

Application for a Large Group Function* Public Health Permit

Missoula City-County Health Department

*The event is considered a Large Group Function if you expect to have 1000 or more people simultaneously gathered for 3 or more hrs

Applicant Info	Name:	Event Info	Name of Function:
	Address: _____ _____ _____		Dates:
	Phone:		Hours:
	Email:		Location (legal address/legal description of parcel):

Estimated maximum attendance gathered for 3 hrs or more: _____

Landowner Permission:

As the owner for the site listed above, I give my permission for the applicant to conduct the event described in this permit application

Signature of Property Owner

Date

It is a violation of Missoula City-County Health Code to conduct an event without a permit. The department may seek injunctive relief and pursue enforcement action if a function is conducted without a permit and revoke any permit that does not adhere to Regulation 2 of the Health Code. The event organizer may be charged with a misdemeanor, be subject to daily fines, and be required to pay 3 times the highest application fee when a function is conducted without a permit. No applications will be accepted less than 5 working days before an event.

Fees

Application submitted (calendar days prior to event)	Single Day	Multi Day/ Recurring
30 or more days	\$210. ⁰⁰	\$310. ⁰⁰
15-29 days	\$260. ⁰⁰	\$360. ⁰⁰
7-14 days	\$365. ⁰⁰	\$465. ⁰⁰
less than 7 days	\$520. ⁰⁰	\$620. ⁰⁰



Amount Due: _____

Site Plan

Use this page (or attach) to show the **parcel boundaries** and the layout of the large group function event. Site plan must be labeled and clearly indicate location(s) of:

1. Entry and exit
2. Parking
3. Toilet facilities
4. Garbage cans and storage
5. Food and beverage vendors
6. Potable water sources
7. First aid kit
8. Outdoor burning
9. Camping



Toilet Facilities	Organizers must provide at least 1 toilet per 200 people and 1 handwash station per 5 toilets. If alcohol will be served more toilets may be required. Include documentation of a contract with toilet/handwash provider.	
	Describe numbers and types of toilet and handwash facilities you will provide _____ _____ Who are you contracted with? _____	
Solid Waste	Organizers must provide adequate solid waste management for the event, including sufficient numbers of trash containers, storing garbage in covered containers/dumpsters, and use a licensed landfill for all disposal within 72 hrs from close of event.	
	How many garbage containers will be available at the event? _____	
	How often will they be emptied? _____	
	Describe onsite garbage storage capacity (size, number, and type) _____ _____	
	Will garbage storage containers have lids? _____ Who will deliver stored garbage to the landfill? _____	
Food Service	Only licensed, permitted, or registered food vendors are allowed to serve food or beverage to the public. List all food and beverage vendors here. Please note, alcohol vendors are also required to permit with the local health department in addition to any City of Missoula or Dept. of Revenue requirements. Vendors licensed in other states must license/permit in the state of Montana. Out-of-county vendors may not be approved to operate depending on commissary availability or other factors.	
	List Food/Beverage vendors here (attach separate sheet if necessary) 1. 2. 3. 4. 5. 6.	Food Permit/License #
Water	Water provided at the event for food service vendors or the public must be potable (from a public water supply, commercially bottled, or from an approved private supply).	
	Describe potable water source:	

First Aid and Emergency Planning	Organizers must provide at least one CPR certified person and a Class A ANSI First Aid Kit. Organizers must have a plan for responding to medical emergencies (including vomit and diarrhea) that at a minimum take into account the types of injuries likely associated with the event, how long it will take for emergency responders to arrive at the event, and how responders will access the event and reach the injured person.
	Who will be the CPR certified person onsite? _____
	What type of first aid will be available? _____
	Describe your plan for dealing with medical emergencies onsite: _____ _____
	Describe vomit and diarrhea clean-up plan _____
Burning	Do you plan on having campfires, burn barrels, bonfires, etc.? _____ (if yes see below)
	You must comply with all Missoula City-County Air Pollution Control Program regulations. Attach a copy of you Burn Permit, if applicable.
Camping	Organizers providing temporary camping must provide adequate bathroom facilities, garbage disposal, and potable water for campers. Toilet facilities must be within 300' of any campsite, one or more potable water stations must be available, and garbage containers must be within 400' of any campsite and contained.
	Describe temporary camping plan:
	Toilets: _____
	Potable Water: _____
	Garbage: _____

I hereby certify that the information I have supplied above is true and correct.

Permittee Signature: _____ Date: _____

Important! Please Read!

Approval of a LGF Public Health permit indicates that the applicant has adequately planned for toilet services, solid waste management, food service, water supply, first aid/emergency planning, outdoor burning, and camping only. The applicant may be subject to other non-health department related rules. Preparing for and preventing fires, providing adequate parking and crowd control (security) are also important in planning large events. For a successful and safe event, it is the applicant's responsibility to consult and coordinate the appropriate fire, parking, and law enforcement agencies and to obtain any additional required permits or guidance from these agencies. This Public Health permit does not exempt the applicant from other applicable rules and regulations including public nuisance ordinances pertaining to noise or ADA compliance.