



**City of Polson**

**Montana**

106-1st St E., Polson, MT 59860 - 406-883-8206 (Fax): 406.883.8238 [www.cityofpolson.com/parksrec](http://www.cityofpolson.com/parksrec)

# Parks Use Permits (for Private events)

Rev.2024

Parks Use Permit will be required with a \$20 application fee and then \$60 to \$250 per day fee depending on group size in addition to other applicable fees.

**Park Use Permits are for Private events in parks with over 75 people.**

Group Size:

**Application Fee: Non-Refundable \$20. Please fill out request & turn in with app fee**

75 – 100            \$60.00/day in addition to other applicable fees

101 – 200        \$90.00/day in addition to other applicable fees Each additional 100 participants add \$30.

Wedding ceremony (less than 75 people) \$30 in addition to other applicable fees (\$50 damage deposit)

Private events can not apply for 501©3 discount

For each additional 100 participants the fee will increase in \$30 increments up to \$550.

Parks Use Permits require a **\$100 refundable deposit** with the exception of events using tents and or canopies; these events will be required to pay a **\$ 400.00 refundable deposit**. Tents or canopies can only be erected in designated sites in parks. Prior to the release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.

It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with allowing inflatable bounce houses to operate on public property. The Parks and Recreation Dept. will only allow bounce houses and inflatables operated by qualified personnel who have obtained a special parks concession permit in conjunction with insurance required by the City of Polson.

No motorized vehicles will be allowed to operate in parks, or on trails per City of Polson Ordinance Sec. 15.02.030. Parks prohibitions. For events wishing to access parks by motor vehicle can submit a **Vehicle Permit for Park Lands Access Application** for consideration and park access authorization.

**Please initial that you have read the rules:**

**Initials**

[parksassistant@cityofpolson.com](mailto:parksassistant@cityofpolson.com) (406) 219.0795



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## **PARKS USE PERMIT**

**(FOR PRIVATE AND PUBLIC EVENTS)**

### **APPLICATION CHECKLIST**

**REQUIRED TO MARK BOXES.**

- A complete Parks Use Permit Application
- Deposit of \$ 100.00 for 1–2-day events or programs. Deposit Fee of \$ 400.00 required in using a tent or canopy. \$50 for the wedding ceremony.
- A shelter reservation if wanted.
- A copy of Liability Insurance from Permit Holder (All private events serving alcohol require insurance.) And an alcohol permit.
- Alcohol being served by a caterer with a cabaret license, provides a copy of concessions permit from the caterer.
- Parks Department Alcohol Consumption Permit is required to possess/consume alcohol in the parks.
- Vehicles are not allowed on the grass without a permit.
- Copy of Parks Use Permit Agreement Terms and Conditions to Permit Holder
  
- Required Fee
  - \$20 Application fee- TO BE TURNED IN WITH APPLICATION - REMAINED PAID WHEN APPROVED.
  - \$80 per day for groups 75-100 in addition to other applicable fees.
  - \$110 per day for groups 101-200 in addition to other applicable fees.
  - Fee increases incrementally \$30.00 for each 100 people added to group size.
  - \$35 wedding ceremony under 75 people
  
- CREDIT CARDS can be used for both fees and deposit. Deposits will be credited back to the credit card after the event. 3% will be added to the total.

Questions please contact: Pat Nowlen, Director of Parks and Recreation (406) 883-8206  
[parks@cityofpolson.com](mailto:parks@cityofpolson.com) or Debra, [parksassistant@cityofpolson.com](mailto:parksassistant@cityofpolson.com) (406)219.0795

Thank you for your cooperation!

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## **PARKS SPECIAL USE PERMIT** **(FOR PRIVATE & PUBLIC EVENTS)**

### **Application:**

page3/6

Form 7.773.prv pub

**Organization Name:** \_\_\_\_\_

**Organization Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**2nd Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **2.Email:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Required (Include copy of any printed material going out to public)**

=====

**Name of Park:** \_\_\_\_\_ **Specified Area in Park:** \_\_\_\_\_

**Date(s) of Use:** \_\_\_\_\_ **Time of Use:** \_\_\_\_\_

**Expected # of Participants:** \_\_\_\_\_

**Special requirements of this permit:**

**Authorized Signature Required with \$20.00 Application Fee:**

**Please include all equipment you will be using – tent, canopy, toys, generators, etc.:**

**\*\*\*TENTS OR CANOPIES can only be erected in designated sites. Prior to release of the deposit after the event, irrigation lines near the canopy and/or tent sites will be inspected for damage within 5 working days.**

**IRRIGATION LINES AND DESIGNATED SITES ARE NOT CLEARLY MARKED, PERMIT HOLDERS ERECTING CANOPIES OR TENTS DO SO AT THEIR OWN RISK AND WILL BE HELD LIABLE FOR DAMAGES.**

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## PARKS USE PERMIT & INVOICE

In consideration of the covenants herein expressed, the City of Polson Parks and Recreation Department hereinafter called the "City", does hereby grant permission to organization/individual below hereinafter called "Permit Holder":

The Parks Use Permit constitutes the entire agreement between the parties hereto.

Polson Parks and Recreation Approval BY:

The parties have hereunto executed this document

Fee Collected:\$                      Date Paid:                      Deposit Fee:\$                      Date Paid:

Date valid:                      Time valid                      Location Valid:

The Permit Holder has received and Agrees to the Parks Use Permit Terms and Conditions.

Organization Representative (Signature) \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

Park and Rec. Representative (Signature) \_\_\_\_\_

Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

**\*Keep this Park Concession Permit with you at all times while conducting business in the Parks.**

**This permit should not be used if you are inviting the public to your event:**

Please use PARKS SPECIAL USE PERMIT application for **public events.**

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### Permit items required:

ITEM	PERMIT REQUIRED
➤ Having your event catered?	Parks Concession Permit (Caterer)
➤ Will there be Alcohol at the event?	Parks Department Alcohol Consumption Permit
➤ You will need Liability Insurance and approval.	
➤ Porta-john rental is the responsibility of the event organizer.	
➤ Adequate trash receptacles for number of participants	

Please note:

- Permit Holder must remove all trash from the facility to prevent forfeiture of the deposit.
- There is no electrical access available except at: Boettcher Park shelters, Polson Skatepark, and Riverside Park
- There is no water access available at any park, except drinking fountains.
- Permit Holders using the TRAILS may NOT use SPRAY PAINT or SPRAY CHALK on park grounds or facilities for runs or any other event purposes. Use of spray paint or spray chalk will result in the loss of deposit. If deposit will not cover the direct cost of removal of paint or chalk the organization or individual Permit Holder will be invoiced for the actual cost of clean-up.
- ALL QUESTIONS/CONCERNS REGARDING THIS PERMIT NEED TO BE ADDRESSED TO Pat Nowlen, Director of Parks and Recreation at [parks@cityofpolson.com](mailto:parks@cityofpolson.com) or (406) 883-8206 or Debra [parksassistant@cityofpolson.com](mailto:parksassistant@cityofpolson.com) 406.219.0795
- IF CONCERNS ARISE AFTER REGULAR BUSINESS HOURS CALL (406) 360-2164 AND SPEAK WITH THE MANAGER ON CALL.
- No motorized vehicles will be allowed to operate in parks, or on trails per City of Polson Ordinance. For events wishing to access parks by motor vehicle can submit a **Vehicle Permit for Park Lands Access Application** for consideration and park access authorization.

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# Parks Use Permit Agreement Terms and Conditions:

Organization/Organization Representative referred to as PERMIT HOLDER in Terms & Conditions.

1. The Polson Parks and Recreation Department will not issue an assurance of a Parks Use Permit without required documentation. The PERMIT HOLDER is responsible and required to obtain all licenses and permits required by Federal, State, and County or Municipal government. Licenses and permits could include; a copy of your city business license, non-profit ID, and if applicable, your Workman's Compensation I.D.
2. The PERMIT HOLDER hereby indemnifies and holds the City of Polson harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the PERMIT HOLDER further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Parks Use Permit is granted.
3. The Parks and Recreation Department will provide guidelines for users' special needs on a case by case basis. Users must provide all their own equipment. The Parks and Recreation Department is not responsible for losses due to electrical failures or weather conditions beyond our control.
4. The PERMIT HOLDER shall not assign or transfer this Parks Use Permit or sublet any portion thereof without the written consent of the City of Polson.
5. The PERMIT HOLDER, either as an individual or on behalf of a group or organization, hereby agrees that this permit shall not be used in any manner that would discriminate against any person or persons on the basis of sex, marital status, age, physical or mental challenge, race, color, creed, religion, or national origin.
6. Any Alcohol being served or sold to the public at large needs to be provided through a business with a Cabaret License, or organization needs to obtain a Special Revenue Permit from the State of Montana. Alcohol is not allowed in the parks without a **Parks Department Alcohol Consumption Permit**. Any business/individual catering food, selling alcohol, or conducting sales for profit in a park must have a **Parks Concession Permit**.
7. The Parks Use PERMIT HOLDER is responsible for picking up and removing all garbage generated from the event.
8. The PERMIT HOLDER will be responsible for any and all damages that occur to Parks and Recreation facilities due to USER'S negligence or willful action.
9. The Polson Parks and Rec. Dept. shall have the right to terminate Parks Use Permits if it is determined the PERMIT HOLDER is not acting in the best interest of the general public or the City of Polson.

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10. The PERMIT HOLDER shall pay a damage/security deposit of \$100 (or \$400 if using a tent or canopy) at the time the agreement is signed. This deposit fee will be released after the event if all requirements of the agreement are met. Prior to release of a deposit for groups choosing to erect a tent or canopy, the PPR will not release the damage deposit until irrigation lines near the canopy and/or tent sites have been inspected for damage. Inspection time will normally be within 5 working days.

NOTE: IRRIGATION LINES AND DESIGNATED SITES ARE NOT CLEARLY MARKED, USERS ERECTING CANOPIES OR TENTS DO SO AT THEIR OWN RISK, AND WILL BE HELD LIABLE FOR ALL DAMAGES.

11. The Parks and Recreation Department reserves the right to allow more than one Parks Use Permit at a facility or park.

12. PERMIT HOLDER agrees that the City of Polson and/or its designated representatives may enter upon the used facilities or area as described herein at all reasonable times to make inspection in conformity with this Parks Use Permit Agreement.

13. It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with allowing inflatable bounce houses to operate on public property. The Parks and Recreation Dept. will only allow bounce houses and inflatables operated by qualified personnel who have obtained a special parks concession permit in conjunction with insurance required by the City of Polson.

14. No motorized vehicles will be allowed to operate in parks, or on trails per City of Polson Ordinance Sec.

15.02.030. Parks prohibitions. For events wishing to access parks by motor vehicle can submit a **Vehicle Permit for Park Lands Access Application** for consideration and park access authorization.

# Vehicle Permits for Park Lands Access

The Department shall regulate all non-park related access and construction activity on or across park property and provide conditions to assure preservation of the public's interest and proper restoration of the parks.

All Vehicle Use Access Permits, at the discretion of the Director of Parks and Recreation, may be reviewed by the Parks & Recreation Board prior to approval by the Director of Parks and Recreation. The permit fee and deposit will be refunded if the permit is not approved.

Private citizens, concessionaires, and utilities wishing vehicular access on or through park lands may apply for a permit under the Vehicle Use Access Permit. Permit requires a fee of \$60. and a damage deposit of \$250; Not all requests will be permitted if damage to property or safety is a concern.

***Nonrefundable application fee of \$20. is included in the \$60.***

### 1. Purpose and Objectives.

- a. The City of Polson Parks and Recreation Department (PPR) is responsible for the stewardship of all City of Polson Park properties. The Department shall regulate all non-park related access and

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## Wedding Permit

Weddings being planned in public parks need prior approval from the Polson Parks and Recreation Department.

Submission of a Wedding Permit will be required with a \$35.00 fee in addition to other applicable fees(+\$20.).

Chairs may be used for the elderly and disabled; chairs must be walked in from the parking area unless the group obtains a permit through a Vehicle Access Agreement with the Polson Parks & Recreation.

Following regulations apply:

1. No Refunds will be issued for canceled Wedding Permits.
2. Wedding permits are taken on a first come, first served basis.
3. A complete application must be submitted, and an appropriate fee paid before a site and date will be reserved or a permit issued.
4. Wedding permits are issued for stand-up ceremonies in a 3-hour time block.
5. Receptions are not allowed at wedding sites; the permit is for ceremony only.
6. Your Wedding permit guarantees that no other wedding or event is scheduled at the same time in the same area as your ceremony. This does not guarantee exclusive use of the park for your event. There will be other people using the park, but they will normally be considerate of your needs and move off from the immediate area.
7. This Wedding permit does not guarantee acceptable weather conditions; a backup plan for your ceremony in case of inclement weather is strongly suggested.

**This form is to be filled out with Parks Use Permit Private Event.**

Signature:

print name:

Telephone:

email address:

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