



## USE OF CITY OWNED LAND PERMIT (For private events of less than 75 participants)

DATE RECEIVED: \_\_\_\_\_

FEES INCLUDED: (Review- \$25.00) -----\$ \_\_\_\_\_  
 (Clean-Up Deposit- \$100.00)-----\$ \_\_\_\_\_  
 (Half Day Use, <4 hours- \$50.00)-----\$ \_\_\_\_\_  
 (Full Day Use, >4 hours- \$100.00)--- ----\$ \_\_\_\_\_  
 (Alcohol - \$100 per event)-----\$ \_\_\_\_\_  
 (User Group with an MOU- Exempt)----- \_\_\_\_\_

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**Ordinance 960-** Regulations for use of city owned property and application criteria  
**Resolution 3623-** Establishment of a fee schedule for private events less than 75 persons

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**LOCATION REQUESTED:** (include address or other description i.e. Rotary Park) \_\_\_\_\_

**APPLICANT INFORMATION:**

Event Organizer Name & Phone Number: \_\_\_\_\_

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

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

**EVENT INFORMATION:**

Title of Event: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

General type of event: \_\_\_\_\_

Proposed fees charged of participants: \_\_\_\_\_

Describe any requests for camping: \_\_\_\_\_

**Review Criteria:**

Explain how your proposal meets, or impacts the required criteria below. ALL CRITERIA MUST BE ADDRESSED. If a criterion is not applicable, please explain why. Please attach drawings, pictures, site plans, renderings, traffic control plan, or additional text to fully explain your proposed use and assist the City Council in their review and decision related to your request.

1. Dates and Hours of Operation:

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2. Discuss proposed crowd control and safety measures to be used during the event. Include estimated numbers and functions of volunteers and staff.

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3. Impacts on Parking and Traffic Patterns for Vehicles and Pedestrians:

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4. Noise: Discuss how noise from the event will be addressed and mitigated to minimize impact to surrounding properties.

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5. Trash Generation: Describe your plan for solid waste disposal during and after the event.

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6. Restrooms: Discuss how appropriate restroom facilities will be provided for the event, if needed. If portable toilets (i.e. Porta-Potties, etc.) are proposed, their location must be shown on the plan.

7. Impacts on Police, Fire or Ambulance Service: Discuss any anticipated impact on our Emergency Services including but not limited to the need for additional staffing, delayed response times or detours.

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8. Campfires or Open Flames: Discuss any cooking facilities, campfires or any other open flames that may occur during the event.

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9. Sale of Goods or Services: Describe any anticipated commercial activity during the event.

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10. Request for Exclusive Use of City-Owned Property: Describe why a street and/or alley closure is necessary or why exclusive use of any amenity or portion of City-owned property is requested and necessary for the event.

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11. Alcohol: Will the event include the sale or distribution of alcohol? If yes, please explain control measures and server(s) certification. Per the [Municipal Code \(5-4-7\)](#) an exemption from the City Open Container Ordinance may be required (see item #12 below.)

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12. Open Container Exemption: In accordance with Municipal Code 5-4-7-C, an exemption to the Open Container Ordinance may be granted by the City Council on a case-by-case basis for a specific date, time and location (for

persons to possess an open alcoholic beverage container on the public streets, highways, alleys or sidewalks.) Exemptions are not required for an open container is a dedicated public park.

Please describe your request in detail (use a separate sheet if necessary.)

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**13. Adjacent Neighbor Notification:** All adjacent neighbors are to be contacted and recorded below. Per the City Code, Adjacent is defined as follows: (includes all lots or parcels that directly border a subject lot or parcel and all lots or parcels separated from that subject lot or parcel by only a public or private easement or right-of-way, including streets, railroads, and irrigation canals, or by a creek. Lots or parcels that adjoin only corner-to-corner, including those lots or parcels where corners are separated by a public or private easement or right-of-way, or creek are adjacent and adjoining.)

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A Business or Organization has requested to use City-Owned Property, as described above. As an adjacent business/resident, we want to ensure that you are aware of this proposal. Please sign below to acknowledge you were informed of the proposed event. Should you choose to comment on the request, please contact the Community Development Department.

Name of Business/Resident

Signature of Authorized Agent

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**CERTIFICATION:**

I, \_\_\_\_\_, (print name of Owner/Authorized Agent) herby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, and on all other submitted forms, plans and all other information submitted, including any testimony given to the City Council, as a part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation provided in connection with this application be found to be inaccurate or untrue, I understand that any approval based thereon may be rescinded and other appropriate action taken. By signing this application, I hereby grant approval for the City of Red Lodge, its Elected Officials, Employees or Agents to enter onto the property for the purpose of inspection and routine monitoring during the event.

**INDEMINIFICATION:**

Applicant (Sponsoring Organization/Entity) shall indemnify, hold harmless and defend (collectively "indemnify" and "indemnification") the City from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgements, costs and expenses (including but not limited to reasonable attorney's fees and costs), which arise out of or relate to any casualty or liability claimed or caused through his/her use of the City Property pursuant to the requested permit.

\_\_\_\_\_  
Owner/Authorized Agent Signature(s)

\_\_\_\_\_  
Date

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**CITY APPROVAL**

In accordance with Council action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as Mayor I hereby approve this Use Permit.

By: \_\_\_\_\_  
Mayor

**INSTRUCTIONS FOR USE OF CITY OWNED PROPERTY APPLICATION:**

1. Answer all questions. Answers should be clear and contain all necessary/relevant information.
2. Include Proof of Insurance Liability for dates requested, for a minimum insured amount of \$500,000.00 (which must be from an A+ rated, or better, insurance company) which lists the City as an additional insured as well as being the Certificate Holder.
3. If the event includes the sale of alcohol the amount of insurance required per item #2 above shall be increased to not less than \$2,000,000.00.
4. Deadline for Filing Application: the deadline for filing a completed application shall be a minimum of forty-five (45) days in advance of the event when it will be considered (except for good cause shown) but not more than two hundred seventy (270) calendar days (approx. nine months) in advance of the event. Applications for events involving solely expressive activity must be complete and submitted at least three (3) in advance of the event. In the event the applicant can show good cause to request a waiver from the forty-five (45) day submittal requirement, the City Authority may waive and reduce said forty-five (45) day requirement.
5. Use the attached form (item #13 of the permit) to provide evidence of notification of each property owner or its authorized representative abutting the proposed permit site.
6. Include a refundable damage/clean-up deposit of \$100.00. The City Authority may increase or decrease the damage/cleanup deposit, as part of the application review process; for the following reasons, including but not necessarily limited to, anticipated potential impacts, availability of alcohol, and prior experience with-the specific event.
7. Include payment of the fees for the use of City Owned Property.
8. Set-up and tear-down is the responsibility of the applicant.
9. Include approval or acceptance from Montana Department of Transportation for use of MDT highways or right-of-ways.

**FURTHER INFORMATION FOR REVIEW BY THE APPLICANT:**

1. In accordance with Ordinance 960, Permit Required: A permit shall be required if one (1) or more of the following circumstances applies: a) request for exclusive use of City-owned Property, b) assembling or traveling in unison on City Property, c) involving 75 people or more using City Property, d) sales of goods or services, e) alcohol will be sold, or given away for a promotional event, f) physical alteration to City Property, g) temporary waiver of City's Ordinance prohibiting consumption of alcoholic beverages or possession of open containers, h" use of sidewalks along Broadway Avenue other than by adjacent property owner for the purpose of marketing an adjacent commercial business
2. In accordance with Ordinance 960: If alcohol will be provided, all State Liquor Control Regulations shall be complied with by the applicant and all applicable State permits shall be obtained. In reviewing the application for a permit where alcoholic beverages will be available, the City Authority shall consider the following factors:



- a. Whether the proposed use enhances the cultural, recreational, or entertainment opportunities available to the community;
  - b. The appropriateness of the property for the proposed use;
  - c. Any potential negative impacts on adjacent property or residents;
3. The estimated number of people likely to be at the event, as well as the estimated amount of alcohol likely to be available. The City shall have the right to impose any condition pertaining to the public health, safety, and welfare upon its approval of the permit and shall retain the right to immediately revoke said permit to use City-owned property for any violation of the permit approval conditions.