

Park Pavilion Reservation Agreement

REFUND POLICY: When a reservation is cancelled more than 14 days prior to the reservation date, a \$25 processing fee will be held from the paid fees. If the cancellation or change occurs 14 days or less, no refund will be issued. _____ (initial acknowledgment)

Date of use:	Time of use: 8am-3pm__ 3:30pm-10pm__ 8am-10pm__
Park Pavilion Requested:	

**Reservations only apply to areas specifically requested. Each Tier has different fees assigned. Each pavilion has a max capacity. (See page 2)*

Group Name: _____ Type of Activity (Please provide details below): _____

Estimated Number Attending (75 people or more requires a Public Assembly Permit): _____

Based on type and size of event, portable restrooms may be required per the Director of Parks, Recreation & Cemetery or Designee
If the number of people estimated is over the capacity of the pavilion you are renting, your rental is subject to further review and may require a special event permit.

Will all activities associated with this event be confined to the park? Yes No
Any event that includes a walk or run must provide a route map and will require a special event permit.

Will you be requesting an Alcohol Waiver? Yes No
It is illegal to have alcohol in the park without one. If yes, application must be made with the park reservation application; no future changes can be made.

Will any tents, canopies, shade structures, etc. be brought into the park? Yes No
If yes, must be approved and a special event permit is required.

Will any inflatable or bounce houses be brought into the park? Yes No
If yes, a special event permit is required.

Will a public address system or sound system be used? Yes No
If yes, between the hours of _____ and _____.

Restrictions: No amplified sound is allowed on Sundays at Bogert Park, and No more than 2 consecutive hours total; limited to the hours between noon and 9pm. All other parks: No more than 3 consecutive hours total; limited to the hours between noon and 9pm.

Reservation signs provided at Story Mill Community Center on 600 Bridger Drive Monday-Friday 9am-2pm.
Although not required, you can post a reserved sign the day before and/or on the day of your event. Initial _____

Vehicles cannot be driven on sidewalks leading to pavilions.
Please plan accordingly. Initial _____

I understand that the amenities are not guaranteed and are subject to cooperation from the public.
Please plan accordingly. Initial _____

Contact Information: Name _____

Address _____ City _____ Zip Code _____

Phone _____ E-mail _____

The undersigned understands and agrees that: Any police officer 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 park rules, regulations, and/or any ordinance, committed by any member of the group. No admission fee can or will be charged. No alcoholic beverages can be consumed in the park without a waiver of the City's open container ordinance. Public Assembly Permits requesting Alcohol Waivers must provide proof of liability insurance in the amount of \$1.5 million and alcohol liability insurance in the amount of \$1 million, both showing the City of Bozeman as additionally insured; provide the name and phone number of a certified beverage server as well as proof they attended the certification class; and provide a safety plan. All documentation is required at the time of application.

I accept all risk and liability for and on behalf of myself and those attending this event, and agree to hold the City of Bozeman harmless from any and all claims, suits, or actions arising out of any damages 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 park is left in a safe, sanitary and clean condition and will follow all park rules (see back page).

Signature of Responsible Party _____ Date _____

FOR CITY USE ONLY

Approved by: _____ Date _____

Approved by designee of Director of Parks, Recreation & Cemetery

Park Pavilion Reservation Policies & Fees

Seventeen pavilions in the city park system are available to rent May 1-September 30 and are offered in the following time blocks: 8:00am-3:00pm, 3:30pm-10:00pm, or a full day from 8:00am-10:00pm. Tier II, Tier III, and Tier IV Pavilions may only be rented for one time block per day. Anderson pavilion at Bogert Park is available to rent from Memorial Day-September 30. Anderson pavilion rentals are subject to cancelations due to the hockey rink removal. If the pavilion is not rentable we will notify you 2 weeks prior to cancel your reservation. You will receive a full refund if the pavilion is not rentable. Pavilions may be reserved six months in advance in the same calendar year. Between October 1 and April 31, pavilions are used on a first come, first served basis. Each pavilion available to rent has a capacity. See chart below. Reservation requests that exceed the capacity will be considered under a **Parks Special Event Permit**. A **Public Assembly Permit** is required for any park reservation with a group size of 75 or more people. There is no nonprofit discount available for pavilion reservations.

Pavilions Available to Reserve: (As of 12/01/23)

Tier - Capacity	Name	Tier - Capacity	Name
Tier IV - 200	Anderson Pavilion	Tier I - 15	Kirk Park Pavilion North
Tier III - 100	Bozeman Pond Pavilion	- 15	Kirk Park Pavilion South
Tier II - 50	Glen Lake Rotary Park Pavilion	- 20	Norton Ranch Park Pavilion
- 50	Lindley Park Pavilion	- 20	Oak Springs Park Pavilion
-50	Rotary Centennial Pavilion	- 20	Reunion Pavilion*
- 50	Shane Lalani Pavilion*	- 20	Sandan Park Pavilion
Tier I - 20	Beall Park Pavilion	- 20	The Lakes at Valley West-East Pavilion
- 20	Gran Cielo Pavilion	- 20	The Lakes at Valley West-West Pavilion
- 20	Davis Pavilion*	- 20	Valley West Park Pavilion
- 20	Dumke Pavilion*		

*Located in Story Mill Community Park

Pavilion Reservation Fees: (Policy and Fee Schedule for Facility Use and Programs Adopted April 16, 2018)

Tier IV	Reservation Fee	Tier II	Reservation Fee
Up to 200 person capacity	\$200.00 - Resident 1/2 Day	Up to 50 person capacity	\$50.00 - Resident 1/2 Day
	\$280.00 - Non Resident 1/2 Day		\$70.00 - Non Resident 1/2 Day
	\$320.00 - Resident Full Day		\$80.00 - Resident Full Day
	\$448.00 - Non Resident Full Day		\$112.00 - Non Resident Full Day
Tier III	Reservation Fee	Tier I	Reservation Fee
Up to 100 person capacity	\$100.00 - Resident 1/2 Day	Up to 20 person capacity	\$25.00 - Resident 1/2 Day
	\$140.00 - Non Resident 1/2 Day		\$35.00 - Non Resident 1/2 Day
	\$160.00 - Resident Full Day		\$40.00 - Resident Full Day
	\$224.00 - Non Resident Full Day		\$56.00 - Non Resident Full Day

The following is a portion of Chapter 26 of the Municipal Code which establishes regulations for the parks in the City of Bozeman.

https://library.municode.com/mt/bozeman/codes/code_of_ordinances

Park Prohibitions Sec. 26.02.030 Bozeman Municipal Code

It is unlawful for any person in a park to:

- A. Mark, deface, disfigure, injure, tamper with, displace or remove any...tables, benches, fireplaces, grills...park property, improvements, or...
- B. Fail to cooperate in maintaining restrooms and washrooms in a neat and sanitary condition. No person over the age of six years shall use the restrooms and washrooms designated for the opposite sex;
- D. Construct or erect any building or structure of whatever kind...
- E. Damage, cut, carve, mark, transplant or remove any plant...
- F. Climb any tree or walk, climb, stand or sit upon buildings, monuments, statues, vases, planters, fountains, railings, fences or upon any other structure not designated or customarily used for such purpose;
- G. Attach any rope, cable, structure, device or other contrivance to any tree, fence, railing, bridge, bench, building or other structure...
- H. Litter or fail...to deposit litter in provided garbage receptacles. Where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence, and properly disposed of elsewhere;
- I. Break glass objects and then fail to remove broken glass and safely dispose of the broken glass in such fashion so as not to cause injury to persons or property;
- J. Cause or permit any domestic animal to run loose, or fail to keep such animal under restraint, in any park or other open space designated by the Commission as an area requiring restraint. Further, every owner or person having custody of said

- dog or other domestic animal shall remove and properly dispose of the animal's solid waste (fecal material);
- K. Tie or hitch an animal to any tree or plant;
- L. Pasture or pen any animal, domesticated or wild;
- O. Start a fire except in facilities installed and provided for such purpose, or fail to completely extinguish a fire upon leaving the park;
- Q. Display, offer to sell, or sell any article or service without first obtaining a permit from the Director;
- T. Possess or bring fireworks into the park, or cause fireworks to be ignited or exploded in the park;
- V. Operate a skateboard, roller-skate, in-line skate, or ride a bike or similar recreational device with wheels on or against any City-owned table, bench, structure, tennis court, bike rack... or other improvement which may suffer damage by such use;
- W. Operate a skateboard, roller-skate, in-line skate, or ride a bike or similar recreational device with wheels on or in any pavilion, except as authorized by Section 26.02.130;
- X. Practice golf with real golf balls in any park; or
- Y. Drive, operate or park any vehicle or trailer on park lands or trails except as authorized by the Director.

Bozeman Parks and Recreation Department
PO Box 1230, Bozeman, MT 59771
406-582-2290 **In the event of a conflict at a pavilion please contact Dispatch at 582-2000**