



Special Event and Street Closure Application

Completed applications must be turned in at least 14 days prior to the event at either the
City Manager's office—Civic Center— 2 Park Drive South
Park and Recreation office—1700 River Drive North
Call 406.455.8450 for questions regarding this application.

This Application must be submitted if.....

- *You want to use a city park for an event*
- *You want to use a city park and alcohol will be served*
- *You want to use a city street or right-of-way or other public place for an event*
- *You want to use a city street or right-of-way or other public place for an event and alcohol will be served*

EVENT INFORMATION	
Name of the Event	
Date of the Event	
Event Location (be specific)	
Event Start and Ending times	Set up and tear down times
Anticipated number of people attending the event	
Describe the event	

CONTACT INFORMATION	
Organization/Individual Name Requesting Permit	
Contact Name if Application is for an Organization	
Address	
Phone – Prior to event	Phone – Day of event

<p>For office use only: PAYMENT INFORMATION</p> <p>The Fee for Permit is: _____ Damage deposit amount is: _____ The damage deposit, if required, will be returned within 15 days if the park is returned to the condition it was prior to your event and all stipulations have been met.</p> <p>Payment Method:</p> <p><input type="checkbox"/> Check: # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card</p> <p>Processed By: _____ Date: _____</p> <p>This permit is: Approved _____ Denied _____ Insurance Provided _____ Alcohol Permits Provided _____</p>
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After issuance of the permit route copies to:
Dispatch _____ Patrol Captain _____ Fire Chief _____ EMS _____ Transit _____
Public Works – Street Supervisors _____ Park and Rec Admin _____ Website posting _____

I would like to use a park for an event I am planning. (Complete this section along with page 2)

Park requested:	
If Gibson Park is used, will the event be at: Band Shell_____ Flower Garden_____	
Special Needs: (please list any special setup or equipment needs such as electricity, sprinkler system locate, or use of public restrooms)	
<p>Alcohol is not allowed in City parks unless a Special Event Permit is obtained. To obtain a Special Event Permit complete page 3 of this form. Vehicles are not to be parked nor driven on the turf. Any damage to the park or City-owned property shall be repaired or replaced within 10 days by an approved licensed contractor with contractual approval by the Park and Recreation Director. The area must be returned to the same condition it was prior to the event which may require event organizers to remove all trash from the premises. If weather forces cancellation of the activity, a make-up date will be provided in lieu of a cash refund. The applicant and all attendees at the event must abide by all park rules which are listed below. The City may require event liability insurance for events with 75 or more people.</p> <p>For and in consideration of the use of the above named park for the purpose identified, I agree to indemnify and hold the City of Great Falls, Montana, harmless from any and all claims, demands or liability for personal injury or property damage arising out of the aforesaid use of the designated public premises.</p>	
_____	_____
Date	Signature

PARK RULES
<ol style="list-style-type: none"> 1. Parks are closed to vehicles and people from dusk to daylight. Exceptions may be authorized by Park and Recreation. 2. Motorized vehicles may not be operated in excess of 10 mph and only upon designated road. 3. Parking is not allowed in front of or within a designated entry or driveway which hinders the use of the park. 4. Destruction, defacement or dismantling of any park equipment, furnishings, trees or flowers is prohibited. 5. Active games around designated flower/shrub beds or young trees is prohibited. 6. Practicing or playing golf is prohibited except at designated golf courses. 7. Snowmobiling on or within park land is prohibited. 8. Organized athletic activities are allowed with written permission from Park and Recreation. 9. Littering or dumping debris on or within park land is prohibited. 10. No erection, construction or maintenance shall be made above or below ground, across or beneath park land. 11. Selling, advertising or solicitation within park land is prohibited unless authorized by Park and Recreation. 12. Metal detectors are authorized only through permit issued by Park and Recreation. 13. All pets must be on a leash and restricted to areas such as sidewalks, roads, trails, or such designated pet walking areas. All pet feces must be removed. 14. Large animals such as horses, cows, and mules which may damage the turf are prohibited. 15. Discharging, possession of or selling of fireworks is prohibited in all dedicated park areas, including golf courses. 16. No person shall make use of any slingshot, crossbow or similar device, or discharge or propel any dart, pellet, BB, rock, bolt, arrow or any other projectile from any air rifle, air pistol, BB gun, pellet gun, slingshot, robber sling, crossbow or other instrument or device by means of which missiles of any kind or description are hurled, shot or projected.

For office use only:	This permit is: <u>Approved</u> _____ <u>Denied</u> _____
The Fee for Permit is: _____ Damage deposit amount is: _____	
*The damage deposit, if required, will be returned within 15 days if the park is returned to the condition it was prior to your event and all stipulations have been met.	
_____	_____
Park and Recreation	Date

I would like to use a park for an event and request permission to consume, serve and/or sell alcohol. **(Complete this section along with page 2 & 3)**

Describe the plan you will use to control underage drinking and purchase of alcohol? _____

Will alcohol be: Sold _____ Given away _____ Consumed _____

Describe the types of alcohol that will be available. _____

Attach a copy of all State and local permits which allow for the sale and/or consumption of alcohol as well as proof of insurance which lists the City as an additional insured (if applicable). Contact 455-8414 for alcohol permit information.

Not only do I agree with the terms and conditions as outlined on page 3 pertaining to park usage, I also agree and understand that selling and consuming alcohol is a special privilege granted to me and my group. I further understand that:

- The Police Department may revoke the special event permit should those in attendance become unruly, property is damaged or for other reasons that adversely affects the public health, safety and welfare of those attending the event and the citizens of Great Falls.
- The point-of-sale for the alcohol must have a substantial enclosure around that area. i.e. snow fence, portable corrals, or substantial barricades. Pennants or streamers will not be allowed to define the enclosure. The outside perimeter of the street closure must also be barricaded with signage indicating that no alcohol is allowed beyond that point.
- I have provided all the necessary information pertaining to the sale/consumption of alcoholic beverages including proof of insurance listing the City as additional insured. See page 8 for general requirements.

_____ Date

_____ Signature

For office use only:

This permit is:

Approved _____ Denied _____ Insurance Provided _____ Alcohol Permits Provided _____

The Fee for Permit is: _____ Damage deposit amount is: _____

The damage deposit will be returned within 15 days if the park is returned to the condition it was prior to your event and all stipulations have been met.

_____ Approved Denied

Park and Recreation Date

_____ Approved Denied

Police Department Date

_____ Approved Denied

City Manager

Special Notes:

I am requesting a temporary street closure for the event I am planning. List Street and block or other public area: _____

(Complete this section along with page 2)

- Describe the method(s) that were used to notify the affected residences. _____

- If more than 75 people attend the event, attach a copy of proof of insurance which lists the City as an additional insured. To the extent reasonably possible, liability insurance coverage shall be in the minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate. See page 8 for general requirements.
- Sidewalks cannot be obstructed and must remain open to pedestrian traffic.

A temporary closure of a street and/or other public property can result in inconveniences to the occupants of the structures nearby. I understand that I am required to notify adjacent property owners and that I will provide information as to how that notification was accomplished. I further understand that:

- The Public Works Traffic Division will design a street closure plan and that I agree to follow that plan and use the equipment provided. Additionally, if an emergency would occur, I agree to work with all emergency responders to ensure they have access through the closed street and/or public parking area.
- I agree to return the affected area to the same condition it was prior to the event.
- I have provided all the necessary information including proof of insurance listing the City as additional insured.

For and in consideration of the use of the above named location for the purpose identified, I agree to indemnify and hold the City of Great Falls, Montana, harmless from any and all claims, demands or liability for personal injury or property damage arising out of the aforesaid use of the designated public premises.

_____ Date _____ Signature

For office use only:

This permit is:

Approved _____ Denied _____ Insurance Provided _____ Alcohol Permits Provided _____

The Fee for Permit is: _____

_____ Approved Denied

Public Works _____ Date _____ Approved Denied

State/Transit District _____ Date _____ Approved Denied

Fire Department _____ Date _____ Approved Denied

Police Department _____ Date _____ Approved Denied

City Manager _____ Date _____

I am requesting a temporary street closure for an event I am planning and request permission to consume, serve and/or sell alcohol at the event. (Complete this section along with page 2 and 5)

Describe the plan you will use to control underage drinking and purchase of alcohol? _____

Will alcohol be: Sold _____ Given away _____ Consumed _____

Describe the types of alcohol that will be available _____

Attach a copy of all State and local permits which allow for the sale and/or consumption of alcohol as well as proof of insurance which lists the City as an additional insured. To the extent reasonably possible, liability insurance coverage shall be in the minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate. Contact 455-8414 for alcohol permit information.

Not only do I agree with the terms and conditions as outlined on page 4 pertaining to a temporary closure of a street and/or other public property, I also agree and understand that selling and consuming alcohol is a special privilege granted to me and my group. I further understand that:

- The Police Department may revoke the special event permit should those in attendance become unruly, property is damaged or for other reasons that adversely affects the public health, safety and welfare of those attending the event and the citizens of Great Falls.
- The point-of-sale for the alcohol must have a substantial enclosure around that area. i.e. snow fence, portable corrals, or substantial barricades. Pennants or streamers will not be allowed to define the enclosure. The outside perimeter of the street closure must also be barricaded with signage indicating that no alcohol is allowed beyond that point.
- I have provided all the necessary information pertaining to the sale/consumption of alcoholic beverages including proof of insurance listing the City as additional insured. See page 8 for general requirements.

_____ Date

_____ Signature

For office use only:

This permit is:

Approved _____ Denied _____ Insurance Provided _____ Alcohol Permits Provided _____

Comments:

The Fee for Permit is: _____

_____ Approved Denied

Public Works _____ Date _____ Approved Denied

State/Transit District _____ Date _____ Approved Denied

Fire Department _____ Date _____ Approved Denied

Police Department _____ Date _____ Approved Denied

City Manager _____ Date _____ Approved Denied

Special Instructions:

STREET CLOSURE/PARK RENTAL FEES
(Adopted by Resolution 9614 on October 17, 2006)

Fee Type	Number of People	Fee to be used for	Fee Amount	Damage Deposit
Street Closure	n/a	Equipment Use	\$35	None
Street Closure	n/a	Administration	0	0
Daily Park Rental	1-75	Admin/Maintenance	\$35	0
Daily Park Rental	76-150	Admin/Maintenance	\$50	0
Daily Park Rental	151-250	Admin/Maintenance	\$75	0
Daily Park Rental	251 and more	Admin/Maintenance	\$100	0
Daily Park Rental with alcohol	1-75	Admin/Maintenance	\$35	\$35
Daily Park Rental with alcohol	76-150	Admin/Maintenance	\$50	\$50
Daily Park Rental with alcohol	151 – 250	Admin/Maintenance	\$75	\$75
Daily Park Rental with Alcohol	251 and more	Admin/Maintenance	\$100	\$100
Daily Gibson Park Bandshell without electricity	n/a	Admin/Maintenance	\$50	0
Daily Gibson Park Bandshell with electricity	n/a	Admin/Maintenance	\$75	0
Gibson Park Flower Garden (no alcohol) First 2 hours	n/a	Admin/Maintenance	\$75	0
Gibson Park Flower Garden (no alcohol) Additional hours	n/a	Admin/Maintenance	\$25	0
Gibson Park Flower Garden (with alcohol) First 2 hours	n/a	Admin/Maintenance	\$75	\$75
Gibson Park Flower Garden (with alcohol) Additional hours	n/a	Admin/Maintenance	\$25	\$25
Daily Other public places (parking lots) with alcohol	n/a	Equipment use and maintenance	\$50	0
Cleanup costs for streets, parking lots & parks when areas are left in a condition other than stipulated in permit	n/a	Staff time and equipment	\$200/hour	0

**Summary of the City Ordinances Pertaining to Alcohol in
Public Places and Temporary Street Closures**

For complete ordinance text see:

https://www.municode.com/library/mt/great_falls_/codes/code_of_ordinances

Except under certain circumstances, it is unlawful for any person to engage in public drinking, public display or exhibition of malt beverage, beer, wine, hard cider or liquor within the City limits. See 9.4.020

Individuals, members of groups or organizations who wish to consume, sell or give away alcoholic beverages in public places may do so provided they obtain a special event permit or are otherwise excluded from that requirement. The Civic Center, Centene Stadium, Eagle Falls Golf Club, Anaconda Hills Golf Course, designated areas of the "State Fair" grounds and the Multi-Sports Complex Grounds shall be exempt from the 9.4.020 prohibition. See 9.4.030

Organizers for special events held on any public place must clean up the to a state at least as clean as when they arrived and permit holder shall be solely responsible for the immediate and timely picking up and removal or proper disposal of garbage at the location where the permit is issued. See 9.4.030

For temporary closure of a public property other than parks, or closure of parking lots open to the public, submit application to the City Manager's office; or for temporary closure of park land, submit application to the Park and Recreation office. See 9.4.040

The event organizer must submit information regarding notification of owners or tenants of adjacent properties regarding the special event and prominently post a sign designating the street or parking lot closure no less than four hours in advance of the event. Staff will attempt to make available and charge for necessary street closure equipment. If equipment is not available, the applicant will be required to supply the equipment at the applicant's expense. A fee for the special event permit shall be set by the Commission resolution to cover administrative time and any additional costs incurred as a result of the event. See 9.4.040

If applicable, the event organizer must demonstrate that all state and local liquor control regulations pertaining to the sale and consumption of alcohol have been complied with and provide copies of all liquor permits. If the event involves more than 75 people, it must be covered by liability insurance, including liquor liability if applicable, naming the City as an additional insured. To the extent reasonably possible, liability insurance coverage shall be in the minimum amounts of \$1,000,000 per occurrence and \$2,000,000 in aggregate. Some events with less than 75 people may be required to provide insurance. See 9.4.040

Applicants for a special event permit shall agree in writing to defend, hold harmless and indemnify the City and its employees for any and all claims, lawsuits or liability arising out of loss, damage or injury to person or property occurring during the course of or pertaining to the special event. See 9.4.040

The Police Department may revoke the special event permit for reasons that adversely affect the public health, safety and welfare of those attending the event and the citizens of Great Falls. See 9.4.040

Under 9.4.040, the City may approve, revise, or deny the application, considering:

1. Promotion of the community as a whole;
2. Provision of positive civic and economic benefit;
3. Impact on neighboring business and properties;
4. Impact on public uses and services;
5. Consideration of frequency of closures;
6. Consideration of the event's financial impact;
7. The applicant's performance under previous issued permits; and
8. Impact on public safety, including but not limited to, emergency response time.

Applicant may appeal a denied permit to the City Commission, which shall review the application in a public meeting and uphold, reverse, or revise the decision on the application. See 9.4.050