Special Event Permit Process

City Code requires all permits be submitted 30 days prior to the event.

For large events, City staff recommends submitting your request more than 30 days in advance, to allow adequate review time.

Contact Us

Special Events Coordinator City of Helena - Parking 406-447-8419

Step

Our staff will help you identify the permits needed for your event and provide you with an event packet.



Submit Materials 30 Days Prior to Event

Submit all permits, deposits, and documentation. If you need to use City traffic control equipment, a \$500 deposit is due with your permits.



City Review

City staff will review the event permit(s) for approval. If staff have questions or concerns. the event organizer will be contacted. Staff may schedule a ZOOM meeting to review.

Event Checklist

- Special Event Permit
- **Proof of Insurance**
- Alcohol Permit (if applicable) *
- Noise Permit (if applicable) *
- Traffic Control Plan (if a street closure is anticipated)
- Police Request (if applicable)
- Walking Mall Parade Barricades (if applicable)
- **Emergency Action Plan**
- Garbage or Restroom Plan
- Park Use Reservation (if applicable)

* Permit Deadline - 30 Days Prior to Event





Step 4

Approval

City staff will notify the event organizer if all permits have been approved. Timing of approval will depend on complexity of the event.



Reserve Equipment 14 Days Prior to Event To use the City's traffic control equipment, contact:

Robert Williamson Traffic Division 406-457-8572 rowilliamson@helenamt.gov



Event Walkthrough

48 Hours Prior to Event The event host is required to conduct an event walk through with City staff within 48 hours prior to the start of an event.