

# APPLICATION FOR SPECIAL EVENT PERMIT



Name of Sponsoring Business or Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone # of Contact Person during event: \_\_\_\_\_

Physical/Mailing Address \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

If the sponsoring organization is a non-profit, provide federal identification number: \_\_\_\_\_

Location: \_\_\_\_\_ Times: \_\_\_\_\_

Set Up Date / Time: \_\_\_\_\_ Tear Down Date / Time: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Any street closure requests? \_\_\_\_\_  
(If so, please provide a map showing limits of closure.)

Any use of streets or sidewalks or parking lots? \_\_\_\_\_  
(If so, please provide a map showing which locations are requested for use.)

Any use of parks or City facilities? Yes/No \_\_\_\_\_ Please check if you would like exclusive use.   
(If yes, please provide a description of the event activities with a site map showing approximate layout of the event.)

Any charge for admission? \_\_\_\_\_ Any lighting or signs requested? \_\_\_\_\_

Any amplified sound or music? \_\_\_\_\_ Any vendors? \_\_\_\_\_

How many portable toilets will you be providing? \_\_\_\_\_ Event Advertised to the Public?  
(Please provide location on a map)

Will Beer/Wine be consumed: Yes / No \_\_\_\_\_ Will Beer/Wine be sold: Yes / No \_\_\_\_\_  
(If you answered yes to either of the above Beer/Wine questions, a supplemental Beer/Wine Permit must be obtained as well.)

Event organizers must attach a Certificate of Insurance for comprehensive general liability insurance with **either \$2 million per occurrence or \$1 million per occurrence and \$1 million umbrella**, naming the City of Whitefish as an "Additional Insured."

Insurance Provider: \_\_\_\_\_ Policy Number: \_\_\_\_\_

If the event involves solely expressive activity, event organizers may request a waiver of the insurance requirement by providing the City Manager documentation of indigent status or inability to obtain insurance coverage for the event.

City Manager approval of insurance requirement waiver: \_\_\_\_\_

**Event Organizers must pay a non-refundable, administrative processing fee of \$110.00. Park fees must also be paid at the time of application. Call the Parks and Recreation Department at 406-863-2473 for help in calculating your fees prior to submitting application and payment.**

**If the event involves solely expressive activity, event organizers may request a waiver of the administrative processing fee by providing the City Manager documentation of indigent status.**

**City Manager approval of waiver of administrative fee: \_\_\_\_\_**

**Applications for special events must be complete and submitted to the City Manager or to the City Clerk at least 15 days before the proposed event is to be held. Applications for special events involving solely expressive activity must be complete and submitted to the City Manager at least three days before the proposed event is to be held.**

**By signing this application, the Sponsoring Business or Organization hereby agrees to defend, indemnify, and hold harmless the City of Whitefish against losses and liabilities incurred from the conduct of the Sponsoring Business or Organization or its officers, employees and agents.**

**I hereby certify that the above information is accurate to the best of my knowledge.**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

## Beer/Wine Permit Information Form

**If beer/wine will be consumed or sold, please provide a map showing limits of premises and describe on an attached sheet the security arrangements made to ensure open containers will be limited to controlled areas. Fencing must be self-standing, at least 3 feet in height, and must surround the entire area where alcohol is served and consumed. A barrier made with a single rope will not be sufficient.**

**Will Beer/Wine be provided free of charge within a City Park: Yes / No**

If yes, a \$20 Beer/Wine permit must be purchased from the Parks and Recreation Department.

**Will Beer / Wine be sold: Yes / No**

If yes, one of the following permits must be obtained and submitted with this application:

- For alcohol that will be served by a catering company, the catering company must obtain a \$35 Catering Permit from the City Clerk's Office.
- For alcohol that is purchased and sold by the event coordinator, the event coordinator must obtain a One Time Use Permit through the Montana State Liquor Division. Please call 1-866-859-2254 to apply.

**If you answered "yes" to any of the above questions, please initial the following:**

\_\_\_\_\_ Applicant will ensure that all participants comply with all laws and ordinance regulating the  
*(initial)* consumption of the beer and or wine.

\_\_\_\_\_ No underage person will be allowed to consume beer and or wine.  
*(initial)*

\_\_\_\_\_ Anyone who appears legally intoxicated will be refused further beer/wine and will be immediately furnished  
*(initial)* transportation home.

\_\_\_\_\_ All beer and or wine containers will be properly disposed of.  
*(initial)*

\_\_\_\_\_ Applicant will defend, and hold harmless the City of Whitefish from any liability resulting from or arising out of  
*(initial)* the selling or consuming of alcohol at the event.

\_\_\_\_\_ Applicant acknowledges this permit may be revoked for failure to comply with its terms.  
*(initial)*

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

# Application for Special Event Check List, Policies and Regulations

Please initial all items to show that you understand event policies. Return this form with the rest of the permit application.

\_\_\_\_\_ A completed Application for Special Event Permit. If reserving a park, park availability must be confirmed prior to application submittal. If alcohol will be served, an appropriate permit must be obtained.

\_\_\_\_\_ No dogs are permitted in any public park within the city during any organized athletic or special event, with the exception of service animals and within public dog parks. Event organizers are required to notify attendees that dogs are not permitted in both promotional materials as well as through signage during the event.

\_\_\_\_\_ A current original Certificate of Insurance naming the City of Whitefish as an "Additional Insured." Some certificates may have two pages. Please provide both pages.

\_\_\_\_\_ A detailed map showing requested street closures, parking spaces closures, parade route, race route, a description of the event activities, approximate tent/vendor locations in parks, temporary structures or facilities on public rights-of-way, portable toilet locations, and alcohol control points. If an event crosses or takes place on an MDT route, the applicant needs to complete an additional special use permit for MT State Highways (application available upon request).

\_\_\_\_\_ Events involving a parade must ensure candy is not dispersed on private property.

\_\_\_\_\_ A copy of any directional signage that will be utilized, including the dimensions and location of placement.

\_\_\_\_\_ A condition of any race or event is the requirement for route markings or directions along the route. Signs are preferred for marking routes. If marking on streets, trails or concrete, it must be done in very soluble paint or chalk that will disappear after a rain storm. Regular spray paint is not allowed.

\_\_\_\_\_ A Special Event application must be submitted fifteen (15) days in advance of the special event and can only be submitted one year prior to the event. If the Special Event involves solely expressive activity, a Special Event Application must be submitted three (3) days in advance.

\_\_\_\_\_ Only persons 18 years of age and older may rent public facilities. To complete the application process, staff may verify age of applicant via visual inspection of a photo ID or obtain a copy of photo ID.

\_\_\_\_\_ The City of Whitefish discourages consecutive group functions & special events.

\_\_\_\_\_ Please refer to City ordinances for regulations regarding amplified sound, tents, signs, or posters on public property.

\_\_\_\_\_ Do not stake anything into park grounds without written approval from Whitefish Parks and Recreation Department.

\_\_\_\_\_ Refunds for park/facility fees will not be given for inclement weather conditions.

\_\_\_\_\_ Reservations for park/facility fees must be cancelled at least 48 hours in advance to receive a partial refund. A 20% administration fee will be charged for all refunds. The special event permit application administration fee is non-refundable.

\_\_\_\_\_ It is the responsibility of the applicant to pay for all costs of damages that may occur during their function.

\_\_\_\_\_ Restrooms are subject to seasonal closing. For events of 75 attendees or more, event organizers must provide portable toilets. Garbage service for events is not provided and all garbage must be removed after an event. Garbage receptacles and dumpsters can be rented from North Valley Refuse.

\_\_\_\_\_ I understand that if the Parks & Recreation staff is required to clean the facility after my event, the cost will be \$25.00 per staff hour minimum (for cleaning, in addition to necessary materials and supplies). **If there is a cleanliness issue or noticeable damage, please report it to the Parks office @ 863-2470 immediately.** Cleaning supplies, brooms and mops are located in the posted cleaning supply closet in each facility. Garbage is to be disposed of in the outside receptacles. For event of 75 attendees or more, event organizers must have a trash removal plan identified in the application.

\_\_\_\_\_ Events with retail/food vendors are subject to the 3% Resort Tax. **Event organizers are responsible for submitting a spreadsheet of all participating vendors prior to the event date. Required vendor information includes the business name, a brief description of items sold, contact name, address, phone number and email. Vendor lists can be emailed to [customerserviceclerk@cityofwhitefish.org](mailto:customerserviceclerk@cityofwhitefish.org).** Vendors subject to Resort Tax make must provide payment with the Resort Tax Transmittal Form to the City Clerk's Office. A letter to the Vendor, a list of exempt and taxable items, and the Resort Tax Transmittal Form is included in this packet.

\_\_\_\_\_ The City Manager may deny an application for a special event permit or revoke a permit if the applicant has failed to meet conditions and operate within the parameters of a previous special event permit granted by the City.

## Fee Schedule for Events being held at a City Park or Facility

Please circle the requested park/facility and applicable fee.

Facility	Daily	½ Day or Hourly	Daily Non-Profit	Hourly Non-Profit
Depot Park City Beach (am only)	\$200	\$100/ ½ day	\$150	\$75/ ½ day
Baker Park Riverside Park Soroptimist Park Mtn. Trails Park Memorial Park Dave Olseth Skate Park WAG Park	\$100 (ALL)	\$50 ½ day (ALL)	\$80 (ALL)	\$40 ½ day (All)
Kay Beller Park	\$50	\$25 ½ day	\$40	\$20 ½ day
Baker Park Gazebo		\$30 ½ day		\$25 ½ day
Soroptimist Gazebo Rocksund Trial Gazebo		\$20 ½ day		\$15 ½ day
Roy Duff Armory Building	\$250	\$40 hourly	\$200	\$25 hourly
Grouse Mtn. Tennis Courts Riverside Tennis Courts Grouse Mtn. Fields	\$100 per field/court	\$25 hourly per field/court	\$80 per field/court	\$20 hourly per field/court
Memorial Pickleball Courts Memorial Basketball Courts	\$75 per field/court	\$20 hourly per field/court	\$65 per field/court	\$15 hourly per field/court
Armory Softball Fields Armory Lacrosse Fields Armory Park Pump Track	\$60 per field/court	\$15 hourly per field/court	\$40 per field/court	\$10 hourly per field/court

Additional Service	Fee	Check if needed	Specific number needed	Fee Total
Electrical Setup and Equipment Rental*	\$75 per event/ per box			
Sports Field Line Painting	\$100 per occurrence			
100-450 Square Foot Tent Irrigation Location	no charge			
451-800 Square Foot Tent Irrigation Location	\$25 per tent			
800-3600 Square Foot Tent Irrigation Location	\$50 per tent			
3600 Square Foot Tent Irrigation Location	\$75 per tent			
Alcohol Permit	\$20 per day			
Catering Permit	\$35			

\*Basic 120-volt electrical outlets are available at Depot Park free of charge. Additional electrical boxes can be requested and include one 250 volt plug and 6 additional 120 volt plugs.

**\*\*Office Use Only\*\***

Alcohol Permit Fee: \$ \_\_\_\_\_

Administrative Fee: \$ \_\_\_\_\_ (Non-refundable)

Park/Facility Fee: \$ \_\_\_\_\_

Additional Services Fee Total \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Check# \_\_\_\_\_

**Approved/Denied**

\_\_\_\_\_  
**Parks and Recreation Director** **Date**

\_\_\_\_\_  
**Police Chief** **Date**

\_\_\_\_\_  
**Fire Chief** **Date**

\_\_\_\_\_  
**Public Works** **Date**

**See Attached Comments.**

**CONDITIONS OF PERMIT:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Reasons for Conditions Imposed:**

\_\_\_\_\_  
\_\_\_\_\_

Permit issued: \_\_\_\_\_

City Manager: \_\_\_\_\_

**If Denied Reasons for Denial:**

\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

City Manager: \_\_\_\_\_



Dear Special Event Organizer:

The City of Whitefish is pleased to support various Special Events with appropriate donations of City resources. The numbers of special events and requests for support have grown in recent years, compelling us to issue this notice of limitations for legal liability and allocation of materials, equipment, and staff.

All parties are hereby informed that regardless of the City's willingness to provide supporting services, the City itself is not a sponsor and the City does not accept any liability associated with any event unless such sponsorship and acceptance of liability are specifically declared through direct action by the Whitefish City Council.

All parties are likewise informed that although the City agrees in good faith to provide timely services in support of certain special events, unforeseen emergencies or necessities exert a primary claim on any and all City resources at any time. In the event of an emergency or mission critical demand, City staff, equipment, or other resources may be withdrawn immediately and dispatched to other locations for an indefinite period of time.

The City will make every effort to avoid such an interruption. However, the Special Event Organizer(s) must recognize this potential and make advance arrangements for back-up services to ensure their event's success if City resources must be reassigned.

Please feel free to contact the City Clerk at 863-2400 during regular business hours or Police Dispatch after hours at 863-2420 if you have any questions.

This is to acknowledge I have read and understood the preceding statement of limitations for legal liability and allocation of City resources for special events.

\_\_\_\_\_  
Event Organizer Signature

\_\_\_\_\_  
Date



To: Special Events' Vendors

Re: City of Whitefish Resort Tax Requirements

In November, 1995, the voters in Whitefish enacted a limited sales tax on luxury items called a Resort Tax. On April 28, 2015, the electorate also voted to increase the Resort Tax. The Resort Tax is now a 3% sales tax on all luxuries as defined in the Resort Tax Ordinance. After July 1, 2015, all vendors and merchants, including temporary vendors and vendors at special events, who sell such defined luxury items need to remit a 3% tax to the City of Whitefish.

Most vendors add the tax as a separate charge, however some incorporate the 3% tax into their pricing of the item. How you incorporate the tax into your pricing structure is up to you, but the imposition of the tax is on the end purchaser; the vendor is just an agent of the City for collection of the 3% Resort Tax from the end purchaser.

On the back of this sheet is a list of goods and services which are subject to the 3% Resort Tax and items which are exempted or not subject to the 3% Resort Tax. While this table is a guide for compliance, it is not a complete list and if you sell items for which you are unsure as to its tax effect, please call me at 406-863-2406 or send me an email asking for an interpretation. We can provide you filing forms for submitting the Resort Tax Remittance or you can download a form from our website at <http://www.cityofwhitefish.org/city-hall/resort-tax.php>. If you are a regular vendor who files monthly Resort Tax forms, you may just include your special event revenues and taxes in your monthly filing. Filing forms and tax payments are due by the 20<sup>th</sup> of the month following the special event.

Thank you for complying with the City of Whitefish's Resort Tax. The funds are used for road improvements, park and trail improvements, preservation of our watershed, and property tax relief. Many of the amenities that you and your customers use at or to get to the special event may be paid for in part by the Resort Tax. Compliance with our Resort Tax code will ensure that you will be able to continue vending at special events in Whitefish in the future.

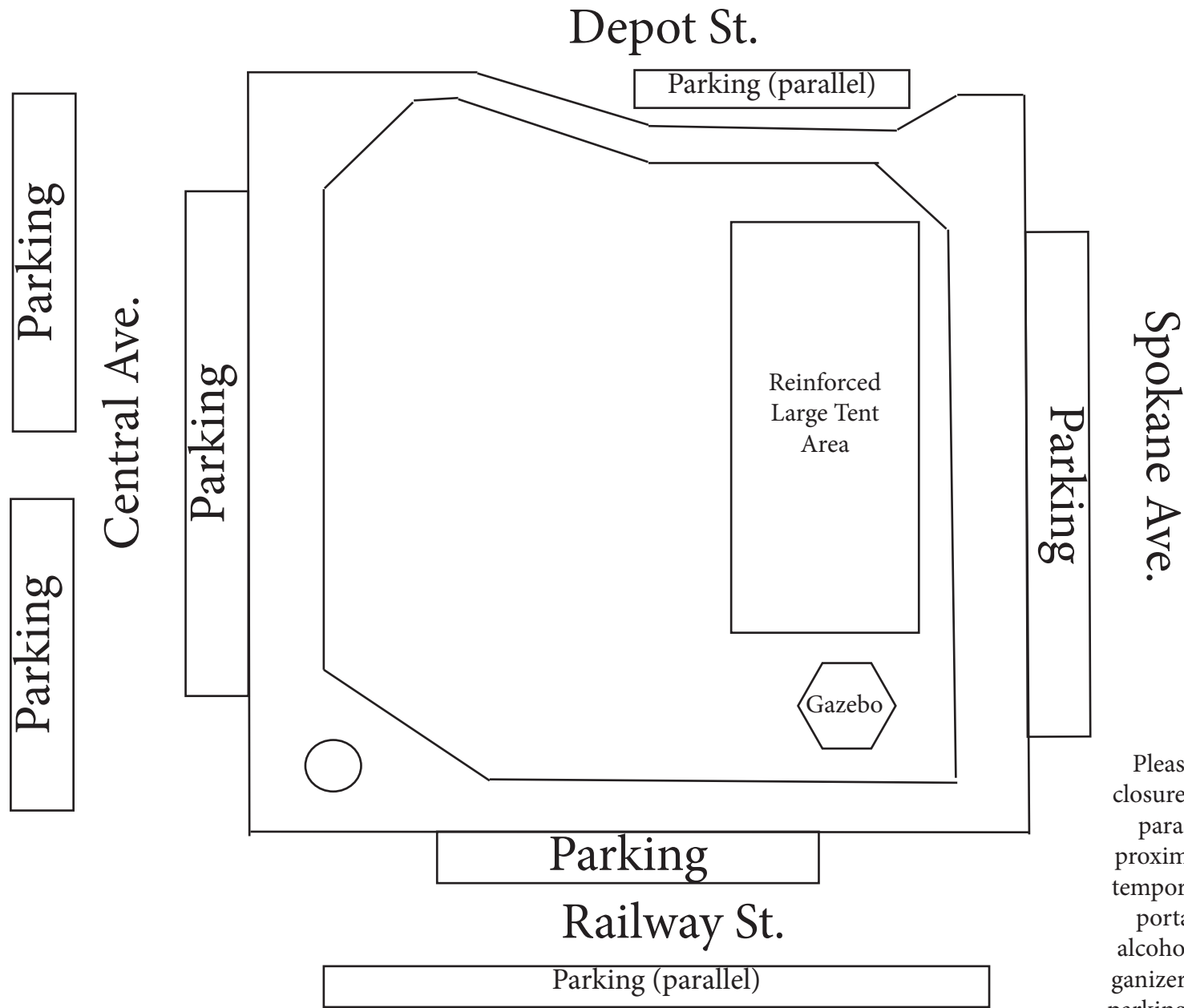
Sincerely,

City Manager



Typical Items of Temporary Vendors Subject to 3% Resort Tax	Typical Items Sold By Temporary Vendors That Are Exempt from 3% Resort Tax
Foodstuffs intended for immediate consumption	Food purchased unprepared or unserved
Soda Pop, Bottled Water, and Candy	Groceries
Baked Goods (intended for immediate consumption)	Baked Goods for later consumption (e.g. bread, a dozen doughnuts)
All alcoholic beverages	Produce
Tobacco	Medicine
Souvenir items, gift items	Medical Supplies
Toys	Hardware supplies and tools
Pet supplies	Necessities of life
Books	Vitamins
Jewelry and Art	Housewares and Sundries
Finished Craft Items	Stationary and office supplies
Antiques, second hand store items	Furniture and Home Furnishings
Sporting Goods and bicycles	Craft Items and Supplies
Records, tapes, CD's, DVD's	Non-profit fund raisers
Clothing	Cleaning Supplies
Cut Flowers and Floral Arrangements	Personal Hygiene Items
Cosmetics	Baby and Child Care Products
Candles	

# Depot Park Event Planning Map



Please clearly show any street closures, parking spaces closures, parade route, race route, approximate tent/vendor locations, temporary structures or facilities, portable toilet locations, and alcohol control points. Event organizers are encouraged to utilize parking spaces and parking lots in lieu of requesting street closures. Use a larger map as needed.