

City of Gillette

One(1) Day Catering Permit Application

Applicant Name: Ken Barkey The Prime Rib Restaurant & Wine Cellar

(Please use the name in which the Liquor License is issued. Catering permits may only be issued to Retail Liquor License holders.)

Address: PO Box 44

Phone Number: 307-682-2944

Gillette, Wy 82716

Cell Phone Number: _____

Contact Person at the Event*: Ken or Sam Barkey

* Must be present at the event at all times.

Contact Phone Number at the Event: 307-682-2944

Date of the Event: 8-28-14

Event Start Time*: 5pm

Event End Time*: 10pm

*Please note that applications requesting **outdoor** event times before 8:00 a.m. or after 12:00 a.m. (midnight) will not be approved.

Outdoor Event: ☒ Yes ☐ No

Anticipated Occupancy: 150

Location of the Event: Ava Art Center

Do you, the applicant, own the event location? ☐ Yes ☒ No

If no, please obtain a written statement to include with this application from the landowner permitting the proposed activity, including the consumption and possession of alcoholic or malt beverages, as described in this application.

Short Summary of the Reason for the Event: Concert

Detailed Description of Activities/Entertainment Proposed for the Event:

Concert

Names and Ages of Persons Serving Alcoholic Beverages:

Name: <u>Jess</u>	Age: <u>29</u>	Name: <u>Susan</u>	Age: <u>40</u>
Name: <u>Autumn</u>	Age: <u>33</u>	Name: <u>Christine</u>	Age: <u>28</u>
Name: <u>Leah</u>	Age: <u>26</u>	Name: _____	Age: _____
Name: _____	Age: _____	Name: _____	Age: _____

Who is checking IDs? _____

Stamps: ☐ Yes ☒ No

Wrist Bands? ☒ Yes ☐ No

Live Band? ☒ Yes ☐ No

Other type of outdoor music/sound/P.A. system? ☒ Yes ☐ No

Other Entertainment? ☐ Yes ☒ No Type: Concert

Entertainment Start Time: 5 a.m. ☒ p.m. Entertainment End Time: 10pm

Security? ☒ Yes ☐ No By Whom? MGT How Many? 3

Type of fencing or boundary for the sale, consumption and possession area?

Within Fencing

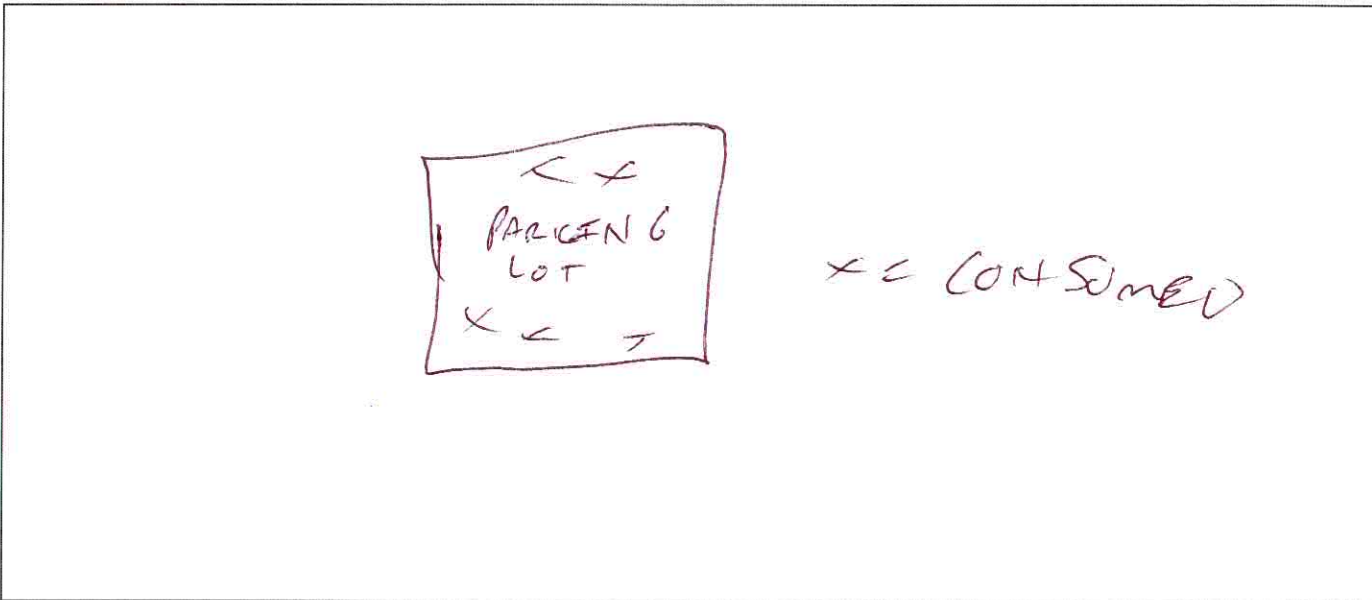
Other facilities (i.e. additional parking, trash containers, portable toilets): Yes

Provide a detailed description the area(s) in which the sale, possession and consumption of alcoholic beverages will occur.

Within Fencing

Provide a drawing of the area(s) in which the sale, possession and consumption of alcoholic beverages will occur. Please be specific and detailed as possible.

North ↑



* Please be aware that the consumption of alcohol beyond the approved boundaries is in violation of this permit and City ordinance.

Fees: \$50 (non-refundable) for applications submitted at least 3 weeks prior to event date.

\$100 (non-refundable) for applications submitted less than 3 weeks prior to event date.

Signature of Applicant

Date of Application

FOR OFFICIAL USE ONLY:

Approved ☒ Yes ☐ No

Approved ☒ Yes ☐ No

Cindy Staskiewicz
City Clerk/Designee

7/17/14
Date

[Signature]
Chief of Police/Designee

7/17/14
Date

Has Fire Marshall/Designee been contacted? ☒ Yes ☐ No

Assembly Permit Attached

☒ Yes ☐ No



City of Gillette

Requirements for Catering and Malt Beverage Permits

1. You must contact the Gillette Police Department if the following incidents occur during your event:
 - a. An underage person (under 21 years old) attempts to purchase alcohol.
 - b. A physical fight or other violence occurs at the event; this includes indoor and outdoor event spaces.
 - c. Gillette PD number is 682-5155. Or dial 911.
2. Adults (over 21 years old) may not provide or furnish alcohol to underage youth (under 21 years old).
3. Do not sell or deliver alcohol to obviously intoxicated individuals.
4. Do not allow or permit persons to leave the event with an open container of alcohol.
5. Restrict alcohol sales and consumption to a designated location, i.e. do not allow alcohol to be consumed in unauthorized areas or outside of the event.
6. All alcohol servers must be at least 21 years old.
7. Ensure that all persons purchasing alcohol are at least 21 years old. (It is recommended to check identification for all individuals who appear under the age of 30.)
8. Ensure the contact person listed on the application is present at the event at all times.

I understand that by signing this document I am responsible for ensuring that all of the above requirements are met and followed for the duration of the permitted event. I also understand that not following the above requirements may result in enforcement action and/or termination of the permit. Lastly, any incidents or permit revocations may influence the ability to obtain a permit for future events.

Signature

Date

Print Name

Recommendations for a Successful Event

1. Limit the number of drinks sold to one person at a time.
2. Stop alcohol service at least 30 minutes before closing or ending the event.
3. Do not allow or encourage employees, volunteers, or security personnel to drink alcohol while on duty.
4. Have catering and alcohol service staff and/or volunteers to attend responsible alcohol service training. These trainings are offered free of charge through the Gillette PD or the Substance Abuse Advisory Council or other individual trainers throughout the community.
5. Post warning signs throughout the event space that discourage drinking and driving and underage drinking. (If interested in these signs, please contact the Substance Abuse Advisory Council.)
6. Hold a mandatory meeting with all individuals involved with the event (including volunteers and paid/hired staff) to explain these requirements and other pertinent policies and procedures for the event.
7. Offer drinks not containing alcohol (such as water, soft drinks, ice tea, smoothies) as predominantly as alcoholic drinks.
8. Provide copies of event policies to all parties and individuals involved with the event. (This document may serve as event policies.)
9. Do not offer price discounts, such as 2 for the price of 1 or discounted price for a set amount of time.
10. Monitor the event area and grounds for suspicious activities throughout the event.



Campbell County Fire Department

106 Rohan Avenue
Gillette, Wyoming 82716-3541

(307) 682-5319
Main Line

(307) 686-2222
Fax Line

Operational Permit

Issue Date: July 31, 2014
Effective Date(s): **August 28, 2014**
Contact: Ann Edwards, (307) 682-9133
Location: AVA (parking lot), 509 West 2nd Street
Project: Place of Assembly (Special Use)
Event: **Outdoor concert; Social gathering with alcohol present**
Occupant Load Limit: **199 persons**

I have received proper notification and documentation of your intent to operate a place of assembly at the above address. I have inspected the facility in accordance with 2012 International Fire Code (IFC).

Pursuant to applicable sections of 2012 IFC as amended and adopted by the City of Gillette:

105.6.34 Places of assembly. An operational permit is required to operate a place of assembly.

Permission is granted to operate the place of assembly as described, conditional upon the following:

- **105.3.5 Posting the permit.** Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire code official.
- **105.5 Revocation.** The fire code official is authorized to revoke a permit issued under the provisions of this code when it is found by inspection or otherwise that there has been a false statement or misrepresentation as to the material facts in the application or construction documents on which the permit or approval was based including, but not limited to, any one of the following:
 1. The permit is used for a location or establishment other than that for which it was issued.
 2. The permit is used for a condition or activity other than that listed in the permit.
 3. Conditions and limitations set forth in the permit have been violated.
 4. There have been any false statements or misrepresentations as to the material fact in the application for permit or plans submitted or a condition of the permit.
 5. The permit is used by a different person or firm than the name for which it was issued.
 6. The permittee failed, refused or neglected to comply with orders or notices duly served in accordance with the provisions of this code within the time provided therein.
 7. The permit was issued in error or in violation of an ordinance, regulation or this code.

If you have any questions or concerns, please feel free to call me. Thanks in advance for your support.

Eric Acton
Fire Marshal

Encl: Rules for Special Use Assembly
Cc: City Clerk

RULES FOR SPECIAL USE ASSEMBLY

within the City Limits of Gillette, 2012

Assembly Permit holders shall comply with the requirements of the 2012 International Fire Code (IFC).

Exits

- Exits shall not be obstructed in any manner. (IFC 1003.6)
- A minimum of two exits is required; both must be maintained accessible to handicapped patrons. (IFC 1021.1)
- Post the provided occupant load sign at the main entrance to the event. (IFC 1004.3)
 - **Indicate the Occupant Load Limit is 199 persons.**

The permit holder is responsible for the safety of the occupants.

- **Ensure hazardous practices are prohibited.**
- **In the event of a fire, immediately evacuate all occupants and report the incident to 911.**
- **For medical emergencies, call 911 and designate a person to direct responders to the location of the patient(s).**

PrimeRib

From: Ann Edwards [director@avacenter.org]
Sent: Thursday, July 24, 2014 11:41 AM
To: primerib@vcn.com
Subject: AVA's End of Summer Bash Alcohol Vendor

To Whom It May Concern,

AVA, Community Art Center contracted with the Prime Rib Restaurant to serve alcoholic beverages at our August 28, 2014, End of Summer Bash concert. The concert will be held in AVA's parking lot, gates will be open from 6pm-10pm.

If you need any further information, please feel free to contact me.

Sincerely,

Ann Edwards

Executive Director
AVA Community Art Center
509 West Second Street
PO Box 7145
Gillette, WY 82717
307-682-9133
www.avacenter.org

"Building a better community by enriching lives through art." Become a member today!

 [cid:image001.png@01](#)

