



APPLICATION FOR SPECIAL EVENT

Name of Sponsoring Business or Organization _____

Email Address: _____

Contact Person & Phone #: _____

APPLICATION FEE: SEE ON REVERSE

Title of Event: _____

Dates: _____ Times: _____

Location: _____ Attendance: _____

Any street closure requests? _____
(if so, provide map showing limits of closure)

Any use of streets or sidewalks or parking lots? _____

Any lighting or signs requested? _____

Will alcohol be served on the premises? _____
(if so, please provide a map showing limits of premises and describe on attached sheet the security arrangements made to ensure open containers will be limited to controlled area)

Any vendors or amplified sound or music? _____

I hereby certify that the above information is accurate to the best of my knowledge.

Authorized signature

Date

Note: Please provide a Certificate of Insurance which names the City of Whitefish as an "Additional Insured"

Application becomes a permit when the City Manager approves it or if appealed to City Council, then upon City Council Approval.

Any application creating a necessity for overtime by City employees may require reimbursement of overtime costs by the sponsor.

CONDITIONS OF PERMIT:

1. _____
2. _____
3. _____

Permit Issued: _____ (date) _____ City Manager

DEPARTMENTAL APPROVALS

_____ Fire Chief	_____ Date
_____ Police Chief	_____ Date
_____ Public Works Director	_____ Date
_____ Parks and Recreation Director	_____ Date

FEES

Small Events (little City Services)	Annual Events (more City services)	Recurring Events in one season
Sidewalk sales	Large Parades (Winter Carnival and coronation, Special Olympics, homecoming, Memorial Day parade etc)	Farmers Market
Weekly Runs	Runs – Triathlon, Two Bear Marathon, Whitefish Lake Run, Glacier Challenge	GRUB F. MARKET Bear Garden
Railway Block Party	Whitefish Lake Swim	
Residential Block Parties	Trails Day – Criterium Bike Race	
Closing part of sidewalks for beer garden/food sales	4 th of July – Downtown Street Closure	
Mall Parking Lot Events	Duck Derby	
Pin and Cue Parking Lot events	Octoberfest (did not involve street closure)	
2011 Glacier Swap Meet	Christmas Stroll	
Halloween Parade	Arts Fair	
Wedding Runs	Huckleberry Days	
Iron Horse Fireworks	BBQ Cook off	
Haunted House/Tents	Taste of Whitefish	
Alzheimers Walk at the Springs	Ski-joring (no permit needed, but still impact)	
Homecoming bonfire	Beer Barter	
	Penguin Plunge	
	Brewfest	
	Large one time events like the Disney event or a car race	
Fees: \$20 for all except as below: \$40 if street closure is involved except for residential block parties	Fee: \$125 per event \$100 per event non-profit	Fee: \$125 per season \$100 per season non-profit



Dear Special Event Organizer:

The City of Whitefish is pleased to support various Special Events with appropriate donations of City resources. The numbers of special events and requests for support have grown in recent years, compelling us to issue this notice of limitations for legal liability and allocation of materials, equipment, and staff.

All parties are hereby informed that regardless of the City's willingness to provide supporting services, the City itself is not a sponsor and the City does not accept any liability associated with any event unless such sponsorship and acceptance of liability are specifically declared through direct action by the Whitefish City Council.

All parties are likewise informed that although the City agrees in good faith to provide timely services in support of certain special events, unforeseen emergencies or necessities may exert a primary claim on any and all City resources at any time. In the event of an emergency or mission critical demand, City staff, equipment, or other resources may be withdrawn immediately and dispatched to other locations for an indefinite period of time.

The City will make every effort to avoid such an interruption. However, the Special Event Organizer(s) must recognize this potential and make advance arrangements for back-up services to insure their event's success if City resources must be reassigned.

Please feel free to contact the City Clerk at 863-2400 during regular business hours or the Police Dispatch after hours at 863-2420 if you have any questions.

City Manager

Date

This is to acknowledge I have read and understood the preceding statement of limitations for legal liability and allocation of City resources for special events.

Date

Name of Special Event (Please Print)

Event Representative (Please Print Name)

Signature



APPLICATION FOR SPECIAL EVENT

CHECK LIST

This is a check list to help you submit a complete application to the City Clerk's Office. Incomplete applications will be returned.

_____ For Street Closure: A letter from property owners/business that will be affected with the closure of the street requested. This is for parades, block parties, parking spaces, etc., with the exception of Winter Carnival Parade.

_____ A current Certificate of Insurance, not a copy, stating City Of Whitefish as an "Additional Insured". Some insurance have two pages to this, please provide both pages.

_____ A map showing streets being closed, parking spaces requesting closed, parade route, race route etc.

_____ A copy of any directional signage that will be utilized, including the dimensions and location of placement

_____ A condition of any race or event needing to show route markings or directions along the route, signs are preferred for marking routes. If marking on streets, trails or concrete is done, it needs to be done in chalk or a very soluble, washable paint that will disappear after a rain storm. Regular spray paint is not allowed to be used for markings.

_____ A Special Event application and permit is required for an event on the Whitefish Trail, however there is no charge for these permits because of the Use Easement with DNRC. The City will send a copy to DNRC if an attendance of 150 or more.

_____ If alcohol will be served; the correct permits need to be applied for. **Alcohol that will be served by a catering company, a Catering Permit will need to be purchased at the City Clerk's Office. The catering company applies for this permit, which is \$35.

**Alcohol that is purchased by event coordinator and sold by the event coordinator needs to apply for a Liquor License for One Time Use through the State Liquor Division. Please call 1-866-859-2254 for this application.