

Parks Special Event Permit

Park Requested: _____ Date of use: _____ Time of use: _____

Group Name: _____ Non-Profit? Yes No (Requires 501c3)

Will need use of pavilion? Yes No Event Type: _____

PLEASE PROVIDE EVENT DETAILS HERE: (May be continued on page 2 of this form)

Estimated Number Attending (75 people or more requires a Public Assembly Permit): _____

Events over 200 people will require portable toilets.

Will all activities associated with this event be confined to the park? Yes No

If not, please explain with EVENT DETAILS above.

Will this event include a walk or run? Yes No

If yes, please provide a route map.

Will you be requesting an Alcohol Waiver? Yes No

It is illegal to have alcohol in the park without one. If yes, application must be initiated with the park reservation application.

Will you have a mobile vendor at your event in the park? Yes No

If yes, this will require approval by the Parks and Recreation Department Director.

Will any tents, canopies, shade structures, etc. be brought into the park? Yes No

Approval must be given by the Parks Foreman, or designee, prior to assembly.

Will any inflatable or bounce houses be brought into the park? Yes No

If yes, additional insurance will be required.

Will a public address system or sound system be used? Yes No

If yes, between the hours of _____ and _____.

Restrictions: No amplified sound is allowed on Sundays at Bogert Park, and No more than 2 consecutive hours total; limited to the hours between noon and 9pm. All other parks: No more than 3 consecutive hours total; limited to the hours between noon and 9pm.

Requirements for marking the ground:

Only approved water based turf paint can be used on turf – painting of trees/bushes is strictly prohibited.

Only chalk can be used on impervious material – no paint is allowed.

_____ Initial

You must be 18 years of age to reserve facilities.

Proof of age may be required.

_____ Initial

I understand the liability insurance requirements. (See reverse side)

_____ Initial

Responsible Party: Name _____

Address _____ City _____ Zip Code _____

Phone _____ E-mail _____

The undersigned understands and agrees that: Any police officer shall have full authority to void this permit should the activity hereby approved become disruptive or abusive so as to disrupt the peace of any adjacent area or persons, or for violation of park rules, regulations, and/or any ordinance, committed by any member of the group. No admission fee can or will be charged. No alcoholic beverages can be consumed in the park without a waiver of the City's open container ordinance. All required documentation needs to be submitted for approval no later than 2 weeks before the event date.

I accept all risk and liability for and on behalf of myself and those attending this event, and agree to hold the City of Bozeman harmless from any and all claims, suits, or actions arising out of any damages sustained as a result of the permitted event and furthermore agree to take full responsibility for the conduct of the function, including, but not limited to, seeing that all laws, ordinances, and regulations are obeyed by those in attendance; and that the park is left in a safe, sanitary and clean condition and will follow all park rules (see back page).

Signature of Responsible Party _____ Date _____

Processing Fee: Must be paid upon submitting a request. Once all requirements have been received by our office staff, the packet will be submitted for approval by the Director, and a final copy will be given to the Responsible Party.

FOR CITY USE ONLY

1. Park	3. 501c3	5. Insurance	7. Alcohol Waiver	8. Mobile vending
2. Resident	4. PAP (\$35)	6. Run Map	Initial when complete	

Processing Fee	\$ 25.00 _____
Park Use Fee	\$ _____
Alcohol Waiver	\$ _____
PAP	\$ _____
Total	\$ _____

Approved by designee of Director of Parks & Recreation Department _____ Date _____

PLEASE PROVIDE EVENT DETAILS HERE: (Continued)

Special Event Fees: Based on Group Size (Policy and Fee Schedule Adopted April 16, 2018)

Fees for events exceeding 200 people are \$1 per person.

Tier IV		Reservation Fee	
Up to 200 people		\$200.00 - Resident 1/2 Day	
		\$280.00 - Non Resident 1/2 Day	
		\$320.00 - Resident Full Day	
		\$448.00 - Non Resident Full Day	
Tier III		Reservation Fee	
Up to 100 people		\$100.00 - Resident 1/2 Day	
		\$140.00 - Non Resident 1/2 Day	
		\$160.00 - Resident Full Day	
		\$224.00 - Non Resident Full Day	

Tier II		Reservation Fee	
Up to 50 people		\$50.00 - Resident 1/2 Day	
		\$70.00 - Non Resident 1/2 Day	
		\$80.00 - Resident Full Day	
		\$112.00 - Non Resident Full Day	
Tier I		Reservation Fee	
Up to 20 people		\$25.00 - Resident 1/2 Day	
		\$35.00 - Non Resident 1/2 Day	
		\$40.00 - Resident Full Day	
		\$56.00 - Non Resident Full Day	

MuniCode: Sec. 26.02.080. - Requirement for liability insurance, bonding or other security/clean up deposit.

The permittee shall name the city, its officers, and employees as additional insureds on a primary non-contributory basis. To the extent reasonably possible, such additional insured coverage shall be in the minimum amounts of \$750,000.00 per claimant and \$1,500,000.00 per occurrence.

Park Prohibitions: Sec. 26.02.030 Bozeman Municipal Code

Chapter 26 of the Bozeman Municipal Code establishes regulations for the parks in the City of Bozeman.

Policy and Fee Schedule for Facility and Programs: Section 1.1: Park Pavilion Reservation Policies & Fees

With approval, parks are available to rent April 1-September 30 (weather permitting). Between October 1 and March 31, parks are available on a first come, first served basis. A public assembly permit is required for any park reservation with a group size of 75 or more people.

Refund Policy:

When a reservation is cancelled more than 14 days prior to the reservation date, a \$25 processing fee will be held from the paid fees. If the cancellation or change occurs less than 14 days, no refund will be issued.