



EVENT NAME: _____

Town of West Yellowstone
440 Yellowstone Ave.
West Yellowstone, MT 59758
406.646.7795

info@townofwestyellowstone.com

SPECIAL EVENT INFORMATION & PERMIT APPLICATION

Welcome!

Thank you for your interest in hosting an event in the Town of West Yellowstone. Permits help keep events safe, organized, and fun for everyone by coordinating police, fire, and public works services.

A special event is any public or private gathering that takes place on public property or affects public spaces or services. Examples include:

- Festivals, parades, and markets
- Races or athletic events
- Concerts or performances
- Any event that includes road closures, food vendors, alcohol, or amplified sound

A permit is required for these events to make sure everything runs safely and smoothly.

TIMELINE – WHEN TO APPLY

- Applications require town staff approval, and in some cases Town Council approval.
- Town Council typically meets on the first and third Tuesdays of the month.
- Applications must be received two weeks before your event to allow for the review and approval process.
- It is recommended you submit your event application as soon as you are able.

VENDORS

Event organizers are responsible for making sure vendors follow all Town, health, and fire rules and that resort tax is collected and submitted.

- The Town does **not** provide power, water, or waste services.

Event organizers are responsible for:

- Making sure vendors have all required permits and inspections.
- Telling vendors about setup, cleanup, and power/waste rules.
- Keeping vendors within approved areas.
- Collecting and submitting resort tax if required.
- A preliminary vendor list which must be submitted with the application, and a final vendor list must be provided no later than one day before the event.

FEES

- Event fee: \$25 per event
- Vendor fee: \$25 per vendor (if they do not have a current Town business license)
- All vendor fees are non-refundable

RESTROOMS

- Organizers must provide enough restrooms for the event size; portable toilet businesses can advise on appropriate quantities.
- You need to rent portable toilets if not enough restrooms are readily available.
- The only public restrooms are at Pioneer Park, and they may not be enough for large events.

MOTORIZED EVENTS / EXHIBITIONS

If your event uses vehicles and/or takes place in winter, you must:

- Provide proof of insurance (no exceptions).
- Submit a Snow Management Plan and coordinate with Public Works for snow setup or removal.
- Public Works does not automatically handle snow for events; you must request it in advance, and gain approval.

INFLATABLES

Inflatables, such as bounce houses or slides, are not permitted at special events or in any Town parks per MMIA liability guidelines.

LIABILITY INSURANCE

Insurance protects you and the Town. All events must provide proof of insurance before approval. Proof of insurance must be submitted at least two weeks prior to your event.

Your Certificate of Insurance must:

- List the Town of West Yellowstone as “Additional Insured”
- Meet these minimums:
 - \$750,000 per person
 - \$1,500,000 per incident
 - If alcohol is served, you must also include alcohol liability coverage.

The Town Manager may adjust limits depending on event type and risk.

RESORT TAX

If your event includes vendors or taxable sales (like tickets or merchandise), you must:

- Post a \$1,500 Resort Tax bond, the bond will be refunded within 90 days after you’ve paid all resort tax from your event.
- Collect and pay the 4% resort tax on taxable sales.
- Submit payment to the Town by the end of the following month, late payments incur late fees.
- See Chapter 3.12 of the Municipal Code for details.

OUTSIDE AMPLIFICATION

- Amplified sound (music, announcements, etc.) requires a free permit from the Town Council.
- Attach the Outside Amplification Permit Application if you plan to use sound equipment.
- See Section 8.16.020 of the Municipal Code for details.
- You can find this application on the Administration and Finance page of our website: townofwestyellowstone.com

PARKING

- All parking must be in designated lots or street parking zones.
- No parking on grass, sidewalks, or restricted areas.
- Driving or parking on grass is prohibited. Event organizers will be held responsible for any sprinkler or turf damage.
- Event organizers are responsible for telling guests and vendors where to park and keeping roads clear for emergency vehicles.

TRASH

- All trash must be collected by event organizer and disposed of immediately after the event. For multi-day events, cleanup is required daily.
- No trash may be left overnight unless stored in approved bear-proof containers approved by the Town of West Yellowstone.
- The Town will consider providing trash receptible(s) for an additional fee.
- Violation of refuse policy shall be punishable as a municipal infraction under Section 6.08.070.
- See section 6.08.030 of the Municipal Code for details.

PUBLIC SAFETY

Some events may need a Public Safety Plan if they:

- Block emergency access
- Have large crowds
- Involve fire, fireworks, or special effects
- Require police, fire, or EMS presence

The Fire Chief, Police Chief, or Town Manager will tell you if a plan is required.

If needed, we'll meet to review emergency routes, medical coverage, and security staffing.

Events may be charged for on-site police, fire, or EMS services.

ALCOHOL

- Alcohol is not allowed in public areas unless you have written approval from the Town Council. To request approval, submit a separate letter with your event application.
- No glass containers allowed; no exceptions.
- See Section 9.12.020 of the Municipal Code for details.
- \$35.00 catering fee paid to the West Yellowstone Police Department. See MCA 16-4-111

POWER

- The Town does not provide power in Pioneer Park.
- You must bring your own generator(s), 3500 watts max, or battery equipment.
- Do not plug into outlets in the generator room at the Union Pacific Dining Hall.
- Unsafe or unapproved power setups may lead to removal from the event or loss of permit eligibility.

TOWY CONTACT LIST

- Town Hall: 406.646.7795 (Town Manager, Finance, Town Clerk, Public Works)
- Police Department/Dispatch: 406.646.7600
- Fire Department/EMS: 406.646.9073
- Gallatin County Health Department: 406.582.3100

COMMONLY USED VENDOR LIST

The Town does not endorse these vendors nor is it a complete list of vendors who operate in our area. We recommend you do your own research with multiple vendors.

Porta Pottys:

Spiffy Biffy: 406.580.1574

Common Waste: 406.812.7852

Cleaners:

Triple S: 406.304.8299

Greater Yellowstone: 406.223.0754

Squeaky-Clean: 406.640.0243

Montana Cleaning Solutions: 772.584.5078

Trash:

Republic Services: 406.646.9383

L and L: 406.388.7171

Insurance:

TheEventHelper.com

Does your event description address the following?

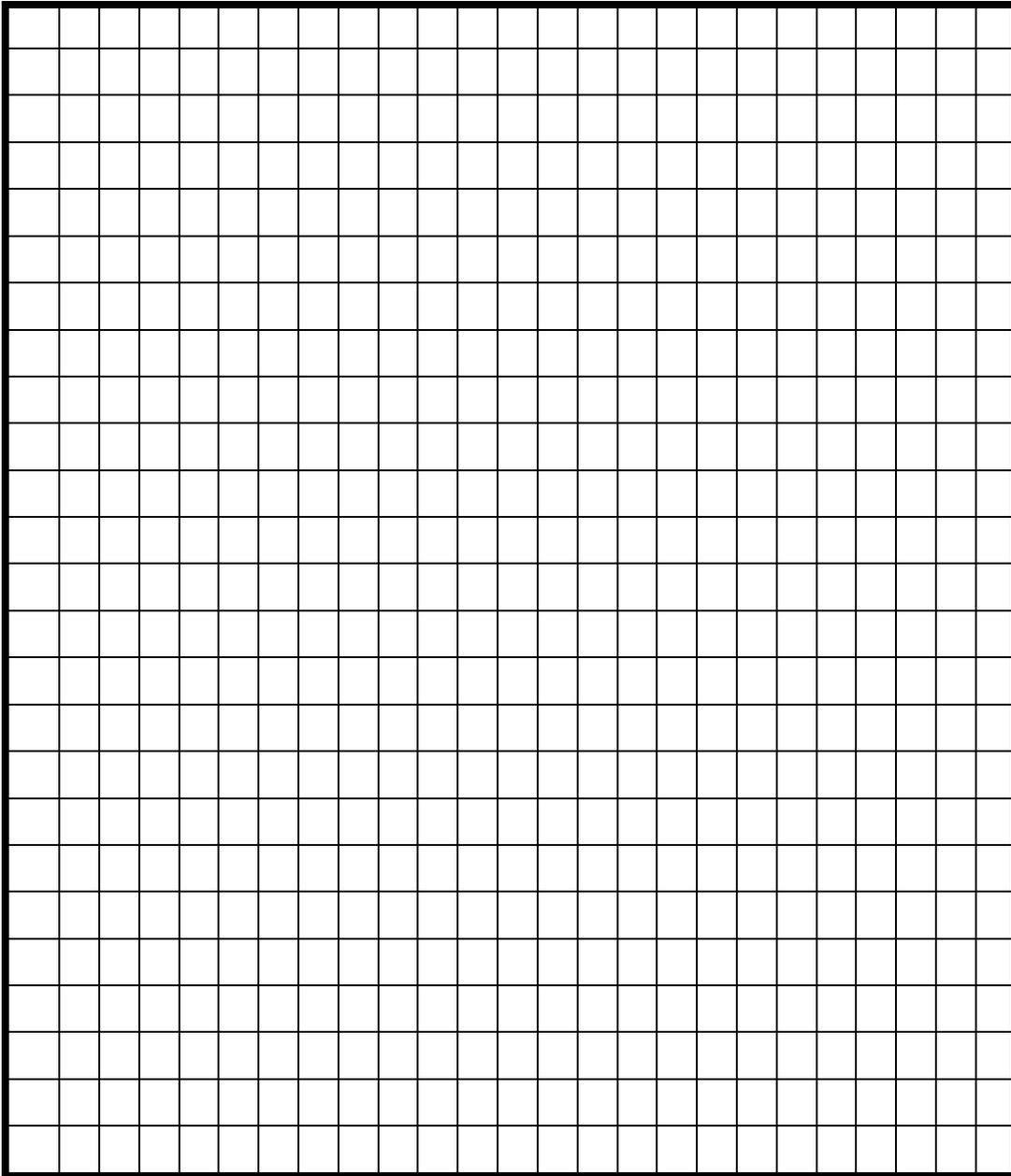
(Please check "Yes" or "Not Applicable")

1. Does your event include any sales? If yes, please describe the type of sales on the event details page.
 Yes Not Applicable
2. Does your event include a layout or site plan? Yes Not Applicable
3. Will your event use any tents or canopies? Yes Not Applicable
4. Will there be any fencing used for the event area? Yes Not Applicable
5. Will there be cars or vehicles involved in the event setup or activities? Yes Not Applicable
6. Have you made arrangements for security during the event? Yes Not Applicable
7. Will restrooms or portable toilets be provided? Yes Not Applicable
8. Will there be seating for participants or spectators? Yes Not Applicable
9. Will there be a stage or performance area? Yes Not Applicable
10. Have you planned for parking for participants, vendors, and attendees?
 Yes Not Applicable
11. Have you made plans for trash collection and disposal? Yes Not Applicable
12. Does your event description include the expected number of participants and spectators?
 Yes Not Applicable
13. Will there be any signage related to the event? Yes Not Applicable
14. Will there be any alcohol use or sales at the event? Yes Not Applicable
If yes, has the \$35.00 catering fee been paid to the Police Department?
 Yes Not Applicable
15. Will your event include amplified sound or music? Yes Not Applicable
If yes, have you completed the required Outdoor Amplification Permit Application?
 Yes Not Applicable
16. Will you be using the stage for your event? Yes Not Applicable
If yes, have you contacted Black Mountain Productions for the use of the lighting and sound system?
 Yes Not Applicable

SITE PLAN

Label these clearly:

- Parking areas
- Street closures or detours
- Stages or entertainment areas
- Food trucks or vendor booths
- Restrooms or porta-potties
- Fencing, barricades, or signs



Please indicate directions

VENDING AND SALES

Complete this section if the event includes sales of any kind

Primary Sponsor _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

Vendor Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Type of sales: Food Vendor Retail Vendor Display only Fundraising

Resort Tax applicable: YES NO

OFFICE USE ONLY

Public Services: _____ Date: _____
Comments: _____

Fire: _____ Date: _____
Comments: _____

Police: _____ Date: _____
Comments: _____

Finance: _____ Date: _____
Comments: _____

Administration: _____ Date: _____
Comments: _____

Approved

Denied

Town Clerk

Date

ATTACHMENTS

Liability Insurance

Yes No Waived

Outside Amplification Permit

Yes No NA

Encroachment Application

Yes No NA

Open Container Resolution

Yes No NA

Resort Tax Bond

Paid Surety NA