



GALLATIN VALLEY MALL

2011

FACILITY USE APPLICATION/PERMIT

Important information:

1. The Gallatin Valley Mall (GV Mall) is private property and managed by the Gallatin Valley Mall Management Team (GV Mall Management)
2. This permit is only good for a one time use. One day or one weekend only.
 - a. Multiple weekends/days multiple forms must be filled out & be approved.
3. All lines of the application must be filled out completely.
4. Application must be in the mall management office 3-days prior to your event.
 - a. Mall Management Office hours are M-F 8 am – 5 pm
 - b. Our fax # is 406-586-9638
5. All applications will go through an approval process.
 - a. Once you are (or not) approved you will be contacted.
 - b. Your approved location will be marked with a sign that has your organization's name on it.
 - c. If you requested a table & etc from us, items will be found at your designated location.
 - d. If items you are borrowing from GV Mall, free of charge, are not returned or are returned damaged you will be billed a \$100 minimum or cost to replace items plus fees.
6. **This permit is for a 10'x10' space or for Food Court Use.**
 - a. If you need a larger space than 10'x10' contact Marketing Director.
 - b. If you need a larger space a cleaning deposit of \$50.00 is required.
 - i. Cleaning deposit may be refundable only if area does not require cleaning after your departure.
The fee may be reimbursed 5 days after last day of event.
7. All fees & rent must be paid up front, before you enter the mall for your event.
 - a. All checks are to be made out to Gallatin Valley Mall Merchants.
 - i. All check writers will be held responsible for all fees incurred for insufficient funds.
8. If anything about your event changes from what you put on the application, please contact the Marketing Director as soon as possible to discuss any changes.
9. The Gallatin Valley Mall property does not allow any type of solicitation.
 - a. Therefore you must stay in your designated area and you are not allowed to walk the hallways to promote your activity.
10. If you are approved to use an un-leased unit, applicant must come to mall management office prior to entering the unit.
 - a. No keys will be given out for donated unit space.
11. Birthday Parties and meetings with more than 6 people may not bring in food or drink from outside of the mall.
 - a. Exception Birthday Cake
12. All applications must be received at least THREE DAYS prior to the date of the event.
13. It is the organization's responsibility to read through and understand the Conditions of This Permit.
 - a. Initial all pages
 - b. Sign application page
 - c. Return to Gallatin Valley Mall Management Office

Initials _____

Conditions of This Permit

Applications/permits granted to applicants are subject to the following conditions and may be revoked, in the discretion of the Mall Management, upon any violation of any of such conditions.

- A. A permittee shall not conduct any activity (other than commercial activities of Mall tenants and their owners, officers, directors, employees, customers and invitees) at the Mall except as specifically described in its permits.
- B. At all times during the conduct of the activity described in its permit, a permittee shall have its permit available at the location of such activity. A permittee shall not use any other sign at the Mall unless used in a display area designated by the Mall Management and made in a manner approved by the Mall Management. A permittee shall not use nails, screw-in hooks, tape, thumbtacks, or similar materials on any surface of the Shopping Mall.
- C. At all times while at the Mall, a permittee shall act in a peaceful and lawful manner.
- D. A permittee shall not damage or deface any property within the Mall and, if any object supplied or distributed by the permittee is discarded by permittee, permittee shall deposit such object in the Mall's designated waste receptacles.
- E. A permittee shall not use physical force, abusive or offensive language, or threats against any person at the center, nor may a permittee create undue noise or use any musical instrument, radio, television, microphone, loud speaker or other noise-producing equipment, without the permission of the Mall Management, nor shall a permittee commit or suffer to be committed any strip or waste upon, or any unlawful, improper or offensive use of the premises, or any public or private nuisance or act or thing which may disturb the quiet enjoyment of any other tenant, concessionaire, licensee or occupant of the Mall or the customers of business thereof.
- F. A permittee shall not obstruct the free flow of pedestrian or vehicular traffic on walkways, sidewalks, stairways, driveways, mall parking lots or any other area regularly used for such traffic within the Mall.
- G. A permittee not paying rent shall vacate the area designated for its use 24 hours after written notice from the Mall Management if the permittee violates any of the provisions of these rules and regulations or if Landlord has an alternative use for the space.

Obligations of Permittees

- A. Upon the termination of the activity described in its permit, a permittee shall clean, repair and restore the area in which it conducted such activity to the condition existing immediately prior to the commencement of such activity.
- B. All costs and expenses of such cleaning, repairing and restoring and all out-of-pocket costs and expenses of Gallatin Mall Group, LLC, or the Mall Merchants' Association relating to or arising out of the permittee's activity (including without limitation all costs and expenses of maintaining order and protecting persons and property in the vicinity of such area during the conduct of such activity) shall be borne by the permittee and shall promptly be paid to the Mall Management. Checks shall be made payable to the order of Gallatin Mall Group, LLC, or as otherwise specified by the Mall Management.
- C. A permittee assumes liability for and shall indemnify and hold harmless Gallatin Mall Group, LLC (its officers, directors, employees, customers and invitees), and the Mall Merchants' Association against and from any and all liabilities, obligations, losses, penalties, actions, suits, claims, damages, expenses, disbursements (including legal fees and expenses) or cost of any kind whatsoever in any way relating to or arising out of any activity of the permittee (including without limitation the activities of the permittee's members, officers, directors, employees, agents contractors and servants) at the Mall.
- D. A permittee may be required to supply a Certificate of Insurance evidencing liability coverage for its activity with limits satisfactory to the Mall Management and listing Gallatin Mall Group, LLC, and the Mall Merchants' Association as additional insured.
- E. If permittee conducts any type of advertising that will direct people to your event held here at the Gallatin Valley Mall property – the permittee must use the Mall's correct name of; Gallatin Valley Mall, in all of its advertising.

Initials _____

Gallatin Valley Mall FACILITY USE APPLICATION/PERMIT

Name of Organization: _____
 Contact Person(s): _____
 Address: _____
 Contact Phone(s): _____
 Email Address: _____

Purpose of Use (a brief description must be filled in or attached): _____

Are you collecting funds? (If yes list the purpose is for funds being collected) _____

Event Date(s): _____ **Time:** _____

Planned Set-up Date: _____ Time: _____

Planned Tear-Down Date: _____ Time: _____

Mall Location Preference: JoAnns Court JCPenney Court Macy's Court _____
Applicant agrees that space is assigned at the discretion of the Gallatin Valley Mall Management.

Equipment Requesting to Use:

Subject to availability! We have a limited supply.

Organization will be billed \$100 minimum for any items not returned or returned damaged!

- Electrical Hook-up (extension cords not available) Stanchions Easel - # _____
- Staging - # _____ Table - # _____ Table cover Chair - # _____
- Pipe & Drape Art Board Fencing Other _____

*Liability Insurance Carrier: _____ Acct #: _____

**Only needed for Businesses and or non-profit organizations*

Total Rent & Other Charges: \$ _____ **Payment in full is required at time of application**

10'x10' Space \$80/day Larger Space- Please call for pricing (\$50 Cleaning Deposit Required)

Food Court for Meeting** Food Court for Birthday**

**parties of 6 or more may not bring in food /drink from outside of the mall (exception is Birthday Cake)

Organization Representative

Signature: _____ **Today's Date:** _____

By signing above you agree to all of the conditions & terms of this permit, provided to you on the attached pages
 No signature – application will be automatically declined

All applications must be received at least 3 DAYS prior to the event!

Mall Hours:
Mon – Sat 10am – 9pm,
Sun 11am – 5pm
*The mall opens to the general public at 6 am Mon – Sat and 8 am on Sun. The Mall may also be open for 1 hour to 1 ½ hours after designated closing times. **Mall Security is NOT assigned to watch the above activity.** Be sure to secure all of your items at all times.*

Office Use Only

Marketing Director Approved: _____ Date: _____

Location Approved for: JoAnns Court JCPenney Court Macy's Court _____

Payment Received: Y N Amount \$ _____ Check # _____ Cash Non-Profit

Proof of liability Insurance received: Y N Attached

\$50 Deposit Received Check # _____ Cash Deposit Returned