



City of Three Forks
PO Box 187
Three Forks, MT 59752
Phone/Fax (406) 285-3431



Park & Recreational Facility Reservation Application

- Reservation requests must be made at least five (5) working days prior to the reservation date.
- Please allow at least one (1) day for approval.

General Application Information	
Event Type:	
Park Facility Requested:	
Date(s) Requested:	
Event Time <small>(please account for setup, take down and clean up time)</small>	
Number of People Anticipated:	
Primary Contact Person:	
Phone Number:	
Mailing Address:	
Email Address:	
General Application Questions	Yes / No
Will a tent, canopy, inflatable* or temporary structure be used?	
Will a sound system be used? <small>No amplified sound before 12PM and after 9PM.</small>	
Will paint be used to designate/direct traffic and/or pedestrian flows? <small>Only water-based turf paint may be used on any turf. Chalk shall be used on any impervious surfaces like sidewalks or asphalt.</small>	

*Inflatable structures and structures that shall bear weight of more than a canopy require liability insurance held by the applicant, and naming the City of Three Forks as an additional insured.

Additional information must be provided for public assembly or specified user groups, as defined:

“Public Assembly” is defined as a variety of gatherings exceeding 75 people.

“User Groups” are defined as any group or organization that is given use of a park for an extended period of time through this reservation process.

Public Assemblies and User Groups may be required to obtain insurance and name the City of Three Forks as an additional insured.

User Group Application Questions	Yes / No
Will fees be charged for admission to your event?	
Will food/beverages be sold at your event?	
Will portable toilets be provided? <small>(City's toilet facilities may not be able to accommodate large events. Mayor may require additional portables to be provided by the applicant.)</small>	

Liability Insurance

Group shall maintain \$1,500,000.00 liability insurance, \$750,00.00 per occurrence, additionally insuring the City of Three Forks, its officers, and agents as well as the group against loss and liability for damages including, but not limited to, personal injury, death, or property damage arising out of, or in connection with the use of the facility and/or park. The insurance must be in place and the group shall provide proof of insurance satisfactory to the City of Three Forks prior to the commencement of the use covered by this agreement or the use will not commence as scheduled.

Send copy to or Email to: cturner@threeforksmontana.us or ksmith@threeforksmontana.us

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Any additional information by the applicant may be provided here: _____

I certify the information on this application is true to the best of my knowledge.

Applicant Signature _____
Date

Reservation FEE: \$ _____ (See Fee Schedule)

Mayor Comments/Responses	
Address Sound System	
Address Paint/Traffic Flows as Needed	
Address Garbage Handling, Food Handling, or Business Licenses if Needed	
Address Portable Toilet (The City's toilet facilities may not be able to accommodate large events. The Mayor may require additional portable toilets to be provided by the applicant.)	
Address Charges/Admission Fee to Event	

FOR OFFICE USE ONLY:

Date Received: _____ User Type: Non-profit / Group/Assembly / One-time / Seasonal
Granted? Yes / No by: _____ on _____
Additional comments and/or requirements by Mayor: _____

