



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** May 31, 2018  
**MEETING DATE:** June 4, 2018

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

#### **SUBJECT:** Special Event- WYO Country Fest Summer Concert Series

**STATEMENT/PURPOSE:** The Mayor and Council approve special events enlisting the services of Town personnel.

**BACKGROUND/ALTERNATIVES:** The applicant, Gunslinger Productions, requests Council permission to enlist Jackson Police Officers to staff the WYO Country Fest summer concert series consisting of 3 shows all to be performed inside the Snow King Events Center from 6:00 P.M. to 11:00 P.M.

The dates of the WYO Country Fest summer concerts:

Date #1: July 5 (Thursday)  
Date #2: August 2 or 3 (Thursday or Friday)  
Date #3: August 29 (Wednesday)

The concerts will feature country musical acts. The events will also include food, beverage (alcoholic and non-alcoholic), and some merchandise sales. The applicant expects that approximately 2,000 participants will attend each concert. The applicant has indicated that a portion of the proceeds will benefit the Make-A-Wish Foundation of Wyoming. The applicant requests the following from the Town for each concert:

- Police Officers to patrol the event
- 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
- Permission to park on the western portion of the Fairgrounds on non-rodeo nights

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 (\$100), police services (at least \$65 per hour/ per police officer).

**STAFF IMPACT:** Staff impact includes processing the catering and exposition licenses, and police presence at the concert.

**LEGAL REVIEW:**

N/A

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

1. The promoter shall pay for all police services at least seven business days prior to each concert 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.
2. The applicant shall abide by any recommendations from the Police Department with regard to police presence at the event.
3. The applicant must provide the Fire Department with a detailed site and floor plan detailing means of egress, and seating capacity. The site and floor plan will need to be approved by the Fire Marshal in order for the concerts to take place.
4. 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).
5. The Fire Department encourages the application to contact an Electrical Inspector to review their setup for code compliance.
6. 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.
7. 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.
8. 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.
9. All food service shall be coordinated with Teton County Environmental Health.
10. 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.
11. 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.

12. Alcoholic beverage sales shall be in 16 oz. or smaller plastic cups only.
13. Alcohol sales must end 30 minutes prior to the concert ending
14. 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.
15. The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
16. Security will search spectators' bags at all entry points to assure that no outside alcohol is brought onsite.
17. A designated T-shirt security detail in adequate numbers must be utilized to assist with crowd control and monitoring alcohol consumption.
18. All exits must be clearly visible and include exit signs.
19. The applicant shall obtain Council permission for any additional concert dates.
20. If the applicant wishes to display temporary signs they must submit a temporary sign permit application to the Town of Jackson's Planning Department.
21. If the applicant wishes to park on the eastern portion of the Fairgrounds on non-rodeo nights they must obtain permission from the Teton County Fair Manager prior to the concerts.

**SUGGESTED MOTION:** I move to approve the special event application made by Gunslinger Productions for the WYO Country Fest summer concert series, 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: WYO Country Fest Summer Concert Series

Name of Organization: Gunslinger Productions

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

Mailing Address: PO Box 1644

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Evan Dorsey

Email Address: [evan@wyocountryfest.com](mailto:evan@wyocountryfest.com)

307-413-5275  
Work Phone: Cell Phone:

## EVENT INFORMATION

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

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

This will be a summer country music concert series. Portion of the proceeds will benefit

Location of Event: Snow King Center      Alternative Location:

Date(s) of Event: 7/5, 8/2 or 8/3, 8/29 2018      Event Operating Hours: 6pm-11pm

Event Set Up Begins      Date: July 05, 2018      Time: 6am

Event Clean Up Ends Date: July 06, 2018 Time: 6am

# Special Event Application

## EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 2000 Total Event: 2000  
(Spectators and Participants)

Special Considerations (check all that apply):

<input checked="" type="checkbox"/> Alcoholic Beverages	<input checked="" type="checkbox"/> Cooking/Grilling	<input 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 type="checkbox"/> Tents	<input type="checkbox"/> Street Closure	<input type="checkbox"/> Sidewalk Closure
<input checked="" type="checkbox"/> Overnight Parking	<input type="checkbox"/> Overnight RV Camping	<input type="checkbox"/> Use of Town Square

Event Co-Sponsor (s): Make -A -Wish of Wyoming

*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: Jeff Lutz Cell Phone: 307-690-9730

## 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 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 checked="" 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

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:  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:

_____	Large Street Barricades	_____	"Road Closed" Street Signs
_____	Small Sidewalk Barricades	_____	"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 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: \_\_\_\_\_

As per meet with Chief Smith we request the presence of Jackson Police Deptment. \_\_\_\_\_

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

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## VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?

Yes

No

If "Yes", please indicate times: Start Time: 6pm Finish Time: 11pm

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:<sup>10</sup> \_\_\_\_\_ Number of ADA Accessible Portable Toilets:<sup>1</sup> \_\_\_\_\_

If "No", please explain:

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

Restroom Company: TBD

Restroom Drop off / Pick Up      Date for Drop Off: 7/5/18      Time for Drop Off:

Date for Pick Up: 7/9/18 Time for Pick Up:

## 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? spirits and wine

*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:

Artist merchandise booths

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? \_\_\_\_\_

How many trash receptacles will be supplied for your event? 2

When will the trash receptacles be delivered? on site already

When will the trash receptacles be picked up and removed from site? TBD

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

We will be removing trash from the building as necessary and after the concert. There are two dumpsters and one recycle bin onsite for our use. We will contact said dumpster owners to empty after clean up.

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

When will these recycling receptacles be delivered? 7/5/18 \_\_\_\_\_

When will recycling receptacles be picked up and removed from site? 7/6/18 \_\_\_\_\_

Describe your plan for collection and removal of recyclable materials during your special event:  
We will be providing our own containers, collection, and 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:

## 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: ed

# 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: ed

# 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: ed

# 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: ed

# 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: ed

# 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:  APPLICANT: Evan Dorsey

Signature

Printed Name

DATE: 05/27/2018 TITLE: owner

**WYO Country Fest  
Emergency Action Plan**

# EMERGENCY ACTION PLAN

for

Facility Name: Snow King Center

Facility Address: 100 E. Snow King Ave. Jackson, Wy

DATE PREPARED: 05/29/2018

## EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL (Highest Ranking Manager at event site)

Name: Evan Dorsey Phone: (307-413-5275)

### EMERGENCY COORDINATOR:

Name: Jeff Lutz Phone: (307-690-9730)

### AREA/FLOOR MONITORS (If applicable):

Area/Floor: TBD Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(\_\_\_\_\_  
Area/Floor: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: (\_\_\_\_\_

### ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: \_\_\_\_\_ TBD \_\_\_\_\_ Phone: (\_\_\_\_\_)

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_)

Date 05/29/2018

## EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations' location
  5. Assembly points
- Site personnel should know at least two evacuation routes.

## **EMERGENCY PHONE NUMBERS**

**FIRE DEPARTMENT: 911**

**PARAMEDICS: 911**

**AMBULANCE: 911**

**POLICE: 911**

**SECURITY: 307-690-9730**

**BUILDING MANAGER: 307-699-4983**

**UTILITY COMPANY EMERGENCY CONTACTS**  
(Specify name of the company, phone number)

**ELECTRIC:** Lower Valley Energy 307-733-2446

**WATER:** Town of Jackson

**GAS:** Lower Valley Energy 307-733-2446

Date: 05/29/2018

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS

## MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
  - Paramedics
  - Ambulance
  - Fire Department
  - Other
- Provide the following information:
  - a. Nature of medical emergency,
  - b. Location of the emergency (address, building, room number), and
  - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: On site police

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Date 05/29/2018

## FIRE EMERGENCY

*When fire is discovered:*

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 911
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

<input type="checkbox"/> Voice	<input type="checkbox"/> Radio
<input type="checkbox"/> Communication	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Phone Paging	

*Fight the fire ONLY if:*

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area : Snow King ball field
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

*Designated Official, Emergency Coordinator or supervisors must:*

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

*Area/Floor Monitors must:*

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

*Assistants to Physically Challenged should:*

- Assist all physically challenged attendees in emergency evacuation.

## **EXTENDED POWER LOSS**

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

## **CHEMICAL SPILL**

The following are the locations of:

Spill Containment and Security Equipment: \_\_\_\_\_

Personal Protective Equipment (PPE):

MSDS: \_\_\_\_\_

*When a Large Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.
  
- Evacuate building as necessary

*When a Small Chemical Spill has occurred:*

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

Date 05/29/2018

## STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel (tower, river gauge, etc.):

No.	Structure Type	Location (address, if applicable)	Emergency Response Organization* (if available within 30-minute response time)

Emergency Response Organization(s):

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

(Attach Emergency Response Agreement if available)

\* - N/A. If no Emergency Response Organization available within 30-minute response time additional personnel trained in rescue operations and equipped with rescue kit must accompany the climber(s).

## TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspky	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	<input type="checkbox"/> Other
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other		
ACCENT		MANNER		BACKGROUND NOISES	
<input type="checkbox"/> Local	<input type="checkbox"/> Not Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Factory	<input type="checkbox"/> Trains
<input type="checkbox"/> Foreign	<input type="checkbox"/> Region	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Machines	<input type="checkbox"/> Animals
<input type="checkbox"/> Race		<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Office	<input type="checkbox"/> Voices
		<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Machines	<input type="checkbox"/> Airplanes
				<input type="checkbox"/> Street	<input type="checkbox"/> Party
				<input type="checkbox"/> Traffic	<input type="checkbox"/> Atmosphere

### BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEKS  
AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Police at 911 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

# SEVERE WEATHER AND NATURAL DISASTERS

## ***Tornado:***

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

## ***Earthquake:***

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

## ***Flood:***

### *If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

### *If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

## ***Blizzard:***

### *If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

## CRITICAL OPERATIONS

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

### Assignments:

Work Area	Name	Job Title	Description of Assignment

- Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Coordinator.
- In case emergency situation will not permit any of the personnel to remain at the facility, the designated official or other assigned personnel shall notify the appropriate \_\_\_\_\_ offices to initiate backups. This information can be obtained from the Emergency Evacuation Procedures included in the \_\_\_\_\_ Manual.

The following offices should be contacted:

Name/Location: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name/Location: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name/Location: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

## **TRAINING**

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility:

<u>Name</u>	<u>Title</u>	<u>Responsibility</u>	<u>Date</u>

# Fire and Emergency Evacuation plan

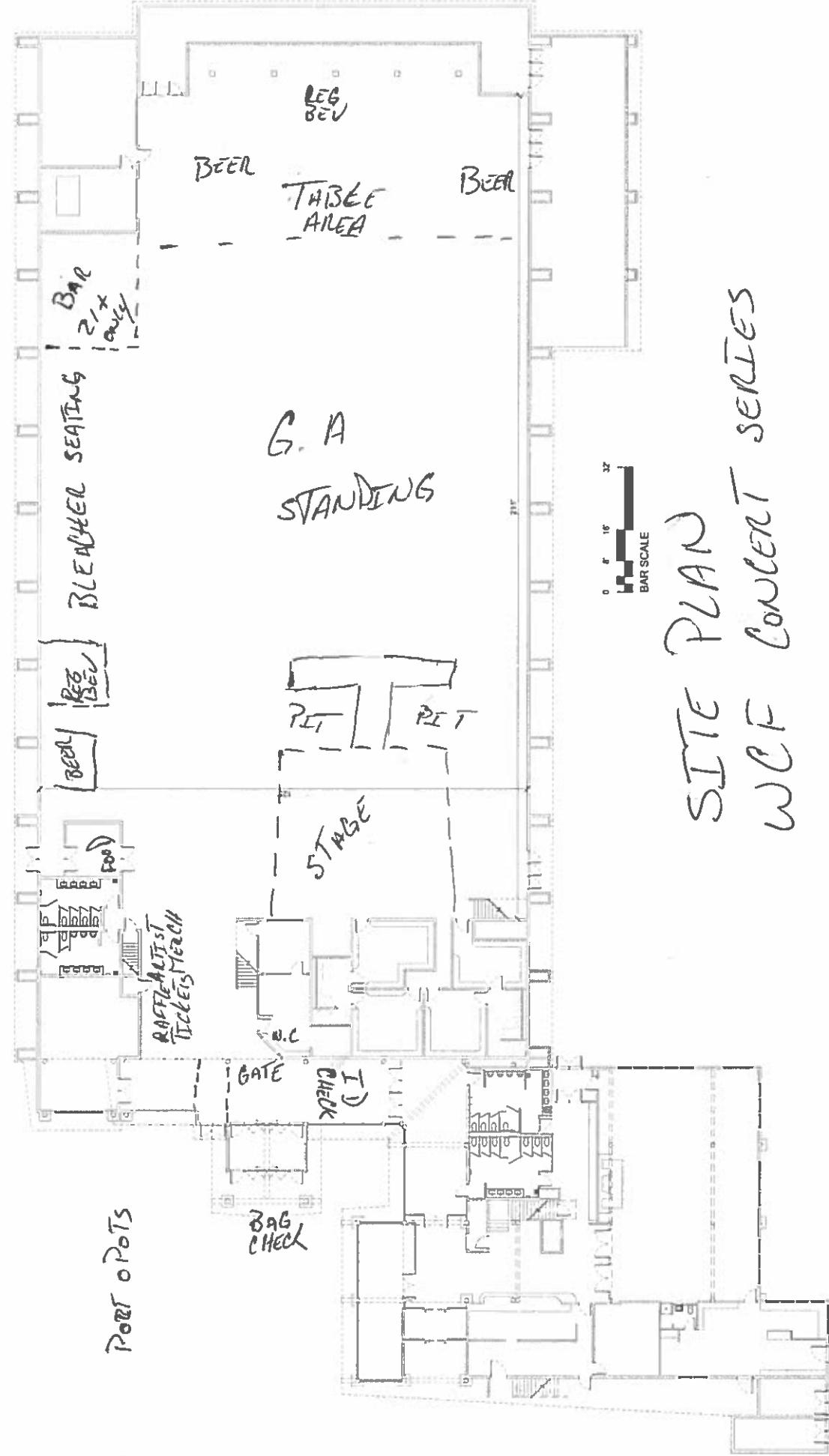
Snow King Events Center  
WYO Country Fest  
Summer Concert Series  
Emergency instructions

1	<p><b>The action employees should take if they discover a fire</b></p> <p><i>Immediately operate the nearest alarm call-point.</i></p> <p><i>Attack the fire if possible, with appliances available, without taking personal risks.</i></p>
2	<p><b>How will people be warned in there is a fire</b></p> <p><i>The electrical fire alarm system will sound on operation of the manually operated alarm call-point.</i></p> <p><i>Concert will cease immediately.</i></p>
3.	<p><b>How the evacuation of the building will be carried out</b></p> <p><i>Everyone in the building should leave the building by the nearest exit and report to the assembly point at the Snow King ball field.</i></p>
4.	<p><b>Identification of escape routes</b></p> <p><i>All exits are clearly marked and will not be impeded.</i></p> <p><i>All exit doors can be used as escape routes.</i></p> <p><i>The staircase and routes leading to the front door are protected routes.</i></p>
5.	<p><b>Fire fighting equipment provided</b></p> <p><i>Fire extinguishers are located in circulation areas and near fire exit doors.</i></p>
6.	<p><b>Duties and identity of employees with specific responsibilities in the event of fire.</b></p> <p><b>On hearing the alarm:</b></p> <p><i>All staff will usher visitors out of the building and assemble at Snow King ball field.</i></p> <p><b>Security will ensure:</b></p> <ul style="list-style-type: none"><li><i>Their areas are cleared of people</i></li><li><i>Registers are collected on the way out</i></li><li><i>The Fire Department is called.</i></li><li><i>A roll call is made to ensure all staff are out.</i></li></ul>

7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, artist, and members of the public and visitors.</p> <ul style="list-style-type: none"> <li>• <b>Visitors:</b> <i>The host / employee must take responsibility for any visitor they may have and ensure they leave the building by the nearest exit.</i></li> <li>• <b>Artist:</b> <i>must be given information about fire procedures and leave the building at the nearest exit.</i></li> <li>• <b>People with disabilities:</b> <i>Specific arrangements will be made for those with disabilities.</i></li> </ul>
8.	<p>How will the Fire Department and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> <li>• <i>On hearing the alarm Jeff Lutz will Dial 911 and ask for the Fire Department or other emergency service as appropriate.</i></li> <li>• </li> </ul>
9.	<p>Procedures for liaising with the Fire Department on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials.</p> <ul style="list-style-type: none"> <li>• <i>Jeff Lutz or other member of the WCF staff will liaise with the Fire Department on their arrival.</i></li> </ul>
10.	<p>The following arrangements and training is given to staff at the center:</p> <ul style="list-style-type: none"> <li>• <i>All staff: Fire Drills prior to the event</i></li> <li>• <i>All staff: Fire and emergency briefing will be in conjunction with fire drill.</i></li> <li>• <i>Emergency training: for designated security.</i></li> <li>• <i>Record of training to be kept within Fire Manual.</i></li> <li>• <i>Training on a yearly basis and planned into budget.</i></li> </ul>

# SNOW KING CENTER

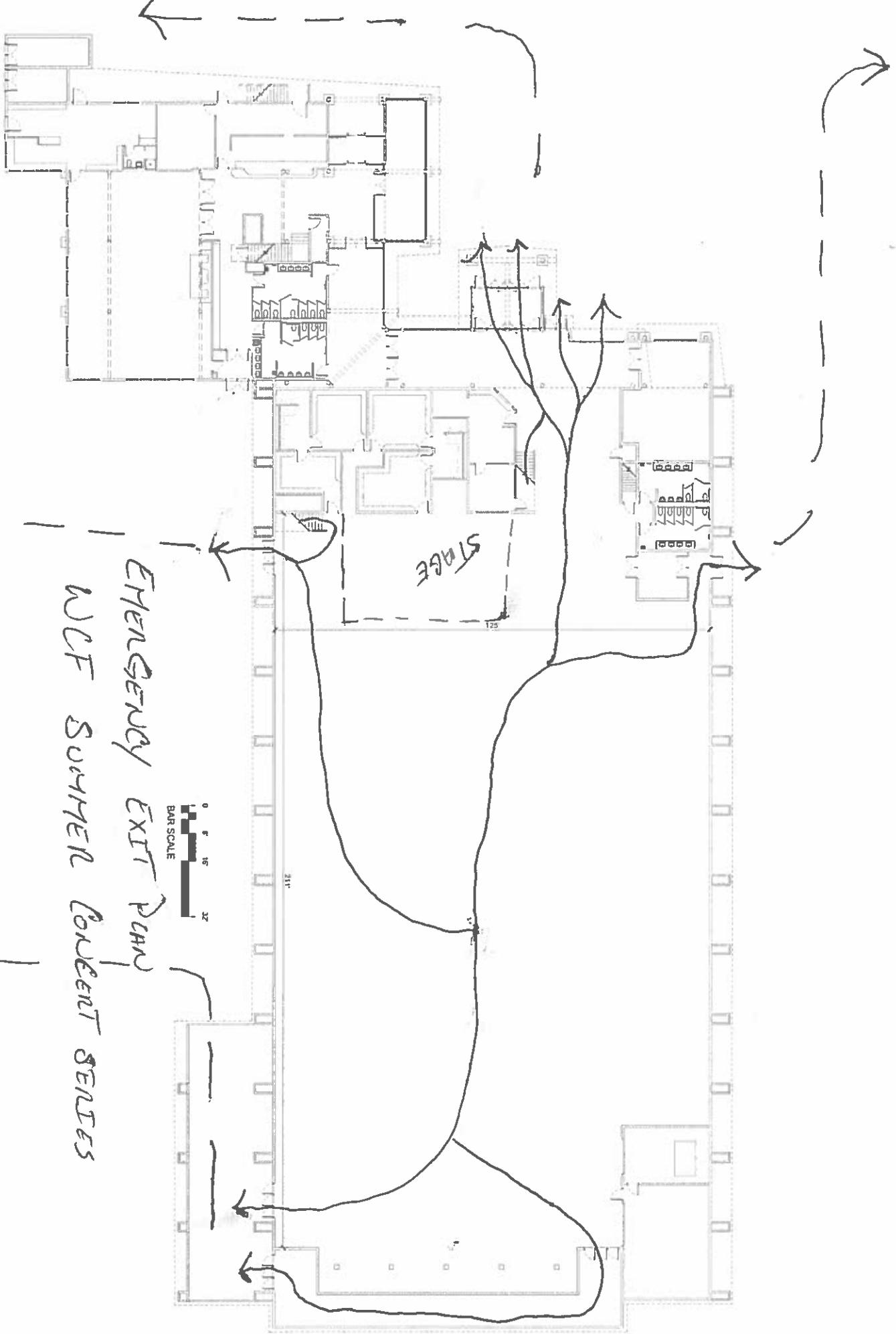
ADMISSION  
BUS PARKING



SITE PLAN  
WCF Concert Series

15 Security  
20 Personal

Snow King Center





May 30, 2018

Contact Person: Evan Dorsey  
Organization: WYO Country Fest

Re: Fundraising Licensing Agreement

To whom it may concern:

Thank you for your interest in the Make-A-Wish Foundation® of Wyoming. We are delighted you have chosen us to be the beneficiary of your fundraising efforts. Without the generous support of organizations like yours, we would not be able to carry out our charitable mission: To grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

In order to avoid any misunderstandings and to ensure that your fundraiser is a positive experience for all concerned, we have set forth below the terms and conditions under which you may use the Make-A-Wish name, logo and other "Marks" in the geographic territory we serve, i.e., Wyoming. (For the sake of convenience, your organization and our chapter are referred to as "Sponsor" and "Make-A-Wish," respectively.)

1. The Event: In order to raise money to contribute to Make-A-Wish, Sponsor will conduct the following fundraising promotion/event (hereinafter the "Event"):

Event Name: WYO Country Fest

2. Proceeds of Event: Sponsor will contribute [e.g., 100% of donations attributed to Make-A-Wish Wyoming of the net proceeds of the Event (i.e., total revenues less actual out-of-pocket costs incurred) or "a guaranteed minimum amount of \$\_\_\_\_\_, etc.] to Make-A-Wish within thirty (30) days following completion of the Event.
3. Accounting: Sponsor will provide to Make-A-Wish, along with its contribution, an accounting of the Event, acceptable to Make-A-Wish, setting forth the total amount raised by the Event and the total expenses incurred (including an itemization and supporting documentation for any expenses in excess of \$500). Make-A-Wish reserves the right to conduct an audit of the Event revenues and expenses, if necessary.

4. **Use of the Marks:** Sponsor acknowledges: (a) that Make-A-Wish is a licensed chapter of the Make-A-Wish Foundation of America, the owner of certain federally registered and common law trademarks, service marks and trade names including Make-A-Wish, Make-A-Wish Foundation and the swirl-and-star logo (collectively, the "Marks"); and (b) that Sponsor's use of the Marks is for the benefit of Make-A-Wish. Sponsor recognizes the need and agrees to maintain high standards in promoting, producing and conducting the Event, for the protection and enhancement of the Marks and the goodwill associated therewith.
5. **Prior Approval Required:** Sponsor understands and agrees that any use of the Marks is subject to the prior written approval of Make-A-Wish, such approval not to be unreasonably withheld. Accordingly, Sponsor agrees to submit to Make-A-Wish for approval all printed materials (e.g., flyers, invitations, t-shirts, etc.) that contain the Marks, as well as all publicity releases and advertising relating to the Event (whether television, radio, newspaper, or any other form), prior to the production, distribution, broadcast, or publication thereof.
6. **Specific Prohibitions/Restrictions:** Sponsor understands and agrees that the Marks: (a) may not be altered in any way, nor may they be sublicensed to any other person; (b) may not be used in connection with any telemarketing or door-to-door solicitations; and/or (c) may not be used in conjunction with terminology that is contrary to Make-A-Wish's mission (including phrases like "terminal illness," "dying children," "last wish," etc.). Sponsor further acknowledges that, because its license to use the Marks is limited to the geographic territory served by our chapter, it may not solicit cash or in-kind donations outside such territory, nor may it use the Marks on the Internet and/or in conjunction with any news wire services without Make-A-Wish's prior written approval.
7. **Specific Disclosure Requirements:** In accordance with standards adopted by the BBB Wise Giving Alliance, Sponsor agrees that any solicitations made in conjunction with the sale of products or services that state or imply that Make-A-Wish will benefit from a consumer sale or transaction will disclose at the point of solicitation, and in a manner acceptable to Make-A-Wish: (a) the actual or anticipated portion of the purchase price that will benefit Make-A-Wish; (b) the duration of the campaign; and (c) any maximum or guaranteed minimum contribution amount. In addition, all such solicitations shall specify that written information about Make-A-Wish is available by calling 1.888.996.9474 or by visiting its Web site at [www.wyoming.wish.org](http://www.wyoming.wish.org).
8. **Responsibility for Event:** Sponsor understands and agrees: (a) that it is the sponsor of the Event; (b) that Make-A-Wish is in no way responsible for the Event; and (c) that the Event will result in no cost or expense to Make-A-Wish whatsoever, unless Make-A-Wish has expressly agreed in writing to the contrary.
9. **No Agency Relationship:** Sponsor understands and agrees: (a) that neither it, nor any of its employees or representatives, is authorized to act as an agent of Make-A-Wish; (b) that it may not open a bank account in Make-A-Wish's name; and (c) that it may not endorse, or attempt to negotiate, any checks made payable to Make-A-Wish, all of which shall be promptly forwarded to Make-A-Wish for processing.

10. **Solicitation of Donors:** In order to avoid inadvertently jeopardizing existing relationships between Make-A-Wish and its donors, Sponsor agrees to receive approval from Make-A-Wish before soliciting corporations, businesses, celebrities, sports teams, or individuals for cash or in-kind donations relating to the Event.
11. **Representations:** Sponsor represents to Make-A-Wish: (a) that it will comply with all applicable federal, state and local laws during the planning, promotion and conduct of the Event; and (b) that all necessary insurance and requisite licenses and permits will be obtained and will be in full force during the Event.
12. **Indemnification:** Sponsor agrees to defend, indemnify, and hold harmless Make-A-Wish, any affiliated and related organizations, and the officers, directors, employees, agents, and legal representatives of each, from and against any and all claims, losses, damages, costs and expenses, and liabilities of whatever kind or nature caused by, arising out of, or occurring in connection with, or claimed to have been caused by, arisen out of, or occurred in connection with, any act or omission of Sponsor relating to the Event.
13. **Right to Withdraw:** Sponsor agrees that Make-A-Wish has the right to withdraw its name from affiliation with Sponsor or the Event if the Board of Directors of Make-A-Wish determines, in its reasonable discretion, that the Event is or will likely be injurious to Make-A-Wish or the Marks.
14. **Conclusion of Event:** Sponsor's license to use the Marks shall terminate at the conclusion of the Event. Thereafter, Sponsor may continue to receive funds for Make-A-Wish, provided such funds are paid promptly to Make-A-Wish. However, Sponsor shall discontinue use of the Marks following the termination date unless expressly authorized to the contrary in writing by Make-A-Wish.
15. **Entire Agreement:** This Fundraising License Agreement reflects the entire agreement between the parties and supersedes all prior understandings and agreements, whether written or oral. It may be amended or modified only by a subsequent writing signed by both parties.

Please let us know if you have any questions or if we can provide you with any further information about Make-A-Wish. Otherwise, if the terms and conditions set forth herein meet with your approval, please indicate your acceptance by signing in the space provided below and returning a fully-executed copy to us. *[Note: Your license to use the Make-A-Wish name and Marks will not become effective unless or until we receive a signed copy of this letter agreement from you.]*

Once again, on behalf of the Make-A-Wish Foundation of Wyoming and all of the special and courageous children we are privileged to serve, thank you for helping us make wishes come true.

Sincerely,

Morgan Legerski  
Chief Executive Officer

**ACCEPTED and AGREED this**  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

*[Signature of authorized representative  
of Sponsor]*

---

**Morgan Legerski**  
Chief Executive Officer  
Make-A-Wish Foundation® of Wyoming

---

**Print name**

---

**Date**

---

**Title**