

Is Applicant Non-Profit Organization:	\$ _____
Fee Paid:	\$ _____
Deposit Rendered:	\$ _____

Town of Alberton Special Events Permit Application

A Special Events Permit is required for any festival, large group gathering, organized protest or rally, sporting event or contest, commercial gathering or convention, and any other event which is likely to create a disruption, hindrance, or damage to public streets, sidewalks, rights-of-way, and property. **Please talk to the Clerk about your planned event before filing this application, as many gatherings on town property DO NOT fall under the definition of a Special Event.**

1. Applicant's Name: _____

2. Event Type (mark all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Wedding
<input type="checkbox"/> Concert
<input type="checkbox"/> Festival
<input type="checkbox"/> Parade | <input type="checkbox"/> Commercial Promotion
<input type="checkbox"/> Competition
<input type="checkbox"/> Convention |
|--|--|

Other, (Please describe) _____

3. Town Property to be used:

Please note that it is the current policy of the Town Council to exempt the Senior Center from this permit requirement and instead continue to use the existing rental agreement. However, if your event requires the use of any other adjoining Town Property (such as the Park), this permit will be necessary if the additional usage qualifies as a special event.

4. Time Period Desired: _____

Note: No permit will be issued for between the hours of 11 p.m. and 7 a.m.

5. Estimated number of participants (includes vendors, support staff, guests):

6. If any portion of the event could impede traffic on public roads, you **MUST** propose a traffic plan to accommodate normal and emergency traffic. **Please write your plan in the space provided at the end of this application.**

If the event include a parade, you **MUST** fill out the traffic control plan in the space provided on the back of this applicant and **MUST** also indicate the route you wish to use for the parade.

7. Each of the following acknowledgements must be initialed by the Applicant:

A. Applicant acknowledges that he/she/it must secure insurance coverage for the special event naming the Town of Alberton as a co-insured in the amount of \$750,000 per claimant and \$1,500,000 per occurrence. The applicant acknowledges that he/she/it must ensure the insurance provider itself notifies the Town of the coverage at least five business days prior to the date of the special event. This notification may be in the form of mail, fax, or email, but must be in writing. Applicant acknowledges that failure to do so will result in the automatic revocation of the permit. Liability insurance is not required for events that qualify as Political or Religious under the Town Ordinances.

INITIALS: _____

Upon written agreement of both the Mayor and Council President, the insurance amount required under Section 12-2-6(1) above may be reduced to \$750,000 per claimant and \$1,000,000 per occurrence.

Mayor: _____

Council President: _____

B. Applicant acknowledges that he/she/it is responsible for ensuring the special event complies with any applicable health codes, including the provision of sanitary facilities proportionate to the number of expected attendees.

INITIALS: _____

C. Applicant acknowledges that the event is for a legal purpose and that all planned or reasonably anticipated conduct by the event organizers or vendors, advertisers, performers, etc. taking part in the Special Event do not violate Town or County Ordinances or Montana State Law, particularly as it relates to criminal, consumer protection, and obscenity laws.

INITIALS: _____

D. Applicant acknowledges that if a parade is part of the special event, applicant must inspect all vehicles and floats prior to the commencement of the parade to ensure that they do not pose a substantial risk of harm to bystanders and that applicant is responsible for obtaining any permission required from the State or County for use of State or County roads.

INITIALS: _____

E. Applicant must carry the permit at all times during the special event.

INITIALS: _____

F. Applicant acknowledges that he/she/it must remove all trash, advertisements, structures, vehicles, and litter immediately after the Special Event is over and to repair any damage to public structures, sidewalks, streets, or other public property that occurred as a result of the Special Event. If the permit holder fails to do so within 24 hours of the end of the event, the Clean-Up and Damage Deposit shall be forfeited to the Town and permit holder will be liable to the Town for all clean up or repair costs not satisfied by the deposited amount.

INITIALS: _____

8. HOLD HARMLESS AGREEMENT

I/we _____ (type name), the permit holder(s), hereby agree to hold the Town of Alberton harmless and agree to indemnify the Town for any and all claims arising out of loss, damage, or injury to persons or property occurring during the course of or pertaining to the Special Event, whether caused by Town agents or my/our agents.

SIGNATURE: _____

9. TRUE AND CORRECT INFORMATION

I/we affirm that all information provided for in this application is true to the best of my/our knowledge and that I/we understand violation of the Special Permitting Ordinance is fineable by up to \$500.00.

INITIALS: _____

Signature of the Applicant

Submission Date

If necessary, write your proposed traffic control plan below:
