

APPLICATION FOR SPECIAL USE PERMIT
CITY OF COLUMBIA FALLS

Name of Event

Organization Sponsoring Event

Organization Officer/Authorized Representative

Mailing Address

City

State

Zip

Daytime Phone Number

Email

Date Requested: _____ Facility Requested: _____

Time of Use: _____ Anticipated Attendance: _____

What is the estimate of attendance based on? _____

What contingency plan will be in place if attendance substantially exceeds estimates? _____

Description of Event and Activity in Detail: _____

Describe any recording equipment, sound amplification equipment, banners, party tents, signs, or other attention-getting devices to be used in connection with the event:

Street Closures/Parking Restrictions requested, if any: _____

Please specify what (if any) city equipment/assistance is requested (road barricades, trash containers, traffic assistance, crowd control, etc.): _____

Please specify what arrangements have been made for clean-up after the event: _____

Please specify what arrangements have been made for parking (for attendance of 100 people or more): _____

Please specify whether the event will require the exclusive use of a public park or park paths: _____

INSURANCE: Required: _____ Not Required: _____

A Certificate of Liability Insurance in the amount of at least \$750,000 per occurrence and \$1.5 million aggregate must be submitted to the Columbia Falls City Clerk's Office prior to any permit being issued. The Certificate of Insurance must name the City of Columbia Falls as an additionally named insured on the policy. For insurance questions please contact Barb Staland at (406) 892-4391.

Insurance Provider: _____ Policy Number: _____

**Attach a copy of Insurance Policy

APPLICANT AND ORGANIZATION AGREE TO:

1. Payment of (2) checks, one for use and administrative fee, as applicable, and one for the cleaning deposit. Cleaning deposit will be refunded after area has been inspected by city staff for cleanliness and possible damage.
2. Assume responsibility for any damages to the facility due to misuse or neglect, caused by persons attending the event or activity.
3. Pay for all costs of any damages that may occur during the event or activity.
4. Not seek refunds from the City for inclement weather conditions, unless adequate notice is provided.
5. Know and follow all City rules and regulations provided by the city.
6. Collect and dispose of all garbage and debris resulting from the event in trash receptacles.
7. Properly control and supervise all activities.
8. Provide a copy of their City Business license, if applicable.
9. Provide a copy of their Food Purveyors License from MT Dept. of Public Health, if applicable.
10. Provide own backup power and water in case of power outages or vandalism, if applicable.
11. Move mobile concessions immediately upon conclusion of the event, if applicable.
12. PLEASE BE MINDFUL THAT THE PARK IS A FAMILY AREA - WATCH CONTENT/LANGUAGE AND ACT ACCORDINGLY AND APPROPRIATELY.

13. OTHER CONDITIONS: _____

TERMS AND CONDITIONS

As an agent and acting on behalf of the requesting agency or organization, I hereby certify that the information above is complete and correct.

WAIVER OF LIABILITY

I hereby certify that I have read and understand the policies and procedures regarding the use of City facilities. I further agree to hold the City of Columbia Falls, its Governing Body, the individual members thereof, and all officers, agents and employees free and harmless of any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of City property.

APPLICANT'S SIGNATURE _____ DATE _____

City Representative: _____

OFFICE USE ONLY

Cleaning Deposit: \$ _____ Cash _____ Check # _____

Use/Admin. Fee: \$ _____ Cash _____ Check # _____

CLEANING DEPOSIT RETURNED: _____

_____ Mailed _____ Date Picked up _____ Name Other

CANCELLATION

Must be canceled within 48 hours of the scheduled event

Refund Received by: _____

Cleaning Deposit: \$ _____ Cash _____ Check # _____

Use/Admin. Fee: \$ _____ Cash _____ Check # _____

Please describe any alcohol restricted areas planned for the event and how they will be bounded:

___ Check that you have provided proof of liquor liability insurance coverage for the event.

___ Check that you have provided proof of compliance with Department of Revenue requirements for the event. A completed application with fees and approvals must be received by the Department of Revenue three (3) days prior to the event. Please contact the Department of Revenue @ (406) 444-2511.

****Office Use Only****

Applicant Age Verification: Employee Initials _____

Approved:

Initials City Manager _____
Date

Initials Police Chief _____
Date

Initials Fire Chief _____
Date

Initials Public Works Director _____
Date

ACKNOWLEDGMENT OF LEGAL RESPONSIBILITIES

- The holder of this special event permit is solely responsible for all actions of his/her group, and for the welfare of the public at the event, for all property belonging to the group and to the City, and for adhering to the Columbia Falls Municipal Code and the laws of the State of Montana.
- Applicant understands that a trained volunteer or employee in one of the preapproved MDOR training courses must be present at all points of sale and service.
- Applicant understands that it must pay all fees and deposits as required.
- Applicant understands that its permit can be revoked at any time for just cause, that its deposit may not be returned, and it may not be able to obtain a new permit in the future for violations of the law such as providing alcohol to a minor (MCA 16-6-305), providing alcohol to an intoxicated person (MCA 16-36-304), drinking if not of legal drinking age (MCA 45-5-624), or driving while intoxicated (MCA 61-8-401).
- Applicant understands that all beer and/or wine containers will be properly disposed of.
- Applicant will ensure that all participants comply with all laws and ordinances regulating the consumption of alcohol.
- Applicant represents, covenants, and affirms that no underage person will be allowed to consume alcohol at the event.
- Applicant represents, warrants, and covenants that anyone who appears legally intoxicated will be refused further alcohol and will be immediately escorted from the premises of the event.
- Applicant will protect, hold harmless, and indemnify the City, its governing board, the individual members thereof and all of its officers, agents, and employees from any liability resulting from the breach of this agreement or from the consumption of alcohol on City property during the event.
- I, as an agent and acting on behalf of the Applicant, have read and understand all of the policies and regulations contained in the permit, those regarding the use of public facilities within the City, and those regarding the consumption of alcohol.

Signature of Applicant

Date

Print Name

CITY OF COLUMBIA FALLS
PARKS AND RECREATION DEPARTMENT

SPECIAL USE PERMITS FOR RECREATION FACILITIES, PARKS, POOL, AMPHITHEATER, CONCESSIONS & USER FEES

Before issuing a special use permit, the following conditions must be satisfied.

1. The use complies with pertinent city, county, state, and federal laws and regulations on public health, safety, air quality, and water quality.
2. The use will not adversely impact archaeological, historic, or natural values and is not in conflict with existing guideline and specific park management objectives.
3. The necessary clean up and restoration will be made for any damage to resources of facilities.
4. The use will be restricted, to the extent practical, to an area where minimal impact is imposed on the natural, cultural, or recreational resources or facilities.
5. Vehicles are prohibited in the park without prior approval.

A. LIABILITY COVERAGE

1. The City reserves the right to require any group (IF APPLICABLE) to supply liability insurance with the City listed as Co-insured. In most instances, user groups will be required to provide liability coverage in the minimum amount of \$750,000 per individual and \$1,500,000 per occurrence. The decision will be made on an individual renting basis dependent upon the risk level.

B. SPECIAL USE PERMITS

1. Long Term Use Permits/ Single Day Use Permit - The following rules apply to designated Recreation Facilities and City Parks:
 - a. Reservations may be made to the City Hall receptionist between 8:00 a.m. and 5:00 p.m. Monday through Friday. A completed Recreation Facility Special Use/or Parks Special Use Permit Application must be submitted along with payment of cash or check for the applicable fee.
 - b. Department official shall have sole authority and discretion to deny use by any applicant.
 - c. Department representatives shall have sole authority and discretion to determine if violation of rules and Regulations or undue expense in cleanup or maintenance of the area shall be grounds for denying return of the cleaning deposit and/or denying another reservation to any group. The department may post more specific or rigorous rules for the use of each group use area as group size and/or nature of use dictates.
 - d. A fee will be assessed for each area and each use for each 24-hour period or fraction.
 - e. In the event a reservation is canceled more than 48 hours before the intended use period, the use fee, less a 20% administrative fee will be refunded. If a reservation is canceled less than 48 hours before intended use period, the money will not be refunded. If the area is unavailable for the intended use (due to unscheduled maintenance, bad weather, etc.) the fee will be refunded. In the case of the swimming pool facilities, a reservation is considered Cancelled if applicant does not show up within 30 minutes of reserved start time and no deposit will be refunded.
 - f. If applicable, City lifeguards will have authority to enforce all facility rules.

C. DESIGNATED RECREATION FACILITIES

Fenholt Park	Baseball
Hoerner Park	Baseball
Railroad St. Field	Baseball
Columbus Park	Tennis
Horine Park	Soccer
Don Lawrence Amphitheater	

DESIGNATED PARKS

Marantette Park
Pinewood Park
River's Edge Park

EXHIBIT "A"

SPECIAL USE FEES:

Single Day Use Fees:

Group Size	Use Fees	Cleaning Deposit
25 - 50	\$25.00	\$25.00
51 - 75	\$50.00	\$50.00
76 - 100	\$75.00	\$100.00
100 or more	Requires Agreement	
2 Days or more	Requires Agreement	

Groups 100 or more: Pay \$100.00 use fee plus \$75.00 for each additional unit of up to 100 people. Cleaning deposit is \$200.00 plus \$75.00 for each additional unit of up to 100 people plus 10 % non-refundable Administrative Fee charge.

SEASONAL USE FEES:

A minimum of \$200.00 will be assessed for the duration of the permit.

The City may assess more by utilizing the following formula: Hours worked x Wage Per employee x Weeks of maintenance = TOTAL, plus a 10% Administrative Fee.

DON LAWRENCE AMPHITHEATER USE FEES.

Time Period	Use Fee	Cleaning Deposit
Up to 3 hours	\$25.00	\$25.00
3 - 5 hours	\$50.00	\$50.00
5 - 7 hours	\$75.00	\$100.00
7 - 24 hours	\$100.00	\$200.00
2 days or more	Requires Agreement	

An additional \$20.00 fee and \$100.00 deposit will be assessed if the risers and/or PA System are requested for use. Requested use for more than a one-time period will be Assessed an additional 50% of the day use fees and deposit for each additional use.

CITY POOL USE FEES:

Cleaning Deposit: \$50.00
\$ 125.00 minimum fee for 2 hour party.

Additional fee based on required staffing levels.

ALCOHOL ADDENDUM:

An administrative fee of \$75.00 will be assessed to process each Alcohol Addendum Form.