

CITY OF GLASGOW PARKS AND RECREATION  
DEPARTMENT  
319 3<sup>rd</sup> Street South  
Glasgow, MT 59230  
SPECIAL USE PERMIT APPLICATION



GLASGOW  
— MONTANA —  
MORE OF WHAT MATTERS

**\$100 deposit check is a SEPARATE check from checks for permits**

**Proof of GENERAL LIABILITY COVERAGE is required prior to applying for this permit. 7 days advanced notice is required for a general permit, 14 days advanced notice is required for Alcohol Permit.**

Additional Terms of this Agreement:

- Contact person must have a permit on-site at all times during the event
- Contact person must display permit to local law enforcement when requested
- Park must be vacated by Dusk unless otherwise permitted by the City of Glasgow
- Any fees are payable at Glasgow City Office, 319 3<sup>rd</sup> Street South, Glasgow, MT
- Waiver Statement (pg 2) must be signed

NAME OF EVENT: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME: From \_\_\_\_\_ To \_\_\_\_\_

PARK REQUESTED: \_\_\_\_\_ SECTION REQUESTED: \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

Please indicate which of the following items will be needed for your event:

- Extended Hours \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.
- Undesignated Fire or Barbecue unit (description required) \_\_\_\_\_
- Special Event (description required) \_\_\_\_\_  
Special Event Insurance coverage: \_\_\_\_\_
- Alcohol Permit (Additional Alcohol Permit Application Required) -- \$100/event
- Damage/cleanup deposit required -- \$100 (refundable if no damage/cleanup necessary)

**WAIVER**  
**STATEMENT**

The undersigned, in consideration for being permitted access to and the use of the City of Glasgow Parks Facility, hereby assumes all responsibility, risks and liability associated with such activity to its members and any third person or persons, and hereby agrees to hold harmless and indemnify the City of Glasgow and the Parks and Recreation Department and all officials and personnel of the City of Glasgow from any and all liability whatsoever for any injuries or damages that I, or any member of the group, or participant or third party may sustain in any way during or arising out of conduct associated with this event. I also assume all responsibility for clean up after the event. I agree to abide by all applicable state and local laws.

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Signature

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Date

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Printed Name

**ALCOHOL PERMIT APPLICATION**

- \* Applications shall be filed a minimum of fourteen (14) days before the event.
- \* All applications must be approved by the City Council.
- \* Events where seventy-five (75) or more persons are expected in attendance require proof of insurance in an amount acceptable to the City, and which includes the City as an additional insured.

The City of Glasgow allows limited use exemptions from its ordinance Chapter 4 Section 4.3-4.4, prohibiting alcoholic beverages from being consumed in, on, within, or upon any vehicle or any public place in the City. You are making an application to allow the consumption of alcohol in a public place. In order to permit such an activity, the City Council must be assured that you have provided for public safety. The applicant is responsible for the activities of all people who participate and are covered by this permit. You may be subject to civil and criminal penalties should you fail in your duties to the City to maintain law and order.

All businesses in the city limits must comply with the application process in order to be allowed to serve alcoholic beverages in their place of business for special events.

An administration fee of \$100.00 is charged for a single event. Special events (specified multiple days but no longer than 1 week require a \$200.00 fee. In addition, to the administration fee, a \$100.00 deposit is also required.

It is upon the approval of the Chief of Police of Glasgow that this permit is given. It may be revoked at any time, including during the event, if peace is not maintained. Any member of the Police Department shall have the right to patrol the area of the event and to make investigative inquiries, if necessary. Any person interfering with such duties shall be subject to arrest. In the event that the conditions of the permit are not met, you may be barred from further open container permits.

In making this application you promise the following:

1. I will not permit minors, persons under the age of 21, to possess, purchase or drink alcoholic beverages.
2. I will provide for the orderly conduct of the event and, if requested by the Police Chief, provide additional private security.
3. I will hold the City, its employees and agents, harmless, and indemnify it from all causes of action, claims, judgments and forfeitures arising out of the conduct of the event.
4. I will be responsible for the immediate cleanup and restoration of the area upon which the event was conducted.

**Name and address of Applicant (Printed):** \_\_\_\_\_

\_\_\_\_\_  
**Type of event:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_

\_\_\_\_\_  
**Date of event:** \_\_\_\_\_

**Time of event:** From: \_\_\_\_\_ .M. To: \_\_\_\_\_ .M.

Specify how peace and order will be maintained. Specify the **person(s)** responsible for and the way in which cleanup will be accomplished. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If more space is necessary, please use back of application)

The undersigned hereby represents that all statements made above are true and correct to the best of my knowledge. I agree to be bound by the above representations and do so in consideration of the issuance of this permit.

\_\_\_\_\_  
Applicant Date: \_\_\_\_\_

**Approved:**  
\_\_\_\_\_  
Mayor or City Clerk Date: \_\_\_\_\_

**Approved:**  
\_\_\_\_\_  
Police Department Date: \_\_\_\_\_

# GLASGOW PARKS AND RECREATION PERMIT

Please indicate which of the following items have been permitted:

- Extended Hours \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.
- Undesignated Fire or Barbecue unit (description required)\_\_\_\_\_
- Special Event (description required)\_\_\_\_\_  
Special Event Insurance coverage:\_\_\_\_\_
- Alcohol Permit
- Paid damage/cleanup deposit

**Name and address of permit holder:** \_\_\_\_\_

**Type of event:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_

**Date of event:** \_\_\_\_\_ **Time of event:** \_\_\_\_\_

**Approved:**

\_\_\_\_\_  
Mayor or City Clerk

Date: \_\_\_\_\_

**Approved:**

\_\_\_\_\_  
Police Department

Date:

I, \_\_\_\_\_ have received my \$100 damage deposit refund.  
(print full name)

\_\_\_\_\_  
Signature