



**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 SPECIAL USE PERMIT**

## **(FOR PUBLIC EVENTS)**

Rev. 2024

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Form 7.773.Pub

**Parks Special Use Permit will be required with a \$20 application fee and application (6 pages completely filled out and submitted to [parksassistant@cityofpolson.com](mailto:parksassistant@cityofpolson.com) Debra 406-219-0795 for review and approval.**

After approved appropriate payment will be due, approximately \$80 to \$500 per day (fee depending on group size in addition to other applicable fees.)

Non-profit groups with 501c3 status will receive a 50% fee discount on public events. Deposit is still required.

### **Parks Special Use Permits are for Public events in the parks with over 75 people.**

Group Size:

**App.Fee:Non-Refundable \$20.** Please completely fill out and submit your request with your \$20 app Fee for approval.

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

**101 – 200      \$90.00/day in addition to other applicable fees**

For each **additional 100 participants the fee will increase in \$30.00 increments.**

Special Events require a \$100 refundable deposit with the exception of events using tents and or canopies which are staked into the ground. These events will be required to pay a \$ 400.00 refundable deposit. Tents or canopies can only be erected in designated sites in community parks. 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.

Events that request use of public parks for any ongoing business purpose, i.e. providing youth camps, or ongoing weekly lessons, youth or adult exercise programs, dog walking, etc. will be required to obtain a Parks Concession Permit.

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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## SPECIAL USE PERMIT (FOR PUBLIC EVENTS)

### Application:

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Form 7.773.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:** \_\_\_\_\_ **No. Days 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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### What you will need if you are inviting the public to your event:

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Form 7.773.PUB

#### ITEMS PERMIT REQUIRED

- Serving Food / Concessions of any kind *Parks Concession Permit (7-266.CP)*
- Having it catered or vendors? *Vendors need Parks Concession Permit (7-266.CP)*
- Will there be Alcohol at the event?  
*252.AC* *Parks Depart. Alcohol Consumption Permit (7-*
- Are you charging a fee?  
(See 3. under Terms & Conditions) *You will need Liability Insurance and approval.*
- Porta-john rental is the responsibility of the event organizer (*Event organizer*)
- Adequate trash receptacles for number of participants. (*Event organizer*)

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 and Polson Skatepark.
- There is **no water access** available at any park, except **drinking fountains**.
- Permit Holders 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) of 406.883-8206 or Debra (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 SPECIAL USE PERMIT

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Form 7.773.PUB

*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 Special Use Permit constitutes the entire agreement between the parties hereto. (All 6 pages)*

*Polson Parks and Recreation Approval BY:*

*The parties have hereunto executed this document:*

**Deposit Fee:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**Fee Collected:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**Permit valid date:** \_\_\_\_\_

**Permit valid time:** \_\_\_\_\_

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

**Organization Representative (Signature) :** \_\_\_\_\_

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

Must be signed by Parks & Recreation Director to be valid: Patrick Nowlen:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Parks Special Use Permit Agreement

## Terms and Conditions:

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

1. The Polson Parks and Recreation will not issue an assurance of a Parks Special 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 Special Use Permit is granted.
3. The PERMIT HOLDER agrees to furnish the City of Polson a CERTIFICATE OF LIABILITY INSURANCE for their entity providing liability insurance coverage for their event that also identifies the CITY OF POLSON as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF LIABILITY INSURANCE coverage limits shall provide liability insurance coverage in accordance with Montana State Statute, Section 2-9-108 MCA of \$750,000 for each claim and \$1.5 million for each occurrence. The CERTIFICATE OF INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Polson. The CERTIFICATE OF LIABILITY INSURANCE shall be filed by the PERMIT HOLDER/PERMITTEE along with their application for a permit."
4. 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.
5. The PERMIT HOLDER shall not assign or transfer this Parks Special Use Permit or sublet any portion thereof without the written consent of the City of Polson.

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***parksassistant@cityofpolson.com (406) 219.0795***



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6. 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.
  7. 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.
  8. The PERMIT HOLDER is responsible for picking up all garbage generated from the event and removing it from site.
  9. The PERMIT HOLDER will be responsible for any and all damage that occur to Parks and Recreation facilities due to USER'S negligence or willful action.
  10. The Polson Parks and Rec. Dept. shall have the right to terminate Parks Special 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.
  11. 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 PP&R 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.
12. Deposits will be deposited by the City and a check will be issued for reimbursement. The city will not hold undeposited checks for a damage deposit.
  13. The Parks and Recreation Department reserves the right to allow more than one Parks Special Use Permit at a facility or park.
  14. 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 Special Use Permit Agreement.
  15. 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.

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