

ABT



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., 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 William R. Wood

ORGANIZATION MAKING APPLICATION Alberta Bair Theater

PHONE 406-256-8915

ADDRESS PO Box 1556 Billings MT 59103  
CITY STATE ZIP

EMAIL ADDRESS woody@albertabairtheater.org

APPROXIMATE TIME EVENT WILL:

Assemble 12:00 noon Start 5:00 pm Disband 8:00 pm per Mikal  
7:30 pm

DATE OF EVENT June 25 2010 FRIDAY

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

The wildwest source kick-off Bash is a street party to kick off the ABT fundraiser that starts Friday night with the Charlie Daniels Band's performance at the ABT. The Bash will be a street party catered by SurferDoc's with live music.

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

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

North Broadway between 3<sup>rd</sup> Ave N + 4<sup>th</sup> Ave N.

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

The ABT will clean and/or contract to use BID services

**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)

**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 Will R Wood DATE 4/12/10

APPLICATION APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION DENIED \_\_\_\_\_ DATE \_\_\_\_\_

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

**FOR CITY USE ONLY**

FEE: \_\_\_\_\_

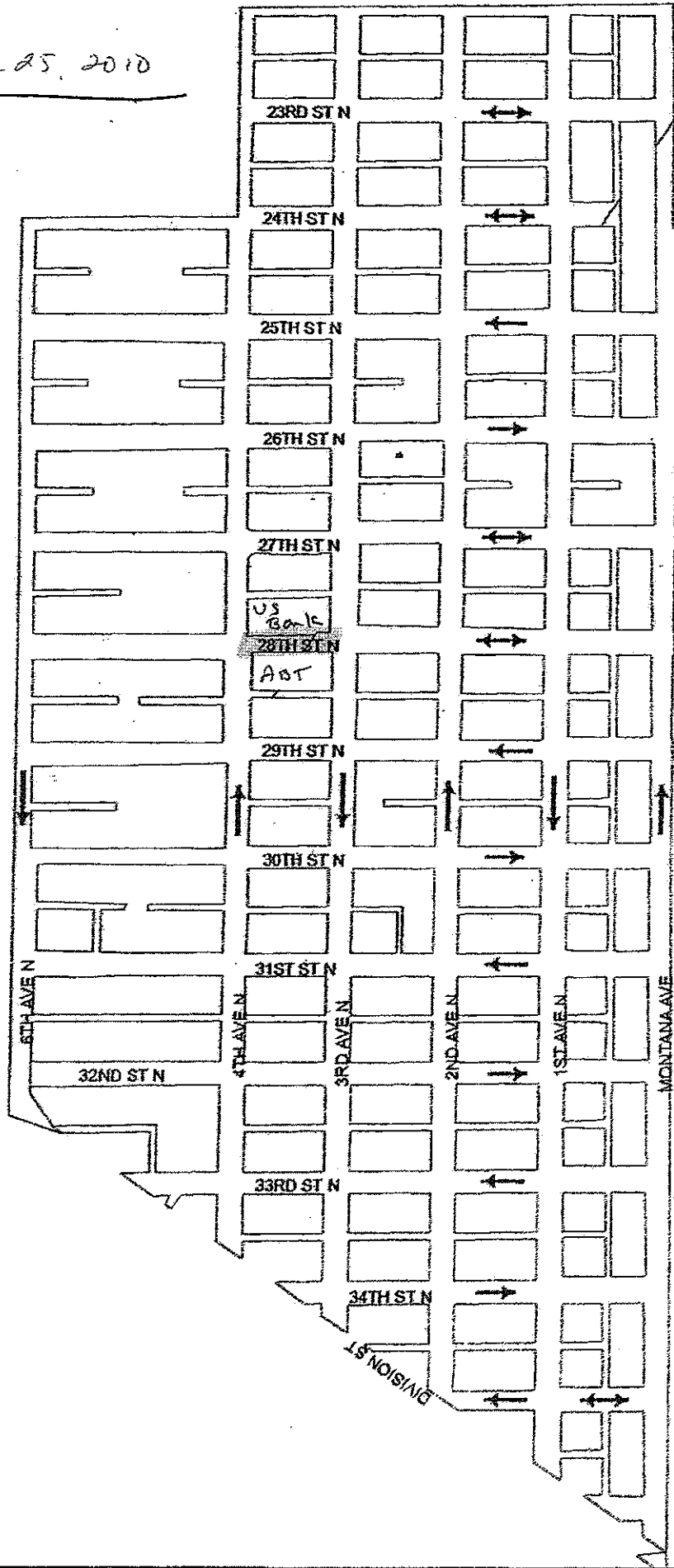
APPLICANT NOTIFIED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- |                               |
|-------------------------------|
| <b>COPIES TO:</b>             |
| 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                 |

Friday, June 25, 2010

# Downtown Billings Street Direction Map





CITY OF BILLINGS  
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PERSON MAKING APPLICATION William R. Wood

ORGANIZATION MAKING APPLICATION Alberta Fair Theater

PHONE 406-256-8915

ADDRESS P.O. Box 1556 Billings MT 59103  
CITY STATE ZIP

EMAIL ADDRESS woody@albertafairtheater.org

APPROXIMATE TIME EVENT WILL:

Assemble 6:00am Start 11:00am Disband 12:00 midnight

DATE OF EVENT June 26, 2010 SATURDAY

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

Wild West Source - a fundraising event for the AAT to include a Family Street Fair in the afternoon, a western murder mystery Diner and western Street Dance in the evening. The event will include live music, entertainment with a special group of cowboys interacting with the crowd. There will also be food + craft vendors, + games + crafts for kids

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

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

Around Sky Port: North Broadway from 1st Ave to 3rd Ave + 3rd Ave to 4th Ave  
2nd Ave N. Between Alley AFTER 27th Street to 29th Street

*No closure between 3rd & 4th Ave. Allowed*

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

The AAT will clean and/or contract to use SID services

**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)

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APPLICANT SIGNATURE Will R Wood DATE 4/12/10

APPLICATION APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION DENIED \_\_\_\_\_ DATE \_\_\_\_\_

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

**FOR CITY USE ONLY**

FEE: \_\_\_\_\_

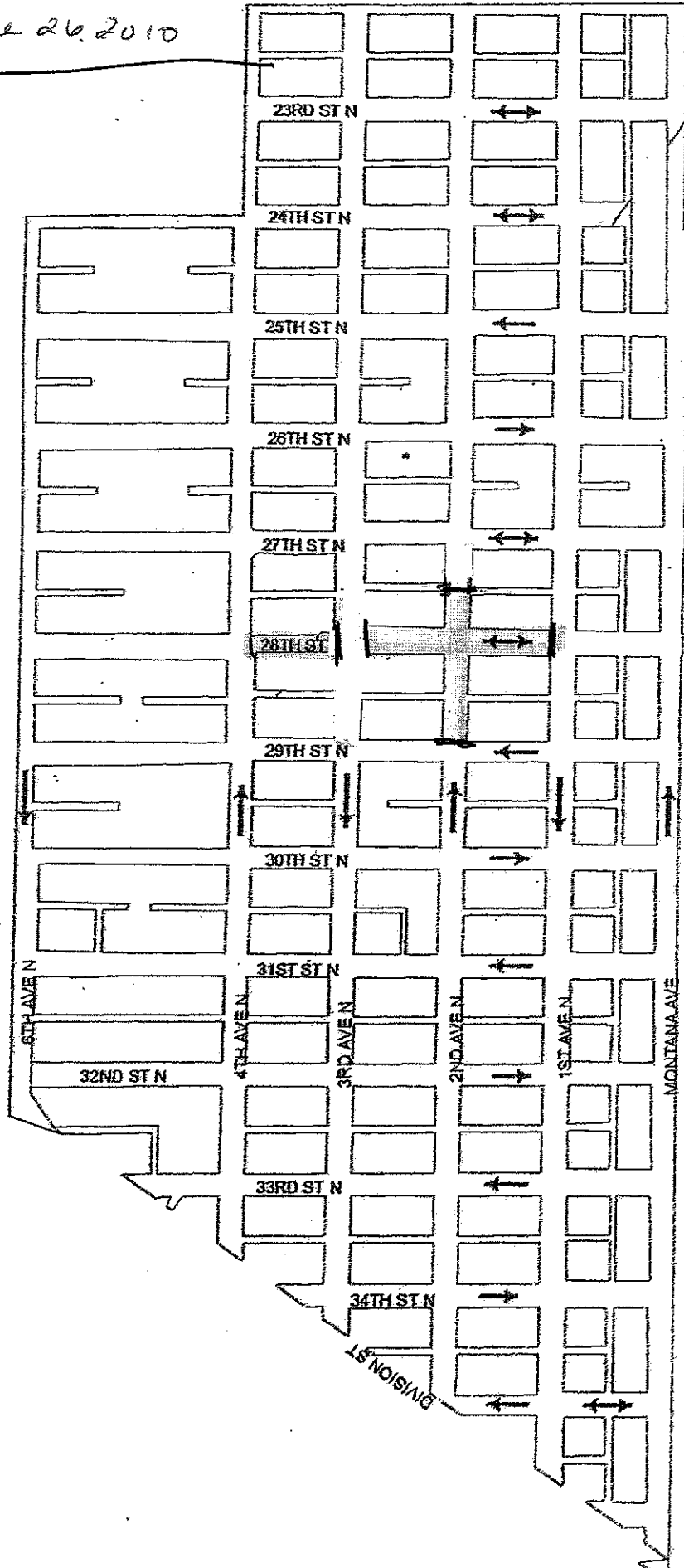
APPLICANT NOTIFIED BY: \_\_\_\_\_

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

Saturday June 26, 2010

# Downtown Billings Street Direction Map



# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/05/2010


<b>PRODUCER</b> Hoiness LaBar Insurance A Member of Payne Financial Group 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>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Alberta Bair Theater Corporation DBA Alberta Bair Theater P.O. Box 1556 Billings, MT 59103	INSURER A: Cincinnati Insurance Company	
	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 ADD'L LTR	INSRD	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 CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	CPP0882643	07/01/09	07/01/10	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
						MED EXP (Any one person)	\$10,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COM/OP AGG	\$2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:					
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CPP0882643	07/01/09	07/01/10	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	CPP0882643	07/01/09	07/01/10	EACH OCCURRENCE	\$1,000,000
						AGGREGATE	\$1,000,000
							\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
		OTHER				E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 Certificate holder is additional insured as required by written contract.  
 Ref: Event 06/26/10 - Wild West Soiree -  
 Location: 2nd Ave between 27th & 29th; Broadway between 1st Ave & 3rd Ave;  
 Broadway between 3rd & 4th Ave, Billings, MT.  
 City of Billings is listed as an Additional Insured.

<b>CERTIFICATE HOLDER</b> The City of Billings PO Box 1178 Billings, MT 59103	<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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# Billings Downtown 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: June 26, 2010 \* \* June 25 2010

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

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

-Will you be serving alcoholic beverages? X 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: 300 Block N. Broadway  
200 Block N. Broadway  
100 Block N. Broadway

\* 300 Block N. Broadway

3rd + 2nd Ave from 29th Street to 29th Street

Briefly Describe Your Event Activity/Participants:

Western Street Fair with activities, entertainment, food & craft vendors <sup>and drinks</sup> 11:00am - 5:00pm  
 Western Street Dance with live music food + drink 7:00pm - 10:00 midnight  
 Western Dinner Theater fundraiser with auction, food, drink + show 5:30pm - 8:00pm

\* Outdoor BGA

-Specify the exact date and TIME the blocks noted above will be CLOSED: 6/26/10 6:00 am

-Specify the exact date and TIME the blocks noted above will be REOPENED: 6/27/10 11:00 am

-Indicate your traffic re-route plan: **BE SPECIFIC...SEE EXAMPLE**

(Example if closing the 200 Block of N. Broadway...Northbound traffic on N. 28<sup>th</sup> would be diverted west at 1<sup>st</sup> Ave. North then resume northbound at N. 29<sup>th</sup> & southbound traffic on N. 28<sup>th</sup> would be diverted east at 2<sup>nd</sup> Ave. North then resume southbound at N. 27<sup>th</sup>)

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

BUSINESS NAME:	ADDRESS:	SIGNATURE:
1. <u>Ruby Nellman</u>	<u>2817 - 2nd Ave N</u>	<u>[Signature]</u>
2. <u>Desmonds</u>	<u>2819 2nd Ave N</u>	<u>Mark Blake</u>
3. <u>Neece's</u>	<u>2821 2nd Ave N</u>	<u>[Signature]</u>
4. <u>Mendham LTD</u>	<u>2818 2nd Ave N</u>	<u>[Signature]</u>
5. <u>Credits Clothing</u>	<u>2814 - 2nd Ave N</u>	<u>[Signature]</u>
6. <u>Bottega</u>	<u>2814 - 2nd Ave N</u>	<u>[Signature]</u>
7. <u>Montague</u>	<u>2810 2nd Ave N</u>	<u>[Signature]</u>
8. <u>Rock Creek</u>	<u>124 N. Broadway</u>	<u>[Signature]</u>
<u>Lon Tabots</u>	<u>123 N. Broadway</u>	<u>[Signature]</u>
10. <u>Indian Nations</u>	<u>207 N. BROADWAY</u>	<u>Colleen Walker</u>
11. <u>Sharon Miller</u>	<u>224 N. Broadway</u>	<u>[Signature]</u>

Use an additional sheet if needed

BUSINESS NAME	ADDRESS	SIGNATURE
Paula's Gables	2712 2nd Ave N.	Megan Lynne [Signature]
<del>Brookwell Photo</del>	2710 2nd Ave N.	[Signature]
<del>SMA &amp; More</del>		
Gallery Interiors	2702 2nd Ave N.	Stephanie Booth
Belleza Salon	217 N. Broadway	Eun K. Jones
Sharon H. Mallon	225 N. Broadway	Priscilla Blossom
<del>Nancy Ann [Signature]</del>	2720 3rd Ave	Nancy Ann [Signature]