



FAIRGROUNDS & PARKS DEPARTMENT

46 View Vista Drive, Livingston, MT 59047 Phone 406-222-4185

APPLICATION DATE:		AGREEMENT #:	
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1. APPLICANT INFORMATION

NAME:		TITLE:	
ORGANIZATION:			
ADDRESS:		CITY, STATE, ZIP	
PHONE#:		EMAIL:	

2. RESERVATION INFORMATION

Park County Fairgrounds and Parks facilities are available for reservation. Parks are available during regular hours (from dawn to dusk.) Please refer to the Park County Fairgrounds and Parks User Guide for more information.

3. EVENT DETAILS

EVENT NAME:		DESCRIPTION:			
TYPE OF EVENT	<input type="checkbox"/> Public <input type="checkbox"/> Private				
Public Event: A Certificate of Insurance is required for planned events open and advertised to the public with a minimum coverage of \$750,000 per claim/\$1,500,000 per occurrence liability coverage listing Park County as additional insured. Park County must be named as additional insured. Please attach to this agreement.					
ESTIMATED NUMBER OF ATTENDEES*		NOTE: A special use fee and permit are required for any event/activity held in a county park that anticipates more than 200 people.			
DATES REQUIRED:		START TIME:		END TIME:	
SET-UP DATE:		START TIME:		END TIME:	
CLEAN-UP DATE:		START TIME:		END TIME:	
The applicant will be held responsible for any damages to items, including the structure, electrical, irrigation, plants, etc. The applicant is responsible for the removal of all garbage associated with use. A fee may be charged if all garbage is not removed.					

4. FOOD AND BEVERAGE

WILL FOOD BE SERVED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	WILL EVENT BE CATERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Events with food and/or beverage services may be required to meet sanitation requirements and obtain a food service license. Contact the Park County Health Department at (406) 222-4145.			
WILL ALCOHOL BE SERVED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you wish to have alcohol at a county park, an open container waiver is required.	

5. HOLD HARMLESS AGREEMENT, RESPONSIBILITY FOR DAMAGES, AND WAIVER OF LIABILITY

I, _____(Person(s), Agency, Company, Group, etc.), its agents, officers, employees, volunteers, members and users shall, through the signing of this Agreement by an authorized party or agent, indemnify, hold harmless and defend the County of Park, Montana, and its agents and employees from any and all liability, all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the County as a result of loss, damage or injury to or death of persons or property by reason of any action or omission by its agents, officers, employees, volunteers, and members, for the use of Arch Park Picnic Shelter, in Gardiner, Montana for the dates and times identified in this agreement.

I hereby certify that I have read and understand the policies and procedures regarding the use of publicly owned



PARKS RESERVATION APPLICATION AND AGREEMENT
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property. I further agree to be responsible for all damages as a result of use and hold Park County, its governing board, the individual members thereof and all officers, agents, employees and volunteers free and harmless of any loss, damage, liability cost or expense that may arise during or be caused in any such use or occupancy of County property.

6. SIGNATURE BLOCK

Signature	Printed Name
Date	Organization & Event

FOR OFFICIAL USE ONLY: TO BE COMPLETED BY PCFP MANAGEMENT			
FEE TYPE	AMOUNT	RETURNED ITEMS	
BENEFIT LEVEL		<input type="checkbox"/> KEY RETURNED	
APPLICATION/RESERVATION FEES		<input type="checkbox"/> DEPOSIT RETURNED	
RECURRING USE/SCHEDULING FEE		<input type="checkbox"/> DEPOSIT NOT RETURNED DUE TO DAMAGE	
DEPOSITS		<input type="checkbox"/> DEPOSIT NOT RETURNED DUE TO UNCLEANED	
SURCHARGES		INITIAL:	
TOTAL FEES DUE		DATE:	
TOTAL FEES COLLECTED		DATA MANAGEMENT	
DATE		CALENDAR OF EVENTS	<input type="checkbox"/> BY:
AMOUNT		DATABASE	<input type="checkbox"/> BY:
PERMIT COPY TO:	<input type="checkbox"/> APPLICANT	<input type="checkbox"/> COMMISSION	<input type="checkbox"/> FAIRGROUNDS MANAGER
	<input type="checkbox"/> PUB WORKS	<input type="checkbox"/> SHERRIFF	<input type="checkbox"/> OTHER-ID:
COMMENTS			

USE PERMIT



FAIRGROUNDS & PARKS DEPARTMENT

This is to certify that an application has been submitted to and approved by the Park County Fairgrounds and Parks Department for _____

at _____

Special provisions (list, if any): _____

Nicole L. Divine, Director

Date

Post this permit on the Picnic Shelter prior to your event and remove promptly after your event.