



Town Center Owners' Association, Inc. (TCOA)
Town Center Plaza - 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 a public address or sound system be used? _____

Where will participants park? How will you minimize the impact of your event on the area?

What sanitation & health facilities will be available? _____

Description of recording & sound amplification equipment, banners, signs. _____

Town Center Plaza - User/Maintenance Fee: \$1,000/event or \$500/event for non-profit organizations. If the event is more than one day, the fee is \$500/day, or \$250/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. (406-586-9629)

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 Plaza 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 Simkins Holdings, LLC, 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 the Plaza 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 Park 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: Town Center Plaza



Initials of Responsible Party Verifying Compliance with these Rules & Restrictions:

1. _____ No event, including setup for that event, shall start prior to 8 AM 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 Park 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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The Following is Prohibited:

- Have dogs or other pets in the park;
- Have glass containers in the park;
- 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.;
- Practice golf with real golf balls;
- 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;
- Have amplified sound on Sundays, except as may be approved by the Town Center Owners' Association, Inc.;
- 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 the provided tent tie-downs located at selected light pole bases or steel I-beams around the Plaza.

Additional Comments by Organizer:

For office use only:

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