Special Event Permit Process



City Code requires events with less than 1,000 attendees to be submitted 30 days prior to the event. Events larger than 1,000 attendees must submit the event application at least 90 days prior to the event.

Step 1

Contact Us

Special Events
Point of Contact
406-447-8064

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

Step 2

Submit Application and Materials

30 or 90 Days Prior to Event depending on the event size (see above).

Submit all permits, deposits, documentation and application fees.

Step

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 oncerns, the event organizer will be contacted. Staff may schedule a meeting to review.

Step 4

Approval

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

Event Checklist

- Special Event Permit Application*
- 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 or 90 Days Prior to Event depending on size.

Step

5p

Minimum 14 Days
Prior to Event

Reserve Equipment

To use the City's traffic control equipment, contact:

Traffic Division

406-457-8572 citystreetsdivision@helenamt.gov

Step

Event Walk through

Within 48 Hours Prior to Event the event host is required to conduct an event walk through with City staff.