

TOWN OF BRIDGER SPECIAL EVENTS POLICY

Use of Town of Bridger Property for a special event in which event holders are charging admission, closing a city street, serving alcohol, setting off fireworks, or putting on a rodeo, shall be prohibited unless such use has been specifically approved in advance by the Bridger Town Council.

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 served, 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. The deadline for filing a completed application shall allow for at least two (2) town council meetings prior to the special event. The council meets on the first Tuesday of each month.

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.

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.

Insurance; Indemnification. If the event involves the sale or supply of alcohol, a rodeo, or fireworks, the applicant shall submit proof of insurance for comprehensive general liability, automobile liability and designated premises liability in the amount of seven hundred fifty thousand dollars for each claim and one million dollars for each occurrence and list the **Town of Bridger as an additional named insured**. The town council may require insurance coverage in a higher or lower amount based upon the type of special event, the number of persons anticipated to attend the special event, or the anticipated number of persons participating in the special event.

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.

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.**

Deadline for Filing Application. The deadline for filing a completed application shall allow for at least two council meetings to take place prior to the scheduled special event. The council meets on the first Tuesday of each month.

**TOWN OF BRIDGER
SPECIAL EVENTS APPLICATION**

Name/ Purpose of Special Event: _____

Area Proposed for Special Event: _____

Date and Duration 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 being served, the event holders must arrange and pay for security. Contact the Bridger Police Chief for details).

Trash Removal.

Number of Restrooms/Latrines needed _____.

Alcohol will be sold during special event. Specify the location and size of the area where alcohol will be sold/consumed: _____

Waiver of Open Alcohol Prohibition Requested.

Proof of Insurance Provided. (In the event that alcohol, fireworks or rodeo are involved in the special event, the event holders must provide proof of liability insurance as required in Bridger's special events policy). **Proof of Liability Insurance must be presented to the Bridger Town Clerk at least two weeks 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 _____.

Deadline for Filing. The deadline for filing a completed application shall allow for at least two council meetings to take place prior to the scheduled special event. The council meets on the first Tuesday of each month.

Date

Signature of Applicant

Address: _____

Phone #: _____