



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** May 30, 2018  
**MEETING DATE:** June 4, 2018

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

**SUBJECT:** Special Event- JacksonHoleLive 2018 Concert Series

**STATEMENT/PURPOSE:** The Mayor and Council approve special events including the use of Town property, equipment, and services.

**BACKGROUND/ALTERNATIVES:** The applicant, Center Management Inc. (CMI), requests Council permission to host a JacksonHoleLive concert series consisting of 4 shows all to be performed on the Snow King Ball Field from 5:30 P.M. to approximately 9:45 P.M.

The dates of the Jackson Hole Live Concert Series for 2018 include:

Date #1: June 17 (Sunday)  
Date #2: June 24 (Sunday)  
Date #3: August 5 (Sunday)  
Date #4: August 19 (Sunday)

The concerts will feature a local/regional opening act and headlining musical act. The events will also include food, beverage (alcoholic and non-alcoholic), and some merchandise sales, non-profit booths to promote their missions and fundraising efforts, a VIP tent, and a kids area. The applicant expects that approximately 4,000 to 6,000 participants will attend each concert. Please see the attached event summary and map for additional detail.

The applicant requests the following from the Town for each concert:

- Permission from Council for amplified sound associated with the event
- A catering permit for sales of alcoholic beverages (application to be submitted)
- An exposition license
- Police Officers to patrol the event
- Access to electricity at the park and irrigation locates
- Use of Town barricades for the closure of the Phil Baux parking lot. The parking lot will close at 7:00 A.M. on the day of each concert.
- Permission to display two banners per the attached banner plan and several onsite banners to be displayed the day of the concert. This request includes permission to display a banner on the backstop at Snow King Ball Field up to 14 days prior to each concert.
- Use of the athletic field lights after each concert to provide light for clean-up and for concert goers to collect their things and safely exit the venue.
- Permission to close the parking adjacent to Snow King Ball Field on South Cache and Snow King Avenue during each day of the concert series. The parking along South Cache and half of the parking

along Snow King Avenue would be used for production crews, vendors, etc.... to set up and tear down the concert venue. The applicant is requesting that the remaining parking along Snow King Avenue be closed off to allow large crowds to safely enter and exit the concert venue. The applicant shall be responsible for the production, posting, and removal of the no parking signage.

- The applicant has indicated that they will be able to turn off the field lights by 11:00 P.M. but is requesting permission to continue to break down the concert stage and equipment until midnight utilizing smaller production lighting. Further, the applicant will remove the tent and conduct a secondary field cleanup the morning following each concert. The applicant is aware of condition #45 which states: The applicant shall coordinate the timing of the closure of the parking lot and post event clean up with Parks and Recreation. Closure of the parking lot shall not displace any scheduled ball games and the field shall be cleaned up prior to any scheduled ball games.

The applicant will meet with various Town departments to finalize event details as the concerts approach. The applicant has agreed to inform the Jackson Police Department of the names of the bands at least 30 days prior to each concert. This will allow the Jackson Police Department to determine staffing needs for the event.

**ATTACHMENTS:**

Application

**FISCAL IMPACT:** Fiscal Impact is minimal for this event due to the fees that will be collected associated with a catering permit (\$20), an exposition license (\$200), police services (at least \$65 per hour/ per police officer), irrigation locates (\$32), and use of the lights (\$10) for each concert. Costs to the Town include staff time to deliver and remove barricades and potential post-event turf care.

**STAFF IMPACT:** Staff impact includes processing the catering and exposition licenses, police presence at the concert, and staff time to provide irrigation and utility locates, access to electricity, and delivery and removal of barricades.

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:** Staff recommends the approval of the special event application, subject to the following conditions and restrictions:

1. The applicant shall coordinate with the Parks and Recreation Department regarding any requests for power. The Fire Department encourages the application to contact an Electrical Inspector to review their setup for code compliance.
2. The applicant must fill out a Park Reservation request with the Parks & Recreation Department and coordinate with the department for overall site direction including: locations for parking, toilets, event vehicles, tents, street and parking area closures, and any other uses.
3. The applicant must supply extra trash and recycling containers and dispose of all trash generated by the event.
4. Irrigation locates and access to electricity must be arranged with the Parks and Rec Department at least one week prior to the event if tents are erected in the park area.
5. Applicant shall coordinate the payment of all fees with the Parks & Rec Department at least one week prior to the event.
6. The applicant shall clean up immediately following the event.
7. All food service shall be coordinated with Teton County Environmental Health.

8. Insurance: An insurance certificate that names 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. 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.
9. 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.
10. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
11. 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.
12. All walkways and boardwalks must be kept unobstructed at all times.
13. No vehicles shall be on the grass without the use of an approved turf protection system. Event vehicles not using approved turf protection on the grass shall remain on the streets and parking lot.
14. All tents, tarps or items that are in emergency vehicle access lanes shall be affixed temporarily and shall be capable of being removed quickly in the event of emergency.
15. 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.
16. 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).
17. 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).
18. 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.
19. 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).
20. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
21. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
22. Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted (IFC 3104.6).
23. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
24. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
25. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
26. 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).
27. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
28. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a

plan for, the provision of an approved level of public safety (IFC403.2). A formal plan on paper is not necessary to submit, but this topic should be considered in the planning and execution of the event.

29. Crowd Managers: For events having over 1000 participants, trained crowd managers shall be established at a ratio of one crowd manager to every 250 persons (IFC403.3). There is a link to an on-line Crowd Manager Training Program on the Jackson Hole Fire / EMS website. A formal plan on paper is not necessary to submit, but this topic should be considered in the planning and execution of the event.
30. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website. A formal plan on paper is not necessary to submit, but this topic should be considered in the planning and execution of the event.
31. 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.
32. Alcoholic beverage sales shall be in 16 oz. or smaller plastic cups only.
33. Both alcohol token sales and alcohol sales end 30 minutes prior to the concert ending (as approved by the Town Council on August 19, 2013).
34. 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.
35. The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
36. Security will search spectators' bags at all entry points to assure that no outside alcohol is brought onsite.
37. 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.
38. The applicant shall gain permission from Snow King to use their lots for event parking and any other owners of private or leased parking lots as applicable.
39. The applicant shall abide by any recommendations from the Police Department with regard to police presence at the event.
40. A designated T-shirt security detail in adequate numbers must be utilized to assist with crowd control and monitoring alcohol consumption.
41. The promoter shall pay for all police services at least five business days prior to the event to prevent the department from incurring a significant overtime expense should the event be rescheduled or cancelled. Payment is non-refundable if concert is cancelled within five days of the event.
42. All exits must be clearly visible and include exit signs.
43. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the concert along South Cache and Snow King Avenue.
44. Residents within a two block radius of the park shall be notified in advance of the date and beginning and ending times of the concerts.
45. The field lights shall be turned off by 11:00 P.M. but the applicant may continue to break down the concert stage and equipment until midnight utilizing smaller production lighting.
46. The applicant shall coordinate the timing of the closure of the parking lot and post event clean up with Parks and Recreation. Closure of the parking lot shall not displace any scheduled ball games and the field shall be cleaned up prior to any scheduled ball games.
47. The applicant shall obtain Council permission for any additional concert dates.

**SUGGESTED MOTION:** I move to approve the special event application made by Center Management Inc. for the JacksonHoleLive 2018 Concert Series, subject to the conditions and restrictions listed in the staff report.

## **JacksonHoleLive 2018 Concert Series**

### **June 17, TBD, August 5, 19, 2018 Concert Series Special Event Application**

#### **Background**

Center Management, Inc. (CMI) was founded in October 2011 as a non-profit public benefit corporation to operate the Snow King Sports and Event Center Ice Rink for the 2011-2012 ice season. As a community organization, CMI strives to operate the Center on a self-sustaining basis with all operating expenses covered by user fees and revenues from sponsored programs, promotions and events.

CMI is implementing initiatives to generate revenue that will:

1. Maintain annual operations at the Snow King Sports and Event Center, benefitting all users of the facility and the town and community as a whole
  - a. Ice users
  - b. JH Ski Club
  - c. High school ski team
  - d. Conferences & conventions
  - e. Expo & retail events
  - f. Sporting events
  - g. Concerts & performances
  - h. Other recreational uses (turf sports, roller sports, baseball, summer training)
2. Mitigate ice rate increases for key ice rink programs
  - a. Youth ice hockey
  - b. Youth figure skating
  - c. Jackson Hole Moose senior hockey club
  - d. Public users
3. Contribute to the Town of Jackson's ongoing efforts to address deferred maintenance issues at the Center.
4. Work with the Town, State, and private donors to secure funding required to enhance the Center's capabilities and capacity in the following areas
  - a. Recreational uses
  - b. Conference & convention capabilities
  - c. Large-scale event capabilities

## **JacksonHoleLive History**

One major initiative that CMI launched in 2012 in partnership with Jeff Potter and Shannon McCormick was JacksonHoleLive, a free, all-ages, summer concert series that takes place in the Snow King Ball Park in Jackson, WY. The inaugural season of JacksonHoleLive was an overwhelming success, providing a significant community benefit and meaningful revenue in support of the operation of the Snow King Sports and Event Center.

JacksonHoleLive is the town of Jackson's first free, all-ages, outdoor concert series. The Jackson community asked for this kind of community event, and they came out by the thousands in support of the events. Summer 2013 saw average crowds of 5,000-6,000 with a massive audience for July 4<sup>th</sup>. These figures remained consistent for the 2014 season, with another very large audience for the Town Centennial Celebration on August 31.

With strong support from the Town, management team experience in concert series production, and a compelling purpose for seeking community support of the concert series (raising funds to support ongoing operations and capital improvements at the Center), CMI was able to establish JacksonHoleLive as the go-to community event of the summer season in Jackson Hole.

With the Town's support, we look forward to another successful season of summer music at the Snow King Ballpark in 2018.

## **JacksonHoleLive 2018 – Community Concert Series**

CMI plans to hold 4 JacksonHoleLive concerts during the 2018 summer.

We have one remaining date to confirm, have vetted specific dates with Town staff, and will continue to coordinate as such to avoid conflicts.

JacksonHoleLive will feature the following elements for each concert event:

- 1) Headlining musical act – national/international touring band, family friendly, broad appeal
- 2) Local/regional opening acts – bands that complement the headliner
- 3) Shows start at 5:30 PM and end at appx 9:45 PM
- 4) 8-10 local food vendors (emphasis on downtown restaurants, supplemented with mobile catering operations). Vendor booths will be sold on a per show basis and will be coordinated per the terms of an expo permit. Food vendors are free to sell any food options they choose, however we will seek to have a variety of food options for concert patrons and we suggest that vendors limit their options to 3-4 entrees and 3-4 sides.
- 5) Beverage concessions for beer, wine, frozen cocktails, soda, juice, water operated by applicant under a Town of Jackson Catering Permit and Exposition Permit.
- 6) Extensive pre-series promotional campaign, including banners in key locations around town, to promote the event and recognize event sponsors
- 7) Extensive on-site promotional campaign utilizing banners and on-stage announcements to promote event sponsors and give recognition to other supporters (town, park & rec, volunteers, etc.)
- 8) Coordinated bike parking to encourage ridership.
- 9) Stage-side hospitality tent for sponsors and other VIPs. This will be a beneficial venue

for CMI to court potential advertisers, sponsors, and donors to further CMI's efforts in operating the Center.

- 10) Secure alcohol control perimeter to prevent open containers and litter. This also serves as a place to check bags and keep outside alcohol from entering the venue.
- 11) Kids Area featuring the Children's Museum, Axis Gymnastics, Teen Power, arts and crafts, and other activities and local activity providers.
- 12) Pedestrian area in Snow King parking lot
- 13) Recycling efforts aimed at plastic bottles and aluminum cans. Food vendors will be required to use compostable plates, napkins, and silverware.
- 14) Supplemental trash receptacles at all recycling stations and throughout the venue for all other waste. Waste will be collected on site and disposed of in dumpsters brought on site for each concert.
- 15) JacksonHoleLive will provide professional private security at all concerts, with a minimum of 12 security personnel providing oversight at the alcohol control points, concessions areas, and crowd control and oversight within the venue. Security will all dress in uniforms and will be easily identifiable.

# 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: JacksonHoleLive 2018

Name of Organization: Center Management, Inc.

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

Mailing Address: PO Box 10965

City: Jackson State: WY Zip Code: 83002

Name of Person Completing Application: Jeffrey Potter

Email Address: jhpotter@yahoo.com

Work Phone: 307-201-1633 Cell Phone: 650-269-0468

## 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: Snow King Ballpark & Parking Lot Alternative Location: none

Date(s) of Event: 6/17, TBD, 8/5, 8/19 Event Operating Hours: 5:00-10:00pm

Event Set Up Begins Date: June 17, 2018 Time: 6:00 AM

Event Clean Up Ends Date: June 18, 2018 Time: 12:00 Noon

# Special Event Application

## EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 4000 Total Event: 16000  
(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 type="checkbox"/> Street Closure	<input type="checkbox"/> Sidewalk Closure
<input type="checkbox"/> Overnight Parking	<input type="checkbox"/> Overnight RV Camping	<input type="checkbox"/> Use of Town Square

Event Co-Sponsor (s): Center Management, Inc, 6/17 - Teton Raptor Center, 8/5 - KHOL

*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: Shannon McCormick Cell Phone: 307-413-3032

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

Area of Closure Request	Date(s)	Start Time	End Time
Snow King Ballpark Parking Lot 6/17, TBD, 8/5, 8/19 10:00 PM night before, 11:59 PM after			
CMI staff will close the parking lot the night before each event to mitigate vehicles being			
either overnight or in the early morning. We don't like having to tow anyone, and this has			
Street Parking adjacent to Ballpark on Cache & Snow King Ave - same dates - same hours			

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: 12-14 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: \_\_\_\_\_ START Bus contacted?  Yes  No

## 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:

40	Large Street Barricades	_____	"Road Closed" Street Signs
_____	Small Sidewalk Barricades	_____	"Local Traffic Only" Street Signs
40	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 checked="" type="checkbox"/> General Presence
<input type="checkbox"/> Towing / Ticketing	<input type="checkbox"/> Assistance with Parking Closures	<input type="checkbox"/> Assistance with Street Closures

Please describe in detail your request: \_\_\_\_\_

Police presence is always welcome at our events. We had 2 officers per concert required

**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:

We will need irrigation locates, access to power at the ballpark (fee waived in lieu of CMI's)

*\*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:

Event site is available for Fire Marshall inspection at any time as needed.

# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

Event Specific Shuttle(s)

Please describe in detail your request: \_\_\_\_\_

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## VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?  Yes  No

If "Yes", please indicate times: Start Time: 1:00 pm Finish Time: 10:00pm

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: 12-16 Number of ADA Accessible Portable Toilets: 2

If "No", please explain: \_\_\_\_\_

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

Restroom Company: Macy's Services

Restroom Drop off / Pick Up Date for Drop Off: day of Time for Drop Off: 8am-12pm

Date for Pick Up: day after Time for Pick Up: 8am-12pm

## 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 from JH Winery and Mixed Sloshies

*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:

Food, Beverage, Artist Merchandise, and limited retail sales will occur at JacksonHoleLive

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? West Bank Sanitation

How many trash receptacles will be supplied for your event? 3 dumpsters, 16-20 trash cans

When will the trash receptacles be delivered? day before show

When will the trash receptacles be picked up and removed from site? day after show

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

We disperse our own trash and recycling receptacles throughout the venue with 16-20 different stations that are emptied regularly throughout the night by staff to the larger dumpsters. We conduct a preliminary cleanup immediately after the event, then a secondary cleanup and micro trash pickup the following morning, always striving to leave the ballpark and parking lot looking better than it started

***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? \_\_\_\_\_

When will these recycling receptacles be delivered? \_\_\_\_\_

When will recycling receptacles be picked up and removed from site? \_\_\_\_\_

Describe your plan for collection and removal of recyclable materials during your special event: 16-20 event stations (with every trash can) for cans and plastic bottles. We use compostable cups for all drink service and require food vendors to use compostable plates, cups, utensils, etc. No glass is allowed in the event venue. We have our own recycling receptacles that accompany all trash cans throughout the venue. Our staff self-hauls the recycling the following day.

*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.*

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# 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:

None

## 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: JP \_\_\_\_\_

# 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: JP

# 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: JP

# 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: JP

# 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: JP \_\_\_\_\_

# 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  and to the best of my knowledge.

APPLICANT:   
Signature

APPLICANT: Jeffrey L Potter  
Printed Name

DATE: 05/16/2018

TITLE: Business Manager

## **JacksonHoleLive 2018 Concert Series**

### **June 17, TBD, August 5, 19, 2018 Concert Series Special Event Application**

#### **Background**

Center Management, Inc. (CMI) was founded in October 2011 as a non-profit public benefit corporation to operate the Snow King Sports and Event Center Ice Rink for the 2011-2012 ice season. As a community organization, CMI strives to operate the Center on a self-sustaining basis with all operating expenses covered by user fees and revenues from sponsored programs, promotions and events.

CMI is implementing initiatives to generate revenue that will:

1. Maintain annual operations at the Snow King Sports and Event Center, benefitting all users of the facility and the town and community as a whole
  - a. Ice users
  - b. JH Ski Club
  - c. High school ski team
  - d. Conferences & conventions
  - e. Expo & retail events
  - f. Sporting events
  - g. Concerts & performances
  - h. Other recreational uses (turf sports, roller sports, baseball, summer training)
2. Mitigate ice rate increases for key ice rink programs
  - a. Youth ice hockey
  - b. Youth figure skating
  - c. Jackson Hole Moose senior hockey club
  - d. Public users
3. Contribute to the Town of Jackson's ongoing efforts to address deferred maintenance issues at the Center.
4. Work with the Town, State, and private donors to secure funding required to enhance the Center's capabilities and capacity in the following areas
  - a. Recreational uses
  - b. Conference & convention capabilities
  - c. Large-scale event capabilities

## **JacksonHoleLive History**

One major initiative that CMI launched in 2012 in partnership with Jeff Potter and Shannon McCormick was JacksonHoleLive, a free, all-ages, summer concert series that takes place in the Snow King Ball Park in Jackson, WY. The inaugural season of JacksonHoleLive was an overwhelming success, providing a significant community benefit and meaningful revenue in support of the operation of the Snow King Sports and Event Center.

JacksonHoleLive is the town of Jackson's first free, all-ages, outdoor concert series. The Jackson community asked for this kind of community event, and they came out by the thousands in support of the events. Summer 2013 saw average crowds of 5,000-6,000 with a massive audience for July 4<sup>th</sup>. These figures remained consistent for the 2014 season, with another very large audience for the Town Centennial Celebration on August 31.

With strong support from the Town, management team experience in concert series production, and a compelling purpose for seeking community support of the concert series (raising funds to support ongoing operations and capital improvements at the Center), CMI was able to establish JacksonHoleLive as the go-to community event of the summer season in Jackson Hole.

With the Town's support, we look forward to another successful season of summer music at the Snow King Ballpark in 2018.

## **JacksonHoleLive 2018 – Community Concert Series**

CMI plans to hold 4 JacksonHoleLive concerts during the 2018 summer.

We have one remaining date to confirm, have vetted specific dates with Town staff, and will continue to coordinate as such to avoid conflicts.

JacksonHoleLive will feature the following elements for each concert event:

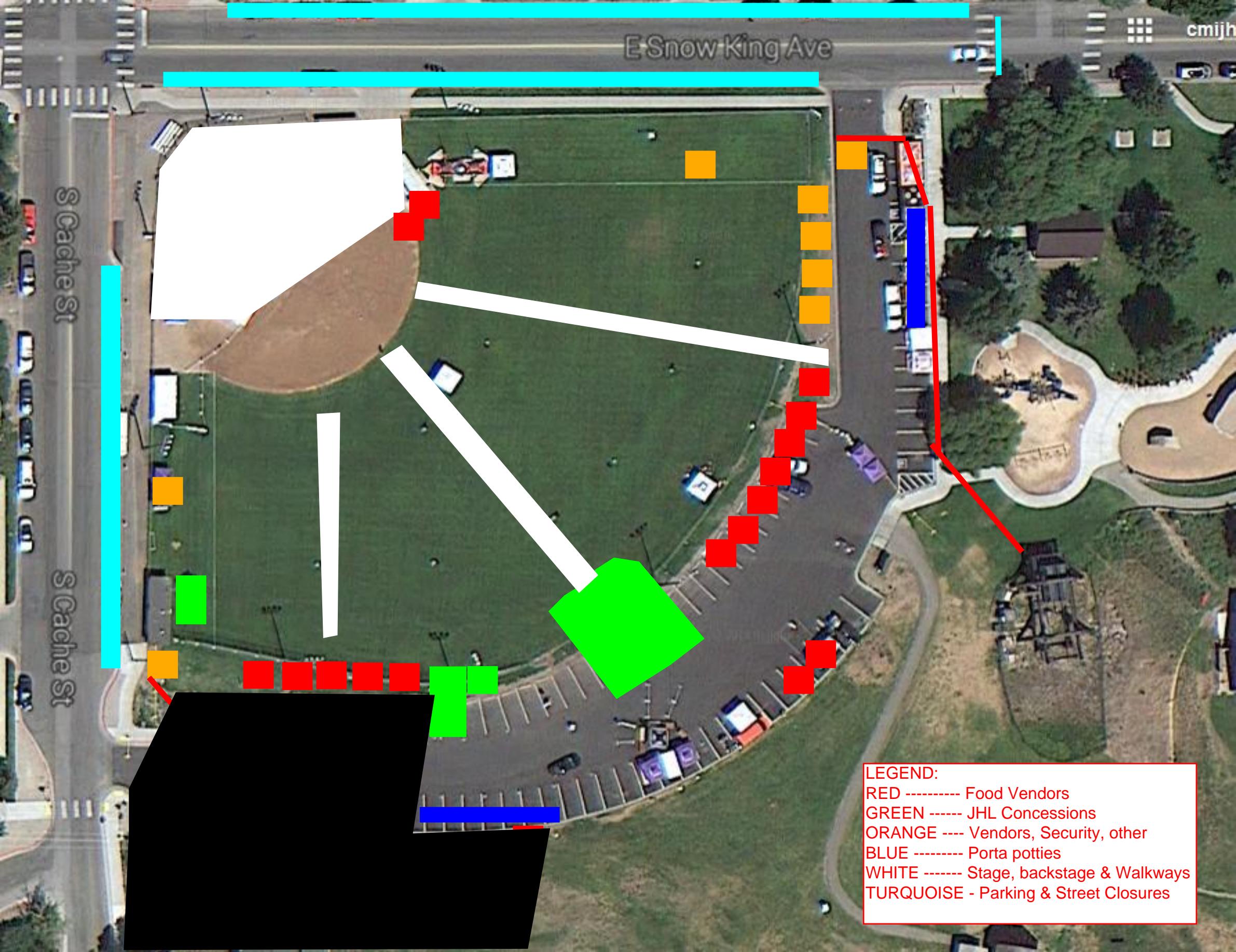
- 1) Headlining musical act – national/international touring band, family friendly, broad appeal
- 2) Local/regional opening acts – bands that complement the headliner
- 3) Shows start at 5:30 PM and end at appx 9:45 PM
- 4) 8-10 local food vendors (emphasis on downtown restaurants, supplemented with mobile catering operations). Vendor booths will be sold on a per show basis and will be coordinated per the terms of an expo permit. Food vendors are free to sell any food options they choose, however we will seek to have a variety of food options for concert patrons and we suggest that vendors limit their options to 3-4 entrees and 3-4 sides.
- 5) Beverage concessions for beer, wine, frozen cocktails, soda, juice, water operated by applicant under a Town of Jackson Catering Permit and Exposition Permit.
- 6) Extensive pre-series promotional campaign, including banners in key locations around town, to promote the event and recognize event sponsors
- 7) Extensive on-site promotional campaign utilizing banners and on-stage announcements to promote event sponsors and give recognition to other supporters (town, park & rec, volunteers, etc.)
- 8) Coordinated bike parking to encourage ridership.
- 9) Stage-side hospitality tent for sponsors and other VIPs. This will be a beneficial venue

for CMI to court potential advertisers, sponsors, and donors to further CMI's efforts in operating the Center.

- 10) Secure alcohol control perimeter to prevent open containers and litter. This also serves as a place to check bags and keep outside alcohol from entering the venue.
- 11) Kids Area featuring the Children's Museum, Axis Gymnastics, Teen Power, arts and crafts, and other activities and local activity providers.
- 12) Pedestrian area in Snow King parking lot
- 13) Recycling efforts aimed at plastic bottles and aluminum cans. Food vendors will be required to use compostable plates, napkins, and silverware.
- 14) Supplemental trash receptacles at all recycling stations and throughout the venue for all other waste. Waste will be collected on site and disposed of in dumpsters brought on site for each concert.
- 15) JacksonHoleLive will provide professional private security at all concerts, with a minimum of 12 security personnel providing oversight at the alcohol control points, concessions areas, and crowd control and oversight within the venue. Security will all dress in uniforms and will be easily identifiable.

E Snow King Ave

cmijh



**LEGEND:**

- RED ----- Food Vendors
- GREEN ----- JHL Concessions
- ORANGE ---- Vendors, Security, other
- BLUE ----- Porta potties
- WHITE ----- Stage, backstage & Walkways
- TURQUOISE - Parking & Street Closures





## PARK, SPECIAL EVENT & PARK SHELTER USE REQUEST

The UNDERSIGNED, having represented to the Teton County / Jackson Parks and Recreation Department that the foregoing is a true and correct statement of the intended use of the facility set for the above, hereby agrees for himself / herself and for the applicant entity or sponsoring agency to the following conditions for the issuance of a permit for the use of such facility:

1. Use: The use of the facility shall be on the date, at the times, and solely for the activities and purposes approved herein and for no other use or purpose whatsoever.
2. Deposit: If a deposit is required, it will be refunded after usage. The department reserves the right to keep any and all of the deposit to cover the cost of any cleaning, repairs, replacement, trash removal or other expense incurred by the Teton County / Jackson Parks and Recreation Department as a result of the applicant's failure to perform strictly under the terms of this agreement and to leave the facility in the condition in which it was found.
3. Compliance: Applicant agrees that any use made of the property or facilities referred to herein and any erection of structures, construction, moving of any equipment, vehicles, or the performance of any other work shall be accomplished in a manner approved by and satisfactory to Teton County / Jackson Parks and Recreation Department.
4. Observance of Laws and Standard of Care: Under this Agreement, the applicant shall comply with all applicable state, municipal, local laws, and park rules and regulations and shall observe a standard of care which avoid any injury to or inconvenience of the public or other users of the facility. Applicant shall assure that the use of the facility shall not constitute a nuisance or breach of the peace and understands that the undersigned Applicant shall be personally responsible and liable for any breach of this term.
5. Damage: The Applicant shall not alter, destroy, displace or damage the facility or any property located thereon, and shall promptly replace, return, repair and restore any such property to a condition satisfactory to the Teton County / Jackson Parks and Recreation Department in a clean and sanitary condition.
6. Indemnification: The applicant, for himself / herself and for any agency or other entity which he / she represents, expressly agrees to defend, indemnify and save harmless the Teton County / Jackson Parks and Recreation Department, its board members, directors and employees, and the public officials and employees of the Town of Jackson and the county of Teton, Wyoming from, and against any and all loss, damage, claim of liability whatsoever, including claims for negligent acts or omissions, arising from personal injury, death, or damage to property of the Applicant and the entity that he / she represents, from any or their employees or other persons directly or indirectly affiliated therewith, or from any the guests, invite or licensees of the Applicant due to the exercise of the privileges granted in the Agreement.
7. Insurance: Should the applicant be required to provide liability insurance, it shall cause the Teton County / Jackson Parks and Recreation Department to be a name insured thereunder.
8. Expenses: Any cost, expense or liability connected with or in any manner incident to the granting of the permit shall be borne by the Applicant and any entity that he / she represents, shall agree to pay all costs arising out of the breach thereof, including a reasonable attorney's fee, which may be incurred in the collection of any sums due.

Signed and agreed by: Jeffrey L Potter  
Applicant

May 16, 2018  
Date

### CREDIT CARD DEPOSIT GUARANTEE

Agreement entered into effective the 16th day of May, 2018, by and between Teton County Parks & Recreation, Jackson, WY, 83001, hereinafter referred to as "Licensor", and Center Management, Inc., of JacksonHoleLive 2018, hereinafter referred to as "Licensee". I, Jeffrey L Potter, Business Manager, as the Licensee of the Teton County Parks & Shelters, hereby authorize the use of my credit card listed below as the guarantee for the cleaning/security deposit(s) in association with my use of the Teton County Parks & Shelters. These deposits shall be in the amount of \$ 800.00.

Credit Card (circle one):  Visa  MasterCard  Discover  AMEX  
Card #: 5527 4761 1039 9131  
Expiration Date: 11/18 CVN# 985 Billing Address: PO Box 10965, Jackson, WY 83002

In guaranteeing my deposit in this manner, I agree to give Teton County permission to run this credit card in the event that the need arises to withhold this deposit, as outlined in my signed contract for the use of the Teton County Parks & Recreation.

Jeffrey L Potter  
Signed

May 16, 2018

Date

FOR OFFICE USE ONLY: APPROVED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

Fee Charged: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_



# 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 12:00 midnight, then it will be counted as two days, and the fee is \$40.)

**Wyoming State Statute 12-4-502(b):** A catering permit authorizing the sale of alcoholic and malt beverages may be issued by the appropriate licensing authority to any person holding a retail or resort retail liquor license authorizing the off-premises sale of both alcoholic and malt beverages, for sales at meetings, conventions, private parties and dinners or at other similar gatherings not capable of being held within the licensee's licensed premises. No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverage off the premises described in the permit. Notwithstanding this subsection, closed-container items sold at auction for the benefit of a nonprofit organization may be taken off-premises.

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Catering Permits will be processed and issued upon payment to the Town of Jackson.

Submit applications **at least 72 business hours before the date of the event** to:

Jackson Town Hall, 150 East Pearl Avenue, PO Box 1687, Jackson, WY 83001.

For further information, please call (307) 733-3932 ext. 1113.

**NAME OF RETAIL/RESORT LIQUOR LICENSEE:** The Liquor Store

Name of Event Sponsor: Center Management, Inc.

Sponsor Contact Name and Phone Number: Jeff Potter (307) 201-1633 x3

Name/Purpose of Event: Jackson Hole Live 2017 Concert Series

Date(s) of Event: 6/17, TBD, 8/5, 8/19, 2018

Hours of Alcohol Service and Consumption: 5PM - 10PM -3PM start time on June 17 for RaptorFest

Event Premises (Business name **AND** physical address): Snow King Ball Park & Parking Lot

Current Use of Event Premises: Ball Park

Anticipated Number of Attendees at the Event 3,000-5,000

Event Sponsor represents that this event is an authorized use of the event premises and that all applicable life safety building and fire codes are and will continue to be met:

Jeff Potter (signature) Jeffrey Potter (printed name)

## AUTHORIZED SIGNATURE OF RETAIL OR RESORT LIQUOR LICENSEE:

As the holder of the retail or resort liquor license, I understand that 1) my business is responsible for compliance with all applicable state and local liquor laws/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 SUSPENDED, REVOKED OR DENIED RENEWAL FOR ANY SUCH VIOLATIONS AT THIS EVENT.

Signature: \_\_\_\_\_

Printed Name of Individual Signing: \_\_\_\_\_



## 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](http://www.townofjackson.com)

#### EVENT NAME:

Event Name: JacksonHoleLive 2018 Physical Address of Event: Snow King Ball Field & Parking lot  
Description of Event: 4 show concert series throughout the summer

#### EVENT SPONSOR/APPLICANT:

Name: Center Management, Inc. Phone: 307-201-1633  
Mailing Address: PO Box 10965, Jackson, WY 83002 ZIP: 83002  
E-mail: jhpotter@yahoo.com Non-Pofit:  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>Albertsons</u>	Business/Description: <u>Snow King Ball Field Backstop</u>
Physical Address: <u>Facing the Y intersection</u>	Physical Address: <u>Cache &amp; Snow King Ave.</u>
Dates of Display: <u>      </u>	Dates of Display: <u>6/13-18, 6/TBD, 8/1-8/6, 8/15-20</u>
Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <u>      </u>	Consent from Owner Obtained? Yes <u>      </u> No <input checked="" type="checkbox"/>
Business/Description: <u>      </u>	Business/Description: <u>      </u>
Physical Address: <u>      </u>	Physical Address: <u>      </u>
Dates of Display: <u>      </u>	Dates of Display: <u>      </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.

*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.*

A handwritten signature in blue ink that reads "Jeffrey Potter".

Signature of Authorized Event Applicant

Jeffrey Potter

Applicant Name Printed

May 17, 2018

Date

Business Manager

Title

**\$5 Adults  
17 & Under Free  
5:30PM**



**All  
Ages**

presents  
**Jackson Hole Live!**

---

**Next Concert at  
Snow King  
Ball Park**