

FORT CASPAR PARKS OUTDOOR RENTAL INFORMATION

Parks at Fort Caspar Museum—Centennial Park, Fort Caspar Park, and locations on the Fort Caspar grounds—may be reserved by contacting the Museum: 307-235-8462.

The information below is meant as a guide to planning a rental; you will need to speak with Fort Caspar Museum and then possibly the City Clerk’s office and Parks Division to complete your reservation.

Centennial Park, Fort Caspar Park, and the Fort Caspar Grounds

(Please note that a rental does not include exclusive use of play structures or parking lots.)

Rental Type	RENTAL FEE (plus \$1.50 Per Person Usage Fee* when Museum is OPEN; see below)	LIQUOR PERMIT	REFUNDABLE DAMAGE DEPOSIT
Private Party	\$50.00 (There may be a Special Event Permit fee and/or insurance requirements;** see below.)	If allowing liquor at the event, a Permit is required;** cost is \$0 to \$50. (see below)	TBD
Public Event	TBD (review with site supervisor)	TBD (see below**)	TBD

***The Per Person Usage Fee** is a \$1.50-per-attendee charge and is unique to the parks overseen by Fort Caspar Museum. It is to be paid in addition to the basic rental fee for the park space at times when the Museum complex is open. The fee allows event guests to access the Museum building, its exhibits and facilities, and the Fort grounds, whether they choose to do so or not.

****Additional permits, fees, and/or insurance may be required if the event meets one or more of the following criteria:**

- Anticipated attendance of 100 or more will require a Special Events Permit that includes application fees (\$15 to \$50); a Certificate of Insurance; and additional information (e.g. trash removal plans, restroom usage, etc.). You may apply online at https://www.casperwy.gov/government/city_clerk/licenses_permits. Contact the City Clerk’s office at 307-235-7568 with questions.

- The event is open to the public, regardless of size you must acquire a permit and arrange for insurance. You may apply online at: https://www.casperwy.gov/government/city_clerk/licenses_permits. Contact the City Clerk's office at 307-235-7568 with questions.
- The presence of liquor at an event will require the event holder to apply for an Liquor Permit: either an Open Container Permit (no fee) or a Malt Beverage Permit (\$50 per day). If there is to be a bar and/or sales of liquor, a licensed server and Catering Permit (\$50 per day) will be required. You may apply online at https://www.casperwy.gov/government/city_clerk/licenses_permits. Contact the City Clerk's office at 307-235-7568 with questions.
- Hazardous activities such as bounce houses, water slides, etc., require Special Events Liability Insurance/a Certificate of Insurance specifically listing the activity. Contact the City Clerk's office at 307-235-7568.
- If an event involves driving vehicles onto park grounds or the need to pound stakes into the ground (examples: bounce houses, tents, games), the applicant must call the Parks Division at 307-235-8283 for specific directions on where vehicles or stakes will be allowed.

Please be aware that the application review process can take up to 30 days, so you are encouraged to submit your application as soon as possible. Permit application fees must be paid upon the submission of a Special Events Permit Application; unlike park rental fees, permitting fees are nonrefundable, with a few exceptions (see [Special Event Guide](#) for details).

Special Event Permits & Liquor Permits

If you are holding an event on City property or impeding a public right-of-way, you may require a Special Event Permit. Please see the information below and/or the [Special Event Permit](#) page for further details. The City of Casper Clerk's Office requires various permits for special events, liquor consumption, and a few other activities (tents, bounce houses, etc).

If you are holding any other type of event not held on City property or impeding a public right-of-way, you may still be required to apply for permits to allow for the sale and consumption of liquor. Please see below or the [Liquor Permits](#) page for further details on which permits may be required for your event.

Please contact the City Clerk's Office with any questions regarding the aforementioned permits at cityclerkpermits@casperwy.gov or 307-235-7568. We will be happy to assist you in any way we can!

Special Events Permits

Special Event Permits are issued for events that:

- Require an impediment to a Public Right of Way (i.e., street, sidewalk, trail, or similar thoroughfare) whether held on or off City property.
- Are held on outdoor City property and have over 100 people in attendance.
- Are open to the public.

The cost of applying for a permit ranges from \$15 to \$50, depending on the size and impact of the event. Please be aware that the application review process may take up to 30 days, so staff encourages submitting your application as soon as possible. Please reference the Special Event Guide for more specific information about the application and review process.

- [Special Event Guide](#)
- [Special Event Permit Application](#)
- For more information, please reference [Casper's Municipal Code governing open container permits](#)

Permitting information:

- **Events of 50 to 99 people in attendance require no permits**, however you are asked to please pack in and pack out your trash. Event holders may set up their own trashcans. A few discarded plates and cups in a park's trash cans are fine—but the City

asks that large serving platters, pizza boxes, large food boxes, etc., be taken with you to prevent overfilling trash cans. Filling the trash cans at the park creates litter. You may choose to call and arrange a trash container, but you do not need to. This is a request to assist the City with keeping our parks clean.

- **Private events with 100 people or more and/or functions of any size that are open to the public require a Special Event Permit, a Certificate of Insurance, and/or a Waste Management Plan.**
 - Special Event Permit
 - For more information and to apply, contact the City Clerk's office: 307-235-7568 or cityclerkpermits@casperwy.gov
 - Certificate of Insurance
 - Many established organizations and businesses carry this kind of liability insurance.
 - For more information, contact the City Clerk's office: 307-235-7568 or cityclerkpermits@casperwy.gov
 - Waste Management Plan: Events of this size that will have food are required to submit a Waste Management Plan and must contact the Solid Waste Division (307-235-8246) to discuss trash service.
 - The Waste Management Plan requires:
 - The number of trash cans placed by event organizers for event use.
 - How often trash cans will be emptied (we suggest 1 time every 4 hours).
 - How trash will be hauled away (self, City's Solid Waste Division, or private hauler). Organizers are required to empty all park trash cans in the vicinity of their event that are half or more full. The City will provide up to 10 trash bags to large event holders to replace the bags in the park's cans once they are emptied. These bags will be available at the Parks Office (1800 E K Street).
 - The event holders may choose to pack it away themselves but are required to talk to solid waste and discuss trash handling at least 10 days prior to the event. If litter or overfull trashcans are present following the event, the Solid Waste Division will charge for a special cleanup—minimum charge \$60 to the person on the reservation.
 - The plan must include how food vendors or food service stations are handling trash for food prep (large boxes, food bags, etc.), litter control, and cleanup.
 - Should the Solid Waste Division have to clean up after an event, we will process a charge for a special cleanup—minimum charge \$60 to the person or company on the reservation.
 - Food service may also require you to contact the Natrona County Health Department.

- See the FAQs below for information regarding the use and cleanup of portable toilets.
- **Events with high-risk activities such as bounce houses, slip-n-slides, etc., require a Certificate of Insurance regardless of event size** and will need to specifically list the activity.
 - Many established organizations and businesses carry this kind of liability insurance.
 - For more information, contact the City Clerk's office: 307-235-7568 or cityclerkpermits@casperwy.gov

Liquor Permits – 3 Kinds

If you plan to allow alcohol at your event, you must complete an application for one of the three types of Liquor Permits. The kind you will need depends on things like how many guests will be at your event, who is invited to your event, how alcohol will be distributed, etc. Fees range from \$0 to \$50. **Note: glass containers are NOT allowed in City parks.**

1. Open Container Permits - \$0

Open container permits are issued to allow for the distribution of alcoholic beverages (beer, other malt beverages, hard lemonade, and wine coolers only; no wine or hard liquor) in parking lots or on City property, including City streets, sidewalks, and parks. Anyone can apply for an open container permit, and there is **no cost** associated with issuance of an open container permit.

- [Online Application - Open Container Permit](#)
- For more information, please reference [Casper's Municipal Code governing open container permits](#)

2. Malt Beverage Permits - \$50

Malt Beverage Permits are issued for events where malt beverages (beer, other malt beverages, hard lemonade, and wine coolers; no wine or hard liquor) are sold and/or events that are open to the general public. The permit allows for the sale or distribution of malt beverages only. Anyone can apply for a Malt Beverage Permit, and the cost for the permit is **\$50 per day**.

- [Online Application - Malt Beverage Permit](#)
- For more information, please reference [Casper's Municipal Code governing malt beverage permits](#).

3. Catering (Bartending) Permits - \$50

Catering permits are only issued to retail liquor license holders and allow for the sale and distribution of all types of liquor (hard liquor, wine, beer, etc.). The cost for a catering permit is **\$50 per day**.

- [Online Application - Catering Permit](#)
- For more information, please reference [Casper's Municipal Code governing catering permits](#).

FREQUENTLY ASKED QUESTIONS

MAY OUR EVENT HAVE ALCOHOL?

To have a small, private event with malt beverages (beer, other malt beverages, hard lemonade, and wine coolers only; no wine or hard liquor), an organization must obtain a [City of Casper Open Container Permit](#) at no cost.

For events over 100 people, open to the public, and/or engaging in the sale of malt beverages, the event holder must have a liquor license or a [24-hour malt beverage permit](#) that costs \$50.

Even with the appropriate permit, ***glass containers are not allowed in city parks*** and are discouraged for outdoor events on city streets, pathways, and sidewalks.

MAY WE USE PARK'S RESTROOMS AND PORTABLE TOILETS?

An event may use stand-alone restrooms and/or the portable toilets in the park. Depending on the size, duration, and what food or beverages will be present, the event may be required to rent additional portable toilets at their expense. Locations of additional portables will need to be included on your site plan.

The Parks Division may also require the event holder to pay for a cleaning and pumping of park portables depending on event size.

Event holders should note that the Parks Division does not guarantee the cleanliness nor the capacity of restrooms or on-site portables. To ensure portables are clean and have capacity for your event, the Parks Division highly recommends contacting the portable provider and paying for a pumping and cleaning prior to your event (please contact Parks Division for more information: 307-235-8283).

DO WE NEED A PERMIT FOR LIVE MUSIC?

If you are having live music, you will need to contact the City's Licensing Specialist (307-235-7568). If the music will be amplified, the permit will be reviewed for compliance or waiving of the City Noise Ordinance.

MAY WE PARK OR DRIVE VEHICLES ON THE PARK GRASS?

Any driving and/or parking of vehicles on the grass will require a site plan (an overhead map of the park with exact locations of parked vehicles). The Parks Division will use the site plan you submit with your Special Events Permit. However, if the Licensing Specialist determines a permit is not needed for your event, you will still need to contact the Parks department at 307-

235-8283 at least 10 days prior to your event to request locates.

If you are simply driving on the park to deliver items, such as a tent, you will need to contact the Parks Division at least 10 days prior to your event so that they may locate a driving path. Failure to follow a driving path or failure to contact the Division will result in the renter being billed for any park damage (turf, irrigation, etc.) that occurs. The cost will be the cost of repair to the park.

MAY WE HAVE TENTS AND BOUNCE HOUSES?

Tents, canopies, games, or other staked items will require a site plan (an overhead map of the park with exact locations of parked vehicles). The Parks Division will use the site plan you submit with your Special Events Permit. However, if it is determined a permit is not needed for your event, you will still need to contact the Parks Division at 307-235-8283 at least 10 days prior to your event to request locates or you will be billed for any park damage.

If the event is on a city street, staking of any kind is strictly prohibited. Repairs for damage to city streets will be billed to the organization listed on the Street Closure Permit.

To have a bounce house on city property, the event holder is required to also take out insurance listing the activity; contact the Licensing Specialist for coverage details..

MAY WE USE THE PARK'S PARKING LOT FOR OUR EVENT?

You may not rent the parking lot at the Fort Caspar area parks. The parks and museum share the lots and they are not for sole use; your event may fall on the same day as another event.

MAY WE USE PARK GARBAGE CANS?

Parks' trash services are designed for informal gatherings and small events. To not create a litter problem or limit space for other park users, the City requires large gatherings and events to be responsible for litter clean up and trash service.

DO WE NEED INSURANCE?

Events that involve bounce houses, slip and slides, or other dangerous activities, regardless of event size, require insurance specifically listing the activity. The City suggests contacting your homeowner's insurance to see if they provide this service. A copy of the Certificate of Insurance must be given to the Licensing Specialist in the City Clerk's office prior to a permit being issued or locates being performed.

Even private functions involving more than 100 people and/or functions that are open to the public require a Certificate of Insurance. Many established organizations and businesses carry liability insurance.