



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 Adelle webb

ORGANIZATION MAKING APPLICATION Native American Development Corporation

ADDRESS 2722 3rd Ave N, Ste 230 City Billings State MT Zip 59101

EMAIL ADDRESS awebb@ndc.com

APPROXIMATE TIME EVENT WILL:

Assemble 5:30 AM Start 9 AM Disband 8 pm

DATE OF EVENT June 4th 45th 2011

PURPOSE OF EVENT: (Description and detail of plans)

3on3 Basketball tournament lasting 2 days with event tear down each night to allow for road openings. The event is to benefit the Native American Development Corporation

EVENT ROUTE DESIRED (IF APPLICABLE) - Please attach map

The streets to be utilized will be N. 28th from 1st Ave N to 3rd Ave N; 2nd Ave N from the alley east of N. 28th to the alley west of N. 29th; and N. 29th from 1st Ave N to 3rd Ave N.

BLOCK PARTY STREET LOCATION (IF APPLICABLE)

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

Volunteers and staff of NADC as well as vendors and others holding booths will do clean up including removal of debris.

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 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 Catherine Webb DATE 2/14/11

APPLICANT APPROVED _____ DATE _____

APPLICANT DENIED _____ DATE _____

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

FOR CITY USE ONLY

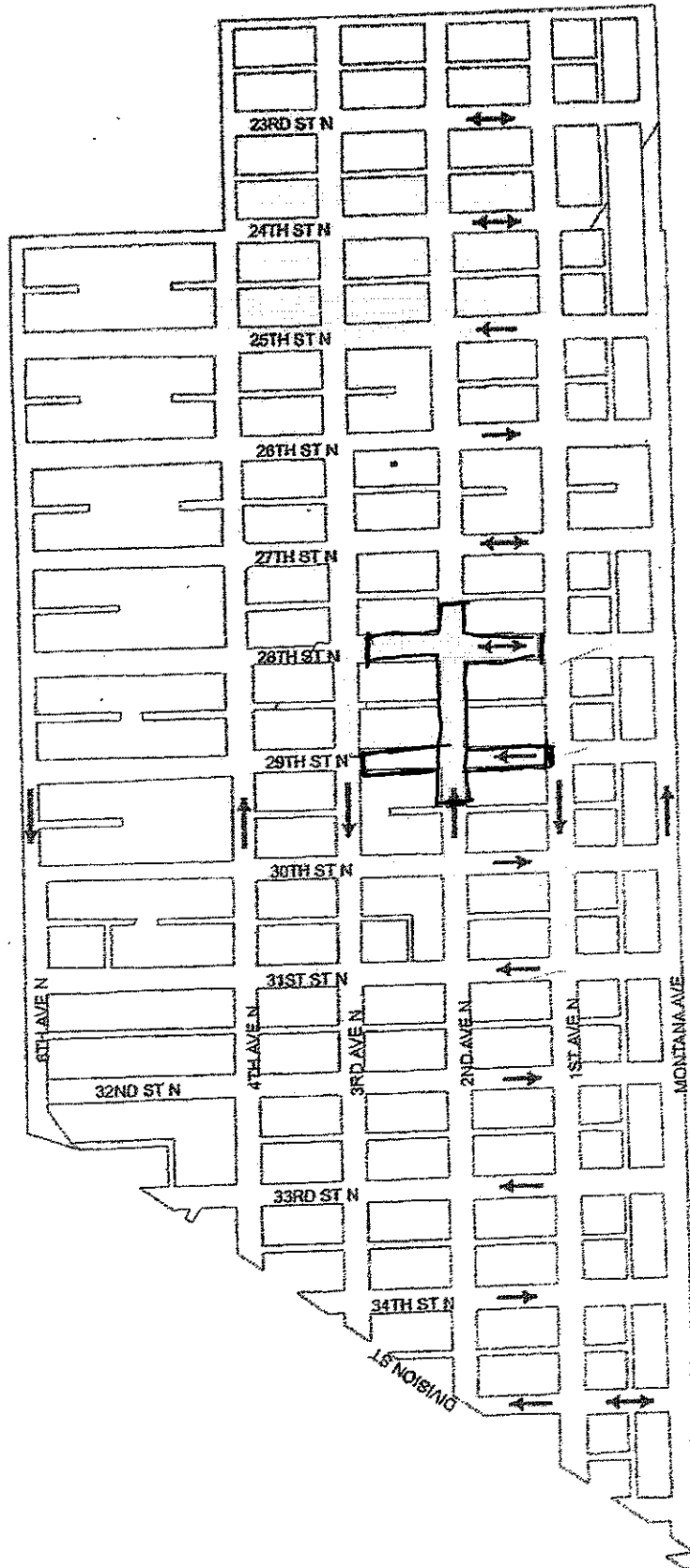
FEE: _____

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



EVENT APPLICATION – WITH STREET CLOSURE Permit Application

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 or make use of the Business Improvement District's "Kit of Parts." In any case, 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 not object to your plan.

-Date(s) of Event: June 4th & 5th, 2011

-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: The 100 and 200 Blocks of N. Broadway
The 100 and 200 Blocks of N. 28th
The later half of the 2700 block of 2nd Ave N. and
the 2800 block of 2nd Ave N. as well as the most easterly
half of the 2900 block of 2nd Ave North.

Briefly Describe Your Event Activity/Participants:

The Activity will be a street 3on3 basketball tournament
open to the general public of Billings and the
greater four state region.

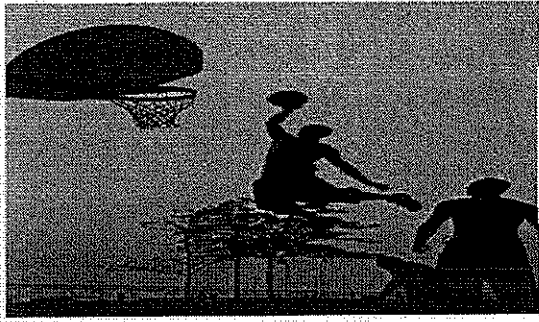
-Specify the exact date and TIME the blocks noted above will be CLOSED: 5:30 A.M.

-Specify the exact date and TIME the blocks noted above will be REOPENED: 8 P.M.

-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)

Northbound traffic on N. 28th and 29th would be
diverted west at 1st Ave. North then resume
northbound at N. 31st and Southbound traffic on N. 28th
would be diverted west at 3rd Ave. North then resume
southbound at N. 30th.
Eastbound traffic on 2nd Ave. North would be diverted
south at 30th St. N. and then resume eastbound at
Manana Ave.



Event "Sign-off"
 NADC 3on3 June 4th and 5th 2011

Business Name	Address	Signature
BIN 119	119 N. BROADWAY	[Signature]
Crystal Lounge	101 N. Broadway	[Signature]
Marcasa	100 N. Broadway	[Signature]
The Soup Place	106 N. Broadway	[Signature]
InStep	108 N. Broadway	[Signature]
MONTAGUE'S	2810 2nd Ave N	[Signature]
Z PIZZA	116 N BROADWAY	[Signature]
N. & N.	207 N. BROADWAY	[Signature]
BELLEZASALON	217 N BROADWAY	[Signature]
Edward Jones	213 N Broadway	[Signature]
Valley Credit Union	207 N. Broadway	[Signature]
Native American Nations	207 N. Broadway	[Signature]
Monten Berry Co	109 N Broadway	[Signature]
Hooligan's Sports	113 N. Broadway	[Signature]
AD Creative Group	105 N. Broadway	[Signature]
Jackets & Co. Broadway	112 N. Broadway	[Signature]
Taste of India	216 N Broadway	[Signature]
Downtown Subs	224 N. 29th	[Signature]

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

BUSINESS NAME:	ADDRESS:	SIGNATURE:
1. Prairie Blossoms	225 N. 28th	<i>[Signature]</i>
2. Barjans	223 N. 29th	<i>[Signature]</i>
3. Thomas Books	209 N. 29th	<i>Susan Thomas</i>
4. Gypsy Winds	202 W. 29th	<i>Queroechee</i>
5. Christian Science Reading Room	2817 N. 2nd	<i>Steve Blot</i>
6. Hippie Girl	2813 2nd Ave N	<i>[Signature]</i>
7. Yenny's	102 N. 29th	<i>Robert Tooke</i>
8. Wise Pamy	116 N. 29th	<i>Bonnie Nelson</i>
9. LiveWire	2910 2nd Ave N	<i>Chris [Signature]</i>
10. Nocees	2821 2nd Ave N	<i>[Signature]</i>
11. Portecreek Coffee	124 N. 28th	<i>[Signature]</i>

Use an additional sheet if needed.

STEP 2: Submit your street closure (Step 1) permit request to the Downtown Billings Association **AT LEAST 60 DAYS PRIOR TO YOUR EVENT DATE!**

Submit to: Downtown Billings
 Attn: Lisa Harmon
 2815 2nd Ave N.
 Billings, MT 59101
 Email: lharmont@downtownbillings.com
 Phone: 406-259-5060
 Fax: 406-294-5061

STEP 3: WAIT FOR APPROVAL FROM THE CITY COUNCIL! (If you have questions you are welcome to contact the Downtown Billings)

STEP 4: Upon approval by the City...Arrange for Kit of Parts equipment/services provided by The Business Improvement District (BID)

Business Improvement District (BID)
 Attn: Lisa Harmon
 2815 Second Avenue North
 Billings, MT 59101
 Phone: 406-294-5060
 Fax: 406-294-5061
 Email: lharmont@downtownbillings.com