

TOWN OF BRIDGER SPECIAL EVENTS POLICY

This policy sets forth the conditions and requirements for the use of any Town of Bridger property for a Special Event. Special Events are events in which event holders are charging admission, closing a city street, serving alcohol, setting off fireworks, putting on a rodeo, farmer's markets, concerts, sidewalk sales, weddings & receptions, car shows, sporting events, or any other organized, pre-planned activities involving multiple people on Town Property. Special Events shall be prohibited unless such use has been specifically approved in advance by the Town of Bridger.

1. Application. An applicant shall submit a written application specifying the nature of the special event, the area planned for the special event, whether alcohol will be present, time period of special event, number of people anticipated to participate, whether a street and/or alley closure is necessary, if security is needed, whether trash removal is needed, and whether restrooms are required and provided.
2. Notification to Abutting Businesses. If street closure is requested, the applicant shall provide with the application evidence of notification of each property owner or representative abutting and within one hundred feet (100') of the special event for their comment prior to the date of approval.
3. Clean-up Deposit. Upon approval of the application, the applicants shall pay a clean-up deposit towards cleanup of the special event area. This clean-up deposit shall be refunded upon verification by the Town that the area is trash-free and has been restored to the condition it was in prior to the use.
4. Insurance; Indemnification. The applicant shall submit proof of insurance for comprehensive general liability, automobile liability and designated premises liability with limits no less than One Million Five Hundred Thousand Dollars (\$1,500,000) per Occurrence and Three Million Dollars (\$3,000,000) General Aggregate. Special Events involving alcohol shall include Liquor Liability coverage with limits as noted above. Each policy shall list the **Town of Bridger as an additional named insured**. The applicant shall indemnify the Town of Bridger against all claims arising from, or related to, the Special event.
5. Primary Insurance and Waiver of Subrogation. The applicant shall agree that applicant's insurance is primary and waive all rights of subrogation against the Town of Bridger.
6. Alcohol. No sale of alcohol is allowed unless proper licensing is prepared in advance of the special event. The applicant must demonstrate that all state and local liquor control regulations permitting the sale and consumption of alcohol have been complied with and must provide copies of all applicable state and local liquor permits with the special event application.

If the event holder intends to sell or provide alcohol to attendees, the applicant must specify the location and size of the area wherein they propose to sell the alcohol and where it may be consumed. The applicant must also request a waiver of the open alcohol prohibition limited to specified area.

7. Security. An applicant requesting a special event permit to sell beer and/or alcohol is **required to contact the Bridger Police Department and arrange and pay for security for the event.**

TOWN OF BRIDGER SPECIAL EVENTS APPLICATION

Name/ Purpose of Special Event: _____

Area Proposed for Special Event: _____

Date and Time of Special Event: _____

Number of People Anticipated to Attend: _____

Please check the requirements applicable to your special event:

☐ **Street/Alley Closure Requested.** (If a street closure is requested, the applicant must provide evidence that the applicant has notified each property owner or its authorized representative abutting the proposed use area of the special event)

☐ **Security Needed.** (In the event that alcohol is present, the event holders must arrange and pay for security. Contact the Bridger Police Chief for details).

☐ **Alcohol will be sold during the special event. Please specify the location and size of the area where alcohol will be sold/consumed with a map per #6 on page 1.**

☐ **Waiver of Open Alcohol Prohibition Requested.**

☐ **Proof of Insurance Provided.** Proof of Liability Insurance must be presented to the Bridger Town Clerk at least two (2) business days prior to the scheduled event. Failure to present proof of liability insurance is grounds for revocation of the special events permit.

☐ **Refundable Clean-up Deposit Paid in the Amount of** _____.

Indemnification and Waiver of Subrogation. Applicant hereby agrees to indemnify and defend the Town of Bridger against all claims arising from, or related to, the Special event. Applicant hereby agrees that applicant's insurance is primary and waives all rights of subrogation against the Town of Bridger.

Date

Signature of Applicant

Address: _____

Phone #: _____

ACTION ON APPLICATION

Applicant:

☐ **Special Event Application APPROVED without restrictions.**

☐ **Special Event Application APPROVED with the following conditions:**

☐ **Security approved for ____ officer(s) at \$ _____ per _____.**

☐ **Special Event Application DENIED.**

Department Head Initials: PWD _____ BPD _____ Clerk _____

Dated: _____

Department Head Signature