



Section 1: General Contact & Event Information:

Name of Person, Organization or Business:	
Primary Contact:	
Primary Contact Email:	
Primary Contact Phone:	

Event Description (include specific activity type: foot, ski, wheel travel; and purpose of event)	Proposed Date(s) of Use & Time of Use	Location (e.g., park name, base area, specific trails)	Expected Participants (NOT including staff, coaches, instructors, etc.)
Is this an educational or community event that does NOT charge a participation fee?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2: Types of Events & Fee Base Rates:

☐ One Time Special Event Public*

Any organized, and/or advertised event that is open to the general public to register or attend. Event is held once (versus recurring event) within the calendar year. Staff or workers not included within number of participants calculation. Educational or community events that do NOT charge a fee to participants are eligible for a fee adjustment but still must complete a permit application. *For Private Events such as weddings, fundraisers, or private parties, please contact Missoula County (MC) staff for consideration and fee schedule.

Event Size	Number of Participants	Permit Fee	Damage Deposit
<input type="checkbox"/> Small	10-49	\$250	\$125
<input type="checkbox"/> Medium	50-124	\$375	\$200
<input type="checkbox"/> Large	125+	Staff Consult Needed	

☐ Seasonal Reoccurring Events (Outfitter/Educational)

This permit applies to any seasonal, recurring use by a person or organization. Permitted uses include clinics, lessons, education-based camps for adults and children, field trips, and other similar uses. Minimum 2 event occurrences in a calendar year to be considered for this category. Staff or workers not included within the number of participants calculation. The participant limit can be marginally increased at the discretion of MC staff. Educational or community events that do NOT charge a fee to participants are eligible for a fee adjustment but still must complete a permit application.

Number of Participants	Permit Fee	Estimated Fee Calculation	Damage Deposit
10 to 49	\$2 Per Person Per occurrence or \$100 for total year use (whichever is greater)	X # of participants, X # of occurrences	\$125

☐ **Youth Sports Programs**

A group of organized and associate YOUTH (18 and under) on an official sports team utilizing the property for practice *NOT racing or timed events, which would qualify as a one-time special event. The 100-athlete maximum does NOT include coaches, volunteers, or support people. Group size on trail cannot exceed 14 people including coaches, athletes, and support staff. 24 practices per year maximum. Site usage cannot exceed 4 hours total including time in the base area and on trails. No more than one youth sport team may practice per time period in a given 24-hour period, unless an exception is granted.

Number of Athletes	Permit Fee	Season(s)	Damage Deposit
Max 100	\$500 per season	January 1st-June 30th July 1st - December 31st	\$250

ANY commercial use which seeks to rent or sell equipment or merchandise or act as a vendor on County Parkland or at Marshall Mountain Park requires a permit and fee. Contact MC staff for consideration and fee schedule.

Section 3: Insurance Requirements and Supplemental Fee Scenarios:

***Permit holder shall be required to maintain general liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million (\$2,000,000) in the aggregate. Missoula County must be listed as an additional insured on the general liability insurance certificate and the liquor liability insurance certificate (if applicable) for this Agreement. All insurance policies required must be from an insurance carrier licensed to do business in the State of Montana. Permit holder agrees to furnish proof of required insurance to the County prior to commencing activities under this Agreement. ***

*A fee is incurred for ALL services or scenarios underlined below; rate is set by MC staff following consult.

Exclusive Trail, Parking and/or Base Area Use *Determination of exclusive use is at the discretion of MC staff.		Snow Removal and/or Parking Management Services	
<u>Event will require entire area including base area, parking lot, and/or all trail(s) to be closed to the public*</u>	<input type="checkbox"/>	<u>Plow parking lot and/or walkways; sand base area trails & walkways*</u>	<input type="checkbox"/>
<u>Event will require portions of the facility and/or individual trail(s) to be closed to the public*</u>	<input type="checkbox"/>	<u>At Marshall Mountain Park: LARGE events can request parking services (this does NOT include shuttle services) be assumed by MC staff*</u>	<input type="checkbox"/>

Food and/or Alcohol Service			
Commercially Pre-Packaged Unopened Foods and Non-Alcoholic Beverages	No Fee or Health Department Permit Required	<u>Pre-Packaged Alcohol Served*</u> <input type="checkbox"/>	Liquor Liability Insurance Required with MC listed as additionally insured.

<u>Open Food or Beverages Served*</u> <input type="checkbox"/>	Temporary Food Service Permit with Missoula City-County Health Department required. Liquor Liability Insurance Required with MC listed as additionally insured if serving alcohol.	<u>Alcohol or Food Sold*</u> <input type="checkbox"/>	Must be sold through a qualified Vendor as approved by the County. Proof of food vendor license and/or alcohol sales permit license submitted to MC staff.
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SECTION 4: ADDITIONAL CONSIDERATIONS & REQUIREMENTS FOR ALL PERMITTED USES

Trash & Waste: ALL events, regardless of size, must pack out and dispose of ALL waste generated by the event/use. Use of park garbage cans is not acceptable as disposal site. Specific plans for recycling are encouraged.

Portable Toilets – If the event is longer than 4 hours and includes 25 people or more - the appropriate number of portable toilets must be provided per City/County Health Department guidelines. All toilets must be placed only in approved pre-designated locations.

Emergency Services Consult: ALL events will need to confirm with MC staff that emergency response is part of their event planning efforts. Emergency planning and response is the sole responsibility of the Permit Holder.

Programs or events with more than 100 participants, or if event activities are determined to be higher risk, MC staff may require Permit Holder to consult with Missoula Rural Fire and Missoula Emergency Services on the appropriate roles/responsibilities and level of emergency medical services on-site for the event. Any costs for EMS services associated with the event, including on-site ambulance, shall be incurred by the Permit holder.

Number of Participants	Parking Plan	Parking Volunteers	Shuttle Service (MMP only)
50-100	X		
101-299	X	X	
300+	X	X	X

Parking Plan: A parking plan must be submitted for all event types with 50 or more participants. A standard parking plan is available for Marshall Mountain Park and will be provided to all Permit Holders.

- Permittee must designate a priority parking area for persons with disabilities and a 20 ft fire lane present per county policy in all parking areas to give access to all points on the property for emergency vehicles.
- Programs or events with more than 100 participants, or if spectator demand is determined by MC staff to create significant parking pressure, are required to have at least two volunteers (equipped with safety vests and radios) managing parking for the duration of the event. Designated volunteers must attend a training with MC staff prior to event activities. Alternative transportation needs to be promoted for all events with more than 100 participants.
- At Marshall Mountain Park (MMP), a plan for providing shuttles from off-site to the base area is required for events with 300+ participants.

*Dependent on MMP staff availability, LARGE events can request parking services (this does NOT include shuttle services) be assumed by Missoula County for a per hour rate.