



March 8, 2010

Billings Cultural Partners
P.O. Box 2117
Billings, MT 59103

Downtown Billings Association
2815 2nd Ave. North
Billings, MT 59101

Dear Downtown Billings,

This is the cover letter for a street closure for a new event called Petapalooza sponsored by the Billings Cultural Partners. Petapalooza; a Festival for Pets and Their People, is planned for Saturday, May 22, 2010 from 11 am to 3 pm in downtown Billings.

Attached is a map that details the street closure and the parade route. Also included are the insurances for the event and the beer garden.

Petapalooza will show case pet contests, vendor booths, stage, music and food. Pets include all domesticated animals—dogs, cats, rabbits, horses, etc. All animals will be on leads or in cages.

If you need further information, please contact the contracted event coordinator, Melody Dobson at 690-5503 or Robyn Peterson, Director of the Yellowstone Art Museum at 256-6804. Robyn serves as the Chair of the Billings Cultural Partners. The Petapalooza planning committee meets regularly on Friday's at 9:00 am at the Yellowstone Art Museum in the board room upstairs. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melody Dobson', written over a horizontal line.

Melody Dobson
Contracted Event Coordinator -- Petapalooza



City of Billings
RIGHT - OF - WAY ACTIVITY
PERMIT

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. or Downtown Billings office - 2815 2nd Ave. N. (both - 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 Melody Dobson
 ORGANIZATION MAKING APPLICATION Billings Cultural Partners
 ADDRESS P.O. Box 217 City Bigs State MT Zip 59103
 EMAIL ADDRESS melodydobson@bresnan.net

APPROXIMATE TIME EVENT WILL:

Assemble 8:00 AM Start 11:00 AM Disband 5:00 PM

DATE OF EVENT May 22, 2010 (Saturday)

PURPOSE OF EVENT: (Description and detail of plans)

Petapalooza - A pet festival and parade; pet related events hosted by Billings Cultural Partners, vendor Booths, pet demonstrations, pet contests, stage music, food booths, Pets include all domesticated animals - dogs, cats, rabbits, horses, etc. All animals on leads or in cage

EVENT ROUTE DESIRED (IF APPLICABLE) - Please attach map

PARADE Starts 3rd & 25th (Staging) - Goes West to 32nd - South to 2nd - East from 32nd to 29th to 3rd east to 26th - PARADE begins Staging @ 1:30 PM - PARADE 2:00 PM - Streets closed 2:00 PM

BLOCK PARTY STREET LOCATION (IF APPLICABLE)

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

We will contract w/ B.D & have Volunteers

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 not a certificate of insurance in NOT required for Block Parties.)

NOTICE: ANY MARKINGS (NO PAINT ALLOWED) TO BE PLACED ON THE PUBLIC RIGHT-OF-WAY MUST BE APPROVED BY THE CITY TRAFFIC/ENGINEERING DEPARTMENT PRIOR TO PLCEMENT, 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 EVEN ROUTE FOR NO PARKING TWO HOURS PRIOR TO YOU EVENT USING THE ROUTE SIGNS PROVIDED BY THE CITY. IT IS YOUR RESPONSIBILITY TO PROVIDE THE APPROPRIATE BARRICADES FOR THE STREET CLOSURE.

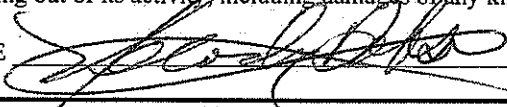
IF USING THE ESTABLISHED EVEN ROUTE (PARADE), THE CITY WILL PROVIDE TWO POLICE OFFICERS WITH VEHICLES TO START THE3 EVENT, AND A STREET SWEEPER (IF NECESSARY AND WEATHER PERMITTING) TO FOLLOW THE EVENT.

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

UPON SIGNING OF THIS APPLICATION, THA 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 and The Downtown Billings Alliance, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person 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  DATE 3/12/10

APPLICANT APPROVED _____ DATE _____

APPLICANT DENIED _____ DATE _____

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

FOR CITY USE ONLY

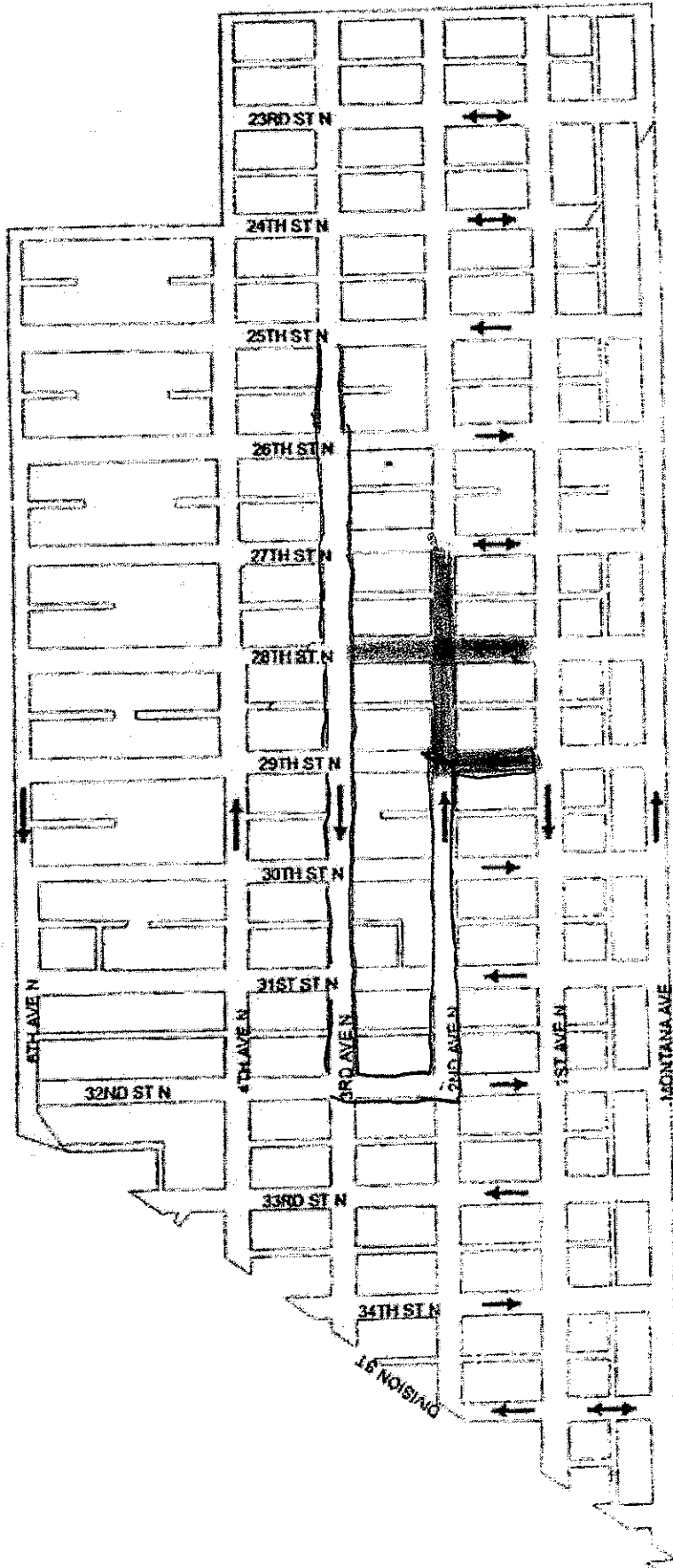
FEE: _____

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

Downtown Billings Street Direction Map



Parade Route
Traffic ReRoute
Event Foot Print



Client#: 200

CITYOFBI

DATE (MM/DD/YYYY)
2/22/2010

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

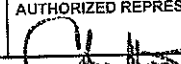
PRODUCER Hoiness LaBar Insurance A Member of Payne Financial Group P.O. Box 30638 Billings, MT 59107-0638	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES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

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 LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY <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	PAC6784202	04/01/10	04/01/11	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 - COMP/OP AGG	\$2,000,000
		AUTOMOBILE LIABILITY <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)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU-TORY LIMITS	
						OTH-ER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Holder is listed as Additional Insured for Petapalooza event to be held in downtown Billings on 05/22/10.

CERTIFICATE HOLDER Billings Cultural Partners PO Box 2117 Billings, MT 59103	CANCELLATION 10 Days for Non-Payment
	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 

RULES

All entrants for the Pet Parade must bring one pet, but no more than two per human.

All pets must have current rabies & vaccination shots, as required by law.

All pets must wear current license and ID tags.

No female pets in any stage of heat.

Only safe & comfortable costumes, please.

All humans must sign a consent and waiver releasing Petapalooza agents from all liabilities, and allowing Petapalooza organizers to use their names and photographs in future Petapalooza promotional material.

All pets must be on a leash, reit, or in a cage and under control at all times.

All pets must be on their best behavior. No aggressive behavior will be tolerated.

Clean up after your pet with the waste bag provided with registration.

No pets will be allowed in the "No Pet Zone." Violations may force the health department to close food service.

No performances during the Pet Parade.

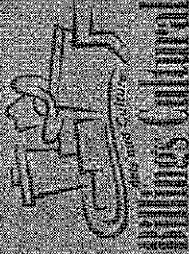
To keep children from running into the path of pets or vehicles, do not throw candy, beads, or other items into the passing parade.

Do not stop the flow of the Pet Parade.

Petapalooza

A FESTIVAL OF PETS AND THEIR PEOPLE

...created to showcase the Billings Cultural Partners and engage the community in the spirit of fun.



Alberta Bar Theater
Artwalk

Big Sky Chamber Ensemble
Big Sky Chorus
Big Sky EDC

Billings Symphony Orchestra & Chorus
Downtown Billings Alliance
Humley Project Museum
Miss Mansion

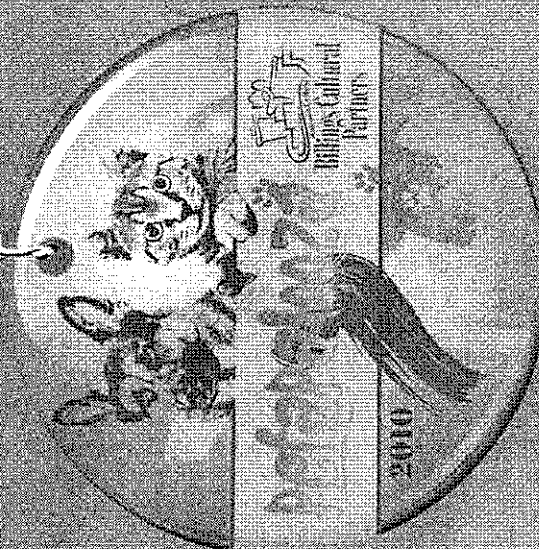
Parnly Billings Library & Foundation
Pompey's Pillar Historical Association
Rimrock Auto Arena / Metra Park
Rimrock Opera Company
Venture Theatre

Western Heritage Center
Yellowstone Art Museum
Yellowstone Chamber Players
Yellowstone County Commissioners
Yellowstone County Museum
Yellowstone Public Radio
YMCA Writer's Voice

VISION

Strengthen each of the Billings Cultural Partners organizations, enhance our effectiveness through the power of collaboration, and contribute to the quality of life in Billings.

All people enhance Billings Cultural Partners' vision.



A FESTIVAL OF PETS AND THEIR PEOPLE

MAY 22 SATURDAY 2010

Billings
DOWNTOWN BILLINGS MONTANA