

# MARSHALL MOUNTAIN PARK SPECIAL EVENT PERMIT

City of Missoula Parks and Recreation, 600 Cregg Ln, Missoula, MT 59801

Complete each section and attach applicable forms.

## SECTION 1: Special Event Type and Details

<b>Date of event:</b>	
<b>Duration of Event( including setup/breakdown) times:</b>	
<b>Approximate number of participants:</b>	
<b>If applicable - approximate number of spectators:</b>	
<b>Approximate number of event staff:</b>	

<b>Event Name</b>	
<b>Business/Organization Name</b>	
<b>Primary Contact</b>	
<b>Address</b>	
<b>Email</b>	
<b>Phone</b>	

Indicate size of event	Event Type	Number of Participants	Fee PER day
	Small	10-49	\$250.00
	Medium	50-299	\$500.00
	Large	300-599	\$750.00
	Extraordinary	600 – 1000	\$1500.00

## SECTION 2: Additional Considerations & Requirements (Check all that Apply)

<b>Exclusive trail, parking, and or base area use</b>		
	Event will require entire area including base and all trail(s) to be closed to the public <i>This is NOT always at the discretion of the organizer. MPR holds the right to decide if an event truly is utilizing the full capacity of a trail or area and thus administer the surcharge.</i>	\$750 surcharge per day
	Event will require individual trail(s) to be closed to the public	\$200 surcharge
<b>Food and Beverage Sold</b>		
	Food & Beverage and/or products will be sold at this event	MPR Concession Permit completed a minimum of 14 days before the event
<b>Alcohol served or sold</b>		
	Alcohol will be served at this event	Vendor must have a cabaret license
	Alcohol is being sold by event organizer	Organizer must apply for a MT State Dept. of Revenue Alcohol Special Permit and provide MPR a copy of that permit with the Concession Permit 14 days prior to event.
	Alcohol is being served but not sold by organizer	Organizer must apply for MPR alcohol permit at least 14 days before event

<b>Waste</b>		
	Event generates refuse	Include in attached document <ul style="list-style-type: none"> <li>• Trash disposal and container plan</li> <li>• Trash removal plan</li> <li>• Recycling plan</li> </ul>
<b>Restrooms</b>		
	Event lasts longer than 4 hours *if applying for multiple events for a race “series” and they are in a weekly format that equates to more than 4 hours total permitted MAY be required to provide at oversight of permit administrator	Include in attached document your plan for restrooms <ul style="list-style-type: none"> <li>• How many, where, when placed and picked up</li> </ul>
<b>Parking</b>		
	Event has 50-299 participants	Include parking plan and how you will ensure that general public still has access to parking
	Event has 300 – 1000 participants	Include your parking plan AND your plan on promoting alternative transportation and/or shuttling to the event and manage parking to ensure the general public still has parking.

**This event will require snow removal services including the following:**

\*If a snow event is to the magnitude that all snow removal services through the city are unable to plow due to extensive plowing needed on city routes and roads. Permittee may hire a contractor to remove snow that is insured and licensed. This external snow removal must be coordinated and approved with permit administrator.

<b>Check if needed</b>	<b>SERVICE</b>	<b>COST</b>
	Sand base area trails & walkways	Cost Recovery based on time and materials
	Plow parking lot &/or walkways	\$66.50- \$92.00/hr. Overtime dependent plus \$25/hr. equipment cost

**Section 3: Permit Agreement Terms and Conditions:**

Organization/Organization Representative referred to as PERMIT HOLDER in Terms & Conditions.

1. The Missoula Parks and Recreation will not issue an assurance of a Special Use Permit without required documentation. The PERMIT HOLDER is responsible and required to obtain all licenses and permits required by Federal, State, and County or Municipal government. Licenses and permits could include; a copy of your city business license, non-profit ID, and if applicable, your Workman's Compensation I.D.
2. The PERMIT HOLDER hereby indemnifies and holds the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the PERMIT HOLDER further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Special Use Permit is granted.
3. The PERMIT HOLDER agrees to furnish the City of Missoula a CERTIFICATE OF LIABILITY

INSURANCE for their entity providing liability insurance coverage for their event that also identifies the CITY OF MISSOULA as an ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF LIABILITY INSURANCE coverage limits shall provide liability insurance coverage in accordance to Montana State Statute, Section 2-9-108 MCA of \$750,000 for each claim and \$1.5 million for each occurrence. The CERTIFICATE OF INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula. The CERTIFICATE OF LIABILITY INSURANCE shall be filed by the PERMIT HOLDER/PERMITTEE along with their application for a permit.”

3. All Special Use Permits issued for Marshal Mountain are additionally required to also furnish Izzy Dog, LLC, and Five Valleys Land Trust with a CERTIFICATE OF LIABILITY INSURANCE that identifies IZZY DOG, LLC and FIVE VALLEYS LAND TRUST as ADDITIONAL INSURED on the CERTIFICATE OF LIABILITY INSURANCE. The CERTIFICATE OF INSURANCE coverage limits shall provide liability insurance coverage in the minimum amounts of \$750,000 for each claim and \$1.5 million for each occurrence per Montana State Statute, Section 2-9-108 MCA. The CERTIFICATE OF LIABILITY INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula. The CERTIFICATE OF LIABILITY INSURANCE shall be filed by the PERMIT HOLDER along with their application for a permit.”
4. The PERMIT HOLDER shall not assign or transfer this Special Use Permit or sublet any portion thereof without the written consent of the City of Missoula.
6. The PERMIT HOLDER, either as an individual or on behalf of a group or organization, hereby agrees that this permit shall not be used in any manner that would discriminate against any person or persons on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression.
7. Any Alcohol being served or sold to the public needs to be provided through a business with a Cabaret License, or organization needs to obtain a Special Revenue Permit from the State of Montana.
8. An Individual or organization who allows alcohol to be consumed by participants may be held responsible for death, personal injuries, medical bills and any damages that may occur as a result of allowing alcohol consumption at their event.
9. It is the sole responsibility of the Permit holder to be in compliance with any State or Local Health regulation with respect to food and drink, in addition to state or county licensing requirements.
10. The PERMIT HOLDER is responsible for picking up all garbage generated from the event and when specified on your permit to remove excess from site. Events at Marshall Mountain are required to comply with City ZERO-by Fifty policy to recycle aluminum and plastic bottles. Plan must be submitted as part of the Permit packet.
11. The PERMIT HOLDER will be responsible for any and all damages that occur to Parks and Recreation facilities due to USER'S negligence or willful action.

12. The Missoula Parks and Rec. Dept. shall have the right to terminate Special Use Permits if it is determined the PERMIT HOLDER is not acting in the best interest of the general public, the City of Missoula, or they are in non-compliance with permit policy/terms and conditions.

**13. Deposit Checks not pick up by two weeks after the event will be destroyed**

14. The Parks and Recreation Department reserves the right to allow more than one Special Use Permit at a facility, or on conservation lands.

15. PERMIT HOLDER agrees that the City of Missoula and/or its designated representatives may enter upon the used facilities or area as described herein at all reasonable times to make inspection in conformity with this Special Use Permit Agreement.

16. Permit being issued for an event/work/or educational purposes on conservation lands will be given separate terms and conditions as related to the specific area to be used. USER agrees to abide by all rules and regulations of these attached terms specific to use of conservation lands

**By signing I am acknowledging and accept the terms and conditions of this permit**

\_\_\_\_\_  
(Signature of Organization Representation)

\_\_\_\_\_  
Date

## **Additional requirements for all Special Event Permits**

**Portable Toilets** – if event is longer than 2 hours and includes more than 25 people - the appropriate number of portable toilets must be provided and/or have an approved plan for providing restrooms\*. All toilets must be placed only in approved pre-designated locations.

\*if applying for multiple events for a race “series” and they are in a weekly format Permit Administrator may require Permittee to provide for an additional dump on site port a john as part of their permit..

**Trash and Waste** – ALL waste generated by the event/use must be packed out and disposed of. Use of park garbage cans is not acceptable as disposal site. Specific plans for recycling must be included as part of the permit.

**Trail Condition Check** – prior to event all trails and locations must be checked for conditions to insure they are appropriate for use and the event/use will not severely impact the condition of the trail/location. A plan for alternative routes in case of inclement weather must be included as part of the permit.

**Parking** – The event parking area will be available and a parking plan must be submitted for all MEDIUM and LARGE special events (>50 participants). . Parking plan must designate a priority parking area for physically handicapped attendees and a 20ft fire lane present per county policy in all parking areas to give access to all points on the property for emergency vehicles. A plan for providing shuttles from off-site to the base area must be provided for LARGE and Extraordinary special events.

**Vendors and Suppliers** - Any contracted vendor selling food or products is included as part of the event must submit a Parks and Recreation Concession Permit. It is the duty of the PERMIT HOLDER to obtain and turn in all of these items.

**Alcohol** – if alcohol will be present at the event/use a Parks and Recreation Alcohol Permit must be completed along with a Special Revenue Permit from the State of Montana. All alcohol must be served

by caterer with a cabaret license.

**Option for tax-free donation** – all events (not outfitter or athletic team permits) charging a fee to participate must provide an option for participants to make a tax-free donation for the long term management and public acquisition of Marshall Mountain Park.

**Motorized Vehicles** – permittees, but not participants and public, may drive inside the green gate at the far end of the parking lot to set up if they stay on double track gravel roads. Usage of this area must be clearly requested in the permit application. Locking the gate to this area after the event is the sole responsibility of the permittee. If permittee fails to lock this gate they assume liability for any damage to the site and/or may become ineligible for future permits at Marshall Mountain Park.

**Tent/Canopy Securing** – must be done with weights (not stakes) to prevent hitting irrigation and power. You must include a map of where you will be setting up tents and canopies.

**Fires and BBQ** – fires must be kept in the designated fire pit. All BBQ must be kept within appropriate and approved BBQ grills. Both fires and BBQs may **only** occur during appropriate burning windows as dictated by Missoula County Fire Protection Agency  
[https://mcfpa.org/fire\\_danger.htm](https://mcfpa.org/fire_danger.htm)

**Accident Policy** - In the event of an accident or injury, the permit holder is required to fill out an Accident Report Form and submit it to the City of Missoula Parks and Recreation Department as soon as possible, Accident Report Form can be found online at [www.missoulaparks.org](http://www.missoulaparks.org).

**REFUND Policy** - Qualifications to receive a refund of both event fee and deposit fee - Notification for Cancellation must be received at least 21 days prior to the reserved date.

**DAMAGE Policy** -Should events during inclement weather result in damage to infrastructure, base area, or trails- repair cost will be deducted from security deposits based on inspection by MPR representative. Should damage exceed deposit, the named renter who reserved facility will be invoiced for the difference.

- Misuse (other than intended) resulting in damage, or a pattern of misuse, will result in the permitted loss of use, and will affect its ability to reserve in the future.
- Damage to facilities will negatively impact an permitted “Good Standing” status, and may result in loss of ability to reserve Marshall Mountain in the future

## **What uses are excluded from Marshall Mountain Park?**

**Bounce Houses** - It has been determined by the Montana Municipal Interlocal Authority (MMIA) that there is considerable risk associated with inflatable structures including bounce houses. **Therefore,**

**Bounce Houses and inflatable play structures will not be permitted at MMP**

**Dogs** – no dogs will be permitted on property at this time.

**Overnight Camping/Parking** – no overnight camping or parking will be permitted at this time.

\*special considerations for historic camping uses and multi day events that require overnight surveillance to maintain oversight of equipment will be considered.

**Weddings** – no weddings will be permitted at Marshall Mountain Park at this time

**Usage of Buildings** – Usage of the clock tower building will not be permitted at this time due to building inspection findings. Use of the bar/lodge building maybe granted at the discretion of Izzy Dog LLC and Missoula Parks and Recreation representee

**SECTION 4: Permit Requirements**

City of Missoula Parks & Recreation requires the following additional items in order to process this Special Event Permit Application.

- A complete Marshall Mountain Special Use Permit Application (this form)
- A Map of Use Area – noting which trails and base area locations will be used
- A Certificate of Liability Insurance from your insurance provider which shows:
  - o The permit applicant as the insured part
  - o In accordance to Montana State statute, section 2-9-108 MCA a minimum amount of \$750,000 for each claim and \$1.5 million for each occurrence must be provided. Valid throughout the requested permit dates.
  - o City of Missoula , Five Valleys Land Trust AND Izzy Dog LLC named as additional insured on the certificate.
    - City of Missoula: 435 Ryman St, Missoula, MT 59802
    - Izzy Dog LLC: 131 South Higgins, Suite P-1, Missoula, MT 59802
    - Five Valleys Land Trust: 120 Hickory St, Missoula MT 59801
  - o *Certificate of Liability is required a minimum of 14 days prior to event:*
- Damage Deposit Fee of \$ 250.00 (small events), OR \$500 (medium event), OR \$1000(large/extraordinary event)

**COST WORKSHEET**

Event Size	\$
Trail or Base Area closed to public	\$
Snow Removal Cots	\$
TOTAL	\$

MARSHALL MOUNTAIN PARK SPECIAL EVENT PERMIT constitutes the entire agreement between parties hereto. In consideration of the covenants herein expressed, the City of Missoula Parks and Recreation Department hereinafter called the “City”, does hereby grant permission to organization/individual below hereinafter-called “Permit Holder”

\_\_\_\_\_  
(Signature of Organization Representation)

\_\_\_\_\_  
(Date)

MARSHALL MOUNTAIN PARK SPECIAL EVENT PERMIT is approved and issued to the event organizer with the following additional requirements

\_\_\_\_\_  
Permit Administrator

\_\_\_\_\_  
date

**MISSOULA PARKS AND RECREATION STAFF ONLY**

<u>ITEM</u>	<u>INFO &amp; STAFF INITIALS</u>
Date Received:	
Is Application Complete:	