

***City of Livingston,
Montana***

SPECIAL EVENTS POLICY

Resolution No. 2874

February 17, 1998

Revised

Resolution No. 3940

April 21, 2008

Revised

Resolution No. 4240

October 4, 2011

RESOLUTION NO. 4240

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING THE CITY OF LIVINGSTON SPECIAL EVENTS POLICY TO REQUIRE ALCOHOL SERVER TRAINING FOR ALL EVENTS PROVIDING ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY AND DIRECTING THE CITY MANAGER TO CARRY OUT THE SPECIAL EVENT POLICY AS AN ADMINISTRATIVE PROCEDURE.

WHEREAS, the City Commission on February 17, 1998, by Resolution No. 2874 created a Special Events Policy for the City of Livingston to provide a process of allowing the use of public property by private and public organizations desiring to organize or sponsor gatherings of people on public property; and

WHEREAS, the State of Montana enacted the "Responsible Alcohol Sales and Service Act," (16-4-1001, *et seq.* MCA) which requires that alcohol servers be appropriately trained to comply with state laws prohibiting the sale or serve of alcoholic beverages to persons under 21 years of age and to persons who are intoxicated; and

WHEREAS, the City Commission believes that it is in the best interest of the City of Livingston and those that use city property to require event organizers planning to serve or provide alcoholic beverages for consumption on city property to require Alcohol Server Training as a condition for receiving a special event permit, whether or not that the provider is licensed by the State of Montana; and

WHEREAS, the Special Event Policy, as adopted has no requirement for Alcohol Server Training; and

WHEREAS, the City Commission hereby amends its Special Event Policy by inserting the following language:

"J. Where alcohol is to be served at a special event, all alcohol servers, whether a licensee of the State of Montana or an employee thereof, or any other person serving alcohol are hereby required to complete an "Alcohol Server Training" program which complies with the "Montana Responsible Alcohol Sales and Services Act" and/or any administrative rule adopted pursuant to said Act. Proof of completion of such training within the last year is required before issuance of a special event permit. (attach proof)."

WHEREAS, 7-3-302(5) MCA provides that the City Manager shall carry out the policies adopted by the City Commission.

Resolution No. 4240

Amending the City of Livingston Special Events Policy and directing the City Manager to implement the Special Event Policy.

Page 1

NOW, THEREFORE, be it resolved by the City Commission of the City of Livingston, Montana, as follows:

That the City Commission hereby amends the City of Livingston Special Events Policy be requiring "Alcohol Server Training," and that the language set forth herein be inserted into the Special Events Policy and furthermore directs the City Manger to carry out the City of Livingston Special Events Policy administratively.

Dated this 4th day of October, 2011.



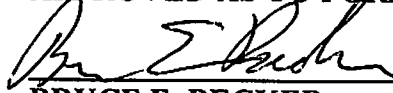
STEVE CALDWELL - Chairman

ATTEST:



DAVID FINE
Recording Secretary

APPROVED AS TO FORM:



BRUCE E. BECKER
City Attorney

Resolution No. 4240

Amending the City of Livingston Special Events Policy and directing the City Manager to implement the Special Event Policy.

Page 2

RESOLUTION NO. 2874

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ADOPTING SPECIAL EVENTS POLICY.

WHEREAS, requests have been made to the City of Livingston to use its parks and facilities by private and public organizations desiring to organize or sponsor gatherings of people on public property for a special purpose; and


WHEREAS, the City Commission believes that it is in the best interest of the health, safety and general welfare of the public to require certain minimum requirements for such special events; and

WHEREAS, the Special Events Policy as set forth in Exhibit A attached hereto establishes the minimum criteria to protect the health, safety and general welfare of the public attending such events.

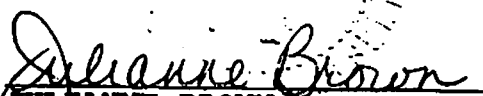
NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Livingston, Montana, as follows:

That the City Commission adopts its Special Events Policy as set forth in Exhibit A which is attached hereto and incorporated by this reference as though set forth herein.


PASSED AND ADOPTED by the City Commission of the City of Livingston, this 17th day of February, 1998.


MIKE DOYLE - Chairman

ATTEST:


JULIANNE BROWN
Recording Secretary

APPROVED AS TO FORM:


BRUCE E. BECKER
City Attorney

RESOLUTION NO. 3940

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, ADOPTING A NEW SPECIAL EVENTS POLICY FOR THE CITY OF LIVINGSTON.

WHEREAS, the City Commission on February 17, 1998, by Resolution No. 2874 adopted a special events policy for the City; and

WHEREAS, upon re-evaluation of the existing policy, certain changes are required to take into account rising expenses as well as practical experiences under the existing special events policy; and

WHEREAS, the amended Special Events Policy is attached hereto as Exhibit A and is incorporated into this resolution by this reference as though fully set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Livingston, Montana, as follows:

That the City Commission hereby adopts the amended Special Events Policy attached hereto as Exhibit A.

PASSED AND ADOPTED by the City Commission of the City of Livingston, Montana, this 21st day of April, 2008.



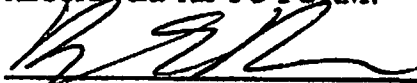
STEVE CALDWELL - Chairman

ATTEST:



SHIRLEY EWAN - Finance Officer
Acting as Recording Secretary

APPROVED AS TO FORM:



BRUCE E. BECKER
City Attorney

City of Livingston, Montana

Disclaimer

A complete (including all insurance documents) application for a Special Event Permit must be submitted to the City of Livingston at least 30 days prior to the scheduled event. An untimely submittal may be summarily denied.

The submittal of an application for a Special Event Permit in no way obligates the City of Livingston to issue a special events permit.

The issuance of a special event permit by the City of Livingston in no way is to be construed that the City of Livingston is sponsoring, sanctioning, or is in any way responsible for the special event.

CITY OF LIVINGSTON Special Events Questionnaire

(All questions must be answered before a permit will be issued)

Application Contact Person:	Organization:
Street:	Street:
City/ST/Zip:	City/ST/Zip:
Business Phone: ()	Business Phone: ()
Fax Phone: ()	Fax Phone: ()
Location Manager: Phone: /Fax:	<u>Date of Event</u> Starting Date:
Local Contact (If Different): Phone: /Fax:	Ending Date:

Please check one:

SMALL EVENT (499 Participants or less) **LARGE EVENT (500 Participants or more).**

1. Describe briefly the event proposed to take place in the City.

(Use additional sheet if necessary)

2. What Livingston locations are being considered for use? (Be specific) Please identify locations/facilities on City map enclosed.

SCHEDULE (Please attach by day the tentative activity planned for each location chosen to include the following: DATE - TIME - LOCATION/FACILITY - ACTIVITY)

3. Approximate number of participants expected: _____

4. Approximate number of Staff/Support People: _____

5. Number of vehicles to be used (Are there any parking requirements): _____

6. Will City property be used at any location? (Deposits may be required)
 yes _____ no _____ If YES, describe each fully below:

7. Coordination with City of Livingston (Coordinate with Public Services Superintendent 406-222-1142)

A. What is your desired traffic control plan/parking plan? (Please describe): Please be aware that the City of Livingston requires a deposit for barricade use.

B. What services are requested from Livingston Police?: _____

(Office Use: Level recommended by LPD): _____

C. What are your security plans?: _____

D. What services are requested from Livingston Emergency Medical Services?: _____

(Office Use: Level recommended by EMS): _____

E. What services are requested from Livingston Fire Department?: _____

(Office Use: Level recommended by LFD): _____

F. What are your plans for garbage removal? _____

G. Coordination with City/County Sanitarian – 222-4142 (i.e. Food Services, Toilet & Shower Facility Plans) See Exhibit "A" _____

H. Camping Plan/Temporary Housing Plan – Camping is not encouraged in City Parks, but other City properties may be considered for camping. Proposed plans should include:

- Location of tents?
- How many tents?
- How many people?
- Any non permanent fireplaces/fire rings must be authorized by the Fire Department.
- How long would the camping proposed to take place in the proposed areas?
- Water/Sanitary Facilities/Parking.
- Camping events must be coordinated with the Sanitarian (222-4142).

I. Alcoholic Beverages - Describe the location of alcohol sales or serving stations, liquor license to be used, measures to insure proper ID for purchases and persons supervising the operation. Liquor liability insurance to be required as described in Special Events Conditions #5. _____

J. "Where alcohol is to be served at a special event, all alcohol servers, whether a licensee of the State of Montana or an employee thereof, or any other person serving alcohol are hereby required to complete an "Alcohol Server Training" program which complies with the "Montana Responsible Alcohol Sales and Services Act" and/or any administrative rule adopted pursuant to said Act. Proof of completion of such training within the last year is required before issuance of a special event permit. (attach proof)."

K. Other requests: _____

8. Name of person who will be "in charge" at the site/activity:

A. On Site Manager: _____ Phone: _____

Cell Phone: _____

B. Alternate On site Manager: _____ Phone: _____

Cell Phone: _____

C. Please provide a list of all officers of the Special Event to the City together with a current address and phone number for each. It shall be the responsibility of the Special Event to notify the City of any changes to this list.

9. COMMUNICATIONS & PROMOTIONS

What other agencies or groups have you contacted? Have you received permits from these agencies for your event (if applicable)? Please circle applicable agencies and attach permit copies.

- Park County Commissioners
- Park County Sheriff Office
- City/County Sanitarian
- Park County Fairgrounds
- MDT-MT Dept. of Transportation
- MT Fish, Wildlife & Parks
- MRL - Railroad
- Utilities
 - City Utility Department
 - Montana Power Company
- School District
- Neighborhood Groups/Businesses
- Chamber of Commerce

- Other approvals may need to be coordinated with the Public Works Director.

Is there any other information you feel is important regarding your event?

10. INSURANCE INFORMATION

Name of Insurance Company:-----

Address:-----

Phone Number: ----- Contact Person: -----

Policy Number: -----

Please provide Certificate of Insurance naming the "City of Livingston as additional insured". Also "Hold and save harmless the City of Livingston, it's agents and officers."

11. Billing Address: (If different than previously identified)

Firm/Name:----- Attention: -----

Street Address: ----- Business Phone: -----

City/State/Zip: ----- FAX Phone: -----

- 12. Agreement to the City of Livingston Special Event conditions. Applicant hereby agrees to comply with the City of Livingston Special Event Conditions (attached and made a part of this application). UPON SIGNING OF THIS APPLICATION, THE APPLICANT AGREES NOT TO VIOLATE ANY STATE OR CITY CODES IN THE PRESENTATION OF THE REQUESTED SPECIAL EVENT.**

In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Livingston, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person and from all liability claims, actions or judgments which may arise from the activity.

Applicants also agree to obtain valid save or hold harmless agreements from all participants in its activity, protecting the City of Livingston from all losses arising out of its activity, including damages of any kind or nature.

DATE

APPLICANT'S SIGNATURE

CITY OF LIVINGSTON, MONTANA

Special Event Conditions

1. **Compliance with Law.** Permittees shall obey all City Ordinances, rules and the guidance of City supervisory employees pertaining to the use of City property, including the location and storage of vehicles and equipment, crowd control, and the restoration of premises to their original condition after use for special event purposes.

2. **Location Approval.** Permittee shall confine its activities to the locations and time schedules approved by the Director of Public Services and shall make arrangements through that office for traffic control satisfactory to the Police Department prior to a special event on City streets and in other public areas.

3. **Commercial Reference to City.** Reference to the City of Livingston and/or use of official City logo is prohibited on film or in other advertising of the event unless written approval is granted by the City of Livingston.

4. **Indemnity.** Permittee does hereby covenant and agree to indemnify and hold harmless City from any and all loss, cost, damages and expenses of any kind, including attorney fees, on account of personal injury or property damage resulting from any activity of Permittee on municipal property or in connection with its use of municipal property.

5. **Liability Insurance.** In no way limiting the indemnity agreement above, Permittee will furnish to the City a Certificate of Insurance providing liability, casualty and property coverage acceptable to its Legal Department showing combined single limit coverage acceptable to its Legal Department showing combined single limit coverage for death or bodily injury, property damage or loss, marine and fire protection, or the equivalent of such coverage, not less than \$1,000,000.00. Applicant shall, if given permission to sell liquor, provide an insurance enforcement for liquor liability naming the City as additional insured for amount of at least \$1,000,000.00. The City, including its officials, employees and agents, shall be named an additional insured in the liability Policy. Contractual liability coverage insuring the obligations of this Agreement is also required. The insurance may not be canceled or substantially modified without 10 days written notice to the City Finance Officer.

6. **Security for Costs.** Permittee shall reimburse City for costs incurred in the use of City equipment and assignment of municipal employees to duty in connection with special event activities. A schedule of expected costs shall be prepared by the Director of Public Services after identification of the municipal sites to be used for a special event. Permittee shall post a cash bond as a refundable deposit against such estimated costs when requested.

7. **Relationship to Parties.** Neither Permittee, nor its agents, employees, servants or helpers shall be or deemed to be, the employee, agent or servant of the City. None of the benefits provided by the City to its employees, including, but not limited to, medical insurance, compensation insurance, and unemployment insurance are available to Permittee or its employees, agents, servants or helpers.

8. **Special Events.** Fees shall be charged for use of City property. Permittee shall not conduct any event on City property intended to attract or entertain the public or charge fees to spectators without the specific approval of the City in writing. No alterations or changes to City owned property will be allowed without prior written permission from the City Manager or his designee.

9. **Limitations.** Additional permits and fees may be required for use of facilities of the City and entry upon areas subject to special security requirements, such as municipal swimming pool and Civic Center. Use of such facilities and areas may be further conditioned upon provision of additional insurance coverage's, written assurance of compliance with security requirements and other requirements.

10. **Appointment of Agent.** Permittee shall designate a local agent to sign this License who shall have authority to represent Permittee in all matters relating to exercise of the privileges herein granted and who shall be responsible for compliance with these conditions.

11. **Use of City Property.** Arrangements for use of city property, i.e. building, streets/alleys, sidewalks, parks or other public places or property owned by the City, must be approved by the City Manager in writing in advance of actual use.

12. **Use of City Equipment.** If Permittee finds it necessary or desirable to use city equipment, only city employees will be allowed to operate said equipment, unless prior arrangements in writing are made and then only with the prior written approval of the City Manager.

13. **Use of City Employees.** The Permittee will be required to reimburse the City as provided for in the City of Livingston Fee Schedule for Contracting/Use of City Services/Equipment/Buildings, or if not addressed, for the wages due to employees, calculated at their hourly overtime rate and including public retirement, insurance, unemployment, workman's compensation and all withholdings required by the federal and state governments. In addition, the permittee will be responsible for reimbursing the City for additional bookkeeping or clerical time.

*City of Livingston, Montana
Special Event Official Sign-off
Sheet*

Proposed Special Event: _____

Dates of Special Event: _____

OFFICE USE ONLY

Approved: _____ Date: _____
 Building & Planning Director

Approved: _____ Date: _____
 City Attorney

Approved: _____ Date: _____
 Public Works Director

Approved: _____ Date: _____
 Police Chief

Approved: _____ Date: _____
 City/County Sanitarian

Approved: _____ Date: _____
 Fire Chief

Approved: _____ Date: _____
 Finance Director

Approved: _____ Date: _____
 Parks Department Foreman

Approved: _____ Date: _____
 Recreation Director

Approved: _____ Date: _____
 Street Department Foreman

Approved: _____ Date: _____
 City Manager

MEMORANDUM

Date: August 1, 2006

To: Management Staff

Re: Special Events Application (Internal Process)

The Special Events Policy was established by Resolution # 2874 (2-17-98) and requires that an application be "**submitted at least 30 days prior to the scheduled event.**" Although the administration has attempted to be accommodating to late requests, this practice introduces unnecessary confusion to the review/approval process. **From this point forward, the administration will strictly follow the 30 day requirement, in addition:**

- o Special Event Applications will be available for pickup at both the City/County Complex, and the Public Works Building. **However, all applications must be returned to the Department of Public Works, Assistant Public Works Director (Sandy Wulf).**
- o **A Special Event Application will not be submitted to the City Commission for action, unless the required insurance documents are attached and all departments have reviewed and signed-off.**
- o The Department of Public Works will keep a central reservations calendar for all city facilities utilized through the Special Event process, however, **an event will not be placed on the reservations calendar until the Special Event Application has been given final approval by the City Commission.** Until final approval is given, any information provided by staff, regarding date availability, should be considered advisory only.
- o Once approved, any modifications in location/date/time, or other significant details of the event will require the notice and consent of the City Commission.

Please provide this information to any groups, or individuals, that you know host such events in our community, any questions should be directed to the Assistant Public Works Director, Sandy Wulf at 222-1142.

C: Livingston City Commission

PROPOSED CIVIC CENTER AND BAND SHELL FEE STRUCTURE FOR 2007

There will be a \$100.00 Security/Damage Deposit required for any one utilizing the Civic Center at a daily rate. The Security/Damage Deposit will be refunded if no damage has been incurred.

**** PLEASE NOTE**** Set Up Time Charged At The Same Rates

GYM RATES

City/County located business and citizen rates Fee includes City set up of table & chairs

<u>CURRENT FEE</u>		<u>PROPOSED FEE</u>
Rate per day.....	\$ 75.00	\$ 110.00
With Kitchen	\$ 100.00	\$ 135.00
Hourly Rate	\$ 10.00 (no city set-up)	\$ 15.00 (gym only)

Livingston Civic/Non-Profit Organizations rates Fee includes City set up of table & chairs

<u>CURRENT FEE</u>		<u>PROPOSED FEE</u>
Rate per day.....	\$ 50.00	\$ 80.00
With Kitchen	\$ 75.00	\$ 100.00
Hourly Rate	\$ 7.50 (no city set-up)	\$ 10.00 (gym only)

Non-City or County Resident Rate Fee includes City set up of table & chairs

<u>CURRENT FEE</u>		<u>PROPOSED FEE</u>
Rate per day.....	\$ 150.00	\$ 200.00
With Kitchen	\$ 200.00	\$ 235.00
Hourly Rate	\$ 20.00 (no city set-up)	\$ 30.00 (gym only)

ROOM RATES (3 rooms only)

<u>CURRENT FEE</u>		<u>PROPOSED FEE</u>
Day (per room).....	\$ 25.00 (City sets-up)	\$ 45.00
Hour (per room)	\$ 5.00 (No City set-up)	\$ 10.00

OPTIONAL EQUIPMENT RENTAL AND SERVICES

<u>CURRENT FEE</u>		<u>PROPOSED FEE</u>
Band shell (with power)	\$ 50.00	\$ 120.00
Band shell (no power)	\$ 25.00	\$ 75.00

Fees do not include City setup at Band shell
City Labor of setup and removal of equipment will stay at \$20 per employee/per hour (minimum 2 hours per employee).

BIRTHDAY PACKAGE

<u>CURRENT FEE</u>		<u>PROPOSED FEE</u>
\$ 25.00		\$ 45.00

CITY OF LIVINGSTON, MONTANA
Fee Schedule for Contracting/Use
of City Services/Equipment/Buildings
(3/03)

Police Contract Rate

See Attached Resolution No. 3373
(minimum 2 Officers at 2 hours each)

EMS Contract Rates

See Attached Resolution No. 3431

Fire Service

Man Power per Hourly Wage Scale at Double Time

Engine - \$100 per hour/Standby = ½ Rate

Ladder Truck - \$150 per hour/Standby = ½ Rate

Public Services

- A. Use of City Facilities.
 - 1. Street Closure Fee - \$100 per location (not to exceed one City block)/per day. NOTE: The fee for larger areas will be negotiated with the City.
 - 2. City Park Land Use Fee - \$25 per day minimum.
 - 3. Civic Center (See Attached Resolution No. 3328)
 - 4. Bandshell (with power) - \$120 per day.
 - 5. Bandshell (without power) - \$75 per day.
 - 6. Bandshell – Non-profit - \$90 per day.
- B. Garbage Removal (charge is by weight).

LIVINGSTON POLICE DEPARTMENT

414 East Callender Street
Office of the Chief of Police
Livingston, MT 59047

222-2050 * fax: 222-6121 * e-mail: policechief@ci.livingston.mt.us

MEMORANDUM

Date: 28 February, 2008
To: Steve Golnar, City Manager
From: Darren *DANE*
Subject: Contract for Service Rates

Our contract for service rates have been the same since 1997. The standard rates for each officer are currently \$80.00 per hour. Non-profit group rates are \$25.00 per hour. Officers are paid \$25.00 and \$20.00 per hour, respectively. I feel we should consider revising the rates, primarily due to higher wages. Union officers should be compensated at a rate of at least their regular overtime pay.

Effective 7/01/08, the overtime rate of pay (time and a half) for union police officers will range from \$18.80 - \$28.83 per hour, depending on position and seniority. The overtime rate for captains (non-union) will be up to \$27.95 per hour.

I propose that we consider raising the standard contract rates to \$85.00 per hour (per officer), and \$80.00 per hour (per officer) for non-profit groups. Officers will be paid \$80.00 and \$25.00 per hour, respectively. This should be sufficient to adequately compensate officers, and cover employer contributions and other administrative costs.

(Attachment "A")

AMBULANCE RATES

Effective 2/22/2008

ALL MILEAGE - \$12.00 per mile
(Minimum 1 mile charge)

Basic Life Support	\$595.00
Advanced Life Support 1	\$725.00
Advanced Life Support 2	\$995.00
Specialty Care Transport	\$1,680.00
Treat/Release w/Refusal	\$250.00
Non County Resident Charge	\$375.00
Event Coverage: Non-Profit	\$50.00 per hour
Event Coverage: Non-Profit	\$100.00 per hour

OTHER CHARGES

Oxygen - \$30.00 per ½ hour or partial

IV (attempt or establishment) - \$50.00

Intracerebral IV - \$100.00

Blood Draw - \$50.00

Blood Glucose Test - \$25.00

Saline Solution - \$10.21

Gloves - \$1.25

M.A.S.T. - \$75.00

Splinting/Immobilization - \$80.00

EKG Monitoring - \$150.00 (\$50.00 per subsequent hour or part thereof)

Defibrillation - \$200.00

Intubation - \$200.00

Pulse Oximetry - \$15.00

Medications & Disposable Supplies - Cost plus 150%

Greetings!

Thank you for your interest in holding a special event in the City of Livingston. Please review the enclosed information carefully and fill out your application as completely as possible. All aspects of the application are important in the planning of a successful event. **After the City staff reviews your application, it is then forwarded on to the City Commission for final approval. No dates are secure until this final approval.** Please review the following City of Livingston, Montana Disclaimer. A complete application (which must include all insurance requirements) for a special event permit must be submitted to the City of Livingston Commission at least 30 days prior to the scheduled event. An untimely submittal may be summarily denied. The submittal of an application for a special event permit in no way obligates the City of Livingston to issue a special events permit. The issuance of a special event permit by the City of Livingston in no way is to be construed that the City of Livingston is sponsoring, sanctioning, or is in any way responsible for the special event.

Due to the increased interest in renting the City of Livingston band shell and Civic Center, we have several areas that need attention. Pursuant to the Special event policy that states that fees shall be charged for use of City property and also the use of City employees the following frequently requested shut down of the park shall be charged. (This shut down is frequently referred to as "the Summerfest shutdown.")

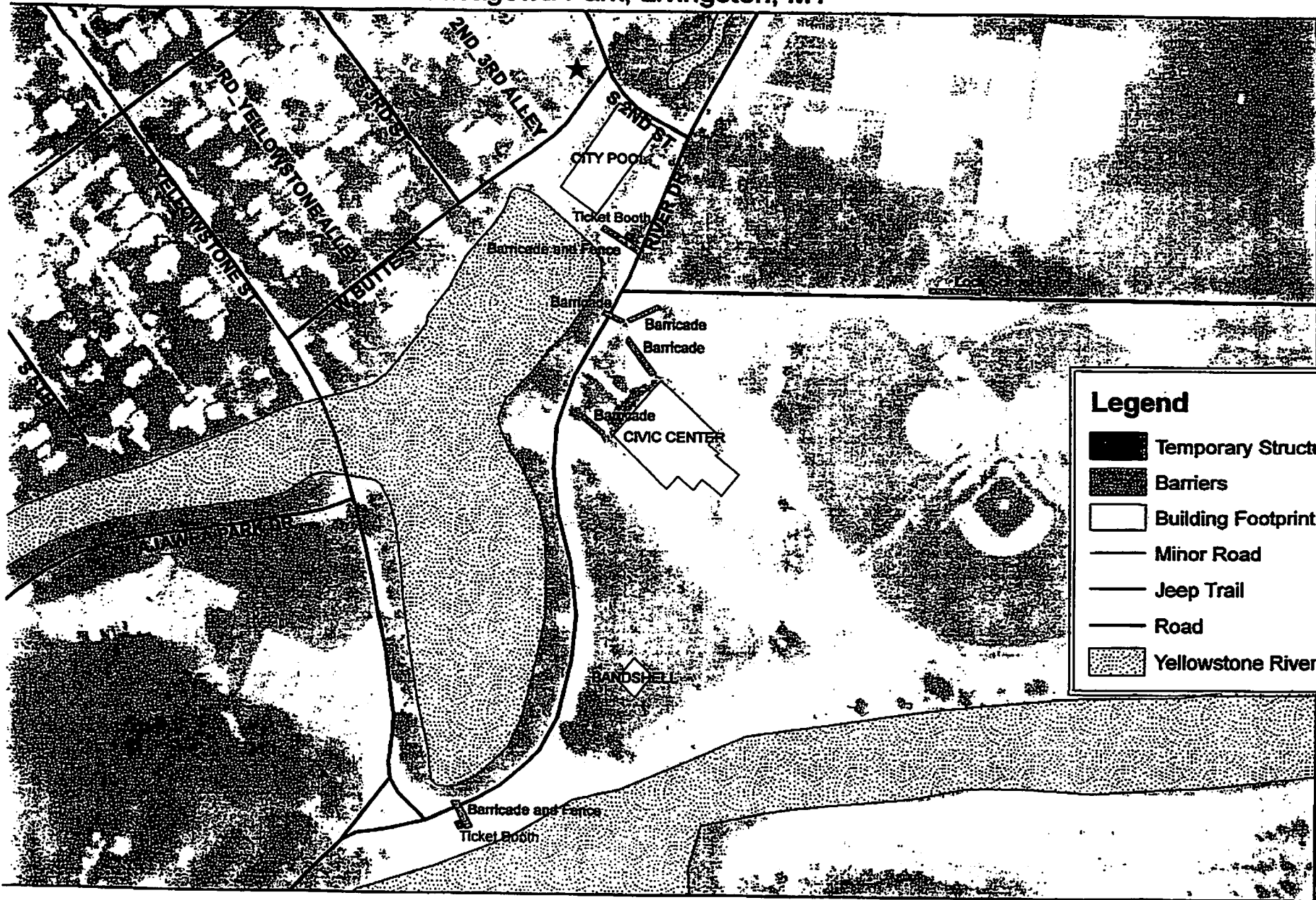
1.) A cost sheet prepared for the use of City equipment and employees is following.

"Miles Park Shut-down" (Monday-Friday 7 a.m.-4p.m.): This includes the rental, delivery, set up and take down of the following: Two ticket booths, eight triple rail barricades, 30 Small barricades with fencing. A diagram of this layout is enclosed. **Total.....\$300.00**








"Miles Park Shut-down (Overtime)" (Friday 4:01p.m-Monday 6:59a.m.)
Same equipment rental, delivery, set-up and take down as above, except \$350.00 should be added to cover overtime hours. **Total.....\$650.00**

2.) **No Parking on South side of River Drive:** If you choose, you may have the City staff institute a temporary no parking area on River Drive in the Band shell area. Please include this on your application for a "special event." The staff will install and take down "Please No Parking" signs. The fee for this is \$40. If you choose to install and take down your own "Please No Parking" signs you may do so at no charge. Please be aware that temporary no parking is not enforceable and does not allow for the ticketing of offenders.

Sacagewa Park, Livingston, MT



Legend

-  Temporary Structure
-  Barriers
-  Building Footprint
-  Minor Road
-  Jeep Trail
-  Road
-  Yellowstone River

0 135 270 540 Feet

1:2,580

Created By the City of Livingston & Park County GIS Department, 2007
 This DATA is neither a legally recorded map nor a survey and is not intended to be used as such. No representation is made that features presented accurately reflect true location or correct attribution.
 The City of Livingston and Park County assumes no liability for any errors or omissions herein. DATA layers are under continued development; therefore, the DATA is current only to the date of delivery.

Created by: Marc Richards 3-1-07*
 Datum: NAD 83, State Plane
 Projection: Lambert Conformal Conic

EXHIBIT "A"

City/County Sanitarian Information

**MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
FOOD AND CONSUMER SAFETY SECTION**

**REQUEST FOR LICENSE EXEMPTION
NON-PROFIT ORGANIZATION TEMPORARY FOOD SERVICE ESTABLISHMENT**

**PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR SANITARIAN'S OFFICE AT
LEAST ONE (1) WEEK BEFORE YOUR EVENT OR FUNCTION.**

GENERAL INFORMATION

Organizations's Name _____
Contact Individual _____
Address _____ Phone _____
Event _____ Location _____
Date _____

I certify that the above named organization is nonprofit and is tax-exempt as allowed under 26 USC 501.

Signature _____ Date _____

PROPOSED MENU

HEALTH DEPARTMENT COMMENTS

Sanitarian _____ County _____
Date _____

