Big Sky Town Center Events Protocol

Event Application Process

Any party seeking approval to host an event at Big Sky Town Center must apply. The TCOA Events Team will review the application to ensure:

- All necessary documentation and permits are provided or in progress.
- Requirements from relevant Gallatin County agencies are met.
- Venue payment is submitted via credit card (card held on file for damages, cleanup, or policy violations).

Only after approval will the event date be secured on the TCOA Events Calendar.

Insurance Requirements

Commercial General Liability (Third-Party Vendors):
Coverage must include: Premise-Operations, Products-Completed Operations, Contractual Liability, Broad Form Property Damage, Personal Injury, Subcontractor Operations (no exclusions for damage), Waiver of Subrogation.

Minimum Limits:
- General Aggregate: $2,000,000
- Products/Completed Operations Aggregate: $2,000,000
- Personal Injury: $1,000,000
- Each Occurrence: $1,000,000
- Liquor Liability: $1,000,000

Automobile Liability:
- Minimum coverage: $1,000,000 per occurrence
- Must cover owned, hired, and non-owned vehicles

Workers' Compensation & Employer's Liability:
- As required by Montana state law
- Employer's Liability minimum: $500,000 per accident, per disease per employee, disease policy limit

Umbrella Liability: $2,000,000 minimum

Additional Insured Parties:
The following entities must be named as additional insureds: Big Sky Investment Holdings LLC, LMLC Operations LLC, Town Center Investment Holdings LLC, Town Center Investment Holdings II LLC, Town Center Owners Association LLC

Indemnification:
Both the Owner/Property Manager and the Vendor agree to indemnify each other for claims arising from their respective negligence. Joint negligence will result in shared responsibility proportional to fault.

Big Sky Resort Area District (BSRAD) Resort Tax Compliance

All event hosts must:
- Be registered with Big Sky Resort Tax
- Be current on payments
- Report event revenues via the Resort Tax Portal within 60 days
- Submit a zero-revenue report for non-profits or non-revenue events

More info: ResortTax.org and https://resorttax.munirevs.com

BSRAD may verify compliance onsite.

Gallatin County Permitting & Compliance

For events with road closures or food/alcohol service:
- Obtain required permits and insurance
- Applications: Gallatin County Roads & Bridges, Gallatin County Health Department

Sheriff's Department Requirements:
- Acknowledgment Letter with Big Sky Fire Department and Gallatin County
- Vendors must present all permits and licenses upon inspection
- Events requiring street crossings should hire crossing guards
- Contact the Big Sky Sheriff's Department at least 6 weeks prior to the event

Fire Department Compliance

For events involving: Temporary structures, Outdoor assembly tents, Mobile food vendors, Pyrotechnics, Road closures

A site inspection must be conducted by the Big Sky Fire Department at least 30 days before the event.

The review includes:
1. Road closure permits and site plans
2. Emergency responder access plans
3. Relevant permits (tents, pyrotechnics, outdoor assemblies)
4. Mobile food vendor details

The 2021 International Fire Code (IFC) will guide the process.

Contact: Christopher Vigness – Code and Compliance Officer (cvigness@bigskyfire.org)

Health Department Requirements

All food-serving events require a current food license or a Temporary Food Establishment Event Permit. Apply at: www.healthygallatin.org

Alcohol Licensing & Catering

All alcohol-serving events must present a current liquor license or single-day catering permit with their application. Compliance will be verified by the Big Sky Sheriff's Department.

Post-Event Cleanup & Responsibility

Event hosts are responsible for:
- Ensuring the venue is clean and undamaged
- Removing trash and resetting the space within 4 hours post-event
- Covering costs of damages and cleaning (fees charged to card on file)

TCOA Cleanup Services (Optional):
- Post-Event Cleanup: $165 (one site) / $375 (both sites)
- TCOA Trash Bin Use: $60/hour (trash removal and disposal)

Alternative Trash Disposal:
- Event hosts may bring their own bins (must remove post-event, dispose off-site, and block access to TCOA bins).

Street Closures & Signage

Notify local law enforcement 60 days in advance for street closures. Costs depend on scope and timing. 'Slow, Event in Progress' signs available upon request.

Event Marketing

TCOA can promote public events through:
- Big Sky Town Center Calendar
- Social media (if aligned with TCOA standards)

Contacts for Marketing:
- General Events: Tyler Tobin (tyler@bigsky.com)
- Music Events: Thad Beaty (thad@bigsky.com)
- Non-Profit Events: Anna Johnson (anna@bigsky.com)

Final Submission Checklist (Due 2 Weeks Before Event)

- Site plans
- Fire Department & Sheriff inspection reports
- Required permits and licenses
- Certificates of insurance
- Letters of acknowledgment

Questions? Contact Thad Beaty (thad@bigsky.com)