



# Alcohol Permit Request

- Required *with* a street event permit if alcohol is being served on streets or sidewalks.
- Required *with* a block party permit if alcohol is being served at the residential block party.
- Required if alcohol is being served in a private parking lot which is open to public parking. (*City laws regulating public drinking include private parking lots – MMC 9.26.010.*)
- Check with Environmental Health at the Missoula City/County Health Department for other required permits. ([envhealth@missoulacounty.us](mailto:envhealth@missoulacounty.us), 406-258-4755)

**Instructions: At least 10 business days before your event**

1. Review the required regulations in Section 3 on page 2 of this form.
2. Fill out all the information in Section 1 below.
3. Select *one* of the following:
  - If this is for an event in a private parking lot, fill out Section 2 and take the form to offices identified in Section 4 for signature
  - If this is for an event that will close streets or sidewalks, attach to the event permit and follow the instructions on the Street Use Permit Request form.
  - If this is for a neighborhood block party, attach to the block party permit and follow the instructions on the residential block party permit.
4. Take the form to Development Services along with your refundable damage deposit check (residential \$50, commercial \$1,500) for a signature.

**SECTION 1: REQUIRED FOR ALL APPLICATIONS: \*\*ONE DATE PER APPLICATION**

Name of Organization or Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Contact person must be available during event)*

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

*I have read and understand the requirements in Section 3 of this form.* \_\_\_\_\_ Initial, please

Organizer's Name Printed \_\_\_\_\_

Organizer Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**SECTION 2: PRIVATE PARKING LOT PARTIES ONLY: \*\*ONE DATE PER APPLICATION**

Number of Units/Participants: Pedestrians: \_\_\_\_\_ Servers: \_\_\_\_\_

Traffic control plan submitted to City of Missoula Engineering staff? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of barricades rented? \_\_\_\_\_ (Attach estimate)

*Type three barricades are required for closure of the parking lot.*

*No vehicles will be allowed to enter or exit the parking lot during the time of the closure.*

Owner or Lessee of Event Parking Lot Permission

\_\_\_\_\_  
Owner/Lessee Name Printed

\_\_\_\_\_  
Owner/Lessee Signature

**SECTION 3: REGULATIONS**

MMC: Missoula Municipal Code ([www.ci.missoula.mt.us/268/City-Laws-Regulations](http://www.ci.missoula.mt.us/268/City-Laws-Regulations))

MCA: Montana Code Annotated ([leg.mt.gov/bills/mca\\_toc/index.htm](http://leg.mt.gov/bills/mca_toc/index.htm))

**General Provisions:**

- Alcohol consumption is only permitted in areas designated by the Traffic Office Supervisor.
- Fencing must be erected in areas designated by the Traffic Office Supervisor for crowd control and alcohol consumption.
- No open containers are permitted to enter or leave the area designated for alcohol consumption.
- Alcohol will not be served in glass containers at public events.
- Event sponsors must ensure that participants are checked for legal age if served alcohol.
- Personnel designated as security officers are to be provided by event sponsors. The number of security personnel is to be determined by the Traffic Office Supervisor.
- The city noise ordinance must be observed. (MMC 9.30)

**Alcohol Catering Permit** must be obtained in compliance with the City's Request for Use of Street, Sidewalk & Market Plaza (MCA 16.4.204):

- If an all-beverage licensee holds a catering endorsement and is hired for the purposes of serving alcohol, the licensee/caterer is required to purchase a Catering Permit from the City Police Department in the amount of \$35.00.
- The catered event must be within 100 miles of the licensee's regular place of business.
- The licensee may not cater an event in which the licensee is the sponsor.

**Alcoholic Beverages on Public Lands MMC 12.42**

(Full text on web [http://www.ci.missoula.mt.us/DocumentCenter/Home/View/1032#Chapter\\_12\\_42](http://www.ci.missoula.mt.us/DocumentCenter/Home/View/1032#Chapter_12_42) )

**12.42.020 Permit required.** Alcoholic beverages may not be served on public land owned or controlled by the city unless a permit is first obtained from the mayor of the city. This permit requirement includes any special event or activity of whatever nature that occurs on city-owned or controlled property. (Ord. 2748 §2, 1990; Ord. 2213 §2, 1981).

**12.42.030 Requirements of permit.** The application for the permit required herein shall contain the name of the person or entity requesting the permit, the location of the proposed event, the permission of the city department head responsible for the public land involved to utilize the land for the requested function, and the day(s), time(s) and duration of the event. If the special event or use is on-going renewal of permit shall be required every two weeks and be subject to the mayor's approval. (Ord. 2748 §3, 1990; Ord. 2213 §3, 1981).

**SECTION 4: REVIEW and APPROVAL**

**Engineering / Traffic Services (in person) Approval:** \_\_\_\_\_

Remarks: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Department (in person) Approval:** \_\_\_\_\_

Remarks: \_\_\_\_\_ Date: \_\_\_\_\_

**Police Department (in person) :** \_\_\_\_\_

Remarks: \_\_\_\_\_ Date: \_\_\_\_\_

**Development Services (in person) Approval:** \_\_\_\_\_

Remarks: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit for Alcohol:             Commercial \$1,500             Private/Residential \$50

Date of Deposit: \_\_\_\_\_ Amount of Deposit: \_\_\_\_\_ (Check #: \_\_\_\_\_)

Review and Return of Deposit: \_\_\_\_\_ (Date) \_\_\_\_\_ (Init)