



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 Kimberly Sapore

ORGANIZATION MAKING APPLICATION Yellowstone Art Museum

PHONE (406) 256-6804

ADDRESS 401 North 27th St., Billings, MT 59101

EMAIL ADDRESS DEVELOPMENT@ARTMUSEUM.ORG

APPROXIMATE TIME EVENT WILL:

Assemble 10/1/11 @ 8AM Start 4pm Disband 10pm - event over Midnight (cleanup)

DATE OF EVENT October 1, 2011

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

Octoberfest - beer around the region. Live bands.  
German food. raise money for Yellowstone Art Museum.  
\* goes between museum & visible vault @ 20th st  
MUSEUM OWNS PARKING CONES TO BLOCK STREETS.

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

Close N. 26 between 4th & 6th Ave N

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

20th St. between 4th & 6th  
downtown (btwn museum & visible vault)

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

Yellowstone Art Museum will be responsible for  
All street clean-up; debris, trash etc. Clean-up  
services performed by YAM staff & 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 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 *[Signature]* DATE 3/18/11  
APPLICATION APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
APPLICATION DENIED \_\_\_\_\_ DATE \_\_\_\_\_

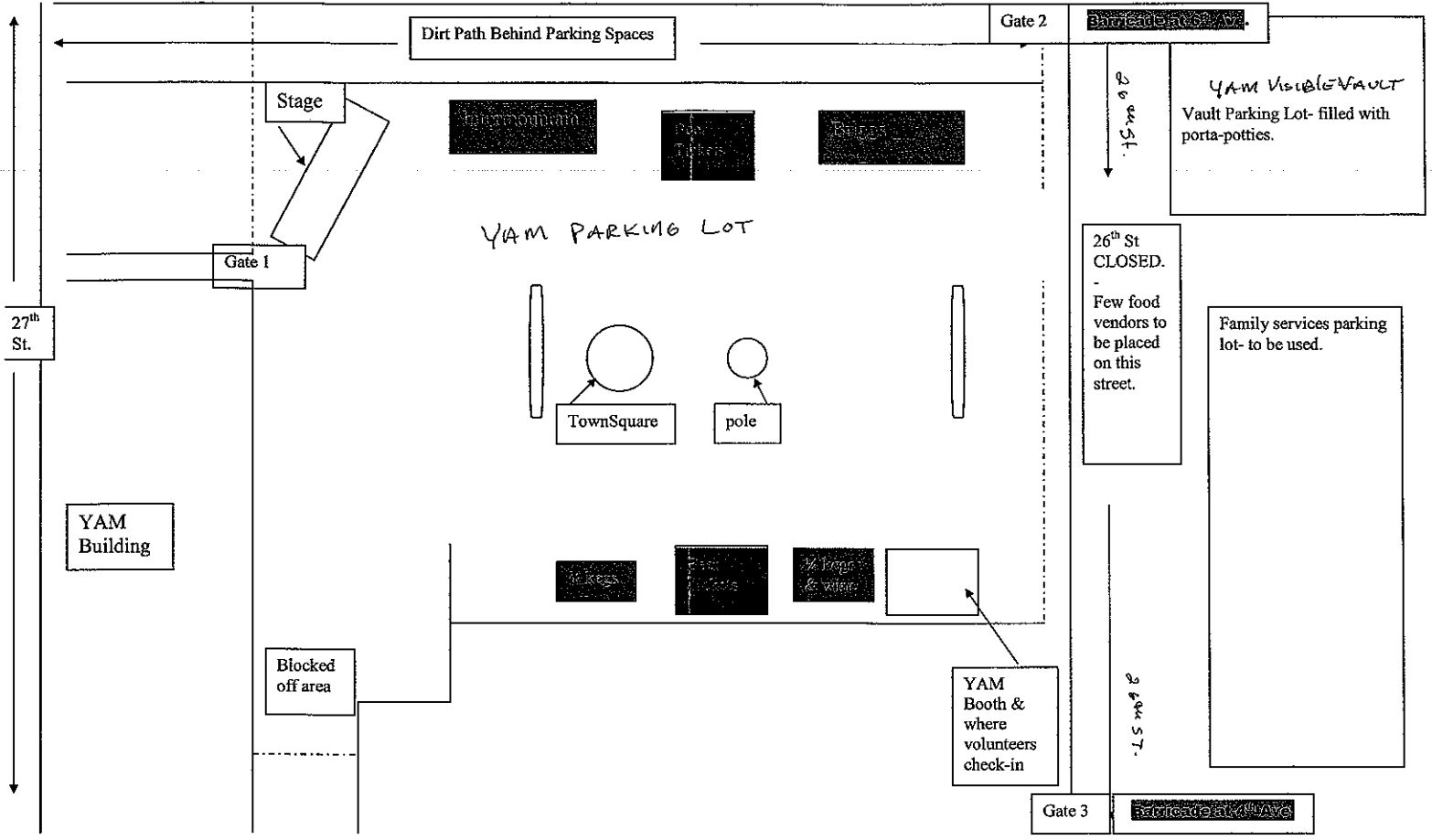
**ADDITIONAL RESTRICTIONS OR SPECIAL CONDITIONS: YES [ ] NO [ ]**  
(IF YES, ATTACH COPY)

**FOR CITY USE ONLY**

FEE: \$100.00  
PAID: ✓  
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





Dirt Path Behind Parking Spaces

Gate 2

YAM Visible VAULT

Stage

YAM Visible VAULT  
Vault Parking Lot- filled with  
porta-potties.

Gate 1

YAM PARKING LOT

26th St.  
CLOSED.

Few food  
vendors to  
be placed  
on this  
street.

27th  
St.

YAM  
Building

TownSquare

pole

Family services parking  
lot- to be used.

Blocked  
off area

YAM  
Booth &  
where  
volunteers  
check-in

2nd St.

Gate 3

YAM Visible VAULT



yam

yellowstone art museum

April 21, 2011

City of Billings  
Public Works Office  
2815 2<sup>nd</sup> Avenue North  
Billings, MT 59101

To Whom It May Concern:

Please find enclosed our Right-of-Way Activity Permit Application along with a check for \$100, insurance certificate, and event map.

We are requesting a street closure on October 1, 2011 to conduct a fundraising event to benefit the Yellowstone Art Museum. At this time we are not requesting barricades as the museum currently owns a sufficient supply of parking cones that, combined with gate canopies, should prove sufficient in preventing traffic from entering the street.


This event, Oktoberfest, is in its second year as a fundraiser for the YAM. It was such a successful first year event that we outgrew our existing space, resulting in our request to you to expand the area for our event this year. Our plan is to close 26<sup>th</sup> Street between 4<sup>th</sup> and 6<sup>th</sup> Avenues so that we may be able to expand and connect the event to the Visible Vault on 26<sup>th</sup> Street, also owned by the Yellowstone Art Museum.

Thank you for your consideration. Please don't hesitate to contact me directly should you have any questions or concerns.

Sincerely,



Kimberly Sapone  
Development Director  
(406) 256-6804 x225  
[development@artmuseum.org](mailto:development@artmuseum.org)



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[www.artmuseum.org](http://www.artmuseum.org)