



WHITEFISH TRAIL ORGANIZED USE AND EVENT APPLICATION



Name of Sponsoring Business or Organization: _____

Email Address: _____ Contact Person: _____

Phone: _____ Cell Phone # of Contact Person during event: _____

Physical/Mailing Address _____

Activity Name: _____

Activity Dates: _____ Non-profit federal ID number: _____

Location: _____

Event Time: _____ Set Up Date/Time: _____ Tear Down Date / Time: _____

Description of Use: _____

Use of Trailhead: _____ Anticipated Attendance: _____

Any charge for admission? _____ Any vendors? _____

Event organizers must attach a Certificate of Insurance for comprehensive general liability insurance naming the City of Whitefish, and appropriate landowners if required, as an "Additional Insured." Insurance requirements are listed on page 2.

Insurance Provider: _____ Policy Number: _____

By signing this application, the Sponsoring Business or Organization hereby agrees to defend, indemnify, and hold harmless the City of Whitefish against losses and liabilities incurred from the conduct of the Sponsoring Business or Organization or its officers, employees, and agents. I hereby certify that the above information is accurate to the best of my knowledge.

Authorized Signature

Date

Applications should be sent to Whitefish Legacy Partners, P.O. Box 1895, Whitefish, MT 59937
or emailed to info@whitefishlegacy.org.

Application for WT Organized Use Check List, Policies and Regulations

Please initial all items to show that you understand event policies or indicate N/A

_____ A completed Application for a WT Organized Use Permit. Applications for events in Haskill Basin must be submitted 40 days in advance. Other locations must be submitted 15 days in advance and can be submitted one year prior to the event.

_____ A current original Certificate of Insurance naming the City of Whitefish, and/or appropriate landowners as an "Additional Insured."

- The City requires general liability insurance with either \$2 million per occurrence or \$1 million per occurrence and \$1 million umbrella.
- Winter Sports Inc requires general liability insurance with \$2 million per occurrence, \$2 million personal and Advertising Injury-per person or organizational limit, and \$4 million general aggregate.
- The DNRC requires general liability insurance with \$1 million per occurrence at Spencer Mountain.

_____ A map showing areas of use, race route, a description of the event activities, approximate tent/vendor locations, and portable toilet locations.

_____ If alcohol will be served or sold, an appropriate permit must be purchased from the State unless operating under a vendor license.

_____ Only persons 18 years of age and older may rent public facilities. To complete the application process, staff may verify age of applicant via visual inspection of a photo ID or obtain a copy of photo ID.

_____ It is the responsibility of the applicant to pay for all costs of damages that may occur during their function.

_____ During an event, food and other items such as trash, coolers, stoves, grills, etc. should not be left unattended. If leaving the event site, food items must be stored in a bear resistant manner such as in a locked, hard-sided vehicle. All garbage needs to be removed after the event.

****Office Use Only****

Approved/Denied

_____ **Date** _____ **Parks and Recreation Director**

_____ **Date** _____ **Whitefish Legacy Partners**

CONDITIONS OF PERMIT:

1. _____
2. _____

Reasons for Conditions Imposed:

If Denied Reasons for Denial:
