

2/27/12
Council



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 DOWNTOWN BILLINGS ASSOCIATION

ADDRESS 2815 2ND AVE NORTH CITY BILLINGS State MT Zip 59101

EMAIL ADDRESS JOES@DOWNTOWNBILLINGS.COM

APPROXIMATE TIME EVENT WILL:

Assemble 10 AM Start 12 PM Disband 2 PM

DATE OF EVENT 25 MARCH, 2012

PURPOSE OF EVENT: (Description and detail of plans)

TO RAISE MONEY AND AWARENESS FOR SPARE CHANGE FOR REAL CHANGE, A 5K RACE THAT STARTS AT GRANDVIEW PARK, TOURS THE HOSPITAL DISTRICT, AND ENDS DOWNTOWN.

EVENT ROUTE DESIRED (IF APPLICABLE) - Please attach map

PLEASE SEE ATTACHED MAP

BLOCK PARTY STREET LOCATION (IF APPLICABLE)

SKYPOINT (100, 200 BLOCKS OF BROADWAY, 2800 BLOCK OF 2ND)
E 100, 200 BLOCKS OF N. 29TH CLOSED TO TRAFFIC FOR ENTIRE EVENT

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

BID STAFF (PURPLE PEOPLE) AND 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 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 22 DEC '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

3rd Annual Purple 5K (March 25, 2012)

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

	Business Name:	Address:	Signature:
1	Hippy Concierge	2813 2nd Ave N.	[Signature]
2	Bottega	2814 2nd Ave N	[Signature]
3	Montague's	2810 2nd Ave N	[Signature]
4	Paula's Edibles	2712 2nd Ave N.	[Signature]
5	INDIAN NATIONS	207 N. Broadway	[Signature]
6	HELIZASALON	217 N. BROADWAY	[Signature]
7	Prairie Blossoms	225 N. Broadway	[Signature]
8	CRICKET CLOTHING CO.	2814 2nd ave N	[Signature]
9	Mendham	2818 2nd Ave N	[Signature]
10	Sherry Daly	110 N. 29th St.	[Signature]
11	Michael Bickman	116 N. 29th	[Signature]
12	Photokart	2923 7th Ave N	[Signature]
13	Joe AKOM	2917 2nd Ave N	[Signature]
14	Pam Yeager	202 N. 29th	[Signature]
15	Barbara Shindel	223 N. 29th	[Signature]
16	U. S. Inc. ^{Brew Pub}	113 N. Broadway	[Signature]
17	J. Mentzer BIN 119	119 N. BROADWAY	[Signature]
18	Q. J. Menara	100 N. Broadway	[Signature]
19	M. J. Danner	100 N. Broadway	[Signature]
20	IN STEP Shoes	108 N. Broadway	[Signature]

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: 25 MARCH 2012

-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: 200, 100 BLOCKS OF N BROADWAY 100, 200 BLOCK N 29TH
2800 BLOCK OF 2ND AVE
2900 BLOCK OF 2ND AVE

Briefly Describe Your Event Activity/Participants:

5K ROAD RACE FUNDRAISER FOR SPARE CHANGE FOR REAL CHANGE

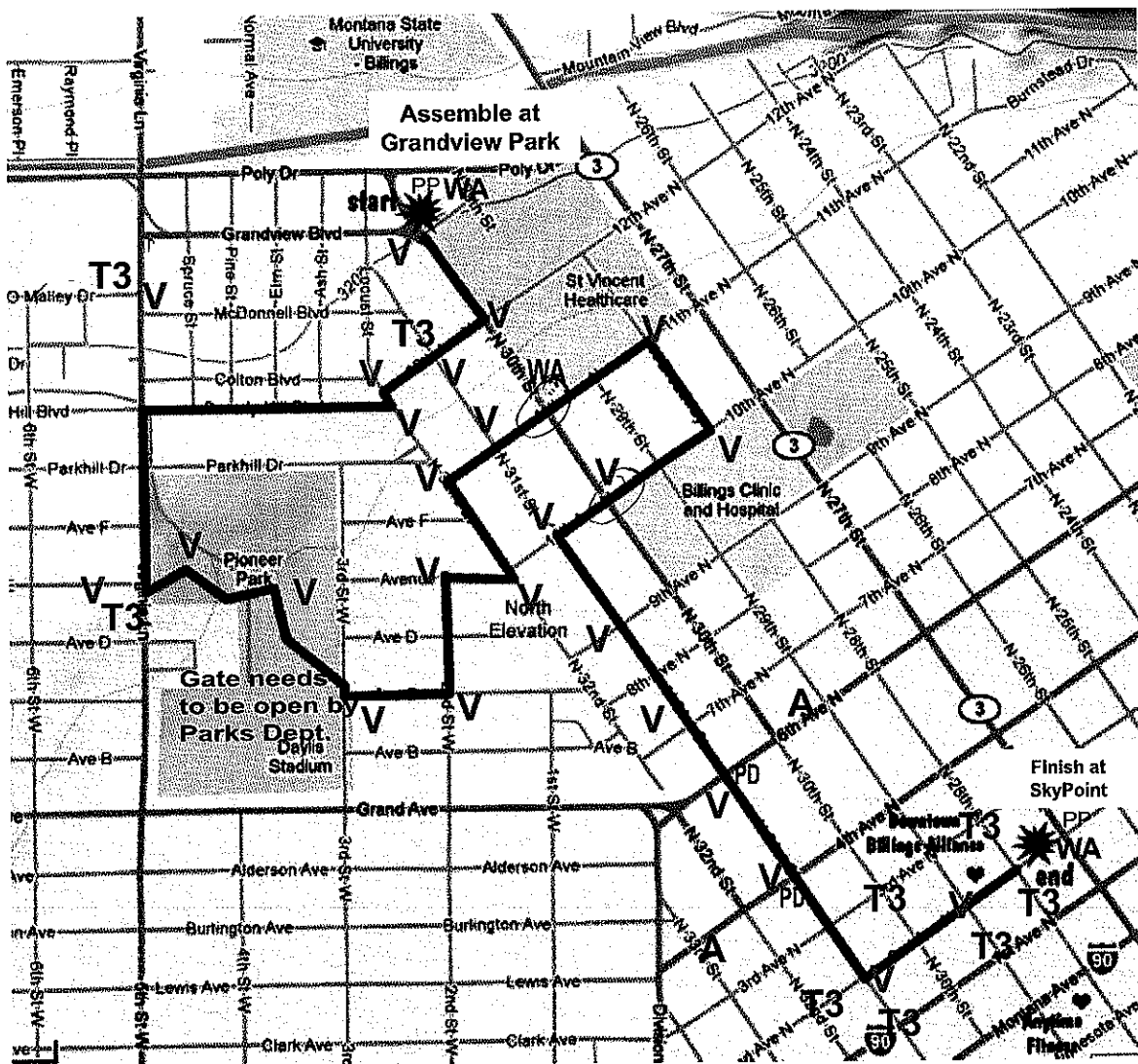
-Specify the exact date and TIME the blocks noted above will be CLOSED: 10 AM

-Specify the exact date and TIME the blocks noted above will be REOPENED: 2 PM

-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)

EASTBOUND TRAFFIC ON 2ND SENT SOUTH ON BOTH
NORTHBOUND TRAFFIC ON BROADWAY AND 29TH SENT EAST ON MONTANA OR
WEST ON 1ST
SOUTHBOUND TRAFFIC ON BWAY SENT WEST ON 3RD



- T3** Type 3 Barricade - 9 total - Virginia Ln @ O Malley, Virginia Ln @ Zimmerman Center, 2nd N. @ N. 32nd, N. 31st @ 12th, N. 31st @ 1st N., N. 30th @ 3rd N., N. 29th @ 1st N., N. 28th @ 1st N. & 3rd N.
- V** Volunteer team - various locations (each team will have Stop/Slow sign and safety vests (see map))
- PD** Police Car - 4th N. @ N. 31st and 6th N. @ N. 31st St. (closed as needed for runner crossings)
- WA** Water Station - At start and Finish, At 11th @ N. 30th.
- A** Arrow Board Warning - @ 4th and N 33rd, @ 6th N. and N. 29th
- PP** Porta Pottie - in Park at start and by SkyPoint at finish.

Closures/times

Rolling and monitored closure of N. 31st just north of 12th would begin at 10 am at 10:15 am the T3 will be "rolled" to N. 31st at 11th. N. 31.

Virginia Ln (southbound) will be closed at 10 am at O'mally Dr. (traffic diverted right onto O'Malley) northbound will be closed at Zimmerman center. Virginia Ln. will reopen no later than 2 pm.

Downtown will be closed with T3 (see map) closures from 8:00 am to 1 pm with N. Broadway between 1st and 3rd and 2nd N. between N. 29th and N. 27th St. (SkyPoint) until 2 pm.

