

City of Lewistown

CREEKSIDE EVENT APPLICATION

Return Completed applications to the City of Lewistown, 305 W. Watson St, Lewistown MT 59457
 As of 11/1/2021 a \$25/\$50 **non resident*** non-refundable application fee will be charged
 ***** Must be submitted at least 30 days prior to the event *****

Name of Event _____

Individual/Organization Sponsoring Event _____

Address _____ Phone _____

Date: _____ Time of the Event: _____ Estimated # of Attendees: _____

Application Fee: _____ Deposit: _____ Fee: _____ Total paid: _____

A map of the area being requested must be returned with this application, and must include all the following information that is applicable to the event.

- Location of additional restrooms
- Location of additional trash receptacles
- Street or parking area being blocked off
- Crowd Control measures

I _____, hereby agree to abide by the regulations set forth by the Lewistown City Commission concerning events. (see other side) Information, available from the City shall be provided to each participant concerning such regulations. Applicant must coordinate with the Parks and Recreation Department (406) 535-3045 for use of any City signage and the need for electricity. I understand that I am responsible to clean up after the event return all items borrowed to the City in the same condition as I received them. More information can be obtained from the City Office at (406) 535-1760. In order for the application to be deemed complete and subsequently reviewed all applicable fees must be paid and a copy of applicable insurance attached.

Date _____ Applicant Signature _____

(signature acknowledges the applicant has read the entire application including other side and provided all necessary documentation)

To be completed by the City:

Event _____	Business License Exemption for Vendors _____	Codes provided _____
_____ Approved	_____ Approved	
_____ Disapproved	_____ Disapproved	_____ Animals

Date _____ City of Lewistown _____
(City Manager)

Special Conditions: _____

Distribution: _____	# cones picked up _____	# of the signs picked up _____
_____ Police	# of the cones returned _____	# of the signs returned _____
_____ Fire		
_____ Public Works		
_____ Parks & Recreation		
_____ Applicant	Fee Paid _____	Insurance provided _____
_____ File	Deposit Paid _____	Deposit returned _____

City of Lewistown

CREEKSIDE EVENT APPLICATION POLICY

Important Reservation Requirements:

The applicant shall comply with all City Ordinances regarding animals on City property. The use of tent stakes is prohibited unless approved by the Park and Recreation Director.

The applicant is responsible for the conduct and actions of the individuals attending the function. Attendees shall not mark, deface, or remove any tables, chairs, benches, signs or other City property. The applicant will be required to reimburse the City for additional cost incurred as a direct result of an event or specific use of the space, including but not limited to damages and moving equipment back to its original location.

Applicants planning events with 100 or more people for more than 1 hour may need to provide portable toilets and trash receptacles on site as appropriate for the size of their event.

Event fees will be charged in accordance with approved use fees:

Fees shall be charged/collected for exclusive/special use of Creekside. Applicant shall not conduct any event on City property intended to attract or entertain the public or charge fees to spectators without an approved application.

Insurance:

The City of Lewistown requires that an Event permit holder have their own liability insurance policy.

Minimum amounts are \$750,000 per claim and \$1,500,00 per occurrence

The City of Lewistown must be named as an additional insured for the event or activity for which the event permit is issued.

A copy of the insurance policy Certificate of Insurance must be attached to the Event use permit prior to final approval.

If alcohol is consumed or served at the event, then a host liquor liability of not less than \$1,000,000.

Miscellaneous items:

The applicant must be in good standing status with the City of Lewistown to make application for an event.

Accident reporting: In the event of an accident or emergency, the applicant is required to complete a City of Lewistown incident report and submit to the City Clerk's office within 24 hours of the accident.

Cancellation policy – cancellation of approved events will result in a charge of 50% of the stipulated use fee.

*Any person residing outside of Fergus County