

ST. Patrick  
PARADE



# City of Billings RIGHT-OF-WAY ACTIVITY PERMIT

RECEIVED  
JAN 1 2010  
BY: *MM*

Please check the type of activity you are applying for:

Parade  Run/Walk/Procession  Street/Alley Closure  Block Party

Submit this application with attachments to either the: Public Works office, 2224 Montana Ave., Billings, MT 59101 or Downtown Billings office, 2815 2nd Ave North, Billings, MT 59101. Application packet should be turned in at least 60 days prior to the date of the proposed event for approval.

PERSON MAKING APPLICATION Nell Eby

ORGANIZATION MAKING APPLICATION Big Sky Senior Services

PHONE 406-259-3111

ADDRESS 3 1/2 N. 35th Street, Bldg., MT 59101  
CITY STATE ZIP

EMAIL ADDRESS nleby@bigskyseniorservices.org

APPROXIMATE TIME EVENT WILL:

Assemble 7:00 a.m. Start 9:00 a.m. Disband 2:00 p.m.

DATE OF EVENT Saturday, March 13, 2010

PURPOSE/DESCRIPTION OF EVENT: (Description and detail of the event.)

Big Sky Senior Services & Save Our Parade Committee works in coordination on the St. Patrick's Day Parade & Celtic St. Fair. The event provides go directly to BSSS in providing elderly related services. The event is scheduled for 3/13/10 from 9-2. Vendor will begin setup @ 7:30 a.m. between 1st & 3rd on N. Broadway. The parade begins @ 11:00 a.m. City stage under sky point.

EVENT ROUTE DESIRED (IF APPLICABLE): (Please attach map.)

Attached

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

N/A

CLEAN UP IMPLEMENTATION: (Company contracted or services you will provide)

Contract w/ B.I.D. for cleanup.

**CERTIFICATION OF INSURANCE WHICH MUST SHOW:** (1) The limits of liability coverage for the period of this agreement as a minimum of \$750,000 per claim/\$1.5 million per occurrence general liability, and (2) the City of Billings named on the Certificate of insurance as the additional insured. (Refer to the sample insurance copy. Please note a certificate of insurance is not required for Block Parties)

*Hoiness LeBar approved, when BSS cuts ck end of Jan. Cf will be given to Hoiness*  
NOTICE: ANY MARKINGS (NO PAINT ALLOWED) TO BE PLACED ON PUBLIC RIGHT-OF-WAY MUST BE APPROVED BY THE CITY TRAFFIC ENGINEERING DEPARTMENT PRIOR TO PLACEMENT. BE ENVIRONMENTALLY SAFE. AND NOT CONFLICT WITH EXISTING MARKINGS.

FOR DOWNTOWN EVENTS: YOU OR THE ORGANIZATION YOU REPRESENT MUST "ASSIGN" THE FIRST TWO BLOCKS OF THE DOWNTOWN EVENT ROUTE FOR NO PARKING TWO HOURS PRIOR TO YOUR EVENT USING THE ROUTE SIGNS PROVIDED BY THE CITY. IT IS YOUR RESPONSIBILITY TO PROVIDE THE APPROPRIATE BARRICADES FOR THE STREET CLOSURE.

IF USING THE ESTABLISHED EVENT ROUTE. THE CITY WILL PROVIDE TWO POLICE OFFICERS WITH VEHICLES TO START THE EVENT. AND A STREET SWEEPER. IF NECESSARY. TO FOLLOW THE EVENT.

**COORDINATOR OF EVENTS AT WHICH ALCOHOL WILL BE CONSUMED IN PUBLIC RIGHT-OF-WAY ARE REQUIRED TO OBTAIN AN OPEN-CONTAINER PERMIT FROM THE POLICE DEPARTMENT.**

UPON SIGNING OF THIS APPLICATION, THE APPLICANT AGREES NOT TO VIOLATE ANY STATE OR CITY CODES IN THE PRESENTATION OF THE REQUESTED SPECIAL ACTIVITY.

In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Billings, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person and from all liability claims, actions or judgments which may arise from the activity.

Applicants also agree to obtain valid "save or hold harmless agreements" from all participants in its activity protecting the City of Billings from all losses arising out of its activity, including damages of any kind or nature.

APPLICANT SIGNATURE. Neil Eby DATE 1/19/10  
APPLICATION APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
APPLICATION DENIED \_\_\_\_\_ DATE \_\_\_\_\_

ADDITIONAL RESTRICTIONS OR SPECIAL CONDITIONS: YES || NO ||  
(IF YES, ATTACH COPY)

**FOR CITY USE ONLY**

FEE: \_\_\_\_\_  
APPLICANT NOTIFIED BY \_\_\_\_\_  
DATE: \_\_\_\_\_

- COPIES TO:**  
CITY ADMINISTRATOR  
DEPUTY CITY ADMINISTRATOR  
POLICE CHIEF  
FIRE CHIEF  
FIRE MARSHALL  
MET TRANSIT MANAGER  
STREET/TRAFFIC SUPERINTENDANT  
TRAFFIC ENGINEER  
PRPL DIRECTOR  
PARKING SUPERVISOR  
CITY ATTORNEY

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) <b>02/04/10</b>
<b>PRODUCER</b> Hoiness LaBar Insurance A Member of Payne Financial Group P.O. Box 30638 Billings, MT 59107-0638	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> City Of Billings %Human Resources Dept P.O. Box 1178 Billings, MT 59104	<b>INSURERS AFFORDING COVERAGE</b> INSURER A: <b>Penn-American Insurance Co.</b> INSURER B: INSURER C: INSURER D: INSURER E:	<b>NAIC #</b>     

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded:250 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PAC6784156	04/01/09	04/01/10	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 Holder is listed as Additional Insured on policy for St. Patrick's Day Parade and Celtic Street Fair on March 13, 2010 in downtown Billings, MT.

<b>CERTIFICATE HOLDER</b>  Big Sky Senior Services, Inc./Save our Parade Committee 3 1/2 N. 35th St. Billings, MT 59101	<b>CANCELLATION 10 Days for Non-Payment</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 
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3rd Ave. N.

2nd Ave. N.

1st Ave. N.

Booth # 1  
Vendor Check-in  
HERE

City Parking  
Garage - FREE  
on Weekends

City Parking  
Garage - FREE  
on Weekends

Booth # 2  
Vendor  
Check-In

EVENT MAP  
June 13, 2009

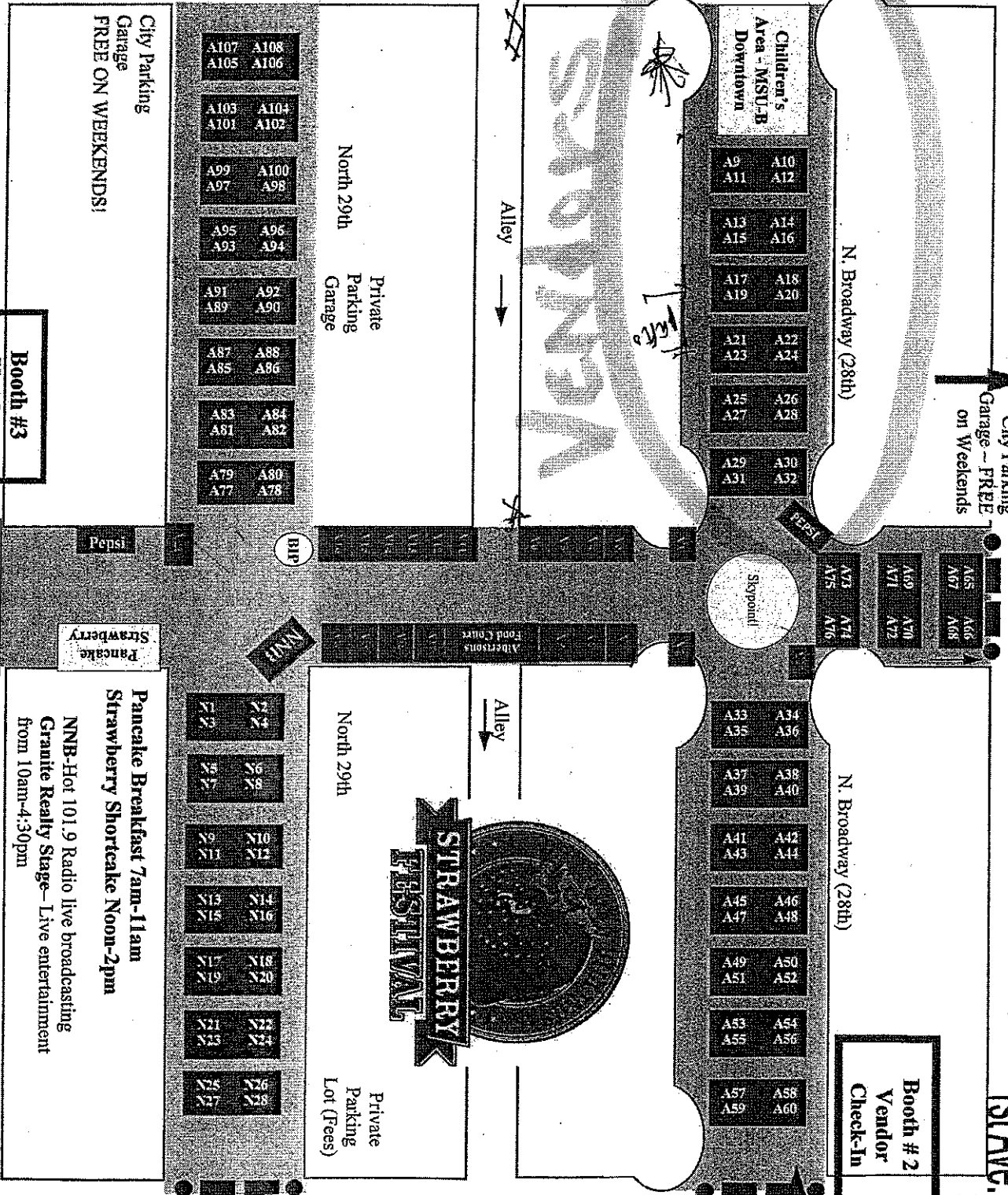
Arts & Crafts  
Spaces  
A9 - A108

Food  
Vendor Spaces  
V1 - V22

Other &  
Non-Profit  
Org. Spaces  
N1 - N28

● Street Closure  
● Barricades

*Vendor's  
Booths  
Went to  
Booth #1*



City Parking  
Garage  
FREE ON WEEKENDS!

Private  
Parking  
Garage

Booth #3  
Vendor  
Check-in

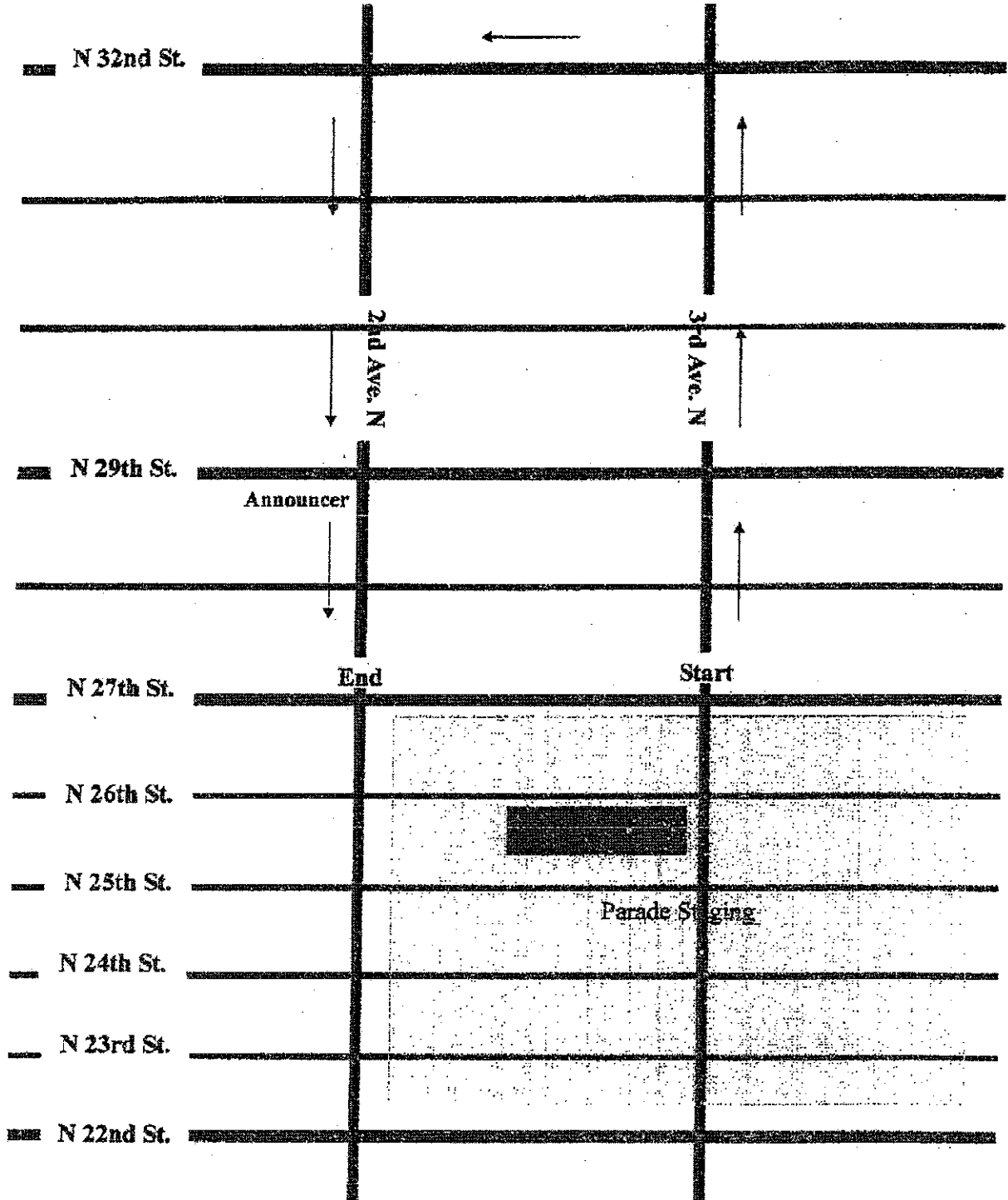
Pepsi  
BIB  
Strawberry  
Pancake

Pancake Breakfast 7am-11am  
Strawberry Shortcake Noon-2pm  
NNB-Hot 101.9 Radio live broadcasting  
Granite Realty Stage- Live entertainment  
from 10am-4:30pm

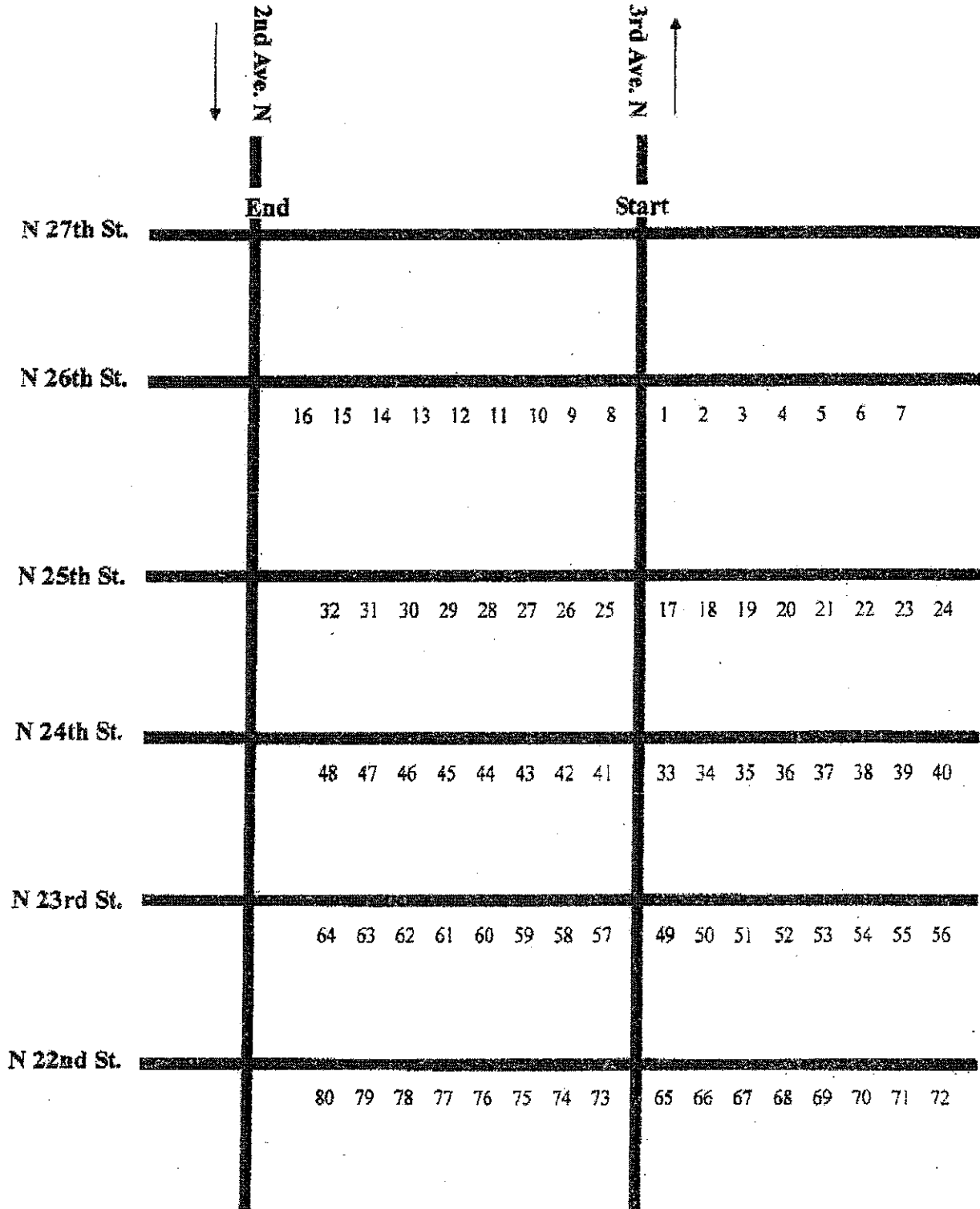
Private  
Parking  
Lot (Fees)

Park stage comes in at 8:30am and leaves by 5pm

# Parade Route



# Parade Staging



Downtown  
things  
starts here.

### BID Event Kit of Parts Usage Packet

Below you will see a step by step process that must be implemented in order to close streets and hold an event. You may stage and implement your own event downtown and make use of the BID's "Kit of Parts." You must obtain your own street closure permission and provide your own liability insurance.

**STEP 1:** Make sure you have a PLAN AND that your block neighbors are "on board" with the idea...or, at least, do no object to your plan.

-Date(s) of Event: Saturday, 3/13/10

-Does this event require any Street Closure?  Yes  No  
-Do you have Liability Insurance that will cover this event?  Yes  No

(You will be required to provide a "Binder" to the City of Billings showing coverage)

-Will you be serving alcoholic beverages?  Yes  No

(A permit may be required from the Billings Police Department)

What Blocks will be closed: (Example: The 200 Block of N. Broadway)

List all: 3rd Ave. N. 24th St. N. & 32nd St. N.  
The 100 & 300 block of N. Broadway - Celtic Street Fair  
2nd Ave. N. from 24th - 26th  
N. 32nd St. between 3rd Ave. N. & 2nd Ave. N.  
2nd Ave. N. between N. 32nd & N. 26th

Briefly Describe Your Event Activity/Participants:  
Big Sky Senior Services & Save Our Parade Committee work in coordination on the St. Patrick's Day Parade & Celtic St. Fair which will be held 3/13/10. The St. Fair is sched. for setup @ 4:30 am 3/13 & Tear down @ 2pm. St. Fair between 1st & 3rd on N. Broadway & parade on regular parade route.

-Specify the exact date and TIME the blocks noted above will be CLOSED: 3/13/10: 7:30 a.m. - 2pm

-Specify the exact date and TIME the blocks noted above will be REOPENED: 3/13/10: 3pm

-Indicate your traffic re-route plan: **BE SPECIFIC... SEE EXAMPLE**  
(Example: if closing the 200 Block of N. Broadway... Northbound traffic on N. 28th would be diverted west at 1st Ave. North then resume northbound at N. 29th & southbound traffic on N. 28th would be diverted east at 2nd Ave. North then resume southbound at N. 27th)

N. Broadway - traffic on 1st & 3rd Ave. N. will not be effected except they will not be allowed to turn N. from 1st or south from 3rd to N. 28th

-List All of the Businesses impacted by the closure and have them "sign off" on the event:

BUSINESS NAME:	ADDRESS:	SIGNATURE:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____

*See attached*

### St. Patrick's Day Parade and Celtic Street Fair

I/We understand that there will be a street closure on Saturday, March 13, 2010 for the St. Patrick's Day Parade and Street Fair. All proceeds from the parade and street fair will benefit Big Sky Senior Services.

BUSINESS	ADDRESS	SIGNATURE
Prairie Blossom	225 N. Broadway	<i>[Signature]</i>
Native Amer. Dev. Corp.	221 N. Broadway	<i>[Signature]</i>
Gizmo's Rentals	219 N. Broadway	<i>[Signature]</i>
Belleza Salon	217 N. Broadway	<i>[Signature]</i>
Edward Jones	213 N. Broadway	<i>[Signature]</i>
Valley Fed. Credit Union	207 N. Broadway	<i>[Signature]</i>
Native American Nations	207 N. Broadway	<i>[Signature]</i>
Richardson Capital	201 N. Broadway	<i>[Signature]</i>
Homesite Designers	117 N. Broadway	<i>[Signature]</i>
MT Brewing Co.	113 N. Broadway	<i>[Signature]</i>
Advertising Design	105 N. Broadway	<i>[Signature]</i>
Crystal Lounge	101 N. 28 <sup>th</sup>	<i>[Signature]</i>
Macasa/Rocke Gear	100 N. Broadway	<i>[Signature]</i>
Soup Place	106 N. 28 <sup>th</sup>	<i>[Signature]</i>
In Step Shoes	108 N. Broadway	<i>[Signature]</i>
Jackets & Co.	112 N. Broadway	<i>[Signature]</i>
Rock Creek Roasters	124 N. Broadway	<i>[Signature]</i>
D.A. Davidson	208 N. Broadway	<i>[Signature]</i>
MSU-Billings Downtown	214 N. Broadway	<i>[Signature]</i>
Downtown C.C.		
Paula's Edibles	2712 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
Gallery Interiors	2702 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
Gene Ruckmon	2704 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
Montague's	2810 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
Cricket	2814 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
Meridian	2818 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
NBA	2820 2 <sup>nd</sup> Ave. N. 2815 2 <sup>nd</sup>	<i>[Signature]</i>
Goldsmith Gallery	2824 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
NeeCees	2821 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
Desmonds	2819 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
Muddy Waters	2817 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>
D.S.R. Rm.	2817 2 <sup>nd</sup> Ave. N.	<i>[Signature]</i>

at lunch ?

open street as soon as over!

Bottega

2814 2nd Ave. N.

*[Signature]*

CS Resting Rm.  
 Lou Lambert  
 BIN 119  
 Forever Belle Salon

2817 2nd Ave N  
 123 N Broadway  
 119 N. BROADWAY  
 2708 2nd Ave N.

*[Signature]*  
 Anita Lambert  
 J. Menting  
 Maella Paumen