

CITY SPECIAL EVENT APPLICATION

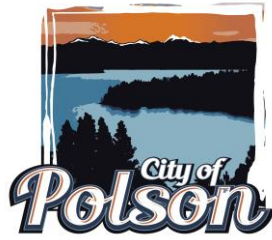
EVENT NAME: _____

Date of Event: ____/____/____

	Application received (pages 4-9)
	Deposit \$150.00
	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
	If your event takes place in a park, please follow the Parks and Recreation Process

Please date & initial approval or disapproval if applicable.

Approved	Disapproved	Date	Department	Comments
			City Manager	
			Police	
			Fire	
			Streets	
			Water & Sewer	
			City Commission	



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.

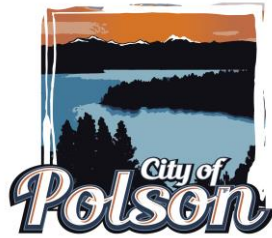
The City of Polson requires that the Event Sponsor place barricades or warning signs in the event a street is closed or rerouted. There must be staff at barricades to help explain the detour and time frame and direct participants to their staging area if applicable. The City does not provide these devices. On streets classified as arterials or collectors, traffic control must be provided, placed, and maintained by professional organization.

Traffic Control plans must include all of the following:

Map or sketch of the route

People present at intersections including their affiliation, safety equipment they will be using (e.g. orange vests, flashlights/and or type of barricade

Start and end locations of the event. Number of parade units anticipated.



Special Events Liability Coverage

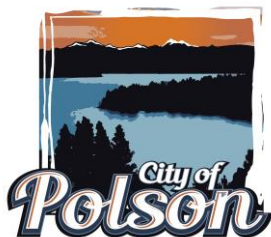
MMIA has consistently recommended that cities and towns practice sound risk management principles and take reasonable steps to manage the exposures in your operations. We have always maintained that if exposures are created by others who are using municipal facilities and if you (the city) do not have 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.



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/Location _____

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

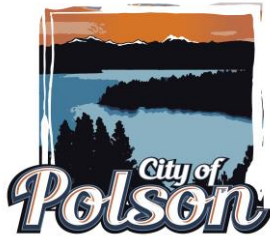
Applicant (Your Name) _____ Organization _____

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 _____

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

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) _____

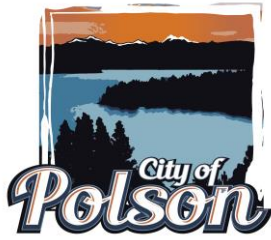
Part of walk/run course (list streets affected) _____

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) _____

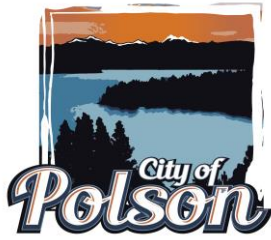


- Other (explain) _____
- No notices to be posted

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.



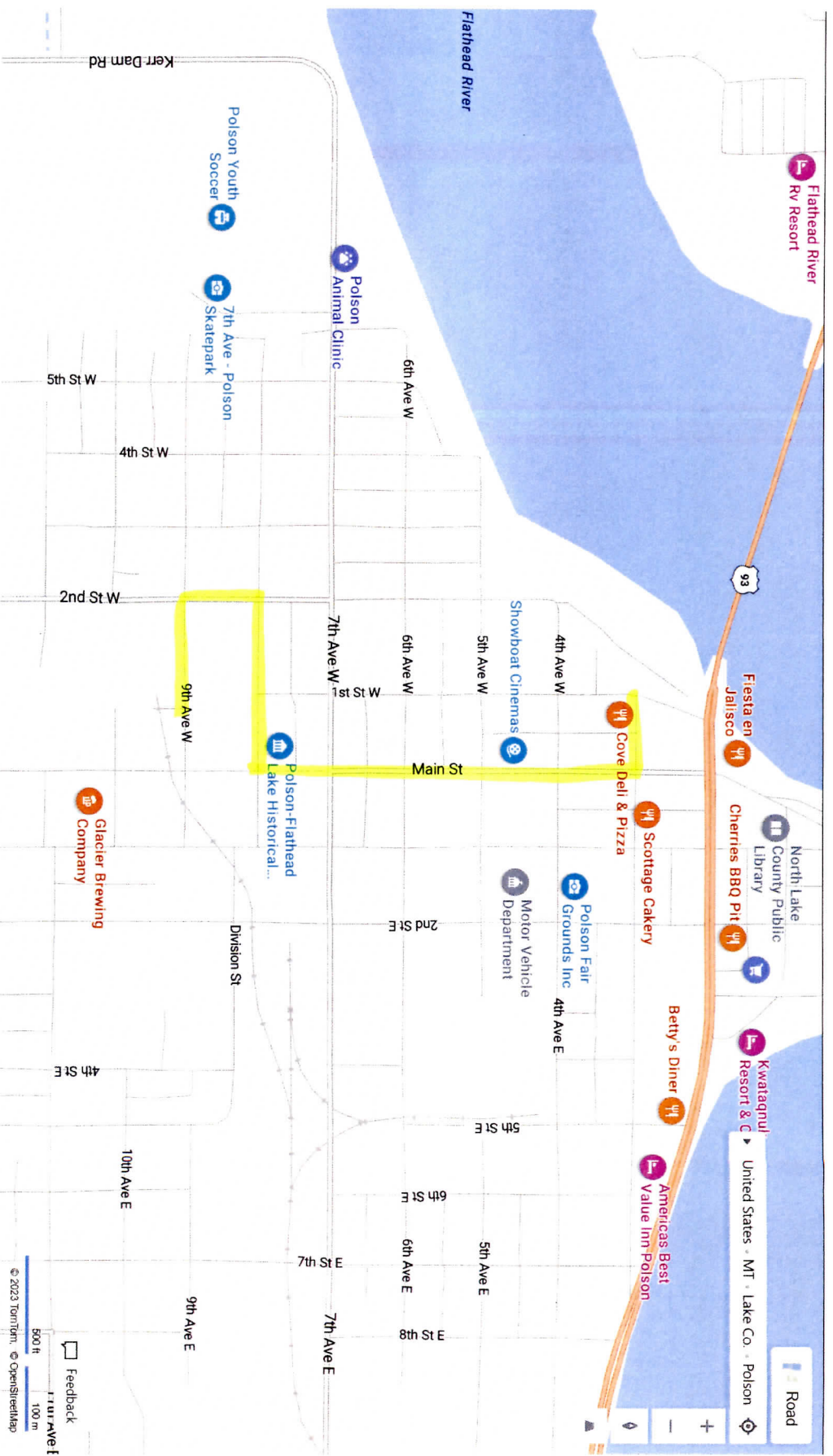
Elements of your Event

Setting up a stage?

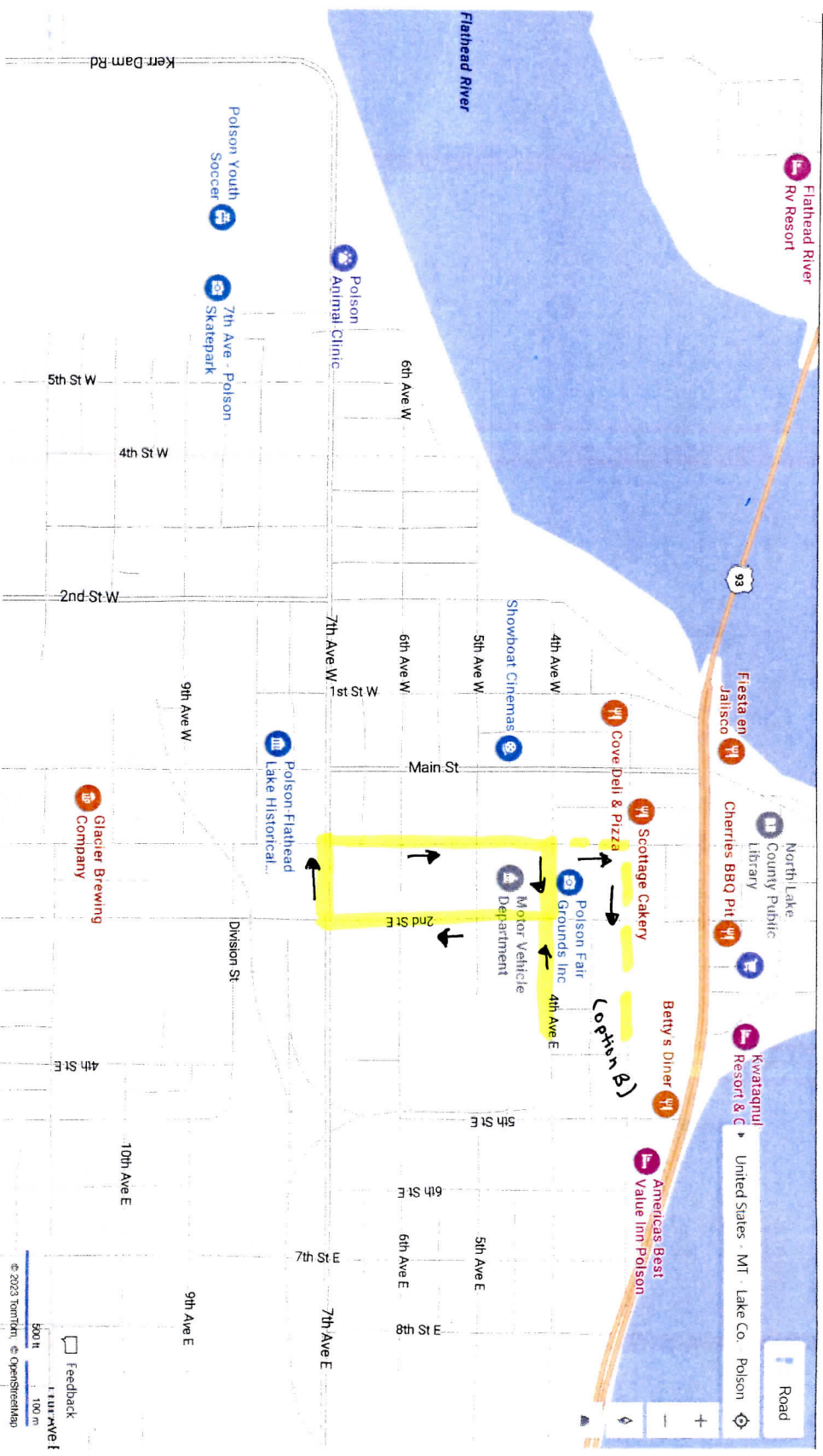
Platform style, dimensions _____

Concert style, dimensions _____

Location _____

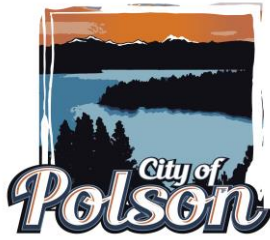


City of Polson, PARADE ROUTE 1: Stage behind Cherry Valley School – 9th Ave. West to 2nd Street West – 1st Street West to 8th Ave West – 8th Avenue West to Main Street – Main Street to Third Ave W – Third Ave. W to 1st Street West, *Parade disperses here*; Police Traffic Control at 1st Street West and Hwy 93 to alleviate temporary traffic congestion.



City of Polson, PARADE ROUTE 2: Stage at Linderman Middle School – 4th Avenue East to 2nd Street West – 2nd Street West to 7th Ave E – 7th Ave East to 1st Street East – 1st Street East to 4th Ave East – 4th Ave East to Linderman Middle School, *Parade disperses here.*

City of Polson, PARADE ROUTE 2 - OPTION (B): Stage at Linderman Middle School – 4th Avenue East to 2nd Street West – 2nd Street West to 7th Ave E – 7th Ave East to 1st Street East – 1st Street East to 3rd Ave East – 3rd Ave East to 4th Street East, *Parade disperses here.*



No stage at event

Setting up tables, chairs, canopies and tents?

- Tables: # _____
- Chairs: # _____
- Canopies: # and their dimensions _____
- Tents: # and their dimensions _____

- No tables being set up
- No chairs being set up
- No canopies being set up
- No tents being set up

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?

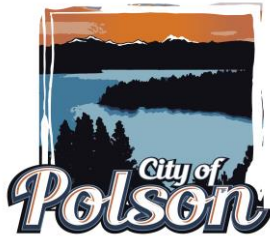
- Request to use on-site utility, if available
 - Gas
 - Water
 - Sewer lines
- No need to use other utilities at event
 - Restrooms (Open April 15-September 25)

Having food and non-alcoholic beverages at your event?

- Vendors preparing food on-site # _____
- Vendors bringing in pre-packaged food and beverages # _____
- All food and non-alcoholic beverages handled by organization; bringing in no outside vendors # _____
- No food at event

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)

No alcohol at event

Having selling and/or informational vendors at your event?

- Vendors selling food only # _____ Vendors selling merchandise/services only # _____
- 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

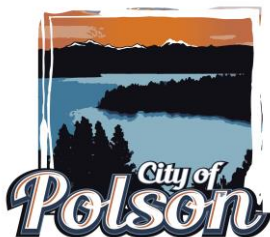
Event Signage

- 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 _____

First Aid



- First aid station to be staffed by event staff First aid/CPR certified? Yes No
- First aid station to be staffed by professional company Company _____
- No first aid station at event

Parking and Alternative Transportation

- Using nearby parking lot Location? _____
- Will have a shuttle plan. Describe _____
- Will have bicycle valet. Describe _____
- Will have other alternative transportation. Describe _____

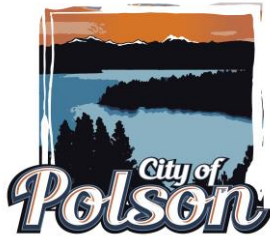
Waterfront Parking Lot Usage (complete only if waterfront lot being used)

- Reserving spaces as part of event site. Location? _____
 Describe set-up at location? _____
- Reserving spaces for participant/spectator parking. Location? _____
- Not reserving spaces at event

Miscellaneous

Please list anything important about your event not already asked on this application:

Please make a copy of this application for your records as we do not provide copies.



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

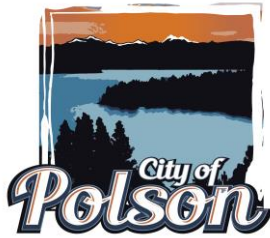
Request Approved _____

Police Chief Signature

_____ Date

Request Declined

Reasons: _____



https://revenue.mt.gov/Portals/9/liquor/specialpermits_events/SpecPerm.pdf



MONTANA
LCD 31
SPECPERM
Rev 04 15

Special Permit Application to Sell Beer and Table Wine

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

*Please send your complete application and the appropriate fee to us at least **three (3) days** before your event.*

Section 1 – General Information

Note: *If the applicant is an individual, list the individual's name below. If the applicant is a partnership, limited liability partnership (LLP), corporation, or limited liability company (LLC) list the business' name below.*

Name of Applicant(s) _____ FEIN/SSN _____

Contact Person _____

Telephone _____ Fax _____

Location of Principal Place of Business _____
(Street Address, City, State and Zip Code)

Name of Event _____

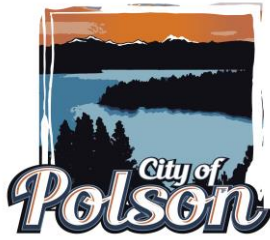
Location of Event _____
(Street Address, City, State and Zip Code)

Date(s) for which Special Permit is Requested _____

Note: *A special event may only last for a maximum of three days except that each permit holder may have one special event per year that lasts up to seven days for a fair if it is a county, state or regional fair that occurs no more than once per year, is held on a publicly-owned fairgrounds, and is officially sanctioned by a government entity.*

Section 2 – Type of Organization and Fees

Type of Organization _____



ACKNOWLEDGEMENTS & INDEMNIFICATION

The Event Sponsor acknowledges the duty to complete all additional requirements in application relating to each department, lists, as well as the list of responsibilities not within his/her firm. By signing below, Organizer acknowledges that they have read City Ordinance 2016-007 Chapter 9, Article 8 Special Events.

EXAMPLE

The event sponsors will defend, hold the city and its employees harmless and indemnify the city for any and all claims, lawsuits or liability including attorneys' fees and costs allegedly arising out of loss, damage or injury to person or person's property occurring during the course of or pertaining to the special event caused by the conduct of employees or agents of applicant.

Organizer Signature

Organizer's Name PRINTED

Address

Daytime Telephone

Attachments:

Map of closure or route: YES Insurance: YES Traffic Control Plan: YES

Alcohol Permit: YES or NOT APPLICABLE

I have read City Ordinance 2016-007 Chapter 9, Article 8 Special Event _____ Initial, please