



City of Billings
RIGHT-OF-WAY ACTIVITY
PERMIT

Please check the type of activity you are applying for:

[ ] Parade [ ] Run/Walk/Procession [X] 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 Celest Kessler, Accountant
ORGANIZATION MAKING APPLICATION Billings Catholic Cluster of Churches
Holy Rosary, Little Flower, Our Lady of Guadalupe
PHONE 406-259-7611

ADDRESS 521 Custer Avenue Billings MT 59101
EMAIL ADDRESS ckessler@billingscatholiccluster.org

APPROXIMATE TIME EVENT WILL:

Assemble NOON (setup) Start 4 pm Disband 10 pm

DATE OF EVENT 9-10-2011

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

Three churches picnic and community builder. The days events include Mass on the lawn, picnic & potluck meal, children's games, music with street dance in the proposed street closure area. Non-alcohol event.

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

NA

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

South 34th street between 2nd Ave South & 3rd Avenue South

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

All clean up will be performed and completed by church event workers/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 Celest Kessler DATE \_\_\_\_\_

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



## ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement 9/10/2011 Charge \_\_\_\_\_ Credit \_\_\_\_\_

Cancellation Date of Endorsement 9/11/2011

Certificate Holder The Roman Catholic Bishop of Great Falls  
A Corporation Sole, Chancery Office  
P O Box 1399  
Great Falls, MT 59403

Certificate No. 8560 of The Catholic Mutual Relief Society is amended as follows:

### SECTION II - ADDITIONAL PROTECTED PERSON(S)

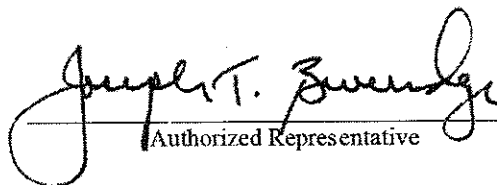
It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability, Coverage F - Medical Payments to Others and Coverage H - Counseling Errors and Omissions) is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the Protected Person(s) activities or activities they perform on behalf of the Protected Person(s).

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the Additional Protected Person(s) will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)  
City of Billings, Montana

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language) :

Coverage only extends for claims arising out of Holy Rosary Church, Little Flower and Our Lady of Guadalupe holding their Combined Parish Picnic and Community Builder on September 10, 2011, from 12:00 PM to 10:00 PM. Street location South 34th Street between 2nd Avenue South and 3rd Avenue South

  
Authorized Representative



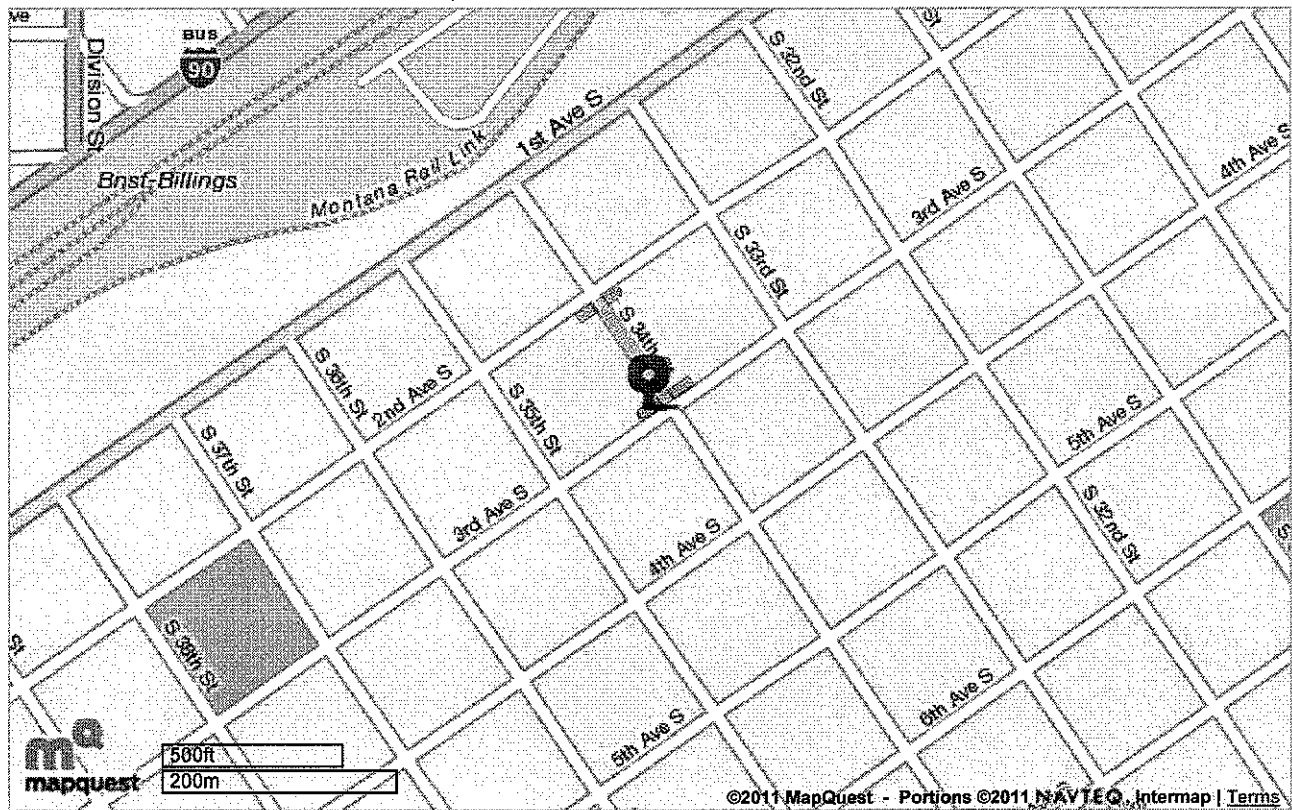
Map of:

3411 3rd Ave S  
Billings, MT 59101


Notes

Billings Catholic Cluster of Churches  
Holy Rosary, Little Flower, Our Lady of  
Guadalupe

Parish Picnic and Community Builder  
September 10, 2011



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 = proposed closed street  
S. 34th street between  
2nd Ave. South & 3rd Ave. South