

# Parks Use Permits (for Private events)

Parks Use Permit will be required with a \$ 30.00 to \$200 per day fee depending on group size in addition to other applicable fees.

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

Group Size:

75 – 100            \$30.00/day in addition to other applicable fees

101 – 500           \$50.00/day in addition to other applicable fees

For each additional 500 participants the fee will increase in \$25 increments up to \$250.

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 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 allow 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.

# PARKS USE PERMIT (FOR PRIVATE EVENTS)

## APPLICATION CHECKLIST

- 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.
- A shelter reservation if wanted
- A copy of Liability Insurance from Permit Holder (All private events serving alcohol require insurance.)
- Alcohol being served by caterer with cabaret license, provide copy of concessions permit from caterer.
- Parks Department Alcohol Consumption Permit is required to possess/consume alcohol in the parks.
- Vehicles are not allowed in the grass without a permit.
- Copy of Parks Use Permit Agreement Terms and Conditions To Permit Holder
  
- Required Fee
  - \$30.00per day for groups 75-100 in addition to other applicable fees.
  - \$50.00per day for groups 101-500 in addition to other applicable fees.
  - Fee increases incrementally \$25.00 for each 500 people added to group size.
  - \$250 Seasonal Use Up to 16 days/year
  - \$300 Seasonal Use 17 days & over/year
  
- CREDIT CARDS can be used for both fees and deposit. Deposit will be credited back to 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)

Thanks for your cooperation!

# PARKS USE PERMIT APPLICATION

Polson Parks and Recreation, 106 1<sup>st</sup> St E., Polson MT 59860 883-8206 Fax (406) 883-8238

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(Name of Organization) (Organization Representative)

Address: \_\_\_\_\_

City State Zip \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

2nd Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Event Name/ - (Include copy of any printed material going out to public)

\_\_\_\_\_

Expected # of Participants \_\_\_\_\_

Name of Park: \_\_\_\_\_

Specified Area in Park: \_\_\_\_\_

Date of Use: From \_\_\_\_\_ To \_\_\_\_\_, 2017.

Time of Use: From \_\_\_\_\_ To \_\_\_\_\_

Special requirements of this permit:

\_\_\_\_\_

Please include any equipment you will be using – tent, canopy, toys, generators, etc

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TENTS OR CANOPIES can only be erected in designated sites in. 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.

# PARKS USE PERMIT

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 \_\_\_\_\_, 20\_\_.

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.**

Permit items required:

ITEM	PERMIT REQUIRED
<input type="checkbox"/> Having your event catered?	Parks Concession Permit (Caterer)
<input type="checkbox"/> Will there be Alcohol at event?	Parks Department Alcohol Consumption Permit You will need Liability Insurance and approval
<input type="checkbox"/> Porta-john rental is the responsibility of the event organizer	
<input type="checkbox"/> 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) of 883-8206.
- IF CONCERNS ARISE AFTER REGULAR BUSINESS HOURS CALL 360-2164 AND SPEAK WITH 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.

# 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 provide 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 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.

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 allow 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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