



Town Center Owners' Association, Inc. (TCOA) Event Permit Application

Organization (if applicable): _____
Contact Person: _____
Mailing Address: _____
Email: _____
Contact for Day of Event (must be on-site): _____
Cell Phone Number (must be available during the event): _____

Event Date and Day of Week: _____
Start Time: _____ End Time: _____ (including set-up and breakdown)
Location of Event (include any street or sidewalk closures): _____
Describe the Event: _____
Estimated Number of People Attending: _____
Will any tents, canopies, or shade structures be used? _____
Will sound system be used? _____

User/Maintenance Fee: \$300 /event or \$150/event for non-profit organizations. If the event is more than one day, the fee is \$150/day, or \$75/day for non-profit organizations.
Payment to TCOA is included with Application: Yes No In case of Emergency, Call 911
For non-Emergencies, call Gallatin County Sheriff (406-528-2100 ext. 2) or Big Sky Fire Department (406-995-2100)
Town Center Owners' Association, Inc. (406-595-5550)

The undersigned understands and agrees that: A representative of the Town Center Owners' Association, Inc. shall have full authority to void this permit should the activity hereby approved become disruptive or abusive so as to disrupt the peace of any adjacent area or persons, or for violation of Fire Pit Park rules, regulations, and/or any ordinance, committed by any member of the group.

The undersigned accepts all risk and liability for and on behalf of myself and those attending the event, and shall indemnify and hold harmless the Town Center Owners' Association, Inc., and Gallatin County from any and all claims, suits, or actions arising out of any damage sustained as a result of the permitted event and furthermore agree to take full responsibility for the conduct of the function, including, but not limited to, seeing that all laws, ordinances, and regulations are obeyed by those in attendance; and that Fire Pit Park is left in a safe, sanitary, and clean condition.

The undersigned agrees to comply with all of the Rules and Restrictions set forth below, the current Gallatin Canyon/Big Sky Zoning Regulations (including the Gallatin County "Part 1" Zoning Administrative Regulation), and the Gallatin County Road Department Special Event Permit (if a road closure is proposed).

Any changes to the Event Permit Application will require a new application to be submitted and approved (no additional fee is due).

Signature of Responsible Party: _____ Date _____

Rules & Restrictions: Fire Pit Park

Initials of Responsible Party Verifying Compliance with the Following Rules & Restrictions:

1. ____ No event, including setup for that event, shall start prior to approved start time and all events shall end prior to 11 PM, with an additional two (2) hour period following the event allowed for cleanup and tear-down. Exceptions may be granted by TCOA at its discretion on a case-by-case basis, and noted as such on copies of the application provided to the County Planning Department, the Gallatin County Sheriff, and Big Sky Fire Department authorities.
2. ____ If any goods, services, food, or alcoholic beverages are offered at the event, copies of all necessary permitting required authorizing the provision of said goods, services, food, and beverages must be provided prior to approval of this Event Permit Application.
3. ____ Event organizers are required to meet all aspects of the parking, traffic flow, and pedestrian crossing plan, including directional signage, parking space marking (if applicable), and pedestrian access in accordance with the attached parking plan.
4. ____ Event organizers shall identify an individual (Responsible Party) who shall be in attendance at the event, and whom shall be responsible for ensuring that the parking plan is adhered to, that event attendees behave appropriately, and has contact information for the Gallatin County Sheriff (406-528-2100 ext. 2) and the Big Sky Fire Department (406-995-2100) should a situation arise requiring additional support.
5. ____ Event organizers shall provide one (1) outhouse or portable restroom per 100 people expected to attend, as identified on this Event Permit Application. Event organizers must present either a service contract for existing outhouses to ensure that outhouses are serviced and/or removed promptly after an event, or a contract ensuring that outhouses will be provided and removed for the planned event.
6. ____ Site clean-up is the responsibility of the event organizer. The site shall be left in a safe, sanitary, and clean condition following all events.

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Town Center Owners' Association, Inc. (406-595-5550)

The Following is Prohibited:

- Mark, deface, disfigure, tamper with, displace or remove any park property, improvements, etc.;
- Construct or erect any building, or structure of any kind;
- Damage, cut, carve, mark, transplant, or remove any tree or shrub;
- Possess or bring fireworks into the park, or cause fireworks to be ignited or exploded in the park, except as may be approved by the Town Center Owners' Association, Inc.;
- Drive, operate, or park any vehicle or trailer on park lands or trails except as authorized by the Town Center Owners' Association, Inc.;
- Litter, or failure to deposit litter in provided garbage receptacles. Where receptacles are not provided, all such waste shall be carried away from the park by the person responsible for its presence, and properly disposed of elsewhere;
- Paint trees/bushes or impervious surfaces. Only approved water-based turf paint can be used on turf, and only chalk or tape can be used as marking on impervious surfaces.
- Secure tents with large spikes, due to the irrigation system, sub-surface drains, buried electrical lines, etc. Use concrete blocks or water buckets.

Additional Comments by Organizer:

For office use only:

PR-# _____ Date: _____ Application Received By: _____
Date Application Reviewed: _____ Permit Approved: _____ Denied _____