



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 William R. Wood

ORGANIZATION MAKING APPLICATION Alberta Bair Theater

ADDRESS P.O. Box 1556 city Billings State MT Zip 59103

EMAIL ADDRESS woody@albertabairtheater.org

APPROXIMATE TIME EVENT WILL:

Assemble 6:00 a.m. Start 11:00 a.m. Disband 12:00 midnight

DATE OF EVENT Saturday, June 25, 2011

PURPOSE OF EVENT: (Description and detail of plans)

Wild West Soiree - A fundraising event for the ABT to include a family street fair in the afternoon and Western street dance in the evening. The event will include live music and entertainment to include a group of guest gunfighters interacting with the crowd. There will also be food, drink and craft vendors and games and crafts for kids.

EVENT ROUTE DESIRED (IF APPLICABLE) - Please attach map

n/a

BLOCK PARTY STREET LOCATION (IF APPLICABLE)

Around Sky Point: The 100 and 300 Block of North Broadway and 3rd Avenue North from ^{Alley} 27th Street ~~to~~ 29th Street.

CLEAN UP IMPLEMENTATION: (Company contracted ^{asked} 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 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 *William R. Wood* DATE 3/17/2011

APPLICANT APPROVED _____ DATE _____

APPLICANT DENIED _____ DATE _____

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

FOR CITY USE ONLY

FEE: _____

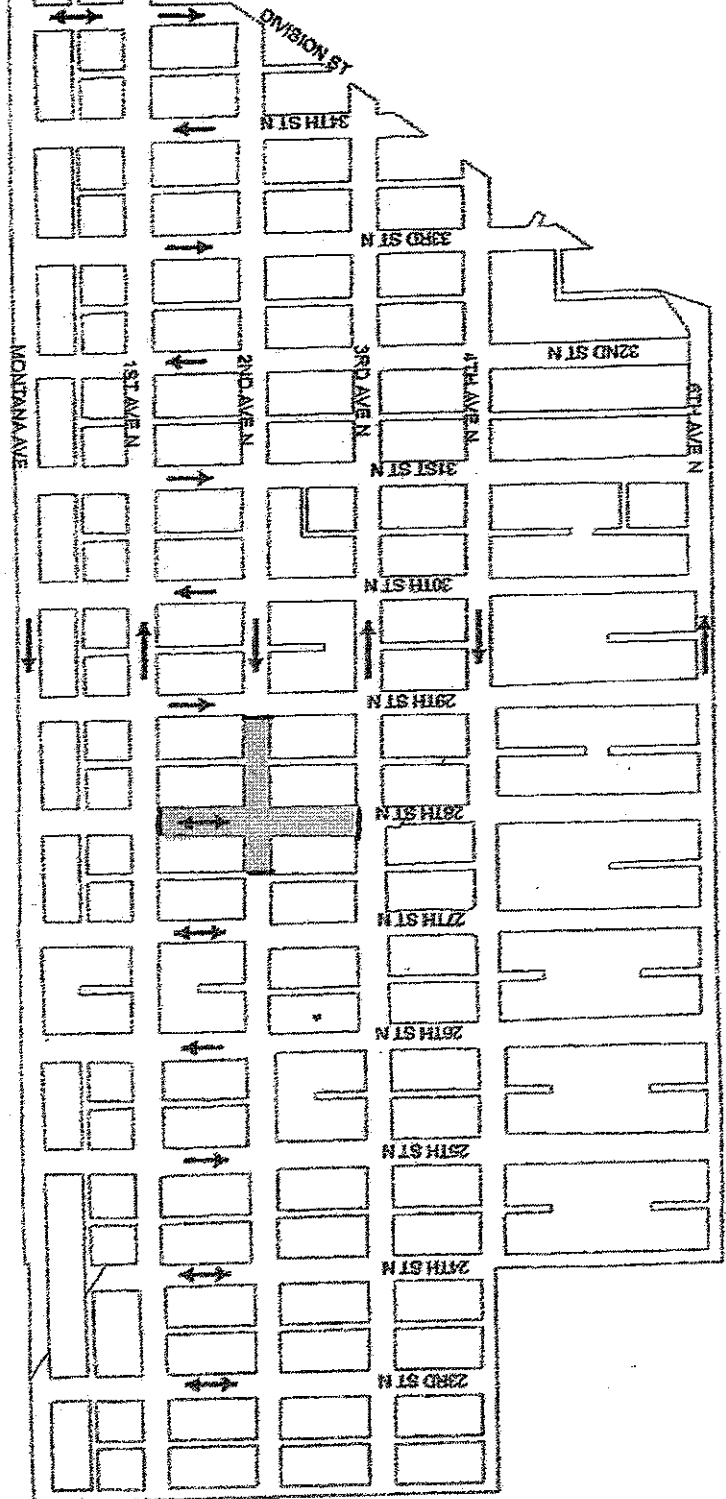
APPLICANT NOTIFIED BY: _____

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

Saturday, June 25, 2011

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: Saturday, June 25, 2011

-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: 100 Block North Broadway
200 Block North Broadway
2700 Block 2nd Avenue North (closed up to Alley)
2800 Block 2nd Avenue North

Briefly Describe Your Event Activity/Participants:

Western Street Fair with activities, entertainment, food, drink and craft vendors, 11:00 a.m. – 4:00 p.m. Western Street Dance with live music, food and drink, 7:00 p.m. – 10:00 p.m.

-Specify the exact date and TIME the blocks noted above will be CLOSED: 6/25/11 6:00 a.m.

-Specify the exact date and TIME the blocks noted above will be REOPENED: 6/25/11 12:00 midnight

-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)

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. Broadway	Jan Taylor
2. Billing Midwesterner Drug Court	221 N. Broadway	Debra Miller
3. Belleza	217 N Broadway	Michelle Miller
4. Edward Jones	213 N Broadway	Barbara Taylor
5. Valley FCU	207 N Broadway	Carli
6. Indian Nations	207 N Broadway	Wileen White
7. Buchanan Capital	201 N Broadway	WHS
8. Con Tendant	123 N Broadway	WHS
9. The Soap Place	106 N Broadway	WHS
10. Hoodigan's/Montana Beer Co	109/113 N Broadway	WHS
11. Alderative Group	105 N Broadway	Kelly Stinson

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: lharmon@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: lharmon@downtownbillings.com

