for all clean up, which shall be completed immediately after each event.
3. All power needs and irrigation locates must be coordinated with Parks & Recreation at least five (5) business days prior to set up of the event; otherwise, no stakes for tents or any other item may be placed in the ground (733-5056).
4. Applicant shall coordinate all use of the Town Square with the Parks & Recreation Department and utilize all recommendations for turf protection.
5. There shall be no alterations to the amenities to the park without prior approval from the park superintendent.
6. Vehicles may not be driven into the park.
7. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
8. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.
9. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.
10. The applicant shall apply and pay for all licenses and/or permits prior to the events.
11. All event banners shall be subject to the approval of the Planning and Building Department.
12. Applicant shall abide by all Fire Department Restrictions including:
 - a. **Fire department access roads** shall maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20

foot straight path must be provided. *All streets in the square apply and shall maintain emergency vehicle access toward the business side of the street.*

- b. All **tents having an area in excess of 200 square feet** shall require advance permitting through this Department *unless open on all sides* (IFC 105.6.43).
- c. **Tents which can hold over 50** or more occupants must provide this Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6). *Please note this tent requirement on tents of approximately 750 square feet or more.*
- d. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
- e. **Tents must meet the flame propagation performance** criteria of NFPA 701 (IFC 3104.2).
- f. **Combustible materials** shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
- g. **Smoking shall not be permitted** in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted (IFC 3104.6).
- h. All **open flame devices are strictly prohibited** within tents unless approved by the fire code official (IFC 3104.7) *See cooking requirement below.*
- i. Portable 2A:10B-C **fire extinguishers shall be provided**, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12). *All tents with cooking shall have minimum one fire extinguisher.*
- j. Any **cooking** performed within tents shall require advance approval by this Department (IFC 3104.15.3 – 3104.15.7). *Cooking tents must be located at least 10 feet from other tents, measured from tent edge to tent edge.*
- k. **Generators and other internal combustion power sources** shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
 - 1. All **electrical/temporary power** shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

- 13. The applicant shall advise and instruct all participants on the conditions, restrictions, prohibitions and responsibilities imposed on these events and assist in their enforcement.
- 14. The applicant and all participants shall conduct all activities in a responsible, professional and timely manner.
- 15. The applicant shall be responsible for the timely set up and removal of barricades for the street closures.
- 16. The applicant will be responsible for picking up and returning all barricades to the Public Works Department.
- 17. Applicant shall advise all galleries and other participants in the Fall Arts Festival Palates & Palettes and Gallery Walk that the participants are responsible to comply with all alcohol dispensing laws and ordinances, including the prohibition against service to minors and the prohibition against the carrying or consumption of alcoholic and malt beverages in open containers of any kind on any street or sidewalk.
- 18. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system shall be utilized and all ID's checked. It is recommended that servers be TIPS trained prior to serving alcohol. No “over serving” shall be allowed to occur or serving to obviously intoxicated persons. Participants shall not be permitted to leave the event with open containers.
- 19. Alcoholic beverage sales shall be in 16 oz. or smaller plastic cups only.

20. The applicant may sell mugs for alcoholic beverages that are approved by the Police Department. Vendors may not sell more than 16 oz. in the mugs, regardless of mug size.
21. The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
22. In addition to providing the list to the Wyoming Department of Revenue containing the names, social security numbers, phone numbers and addresses of all participating artists, vendors and merchants pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department fourteen days prior to the event.
23. Insurance: An insurance certificate that names the “Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers” and states that coverage is primary and non-contributory is required for every event **at least ten days prior to the 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.
24. The applicant shall advertise use of the parking garage during the events.
25. The applicant shall be responsible for the closure of the parking lot and the procuring, posting and removal of any signage including but not limited no parking and handicapped parking signs associated with the event.

SUGGESTED MOTION:

I move to approve the special event application made by the Jackson Hole Chamber of Commerce for the Fall Arts Festival, subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)



**A completed application
must be submitted at least
21 days prior to your event.**

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: Jackson Hole Fall Arts Festival

Name of Organization: Jackson Hole Chamber of Commerce

Type of Organization: Non-Profit Public Agency For-Profit Business

Mailing Address: PO Box 550

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Maureen Murphy

Email Address: mo@jacksonholechamber.com

Work Phone: (307) 201-2302 Cell Phone: (541) 908-5314

EVENT INFORMATION

Type of Event: Run / Walk Concert Filming Assembly
 Parade Festival Biking Education
 Other: _____

Description & Purpose of Event *(Attach additional sheets if necessary):* _____

See attached

Location of Event: Variety of locations Alternative Location: N/A

Date(s) of Event: 9/5/2018 - 9/16/2018 Event Operating Hours: Varies

Event Set Up Begins Date: _____ Time: Various

Event Clean Up Ends Date: _____ Time: Various

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 9/9 - 3 00 9/ Total Event: 0,000+
(Spectators and Participants)

Special Considerations (check all that apply):

<input checked="" type="checkbox"/> Alcoholic Beverages	<input checked="" type="checkbox"/> Cooking/Grilling	<input checked="" type="checkbox"/> Electricity Requested
<input checked="" type="checkbox"/> Food Sales	<input checked="" type="checkbox"/> Merchandise Sales	<input checked="" type="checkbox"/> Recurring Event
<input checked="" type="checkbox"/> Ticketed Admission	<input checked="" type="checkbox"/> Sound Amplification	<input type="checkbox"/> Pets or Animals
<input checked="" type="checkbox"/> Tents	<input checked="" type="checkbox"/> Street Closure	<input type="checkbox"/> Sidewalk Closure
<input type="checkbox"/> Overnight Parking	<input type="checkbox"/> Overnight RV Camping	<input checked="" type="checkbox"/> Use of Town Square

Event Co-Sponsor (s): _____

All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.

Will you be charging admission or a fee for your event?

Yes No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Caitlin Colby Cell Phone: () 8 0-570

EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

<input checked="" type="checkbox"/> Tents (X)	<input checked="" type="checkbox"/> Food Vendors (FV)
<input checked="" type="checkbox"/> Beverage Vendors (BV)	<input checked="" type="checkbox"/> Alcohol Vendors (A)
<input checked="" type="checkbox"/> Portable Toilets (T)	<input checked="" type="checkbox"/> Hand Washing Sink (HWS)
<input checked="" type="checkbox"/> Stages or Amplified Sound (SO)	<input checked="" type="checkbox"/> Bleachers (BL)
<input checked="" type="checkbox"/> Garbage Receptacles (G)	<input checked="" type="checkbox"/> Recycling Receptacles (RR)
<input checked="" type="checkbox"/> Retail Merchants (RM)	<input checked="" type="checkbox"/> Security (P)
<input checked="" type="checkbox"/> Fire Lane (FL)	<input checked="" type="checkbox"/> Fire Extinguishers (EX)
<input checked="" type="checkbox"/> First Aid / EMS (FA)	<input checked="" type="checkbox"/> Barricades (B)
<input checked="" type="checkbox"/> Electricity / Generator (EL)	<input type="checkbox"/> Trailers, Vehicles, Storage (TR)

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot?

Yes No

Area of Closure Request	Date(s)	Start Time	End Time
lease see attached			

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces? Yes No

If "Yes", how many parking spaces will be unavailable due to the event: **enter, parking spaces**

Will the event closure requests impact any START Bus routes? Yes No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: N/A START Bus contacted? Yes No

RESIDENT AND/OR BUSINESS NOTIFICATION

RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients?

Yes No

Special Event Application

TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

_____ Large Street Barricades	2 _____ "Road Closed" Street Signs
_____ Small Sidewalk Barricades	1 _____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	_____ "Detour" Street Signs
_____ Candlestick Cones	_____ 32-Gallon Recycling Bins

• The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

• The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

• If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

• Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

POLICE DEPARTMENT **(307) 733-1430**

<input type="checkbox"/> Event Security	<input type="checkbox"/> Mounted Horse Patrol	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Race Lead Vehicle	<input type="checkbox"/> Parade Lead Vehicle	<input type="checkbox"/> General Presence
<input type="checkbox"/> Towing / Ticketing	<input type="checkbox"/> Assistance with Parking Closures	<input checked="" type="checkbox"/> Assistance with Street Closures

Please describe in detail your request: _____

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

Street Sweeping

Snow Removal

Street Marking

Please describe in detail your request: _____

PARKS AND RECREATION DEPARTMENT (307) 732-5753

Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

Electricity Access

Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

Additional Public Restroom Cleaning

Please describe in detail your request: _____

**Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field?

Yes

No

If "Yes", has the site been reserved with Parks and Recreation?

Yes

No

FIRE / EMS DEPARTMENT (307) 733-4732

Foot Patrol

Ambulance

Fire Engine

Rescue Truck

Bicycle Patrol

Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound? Yes No

If "Yes", please indicate times: Start Time: /9 - 10am; 9/15 - Finish Time: /9 - 4pm 9/15 -

Will your event feature any musical entertainment? Yes No

If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners? Yes No

If "Yes", have you completed a sign permit application? Yes No

A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.

INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory 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. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached: Yes No

Special Event Application

PORTABLE RESTROOMS AND SINKS

The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities? Yes No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: 9/9 - 8; Number of ADA Accessible Portable Toilets: _____

If "No", please explain: _____

Portable restrooms may not be located within 50 feet of any food vendor.

Restroom Company: Macy's

Restroom Drop off / Pick Up Date for Drop Off: 9/9; 9/15 Time for Drop Off: am; 6a

Date for Pick Up: 9/9; 9/15 Time for Pick Up: 6pm; 3pm

ALCOHOL

Will there be alcoholic beverages at the event? Yes No

Will you be offering any alcoholic beverages besides beer? Yes No

If "Yes", what will be offered in addition to beer? Wine & Spirit Tasting

If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

Yes

No

If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.

Please describe any sales activity at your event:

all Arts festival Posters

Will any food or beverages be sold at your event?

Yes

No

If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.

TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

Yes

No

If "Yes", which company will you be using? Westbank Sanitation

How many trash receptacles will be supplied for your event? 6-8/Dumpster

When will the trash receptacles be delivered? For Old Bills

When will the trash receptacles be picked up and removed from site? 9/10 - 1st thing in AM.

Describe your plan for the collection and removal of trash during your special event:

We partner with Old Bills to utilize the Westbank receptacles. We have paid personnel that removes both recycling and trash the day of the event. Westbank Sanitation will remove the dumpster and trash cans on Monday September 10th in the morning.

Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.

Special Event Application

SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- Rental / Use of Recycling Bins for Special Events
- Use of JH20 Water Bottle Refilling Station for Special Events
- Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. **For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.**

Will you be using a company for your recycling plan?

Yes

No

If "Yes" which company will you be using? _____

How many recycling receptacles will they (or you) supply for your event? _____ -5

When will these recycling receptacles be delivered? _____ We owe them

When will recycling receptacles be picked up and removed from site? _____ y of even .

Describe your plan for collection and removal of recyclable materials during your special event:
Same as waste removal.

Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.

Special Event Application

SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

Yes

No

If "YES" please indicate any significant changes to the event request since its last approval:

No chan s.

STANDARD CONDITIONS OF APPROVAL

Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.

GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: EM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: EM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf. Initials: EM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

Initials: EM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: EM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.

I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: 
Signature

APPLICANT: Maureen E Murphy
Printed Name

DATE: 07/30/2018

TITLE: Director of Special Events &



July 30, 2018

Carl Pelletier
Town of Jackson
PO Box 1687
Jackson, WY 83001

Dear Carl,

Attached please find the Fall Arts Festival Special Event Application. Included in this packet are as follows:

Special Event Application
FAF Event Overview
Insurance Coverage (along with a letter stating we are in the process of renewing)
Schedule of Events @jacksonholcchamber.com
Map of Taste of the Tetons
Map of the QuickDraw Event
Town of Jackson Catering Permit
Evacuation Notice
Letter to downtown Merchants
~~Catering Permit~~
Sign Permit Application

Thanks so much for all of your help!!

Thanks,

Maureen Murphy

Maureen Murphy
Director of Special Events



TO: TOWN OF JACKSON
FROM: MAUREEN MURPHY, DIRECTOR OF SPECIAL EVENTS
SUBJECT: FAF EVENT OVERVIEW
DATE: 7/30/2018

General Information

Town Square businesses will receive a letter reminding them that the street in front of their business will be closed for various Fall Arts Festival events on Sunday, September 9; Friday, September 14 and Saturday, September 15, reopening in the evening of the 16th.

A complete calendar of events to date is enclosed for your records.

Parking Permits

For staff, volunteers, artists, and chefs who will be in a parking space longer than the three-hour limit, is it possible to print up event parking permits to those mentioned above? Specific needs include: 9/9- 30 and 9/15 – 10.

Palates & Palettes Gallery Walk Overview

On the first Friday of the Fall Arts Festival, September 7th, 30+ galleries and gourmet shops will be offering complimentary beverages and snacks to participants on the Walk. This will begin at 5 p.m. This year as with last, the gallery/shop will receive a letter stating that no beverages are allowed to leave the premises, a trash receptacle must be by the door, and most importantly, not to serve under age or visibly intoxicated persons. A list of known participants to date follows:

1. Altamira/Teton Tiger
2. Astoria Fine Art / The Q, The Bistro & Il Villaggio Osterio
3. Brookover Gallery/
4. Diehl Gallery/Hatch
5. The Grand Fine Art/
6. Heather James Fine Art/Teton Tiger
7. Horizon Fine Art/
8. Images of Nature / Nikai
9. Tayloe Piggott Gallery/Bill Boney Dining In Catering
10. Mountain Trails Gallery /
11. RARE Gallery / Snake River Grill
12. Trailside Galleries / The Cowboy Steakhouse
13. Trio Fine Art / Trio American Bistro
14. Turpin Gallery/

15. West Lives On Gallery/Silver Dollar Grill
16. Wilcox Gallery / The Bunnery
17. Wild By Nature Gallery / Nani's
18. WRJ

Historic Ranch Tour Overview

The Tour will leave from the Home Ranch Parking Lot on Saturday afternoon, September 8th at 2:00 p.m. sharp. We will put up a 10x10 pop up tent to sell tickets and have a ticket pick up and check in on the area at the entrance on Center Street (up on the sidewalk near the bench). 100 tickets are available for \$60, which includes the Tour and dinner.

The Tour begins at a ranch to be named later.. From there it is off to Snake River Ranch, a family-owned cattle ranch that began as a cow-calf business in 1930. The tour covers the early days when horsepower was used to improve the land, put up hay and move cattle. Hear first hand how its operations have evolved into today's progressive management of a natural yearling operation. After the tour, you'll enjoy a mouth-watering meal catered by local favorite, Moe's BBQ, and beverages donated by The Liquor Store.

The last bus will leave the Ranch at 6:30 pm to return to the Parking Lot.

Taste of the Tetons Event Overview

The fifteenth year for this event that adds the culinary arts as an integral part of the art celebration. This event has three components: Culinary delights on the Town Square, wine, beer and spirit tasting in the large tent on Deloney (Rotary Supper Club), and Art Fair (Takin it to the Streets) put on by The Art Association. Tasting on the Square 11 – 3 p.m. with the Wine Tasting from Noon till 4pm. The Art Fair is from 10am till 4pm. This great event will be accompanied by live music presented by the Jackson Hole Chamber. Prices: \$1.00 per ticket – Each ticket represents \$1 and prices of wine and culinary tastings can range anywhere from 1 ticket to 5 tickets.

Street closures to include Broadway from Lees Tees to King Street intersection, Center Street at the corner of Deloney through the intersection of Broadway and Deloney from Jackson Hole Drug to the former Moos (currently construction) from 6:00am to 8pm. Re-opening the streets will begin at 6:00pm (or sooner) with Broadway, followed by Center and finally with Deloney. **Please see detailed event map layout.**

The culinary delights on the Town Square features up to 20 valley restaurants and caterers. These are the finest chef's showcasing their culinary specialties. Event opens at 11 am and ends around 4 p.m. participants to date include:

1. The Spur
2. Glorietta
3. Piste
4. eLeaven
5. Streetfood at the Stagecoach
6. Cream & Sugar
7. Bovine & Swine
8. Hatch
9. Million Dollar Cowboy Steakhouse
10. Gather
11. Snake River Grill
12. The Mural Room at GTLC
13. The Wort Silver Dollar Bar & Grill
14. Westbank Grill at Four Seasons

After you sample Jackson Hole's finest join us under the wine, beer and spirits tent for an exquisite showcase of wine hosted by Supper Rotarians.

- Following are details on this event:

A 40 x 100 tent on Deloney will be erected early Friday evening for Old Bills Fun Run on Saturday along with a variety of other sized tents. Deloney will remain closed and then be set up with tables for the Wine Tasting and Rotary Silent Auction on Sunday.

Chefs will be asked to follow the following guidelines for entries:

- All chefs are asked to prepare 750+ servings worth of their dish.

Chefs will follow the Teton County Health Temporary Food Establishment Guidelines, which include the following criteria:

- All PHFs must be prepared in a permanently established licensed food service facility.
- All food must be obtained from an approved source in compliance with the law.
- Refrigeration units shall be provided to keep potentially hazardous food at 41°F or below. Insulated, hard-sided coolers may be used with sufficient coolant for storage of less hazardous food if the container maintains the temperature at 41 °F or below. Foods, not properly identified by a recorded time found to be above 41°F, shall be immediately discarded.
- Hot food storage units shall be used to keep potentially hazardous food at 135 °F or above.
- Workers preparing food may not contact ready-to-eat food with their bare hands and shall use utensils such as deli paper, tongs, spatulas, or single-use gloves.
- The sample tasting pieces will be served between 11 a.m. and 3 p.m. using proper serving utensils and single-use gloves.

The Jackson Hole Chamber of Commerce will have an information booth where Festival event information is available, commemorative posters will be sold along with taste tickets.

Also during the festivities, **Taste of the Tetons** will have artists performing cowboy tunes and poetry! We're providing a covered stage and plenty of bistro tables for those who want to kick back and enjoy the music on the Town Square starting at 11 a.m. Contact for this event is Kathy McCann 699-3868.

Also part of this event is the "**Takin' it to the Streets**" a juried art fair brought to us by the Art Association. We will intermingling the artists and chefs again this year, as we had nothing but positive feedback from both parties...largely to alleviate the congestion in the Town Square proper and encourage movement among the elements – food, crafts and wine. Contact for this event is Molly Fetter. The following is a brief description of the event:

- # of artists: 40
- Layout: Artists set up on Center and Broadway street; double deep with two rows with their backs to one another and their booths open to both vendors and Town Square.
- Set up: 6 a.m. in shifts
- Fair hours: 10-4 p.m.
- Special Needs: Need "No Parking Signs" erected on Center and Broadway the day prior so we don't have to have cars towed.
- This is the 14th year for Streets. It is a local's only juried arts and crafts fair. We hope to encourage and highlight artists who do not normally exhibit in such a venue, fulfilling part of our mission as The Art Association. *Since 2012, the Art Association of Jackson Hole has added an addendum to the contract with the artists. This addendum includes that in order to participate, the artist (if involved with a retail store in Jackson), must have written permission from the store owner to participate in Takin it to the Streets.*

QuickDraw Event Overview

As the main fundraiser for the Festival, the QuickDraw showcases over 40 artists that are represented at local galleries. The Wort Hotel will be selling hot refreshments for this event and will be submitting a temporary food service application. Many small 10x10 pop up tents will house the artists if the weather is poor. A 40 x 100 tent will be set up

on Deloney for the Auction starting at 12 p.m. Friday the 14th. Street closures to include Deloney from Jackson Drug to Mountain Trails Gallery from 6am to 4pm on Saturday. **Please see detailed event map layout.**

Confirmed artists include:

Tom Mansanarez, Wilcox Gallery
Amy Lay, Mountain Trails Gallery
Chad Poppleton, Legacy Gallery
Amy Ringholz, Ringholz Gallery
Renso Tamse, Trailside Galleries
Aaron Yount, Native Gallery
D. Lee, West Lives On Gallery
Lyn St. Clair, Mountain Trails Gallery
Carol Swinney, Astoria Fine Art
Laurie Lee, West Lives On Gallery
John Poon, Legacy Gallery
Kathryn Turner, Trio Fine Art
Dustin Payne, Mountain Trails Gallery

Chris Navarro, Mountain Trails Gallery
Deb Fox, Grand Teton Gallery
Troy Collins, Mountain Trails Gallery
Greg Woodard, Astoria Fine Art
Nancy Dunlop Cawdrey, West Lives On Gallery
Carrie Wild, Gallery Wild
Mark Keathley, West Lives On Gallery
Tim Tanner, Legacy Gallery
Kay Stratman, Horizon Fine Art
Deb Fox, Grand Teton Gallery
Jim Wilcox, Wilcox Gallery
Jared Sanders, Altamira Gallery
Mark McKenna, Astoria Fine Art

Following is a timeline for the event:

9:00 a.m. QuickDraw begins. Artists will have ninety minutes to create their artwork while spectators watch. No sketching or painting is to be started before the announced start time. Painters may begin with a simple pre-prepared base coat on their canvases; sculptors may begin with an armature. We will provide live models upon request. The settings of the Town Square or a photograph are also suitable models from which to work.

10:30 a.m. QuickDraw ends.

10:45 a.m. Auction begins. Artist sets the minimum bid. The crowd will be warmed up with the auction of one framed signed Ned Aldrich. The order of the auction will be determined beforehand. Prior to the sale of each piece, the artists will be asked to stand up, introduce themselves, and say a few words about their work. A painting handler will be employed to show off work during bidding. The sale of the original painting by 2018 Fall Arts Festival featured artist Dennis Ziemienski, "Teton Reflection" will be held during the QuickDraw.

The Jackson Hole Chamber of Commerce will have an information booth where Festival event information is available, commemorative posters and t-shirts will be sold along with taking bidder information and the sale of 40 pieces of artwork.

Contact for this event is Maureen Murphy at (541) 908-5314.

Sunday Art Brunch Gallery Walk

On the last day of the Festival, Sunday, September 16, up to 20 galleries/specialty shops will be offering complimentary beverages and snacks to participants on the Walk. This will begin at 11 am and end by 3 pm. As with Palates & Palettes, the gallery/shop will receive a letter stating that no beverages are allowed to leave the premises, a trash receptacle must be by the door, and most importantly, not to serve under age or visibly intoxicated persons. See enclosed reminder postcard. A list of known participants to date follows: Altamira Gallery, Astoria Fine Art, Diehl Gallery, Heather James Gallery, Mountain Trails Gallery, RARE Gallery, Galleries West, and Wild by Nature.



July 30, 2018
Carl Pelletier
Town of Jackson
PO Box 1687
Jackson, WY 83001

Dear Carl,

Our HUB Insurance policy expires the evening of September 8th...which is the night of Palates & Palettes. We are in the process of extending our Insurance, so I will be forwarding that on when I receive the confirmation.

Thanks so much for all of your help!!

Thanks,

Maureen Murphy
Director of Special Events

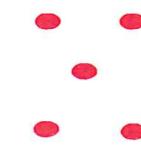
9/7 Taste of the Tetons Event Layout



Deloney

Cache Street

Broadway



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A41

A40

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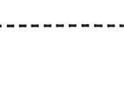
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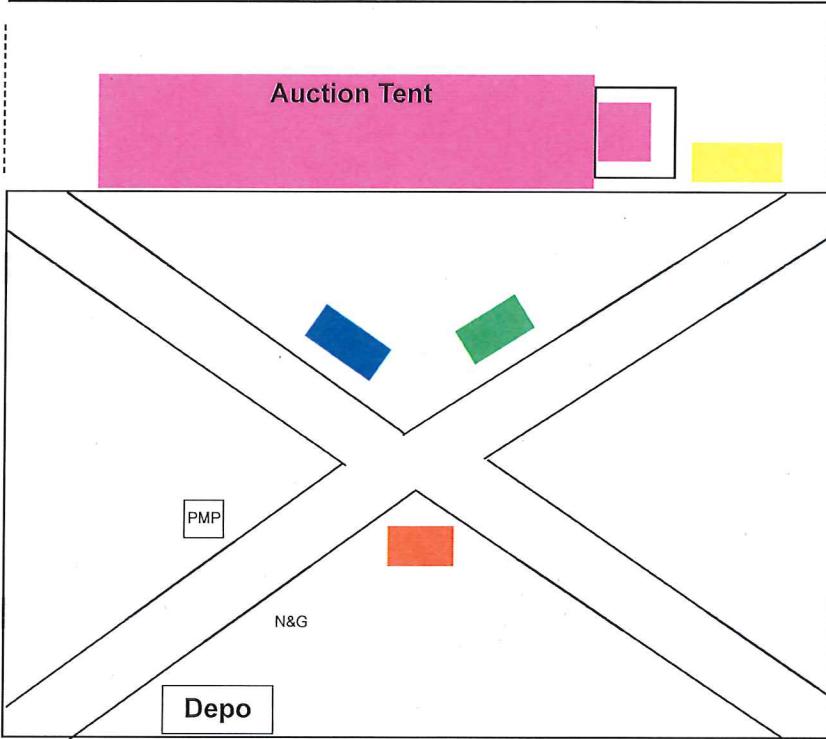
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9/13/15 QuickDraw Event Layout

Deloney

Cache Street

Center Street



Broadway

 = Port a Potties	 = Wort Hotel Beverage Booth	 = Auction Reg. Booth
 = Chamber Info Booth		



TOWN OF JACKSON CATERING PERMIT APPLICATION

Date Paid _____ Fee \$_____

(Note: The fee is \$20 per day (for each 24 hour period). If alcohol service runs past 12-midnight, then it will be counted as two days, and the fee is \$40.)

A catering permit authorizes a retail or resort liquor license holder to sell alcoholic and malt beverages away from their licensed premises at special events and public gatherings.

Catering Permits will be reviewed by the Town Clerk and may be issued upon payment to the Town of Jackson. Please submit applications at least 3 business days before the date of the event to: Jackson Town Hall, 150 East Pearl Avenue, PO Box 1687, Jackson, WY 83001. Fax to 307-739-0919. For further information, please call (307) 733-3932 ext. 1113.

Name of Event Sponsor: Jackson Hole Chamber of Commerce

Who is promoting the event?

Name & Purpose of Event: FALL ARTS Festival - Palates & Palettes / Quick Draw / Art

sunday
Brunch

Date(s) of Event: 9/17 (P&P) ; 9/15 (QD) ; 9/16 (Sunday Art)

Hours of Alcohol Service & Consumption: 9/17 - 5-8pm ; 9/15 - 10-1pm ; 9/16 - 11-3pm

Event Premises (Business name and physical address): galleries ; TOWN Square
(tent on Delaney)

Current Use of Event Premises: Businesses

Anticipated Number of Attendees at Any Given Time: 500+

By signing below, the Catering Permit Holder represents that this event is an authorized use of the event premises and understands State and Local law (printed on the reverse side) regarding Catering Permits.

Printed Name of Permit Holder: Maurcen Murphy
Name of person responsible for this permit

Signature: Maurcen Murphy Phone Number: (541) 908.5314

Name of Retail or Resort Liquor License Holder: The Liquor Store of JH

As the holder of the retail or resort liquor license, I understand that:

- 1) My business is also responsible for compliance with all applicable state and local liquor laws and ordinances at this event, including, for example, no service to any person under 21 years of age or who is obviously intoxicated, not selling or permitting consumption off of the described event premises, and all sales and consumption shall occur within the permitted hours, and
- 2) My Retail/Resort License could be penalized or denied renewal for any liquor violations at this event.

Authorized signature of retail or resort liquor license holder:

Signature: _____ Print Name: _____



July 30, 2018

In the event of an emergency, visitors are instructed to calmly exit the public park by its four corners or the closed street areas in the direction of their personal vehicles if not toward source of disaster or disturbance. I will make loudspeaker announcements to facilitate such evacuation by providing directions to the public. If a disaster or disturbance lies between visitors and their intended direction of travel, they will be instructed to detour in another direction.

With the Fall Arts Festival *Taste of the Tetons* and *QuickDraw Auction* being both outdoor events enjoyed chiefly on foot, does not appear to present any unusual evacuation challenges.

Sincerely,

Maureen Murphy, IOM
Director of Special Events
307-201-2302



September 1, 2018

Dear Town Square Merchant,

The Fall Arts Festival's, The Taste of the Tetons, will require the closing of Center Street from the former location of Moos to Wyoming Outfitters, Deloney from Jackson Hole Drug to the former of location of Moos, and Broadway from Cache to King. The closure will begin at 3pm on Friday, September 7th (for Old Bills Fun Run) on Deloney only for the construction of a 40x100 tent. At 6am on Sunday, September 9th the other streets will be closed and re-open at approximately 7 pm if not earlier.

Locals and visitors can enjoy a variety of epicurean delights from 11am to 4pm on and around the Town Square including a variety of ways to satisfy their sweet tooth and quench their thirst with a wine, beer & spirit tasting from 11am until 4pm.

The following weekend is the QuickDraw Art Sale & Auction on Saturday the 16th and it too will require a street closure on Deloney from Davies Reid to Moos Ice Cream, beginning at 12pm on Friday, September 14th for the construction of a tent. The street will reopen in the late afternoon/early evening on Saturday the 15th.

We apologize for any inconvenience this may cause. If you have any questions, please feel free to call me at 733-3316 x 102 or via email mo@jacksonholechamber.com.

Hope to see you out and about during the Festival,

Maureen Murphy
Director of Special Events



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department Planning Division

150 East Pearl Ave. ph: (307) 733-0520 or
P.O. Box 1687 (307) 733-0440
Jackson, WY 83001 fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: Fall Arts Festival Physical Address of Event: TOWN Square

Description of Event: TASTE of the Tetons/QUICKDRAW

EVENT SPONSOR/APPLICANT:

Name: maureen murphy / JH chamber Phone: (307) 201.2302
Mailing Address: PO Box 550 ; Jackson, WY ZIP: 83001
E-mail: mo@jacksonholechamber.com Non-Profit: X For Profit:

TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: <u>TASTE of Tetons</u>	Business/Description: <u>→ Banners in</u>
Physical Address: <u>TOWN Square</u>	Physical Address: <u>10x10 tents</u>
Dates of Display: <u>9/9/2018</u>	Dates of Display: <u>during event</u>
Consent from Owner Obtained? Yes <u> </u> No <u> </u>	Consent from Owner Obtained? Yes <u> </u> No <u> </u>
Business/Description: <u>QUICKDRAW</u>	Business/Description: <u>→ Banners in</u>
Physical Address: <u>Town Square</u>	Physical Address: <u>10x10 tents</u>
Dates of Display: <u>9/15/2018</u>	Dates of Display: <u>during event</u>
Consent from Owner Obtained? Yes <u> </u> No <u> </u>	Consent from Owner Obtained? Yes <u> </u> No <u> </u>

SUBMITTAL REQUIREMENTS. Attach the following:

 Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.

 Installation specifications, and any structural details or specifications required for freestanding signs.

3x8 Jackson Hole Chamber banners in 10x10s.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

maureen murphy

Signature of Authorized Event Applicant

maureen murphy

Applicant Name Printed

7/29/2018

Date

Dir. of Special

Events

Title