

User Group Request Application

- Reservation requests must be made at least 1 month prior to the reservation date.
- Please allow at least 2 weeks for approval.

Event Type (Please provide details on the back of this form):		
Park Requested:	Will you be using the pavilion? ___ Yes ___ No	
Date(s) Requested:		
Event Time (please include set-up, take-down and clean-up):		
Non-Profit Name: (Requires documentation)	Number of People:	Alcohol? ___ Yes ___ No
Primary Contact Person:		
Phone Number:		
Email Address:		
Mailing Address:		

Upon approval, the following **checked** items must be provided:

	Fees
Processing Fee	
Park Use Fee (Determined by Parks and Recreation Department staff)	
Non-Profit Documentation (501c3)	n/a
Damage Deposit (Refundable): (Determined per contract) <ul style="list-style-type: none"> • If there will be canopies/tents at your event or if you are using a rental company, an additional deposit and a walk-through with Parks Superintendent or Foreman will be required. 	
Alcohol Waiver (Resident \$25/Non-resident \$35) If over 75 people the following are required with your alcohol waiver: <ul style="list-style-type: none"> • Responsible Beverage Server Certificate • Open Container Waiver Permit • Host Liquor Liability Insurance for no less than \$1,000,000 + Endorsement • Safety Plan in writing 	
Race/Event Map (if applicable)	n/a
Public Assembly Permit (if over 75 people) +\$35.00 fee <ul style="list-style-type: none"> • Porta Potty Requirements: 200+ people [Requires a Walk-through Meeting with Parks Superintendent or Foreman (Tuesday's or Thursday's the week of the event date and your Receipt of Porta Potty Rental) 	
Liability Insurance (information provide on the back of this form) <ul style="list-style-type: none"> • Naming the City of Bozeman, Its Officers, and Agents as additionally Insured • \$1,500,000 and \$750,000 per occurrence 	
Insurance Endorsement Statement <ul style="list-style-type: none"> • Naming the City of Bozeman, Its Officers, and Agents as additionally Insured 	
Signed Agreement detailing the event	
Total Fees:	_____

DATE RECEIVED _____ USER GROUP TYPE: ___ PRIVATE PROGRAM ___ SPECIAL EVENT ___ 1 TIME ___ SEASONAL

DIRECTOR OR DESIGNEE SIGNATURE _____ DATE _____ MAY2018

Liability Insurance Amounts

Group shall maintain \$1,500,000 liability insurance, \$750,000 per occurrence, additionally insuring the City of Bozeman, Its Officers, and Agents as well as the group against loss and liability for damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility and/or park. In addition, the policy or policies shall contain a provision that no cancellation thereof shall be effective by the insurer without forty five (45) days written notice to the City of Bozeman and the insured user group.

The insurance must be in place and the group shall provide proof of insurance satisfactory to the City of Bozeman prior to the commencement of the use covered by this agreement or the use will not commence as scheduled.

Insurance Endorsement Statement

An Endorsement Statement is required for all applicable policies additionally insuring the City of Bozeman, Its officers, and Agents and the Group against loss and liability for damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility. In addition, the policy or policies shall contain a provision that no cancellation thereof shall be effective by the insurer without forty five (45) days written notice to the City of Bozeman and the insured Reservation group.

City of Bozeman Address to be used on Insurance Documentation

City of Bozeman
415 N. Bozeman Ave.
Bozeman, MT 59715

Email: recdept@bozeman.net For questions, please call the Parks and Recreation Department office at **582-2290**

Please provide event details here.