

Town of Ennis, Montana Special Events Policy

I. Purpose

The Town of Ennis encourages and welcomes events that enhance the quality of life for residents and visitors. The Special Event Permit process is designed to ensure that public safety, health, and welfare are maintained while allowing for the enjoyment and celebration of activities that contribute to the vitality of the community.

This policy establishes guidelines for organizing special events within Ennis, Montana. The goal is to ensure that events are well-coordinated, appropriately managed, and consistent with the town's values and safety regulations.

II. Definitions

1. **Special Event:** A planned event that requires the use of public property, public streets, or public spaces and is anticipated to attract a large number of participants, spectators, or spectators, such as festivals, parades, races, outdoor concerts, and large gatherings.
2. **Event Organizer:** Any individual or organization that applies for and is responsible for organizing the event and who accepts liability.
3. **Public Property:** Any property owned or controlled by the Town of Ennis, including streets, parks, and other public spaces.
4. **Alcohol:** Any beverage containing alcohol, including beer, wine, spirits, or other alcoholic substances.
5. **Alcohol Permit:** A valid license or permit granted by the Montana Department of Revenue to serve alcohol at a public event.

III. Types of Special Events

Special events may include, but are not limited to:

- Parades
- Festivals
- Street Closures
- Races/Marathons
- Live Music Concerts
- Outdoor Activities/Gatherings
- Fundraisers

- Events involving Alcohol

IV. Permit Requirements

A Special Event Permit is required for any event that meets any of the following criteria:

1. The event takes place on public property;
2. The event involves the closure of any public streets or sidewalks;
3. The event is anticipated to include more than 50 people in attendance; or, 4. The event requires the use of public services such as security, traffic control, electricity, or sanitation facilities.

V. Application Process

1. Permit Application

Event organizers must complete the Special Event Permit Application and submit it to the Town Clerk's Office **at least 30 days prior to the event** to allow for sufficient time to process and review. The application must include the following:

- Event name and description
- Proposed date and time
- Map of event area
- Event location (including maps if necessary)
- Expected attendance
- Type of event (e.g., parade, concert, festival)
- Names and contact information of the event organizers
- Any street closures or public property usage requested
- Whether law enforcement is required
- Proof of liability insurance covering the event naming Town of Ennis as an additional insured with a limit of \$1.5 million
- An agreement that the organizer indemnifies the town for the negligence of the applicant or any of the attendees
- Details of any amplified sound, food, and beverage services, or other special services required for the event
- If alcohol is being served, provide a copy of the **alcohol license**, proof of insurance from the license holder, and confirmation of the **responsible party** handling the alcohol service.

2. Alcohol Requirements

For events involving the sale or distribution of alcohol, the following additional requirements apply:

- **Additional Alcohol Permit Fee:** \$100
- **Liquor License:** The event organizer must provide a copy of the **valid alcohol license** obtained from the Montana Department of Revenue for the event.
- **Insurance:** The organizer or alcohol license holder must provide proof of liability insurance coverage for alcohol service with a minimum coverage of \$1,500,000 per occurrence. This insurance must cover both the event and alcohol-related risks and must name the Town of Ennis as an additional insured.
- **Responsible Party:** The event organizer must designate a **responsible party** who will manage alcohol service during the event. This person must be identified in writing and must comply with all applicable laws and regulations regarding alcohol service. The responsible party must be certified by the Montana Department of Revenue or another accredited authority in responsible alcohol service training.

3. Insurance Requirements

In addition to the insurance requirements outlined above for alcohol service, the event organizer is required to provide a certificate of liability insurance with a minimum coverage of \$1,500,000 per occurrence for bodily injury and property damage. The certificate must name the Town of Ennis as an additional insured party for the duration of the event.

4. Review Process

Once the application is submitted, the following departments will review the event:

- **Public Safety (Police and Fire Departments):** To ensure that public safety protocols are in place, particularly concerning alcohol service.
- **Public Works:** To assess the potential impact on roads, infrastructure, and sanitation.
- **Town Clerk:** To confirm compliance with all local regulations.
- **Ennis Mayor**

After review, the event organizer will be notified of the permit approval or any required modifications to the event plan.

5. Approval and Fees

Approval of the permit is at the discretion of the Town of Ennis or designee.

Fees:

- Special Event Permit Application Fee (nonrefundable): \$50
- Street Closure Fee (if applicable): \$100
- Alcohol Permit Fee (if applicable): \$100
- Security or Traffic Control Fees (if applicable): Variable based on staffing needs
- Additional Fees (such as sanitation or waste removal): Variable

VI. Event Rules and Regulations

1. Event Conduct

- All events must comply with local, state, and federal laws.
- Alcohol consumption and sales must comply with the **Montana Department of Revenue** regulations and the conditions outlined in the event's alcohol permit.
- Amplified sound, such as music or announcements, must be managed so as not to disturb surrounding residents. Specific time restrictions may apply, and noise levels must comply with local ordinances.
- Event organizers are responsible for cleaning up the event site, including removal of trash and debris, within 24 hours after the event ends.

2. Alcohol-Specific Rules

- Alcohol may only be served in designated areas approved by the Town and the Montana Department of Revenue. These areas must be clearly marked and monitored.
- The organizer must have a clear plan in place to prevent alcohol from being consumed outside of the approved area.
- The responsible party designated for alcohol service must ensure that no underage drinking occurs. They must also ensure that no alcohol is served to individuals who are visibly intoxicated.
- Any alcohol-related incidents or violations of law must be reported immediately to the Ennis Police Department.

3. Traffic and Parking Control

- If streets are to be closed or altered during the event, the event organizer must provide a

traffic control plan approved by the Ennis Police Department.

- The organizer is responsible for providing adequate parking options and ensuring that the event does not obstruct normal traffic flow.

4. Health and Safety Requirements

- The event organizer must ensure that appropriate sanitation facilities are provided (e.g., portable restrooms, handwashing stations).
- Crowd management plans must be submitted to the Town for review if the expected attendance exceeds 200 people.
- The event must have first aid services or medical assistance available during the event if crowds over 75 attendees are expected.

5. Event Staffing and Security

- For events exceeding 75 attendees, the organizer may be required to hire off-duty law enforcement officers, fire personnel, or private security to maintain safety and control of the crowd, particularly when alcohol is involved.
- Security personnel must be on-site at least one hour prior to the start of the event and remain until the event is fully cleared from public property.

VII. Post-Event Responsibilities

1. **Cleanup:** The event organizer is responsible for ensuring that the event site is cleaned and returned to its original condition. Any costs incurred by the Town due to inadequate cleanup will be charged to the event organizer.
2. **Debriefing:** The event organizer may be required to meet with Town staff after the event to provide feedback and discuss any issues that arose. This helps improve future event coordination.

VIII. Enforcement

Failure to comply with any part of this policy may result in the revocation of the event permit and/or additional penalties. In cases of non-compliance, the Town reserves the right to impose fines, cancel the event, or deny future event permits.

Special Event Permit Application -See Attachment

Submission Instructions:

Please submit the completed application, application fees and any required documentation to:

Ennis Town Clerk's Office

Address: 328 W. Main Street, Ennis, MT 59729

Phone: 406-682-4287

Email: bbench@ennismontana.org or ennismayor@ennismontana.org

Applications must be submitted at least 30 days prior to the event date.



Town of Ennis
 328 W. Main St.
 Ennis, MT 59729
 Phone (406) 682-4287
 Fax (406) 682-5011

TOWN OF ENNIS

SPECIAL EVENT PERMIT APPLICATION

EVENT INFORMATION

Date Received: _____ by: _____

Event Name: _____

Event Date(s): _____

Event Time(s): _____

Event Location: _____

Expected Attendance: _____

Event Type (check all that apply):

- Parade
- Festival
- Race/Run
- Concert
- Street Closure
- Fundraiser
- Event with Alcohol
- Other: _____

EVENT ORGANIZER INFORMATION

Organizer Name(s): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

EVENT DESCRIPTION

Please provide a detailed description of the event use additional pages as needed:

REQUESTED USE OF PUBLIC PROPERTY

Will you be requesting street or public property closures? Yes No (If yes Encroachment Permit Required)

If yes, attach a map of the proposed street / property closures.

Will you require amplified sound? Yes No

If yes, provide start and end times: From _____ to _____

Will food or beverage be served or sold? Yes No

If yes, please describe:

Will alcohol be served or sold? Yes No

If yes, complete the following and attach required documentation:

Alcohol License Number: _____ (Attach copy)

Alcohol Permit Holder: _____

Insurance Certificate (naming Town of Ennis as additional insured): Attached

Alcohol Permit Fee (\$100): Paid Unpaid

LIABILITY INSURANCE

Attach proof of liability insurance covering the event with a minimum limit of \$1.5 million, naming the Town of Ennis as an additional insured. Obtain general/commercial liability insurance coverage not less than \$750,000 per person and \$1,500,000 per occurrence in which the Town is named as an additional insured. Provide proof of all liability insurance coverage for the event by submitting a Certificate of Insurance, with the endorsement attached naming the Town of Ennis as an additional insured, to the Town Clerk of Ennis at the Ennis Town Hall at least thirty (30) days prior to the event. User shall obtain all required insurance coverage for the event from provider who is rated "A" or "A+" from AM Best. Obtain a Liquor Liability Endorsement under User's said liability insurance policy if there will be any liquor sold or served at the event. The Certificate of Insurance described above shall provide proof of this endorsement, if applicable.

Attached

INDEMNIFICATION AGREEMENT

I, the undersigned, acknowledge that I have read and understood the Town of Ennis Special Events Policy and agree to abide by all conditions set forth. I also understand that I am responsible for ensuring compliance with all applicable laws and for the safety and management of the event to include but not limited to indemnifying the Town of Ennis to the fullest extent permitted by law, Organizer agrees to release, defend, indemnify, and hold harmless the Town, its agents, representatives, employees, and officers (collectively referred to as the City) from and against any and all claims, demands, actions, fees and costs (including attorney's fees and the costs and fees of expert witness and consultants), losses, expenses, liabilities (including liability where activity is inherently or intrinsically dangerous) or damages of whatever kind or nature connected therewith and without limit and without regard to the cause or causes thereof or the negligence of any party or parties that may be asserted against, recovered from or suffered by the Town occasioned by, growing or arising out of or resulting from or in any way related to: (i) the negligent, reckless, or intentional misconduct of the Organizer; or (ii) any negligent, reckless, or intentional misconduct of any of the Organizer's agents, guests or customers.

Signature of Organizer: _____

Date: _____

ADDITIONAL DOCUMENTATION – For Town Use Only

- Liability Insurance Coverage
- Encroachment Permit Completed
- Alcohol Permit Completed (if needed)
- Special Conditions Attached

Total Fee's Paid: _____

Approval Sign-Offs:

Police Department Approval

Signature: _____

Date: _____

Ennis Public Works Department Approval

Signature: _____

Date: _____

City Clerk's Approval

Signature: _____

Date: _____

Mayor's Approval

Signature: _____

Date: _____

Date Organizer notified of Approval or Denial: _____