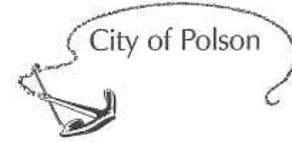




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SPECIAL EVENT CHECKLIST

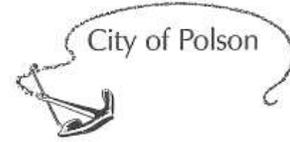
	Application received (pages 4-9)
	Cleaning deposit \$100.00
	Liability Insurance Required >Requirements >>Additional Named Insured: City of Polson >>Must specify: The City shall receive ten days' notice of any cancellation of the policy. >>\$750,000.00 for each claim >>\$1.5 million for each occurrence >Certificate to be received ten days prior to the event.
	Alcohol Catering Request Form (page 10) <input type="checkbox"/> Fee \$ 35.00 <input type="checkbox"/> Copy of Catering Endorsement required
	Application For Special Permit to Sell Beer/Table Wine from MDOR (page 11) MCA 16-4-30: Special permits for tax-exempt organization or institutions 501(c)(3), 501(c)(4) or 501(c)(6) must obtain liquor liability insurance Limited to 12 permits a year
	Applicable approvals received below

Please date & initial approval or disapproval if applicable.

Approved	Disapproved	Date	Department	Comments
			Parks	
			Streets	
			Police	
			Fire	
			Water & Sewer	
			City Council	
			Park Board	



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City of Polson, Montana

Disclaimer

A complete (including all insurance documents) application for a Special Event Permit must be submitted to the City of Polson at least 30 days prior to the scheduled event. An untimely submittal may be summarily denied.

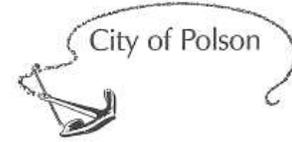
The submittal of an application for a Special Event Permit in no way obligates the City of Polson to issue a special events permit.

The issuance of a special event permit by the City of Polson in no way is to be construed that the City of Polson is sponsoring, sanctioning, or is in any way responsible for the special event.

In addition to any of the foregoing information, the Applicant must attach to this application a certificate of liability insurance for the event. The Certificate must state that the policy limits are at least \$750,000.00 for each claim and \$1.5 million for each occurrence. The City of Polson must be recited thereon as an Additional Named Insured, and the insurance must specify that the City shall receive ten days' notice of any cancellation of the policy. Applicant shall provide a copy of the said Certificate at least ten days prior to the event.



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Special Events Liability Coverage

MMIA has consistently recommended that cities and towns practice sound risk management principles and take reasonable steps to manage the exposures in your operations. We have always maintained that if exposures are created by others who are using municipal facilities and if you (the city) do not have the ability to control the outcome, then you should transfer that exposure onto the event holder. If you can't control the outcomes, you do not have the ability to manage the risk. If you can't manage the risk, you should require the person/entity who can manage the risk, to assume the exposure by accepting the liability for the event and providing insurance. One significant difficulty in this sound risk management practice has been the inability to find affordable insurance coverage for these events. We believe that we have found a solution to this problem. The MMIA and the Independent Insurance Agents of Montana (IIAM) have worked together to provide access to Special Events Liability Coverage for events held on municipal property in Montana that are sponsored by a private individual or organization. This program offers **easy** and **affordable**, short-term coverage for a wide variety of events.

Art Festivals
Auctions
Block Parties/Street Closures
Craft Shows
Food Concessions
Harvest Festivals
Garden Shows
Outdoor Exhibitions
Parades
Reunions
Social Gatherings
Sidewalk Sales
Various Sporting Events
Weddings & Receptions

To obtain coverage, please contact a local Montana agent to review the event details and set up the coverage. Please allow a minimum of **5 business days** prior to the event for coverage to be offered.

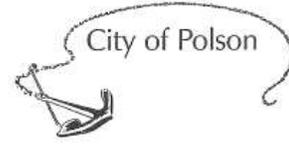
http://mmia.net/special_events.asp

For questions, contact the MMIA at 1-800-635-3089 or the IIAMT at 1-406-442-9555.





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Special Events Application

- Type of Event**
- | | | |
|---|--|--|
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Walk or Run | <input type="checkbox"/> Sporting Event (non walk/run) |
| <input type="checkbox"/> Exhibits/Miscellaneous | <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance |
| <input type="checkbox"/> Circus/Carnival | <input type="checkbox"/> Parade/Procession/March | <input type="checkbox"/> Farmer/Outdoor Market |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Other (specify) _____ | |

Event Name & Location

Event Title _____

Street/Park/Lake (list all sites being requested) _____

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Main Street (Down town) | <input type="checkbox"/> Boettcher Park (concessionaire) | <input type="checkbox"/> Riverside Park (concessionaire) | <input type="checkbox"/> Sacajawea Park |
| <input type="checkbox"/> O'Malley Park | <input type="checkbox"/> 7 th Avenue Skate Park | <input type="checkbox"/> Sports Complex | <input type="checkbox"/> Salish Point |

Event Times, Set-up, Breakdown, Clean-up

Setting up the day before the event? Yes No

Set-Up Day/Date _____ From _____ am/pm to _____ am/pm
(Complete only if set-up day is separate from event day)

Event Day/Date–Day 1 _____ Setup _____ am/pm to _____ am/pm
(Include "day-of" setup and breakdown times)

Event _____ am/pm to _____ am/pm

Breakdown _____ am/pm to _____ am/pm

Event Day/Date–Day 2 _____ Setup _____ am/pm to _____ am/pm
(Include "day-of" setup and breakdown times)

Event _____ am/pm to _____ am/pm

Breakdown _____ am/pm to _____ am/pm

Breaking down set-up the day after the event? Yes No

Breakdown Day _____ From _____ am/pm to _____ am/pm
(Complete only if breakdown day is separate from event day)

How are you handling clean-up?

- Using volunteer clean-up crew during and after event
 Using professional cleaning company during and after event? (Explain) _____

Applicant Information

Applicant (Your Name) _____ Organization _____

Event Coordinator (if different from applicant) _____

Mailing Address _____

Day Phone: _____ After Hours Phone: _____ Fax: _____

Public Information Phone _____ Phone E-mail _____

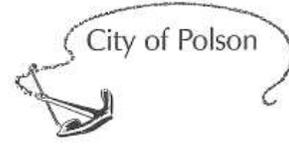
With respect to those Applicants required to obtain liability insurance (\$750,000.00 for each claim and \$1.5 million for each occurrence), the following shall apply: Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City, its officers, employees and agents may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any City premises under this agreement to the extent permitted by law.

The undersigned also understands and accepts the City's refund policy for facility use and that fees and charges are adjusted annually in July and are subject to change.

Signature of Applicant: _____ Date _____



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Special Event Application (continued)

Please complete the following sections with as much detail as possible since fees and requirements are based on the information you provide us.

Description of Event

First time event (include site map with application, page 6)

Returning event

Note that this description will be published in our City Parks and Recreation Public Special Events Calendar:

Estimated Attendance

Anticipated # of event participants per day (people directly participating in event, event vendors/staff/volunteers): _____

Anticipated # of event attendees/spectators per day (people attending event): _____

Grand total of anticipated # of people per day: _____

Is there an Admission charge? YES NO

Traffic Control and Public Safety (STREETS)

Requesting to close a City street to vehicular traffic?

For event setup (list streets and describe what will be set up in the street) _____

Part of walk/run course (list streets affected) _____

Other (explain) _____

No streets to be closed

Requesting to post "no parking" signs on a City STREET(S)?

To create event loading/unloading zones where none currently exists (list streets) _____

Other (explain) _____

No notices to be posted

Requesting to use sidewalk(s)?

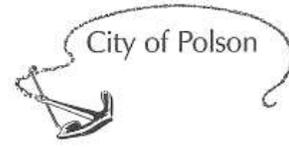
For placement of vendors; Indicate if they are selling anything (list streets) _____

For use by event walkers/runners (explain) _____

No sidewalks to be used.

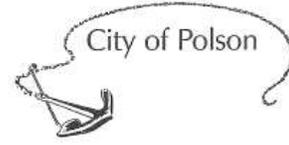


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Elements of your Event

Setting up a stage?

- Platform style, dimensions _____ Concert style, dimensions _____
- Location _____
- No stage at event

Setting up tables, chairs, canopies and tents?

- Tables: # _____ No tables being set up
- Chairs: # _____ No chairs being set up
- Canopies: # and their dimensions _____ No canopies being set up
- Tents: # and their dimensions _____ No tents being set up

If using ground stakes: Must call Parks Department before using (406-883-8206)

Setting up other equipment?

- Sporting Equipment (explain) _____
- Fencing (explain) _____
- Other (explain) _____
- Not setting up any equipment listed above at event

Having amplified sound and/or music?

- Amplified sound for announcements only
- Amplified sound for music (check one)
 - CD player for DJ music
 - Small 4-5 piece live band
 - Large 6+ piece live band
- Other _____
- No amplified sound/music at event

Using lighting equipment at your event?

- Bringing in own lighting equipment
- Using a professional lighting company. Company _____
- No lighting equipment at event

Using electrical power?

- Using on-site electricity, if available
 - For sound
 - For food preparation and/or refrigeration equipment
 - For lighting
- Bringing in generator
 - For sound
 - For food preparation and/or refrigeration equipment
 - For lighting
- No need for electricity at event

Using other utilities?

- Request to use on-site utility, if available
- No need to use other utilities at event
- Gas
- Water
- Sewer lines
- Restrooms (Open April 15-September 25)

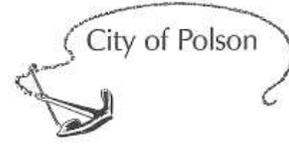
Having food and non-alcoholic beverages at your event? (PARKS)

All Vendors must coordinate with Parks Director. (406) 883-8206 All Vendors are required to obtain a Solicitor's License.

- Vendors preparing food on-site (Must coordinate with Parks Director) # _____
- Vendors bringing in pre-packaged food and beverages (Must coordinate with Parks Director) # _____
- All food and non-alcoholic beverages handled by organization; bringing in no outside vendors # _____
- No food at event



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Having alcohol at your event?

- Yes, serving/selling beer and wine (complete 'Alcohol Catering Request Form', page 10)
Hours of alcohol being served: From _____ to _____
501(c)(3): May obtain an 'Application For Special Permit to Sell Beer/Table Wine' from the Montana Department of Revenue (see page 11)
If event is in any Park, must obtain \$40.00 alcohol permit.
- No alcohol at event

Having selling and/or informational vendors at your event?

- Vendors selling food only # _____ Vendors selling merchandise/services only # _____
All Vendors must coordinate with Parks Director. (406) 883-8206 All Vendors are required to obtain a Solicitor's License.
- Vendors passing out information only (no vending license needed) # _____
- No selling or informational vendors at event

Having kid activities?

- Inflatable Bouncer House # _____ Dimensions? _____
- Inflatable Bouncer Slide # _____ Dimensions? _____
- Rock climbing wall Height? _____
Truck to bring wall in? Yes No
Truck acts as counterweight to wall? Yes No
- Arts & crafts (i.e. craft making, face painting, etc.)
- Petting zoo?
- Carnival games or rides? Specify type _____
- Other _____
- No kid activities at event

Any additional elements unique to your event but not asked above?

- Yes. Describe _____
- No

Event Signage

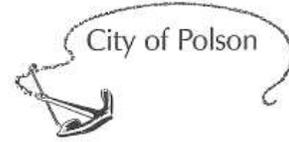
- Yes, we will post signs # _____ Dimensions _____
- Yes, having inflatable signage # _____ (complete Inflatable Signage Request form)
- What will signs say? _____
- How will signs be anchored/mounted? _____
- No signage at event No inflatable signage

Waste Management

- Contracting with trash/recycling vendor. Company _____
- Contracting with portable toilet vendor. Company _____
Load-in Day & Time _____ Load-out Day & Time _____
- Portable toilets to be serviced Time _____



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ALCOHOL CATERING REQUEST FORM

CITY OF POLSON POLICE: LAW ENFORCEMENT

Fee: \$35.00 A copy of your Catering Endorsement is required.

LICENSE INFORMATION

Licensee: _____ Date of Notification: _____

Address: _____ City, State, Zip: _____

Event: _____

Event Date(s): _____ Location: _____

1. Please check one:

_____ I am requesting to sell alcohol at the above stated event.

_____ I am requesting to give alcohol away as a "tasting" at the above named event.

2. If you are conducting an alcohol "tasting", what is the maximum number of drinks per person? _____

How will this be monitored? _____

3. What type of alcohol are you planning to serve? _____ Beer _____ Wine

4. How will IDs be checked? _____

5. If you're required to have a Type 2 beer garden, what materials are you planning to use to construct this garden? _____

6. If you're required to have a Type 2 beer garden, what will the approximate dimensions of the garden be? _____

7. If you're required to have a Type 2 beer garden, how will the beer garden be monitored? _____

MCA 16-4-111. Catering endorsement for beer and wine licensees.

- 1) a) A person who is engaged primarily in the business of providing meals with table service and who is licensed to sell beer at retail or beer and wine at retail for on-premises consumption may, upon the approval of the liquor division, be granted a catering endorsement to the license to allow the catering and sale of beer or beer and wine to persons attending a special event upon premises not otherwise licensed for the sale of beer or beer and wine for on-premises consumption. The beer or wine must be consumed on the premises where the event is held.
- b) A person who is licensed pursuant to 16-4-420 to sell beer at retail or beer and wine at retail for on-premises consumption may, upon the approval of the liquor division, be granted a catering endorsement to the license to allow the catering and sale of beer and wine to persons attending a special event upon premises not otherwise licensed for the sale of beer or beer and wine, along with food equal in cost to 65% of the gross revenue from the catering contract, for on-premises consumption. The beer or wine must be consumed on the premises where the event is held.
- 2) A written application for a catering endorsement and an annual fee of \$200 must be submitted to the department for its approval.
- 3) A licensee who holds a catering endorsement may not cater an event in which the licensee is the sponsor. The catered event must be within 100 miles of the licensee's regular place of business.
- 4) The licensee shall notify the local law enforcement agency that has jurisdiction over the premises that the catered event is to be held. A fee of \$35 must accompany the notice.
- 5) The sale of beer or beer and wine pursuant to a catering endorsement is subject to the provisions of 16-6-103.
- 6) The sale of beer or beer and wine pursuant to a catering endorsement is subject to the provisions of 16-3-306, unless entities named in 16-3-306 give their written approval for the on-premises sale of beer or beer and wine on premises where the event is to be held.
- 7) A catering endorsement issued for the purpose of selling and serving beer or beer and wine at a special event conducted on the premises of a county fairground or public sports arena authorizes the licensee to sell and serve beer or beer and wine in the grandstand and bleacher area of the premises, as well as from a booth, stand, or other fixed place on the premises.

Applicant Signature _____

_____ Date

For Staff Use Only

Request Approved _____

_____ Date

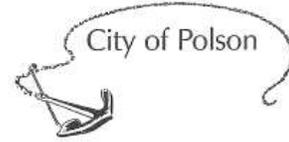
Police Chief Signature

Request Declined

Reasons: _____



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http://revenue.mt.gov/content/formsandresources/current_year_downloadable_forms/Other_Forms_Not_Yearly/Liquor_Licensing_Forms/SpecPerm.pdf



Application For Special Permit to Sell Beer/Table Wine

Return to:
 Montana Department of Revenue
 Registration and Licensing
 P.O. Box 1712
 Helena, MT 59604-1712

MONTANA
 SpecPerm
 Rev. 4-03

Check type of organization:

- | | Fee: |
|---|--------------------|
| <input type="checkbox"/> 501(c)(3) organization (limit up to 3 per year) * | \$10 per day |
| <input type="checkbox"/> 501(c)(3) intercollegiate athletic fund-raising organization (limit up to 12 per year) * | \$10 per day |
| <input type="checkbox"/> 501(c)(4) civic league or organization (limit up to 12 per year) * | \$10 per day |
| <input type="checkbox"/> 501(c)(6) chamber of commerce or business league (limit up to 12 per year) *
(Must provide proof of liquor liability insurance) | \$10 per day |
| <input type="checkbox"/> Accredited Montana post secondary school (limit up to 3 per year) | \$10 per day |
| <input type="checkbox"/> An organization operated to raise funds for a needy person | \$10 per day |
| <input type="checkbox"/> Licensed veterans or fraternal organization (limit up to 3 per year) | \$10 per day |
| <input type="checkbox"/> Professional sports organization (seasonal) | \$1,000 per season |
| <input type="checkbox"/> Junior hockey team (seasonal) | \$1,000 per season |

*A copy of your IRS tax exempt certificate must be attached or on file with the department

Section 1: Applicant Information

Applicant _____

Address _____

Purpose for event _____

Date(s) for which special permit is desired _____

Exact location where beer/table wine will be sold and consumed _____

Section 2: Local Law Enforcement Approval

To be completed by a local law enforcement official:

I approve the described event _____

Signature and date _____

I disapprove of the described event _____

Signature and date _____

Section 3: Applicant Acknowledgment

Beer/table wine will be sold and consumed within the enclosure where the event is to be held and only on the above-designated date(s). The location of the event is not within 600 feet and on the same street as a school or church.

The application, applicable fee, and approval of local law enforcement must be received by the Department of Revenue, Registration and Licensing, three days in advance of the earliest date for which the permit is desired.

If granted a permit, the applicant, any agent, or employee will abide by all the laws, rules and ordinances, relating to the sale of beer and table wine. The applicant understands that violation of any department rule, state, or any local ordinance relating to the sale of beer or table wine by the applicant, any agent, or employees, shall be sufficient grounds to revoke the permit. Any authorized employee of the Department of Revenue, or its duly appointed representative and/or any peace officer of this State shall have the right to examine the permittee's premises at any time.

Print name and title of authorized official of applicant _____

Signature of authorized official of applicant _____

Contact Phone Number _____

Federal ID Number for Applicant _____

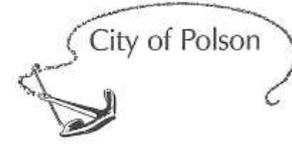
Fax Number _____

501

EXAMPLE



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CITY OF POLSON

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PARKS DEPARTMENT ALCOHOL CONSUMPTION PERMIT

Park: _____ Facility: _____

Date Requested: _____ Date(s) to be used: _____

Name: _____ Phone Number: _____

Organization: _____ In Check: _____

EXAMPLE

Address: _____ City: _____ State: _____ Zip: _____

The applicant, by signing below, agrees and certifies that:

(Initial) _____ Applicant will ensure that all participants comply with all laws and ordinances regulating the consumption of alcoholic beverages.

(Initial) _____ No underage person will be allowed to consume alcoholic beverages.

(Initial) _____ Anyone who appears legally intoxicated will be refused further alcoholic beverages and will be immediately furnished transportation home.

(Initial) _____ All alcoholic beverage containers will be properly disposed of.

(Initial) _____ Applicant will protect the City from any liability resulting from the breach of this agreement or from the consumption of alcoholic beverages on City property.

(Initial) _____ Applicant acknowledges this permit may be revoked for failure to comply with its terms.

(Initial) _____ Applicant acknowledges that issued permit must be present with applicant during event.

Waiver of Liability

I hereby certify that I have read and understand the policies and procedures regarding the use of public parks/facilities. I further agree to hold the City of Polson, its governing board, the individual members thereof and all officers, agents and employees free and harmless of any loss, damage, liability cost or expense that may arise during or be caused in any such use or occupancy of City property.

Applicant's signature: _____ Date: _____

Rev. 7/13

**** Office Use Only****

Alcohol Consumption Permit.doc

Fee: \$40.00(per event)/\$100.00(per season/sports team)

Amount Paid: _____ Ropt/Ck#: _____ Employee Initial/Date: _____ ACR# _____

(Ordinance #884, 7/17/13 and PMC Chapter 9.14)