

Creekside Conditions for Exclusive Use and Special Events

Thank you for your interest in holding an event/gathering at Creekside Marketplace & Pavilion. Please review the following information closely and complete the attached application. The City Administration will review your completed application within 14 days of submission. No dates are secure until final approval. Applicants must be users in good standing.

Exclusive Use entitles the Permittee to exclusive use of the space being rented.

A **Special Event** is defined as an event during which **any** of the following conditions occur:

- An event/gathering where exclusive use is desired
- An event which charges the public an entrance fee
- An event which serves and charges the public for food, alcohol or other beverages
- An event during which products are sold
- An event for which City power (electricity) is needed

EXCLUSIVE USE AND SPECIAL EVENT CONDITIONS

1. **Compliance with the Law** Permittees shall obey all City Ordinances and rules pertaining to the use of City property, including the location and storage of vehicles and equipment, crowd control and the restoration of the premises to their original condition after the special use.
2. **Location approval** Permittee shall confine its activities to the locations and time schedules approved by the City of Lewistown prior to a special event within Creekside.
3. **Exclusive Use and Special Events Fees** shall be charged/collected for exclusive or special use of City Property. Permittee shall not conduct any event on City property intended to attract or entertain the public or charge fees to spectators without the specific approval of the City in writing. No alterations or changes to City owned property will be allowed without prior written permission from the City Manager or their designated party.
4. **Appointment of Agent** Permittee shall designate a local agent to sign this Agreement who has authority to represent Permittee in all matters relating to

the privileges herein granted and who shall be responsible for compliance with these conditions.

5. **Use of City Property** Arrangements for use of city property, including pavilion, dining deck, parking area, green space or other property owned by the City must be approved by the City Manager or their designated party in writing in advance of the actual use.
6. **Animals Policy** The permittee shall comply with all City Ordinances regarding animals on City property. Dogs and other animals are prohibited at any event, except for service animals authorized under the Americans with Disabilities Act unless permission is granted through the special event process.
7. **Use of tent stakes** The use of tent stakes is prohibited within Creekside unless the locations have been approved by the Park and Recreation Department.
8. **Additional Cost** The Permittee is responsible for the conduct and actions of the individuals attending the function. Attendees shall not mark, deface, or remove any tables, chairs, benches, railings, equipment, signs, or other city property. The Permittee 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,
9. **Be a good neighbor** Remember this is public property and should be left as clean as when you found it. Permittees planning events with 100 or more people for more than 1 hour shall provide portable toilets and trash receptacles on site as appropriate for the size of their event (see sample chart on page 4. Be respectful of adjacent businesses and residents; for example, don't expect the surrounding businesses to provide restrooms or parking for your event.
10. **City Equipment** Cones and signs are available for use by contacting the City Parks Department at 535-3045.
11. **Power** Electricity is available for use by Permittee.
12. **Motor Vehicles** Motor vehicles may only be used for loading and unloading equipment from designated areas.
13. **Cancellation Policy** Cancellations of approved events will result in a charge of 50% of the stipulated use fee.

Creekside Reservation Policy

Creekside Marketplace and Pavilion was designed to provide a public gathering space within Lewistown's downtown. The goal of project partners is that this facility will be a catalyst for future investment downtown. Therefore, the economic impact to our community will also be a factor in prioritizing the use of this facility.

Priorities for use of the Creekside Facility

- 1) City of Lewistown programs or events
- 2) Nonprofit groups and schools
- 3) Long term users in good standing
- 4) General public

Reservation Requirements:

- 1) Applications for special use or exclusive use of the space at Creekside must be returned to the City Office at least one month prior to the event with 50% of fees required at this time. Applications will not be considered without the appropriate fee.
- 2) Reservations are final upon approval of the application by the City Manager or their designated party.
- 3) If an application for use is not approved, all fees paid will be refunded in full.
- 4) The balance of fees owed is to be paid no later than 48 hours prior to the event.
- 5) A reservation entitles the user to special use or exclusive use of an assigned area during reserved hours and as indicated on the application map. All City ordinances must be abided by.
- 6) The Permittee must have applicable insurance and licenses for the event being held.
- 7) Permittees may lease the facility for either half days or full days. A half day lease entitles the Permittee to utilize the assigned area for up to 4 hours including setup and teardown as designated in the approved application. A full day lease entitles the Permittee to utilize the assigned area for more than 4 hours including setup and teardown in any one day as designated in the approved application. Events must end by 10:00pm of the same day with cleanup completed by midnight that same day.
- 8) The Pavilion will be rented on a first come, first served basis and will also be based on the priorities for use listed above.

Creekside Exclusive Use Fees

Monday – Thursday

Attendees	Not for Profit Events		For Profit Events	
	½ Day	Whole Day	½ Day	Whole Day
Up to 50 people	\$25	\$40	\$35	\$55
51-250 people	\$50	\$80	\$70	\$110
251-500 people	\$100	\$160	\$140	\$220
501 or more	\$200	\$320	\$280	\$440

Friday – Sunday and Holidays

Attendees	Not for Profit Events		For Profit Events	
	½ Day	Whole Day	½ Day	Whole Day
Up to 50 people	\$35	\$55	\$50	\$75
51-250 people	\$70	\$110	\$100	\$150
*251-500 people	\$140	\$220	\$200	\$300
*501 or more	\$280	\$440	\$400	\$600

*Fees for ticketed events with more than 250 attendees will be set at the base fee shown above or \$1 per person, whichever is greater.

Suggested Numbers for Porta-Potties and Trash Receptacles

# of Attendees	Porta-Potties	Trash Receptacles
100 over 1 hour	1	1
250	2	2
500	4	4
1000	6	6
+ 1000	8	6

Final numbers will be based on # of attendees and use of space. Porta-potties and trash receptacles must be shown on application map.