

Mikal Young

From: Mikal Young [mikaly@downtownbillings.com]
Sent: Monday, May 09, 2011 1:30 PM
To: 'Bill Kemp'; BrooksB@ci.billings.mt.us; 'Erin Claunch'; 'Greg Krueger'; 'Jeff Wickham'; 'Joe Stout'; 'John Bishop'; 'Kathy Barr'; 'Lisa Harmon'; mallowc@ci.billings.mt.us; mccandlessb@ci.billings.mt.us; mikaly@downtownbillings.com; 'Mike Spini'; oconnellt@ci.billings.mt.us; smitht@ci.billings.mt.us; 'Susan Wellbrook'; volekc@ci.billings.mt.us; wengerr@ci.billings.mt.us
Subject: Dert Jerkz Bike Club Street Closure Packet
Attachments: Dert Jerkz.pdf



Greetings:

Attached you will find the event packet/application for the Billings Dert Jerx Bicycle Club's fundraiser/BBQ scheduled for May 28, 2011. Please review and approve/disapprove. Your timely response is appreciated.

Sincerely,

**Mikal Young
Marketing & Events Coordinator
Downtown Billings
294-5060**



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 JOE STOUT
ORGANIZATION MAKING APPLICATION BILLINGS DEET JERX BICYCLE CLUBS
ADDRESS 751 LEWIS AVE City BILLINGS State MT Zip 59101
EMAIL ADDRESS JOES@DOWNTOWNBILLINGS.COM

APPROXIMATE TIME EVENT WILL:

Assemble 6:00 PM Start 6:30 Disband 10:30 PM

DATE OF EVENT 28 MAY, 2011

PURPOSE OF EVENT: (Description and detail of plans)

A FUND RAISER EVENT FOR OUR BICYCLE CLUB FEATURING LIVE
MUSIC AND ~~BAR~~ BARBECUE FOOD

EVENT ROUTE DESIRED (IF APPLICABLE) - Please attach map

200 Block of BROADWAY

BLOCK PARTY STREET LOCATION (IF APPLICABLE)

200 Block of BROADWAY

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

CLEAN UP BY PURPLE PEOPLE (BID)

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 Joe Stout DATE 19 APR '11

APPLICANT APPROVED _____ DATE _____

APPLICANT DENIED _____ DATE _____

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

FOR CITY USE ONLY

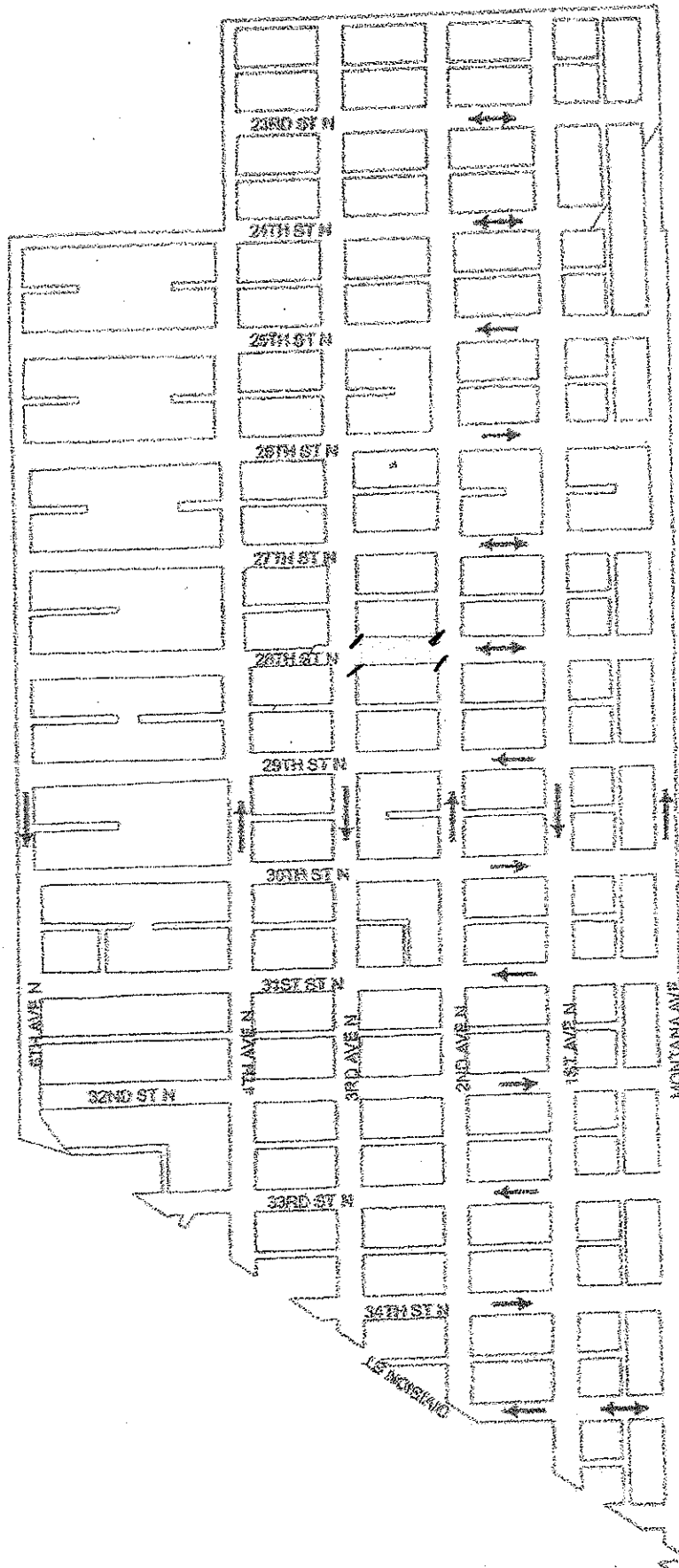
FEE: _____

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: 28 MAY, 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 200 BLOCK OF N. BROADWAY

Briefly Describe Your Event Activity/Participants: A CONCERT (OVER WELL BEFORE 10 PM)
TO RAISE FUNDS FOR THE BICYCLE CLUBS

-Specify the exact date and TIME the blocks noted above will be CLOSED: 6 PM, 28 MAY 2011

-Specify the exact date and TIME the blocks noted above will be REOPENED: 10:30, 28 MAY 2011

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

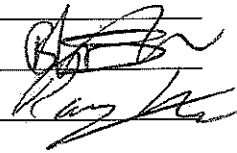
(Example if closing the 200 Block of N. Broadway...Northbound traffic on N. 28th would be diverted west at 1st Ave. North then resume northbound at N. 29th & southbound traffic on N. 28th would be diverted east at 2nd Ave. North then resume southbound at N. 27th)

NORTHBOUND TRAFFIC ON BROADWAY WILL BE RE-ROUTED EAST ON 2ND, TO
CONTINUE NORTH ON 27TH. SOUTHBOUND ON BROADWAY WILL BE SENT WEST
ON 3RD TO CONTINUE SOUTH ON 30TH

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

BUSINESS NAME: ADDRESS: SIGNATURE:

1. PRAIRIE BLOSSOM - CLOSED
2. ROWDYS
3. VALLEY
4. INDIAN NATIONS - CLOSED
5. Taste of Indian
6. Rowdy's
- 7.
- 8.
- 9.
- 10.
- 11.



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

