



PO BOX 81388 Billings, MT 59108-1388 www.burnthepoint.com
Proceeds Benefit The Chase Hawks Community Crisis Fund 501C3 81-0499653

January 15, 2015

Public Works Engineering
2224 Montana Avenue
Billings, MT 59101

Gentlemen,

The Chase Hawks Memorial Association (CHMA) will again be sponsoring the Burn the Point car parade and dance on Friday, September 4, 2015 in Downtown Billings.

The parade assembly will begin at 5:30 PM. The parade will start at 6:30 PM and will follow the established downtown parade route designated by the City of Billings in single file. The dance will be held immediately following the parade on North Broadway (North 28th Street) between 1st Avenue North and 2nd Avenue North and will end at 12:30 AM.

Attached is the parade permit application, a map of the car parade route showing all street closures, a Certificate of Liability Insurance from Payne Financial Group detailing CHMA's coverage and all other required forms as listed in the application checklist.

The Burn the Point parade and dance were very successful events last year and we at CHMA will be working very hard to make them even better in 2015.

If you have any questions or comments please contact Sylvia Gusick at 259-2396.

Yours truly,



Sylvia Gusick
Burn the Point Chairperson

Permit # _____
Date: _____



SPECIAL EVENT & RIGHT-OF-WAY PERMIT APPLICATION

(Not for Block Parties)

FESTIVAL, PARADE, PROCESSION, MARCH, ROAD RACE, BICYCLE RACE, WALK

Name of Event: Burn The Point Classic Car Parade/Street Dance

Applicant Name: Sylvia Gusick

Name of Organization: Chase Hawks Memorial Association

On-site Contact: Sylvia Gusick **On-site Cell Phone:** 406-860-9149

Mailing Address: P. O. Box 31333

City/State/Zip: Billings, MT 59107

Work Phone: 406-860-9149 **Email:** _____

Brief Event Description: Burn the Point car parade/street dance is a fund raising event for Chase Hawks Memorial Association Community Crisis Fund. Street dance follows the classic car parade.

Event Location/Address: Downtown parade route. North Broadway between 1st Ave No. & 4th Ave. No.

Event Website if applicable: www.chasehawks.com

Event Date: 9/4/2015

Start Time: 5:30 PM 9/4/2015 **End Time:** 12:30 AM 9/5/2015

Road Closure Begins: 5:00 PM 9/4/2015 **Road Closure Ends:** 12:30 AM 9/5/2015

Set-Up Begins: 5:00 PM 9/4/2015 **Clean-Up Ends:** 12:30 AM 9/5/2015

Estimated Attendance: _____

This Event is: **Open to the General Public** **Open by ticketed Admission**

CITY SERVICES

The City of Billings does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies, or other equipment. For waste disposal facilities, applicant may choose to contact the City of Billings' Solid Waste Division, 406-657-8260.

Dumpsters are required at events serving food and beverage.

How many dumpsters are you providing? 20

Delivery Location? behind Babcock Theater; we move around on parade route and on North Broadway

Date and Time dumpsters are to be picked up? Sept. 8 A.M.

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans, and event marketing signs. Event organizers risk forfeiture of an event in subsequent years if the site is left unclean as determined by the City of Billings. Assessment for clean-up will be charged to the event organizer.

SAFETY AND SECURITY

Certain events require a security detail. **Your security plan must be attached and approved by the Billings Police Department.**

Who will be providing security for this event? BPD - OFFICER CRIS SIMPSON

Dates & Times for security to be on site? (4) UNIFORMS FOR DANCE 8:30pm to 1:00 AM
(4) BICYCLE COPS (3) CRUISERS 6:00pm to 9:00pm

To inquire about Billings Police Department Extra Duty Officers and rates, please call the Crime Prevention/Public Relations Officer, 406-247-8590.

VOICE/MUSIC AMPLIFICATION

Operation of amplifying equipment is restricted to the hours of 7:00am – 8:00pm without a noise permit. If your event uses amplified sound outside of that time period, you will need a noise permit. For events permitted with this application, noise permits will be issued with your special event permit. Central Business District (CBD) events will normally be permitted for a noise variance until 10:00pm Sunday through Thursday and 11:00pm Friday and Saturday. If the event is outside of the CBD or if it is in the CBD but organizers would like to go beyond the hours above, the City will review and consider issuing a noise permit for the times requested below.

Start Time: 8:00 PM

Finish Time: 12:30 AM

VENDORS

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services.

Does the event include vendors? Yes

If the event will have food vendors, please check the following that apply:

 x Served x Sold Catered x Prepared Outdoors

An applicant having any food service must contact Riverstone Health Department at 406-247-3200 for approval of any food preparation or service. Applicant must show a plan for clean-up and grease removal. Fire Code requires a fire extinguisher at each cooking location. Event organizers are responsible for arranging health inspections for their events by contacting Riverstone Health Department, 406-247-3200.

ALCOHOL

Will alcoholic beverages be served at the event? No Yes X

Montana Brewing Company will be providing this information.
If yes, make sure to submit adequate insurance and submit the Catering Endorsement Form and Open Container Form as applicable to the Police Department at City Hall, 210 N. 27th.

SITE PLAN

Provide a Site-Plan sketch of the event. Please attach to the Special Event & Right of Way Application. Include maps, outline or diagram of the entire event venue including the names of all street or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

- | | |
|---|---|
| <input type="checkbox"/> Tents, Canopies (X) | <input type="checkbox"/> Stages or Amplified Sound (SO) |
| <input type="checkbox"/> Food Vendors (FV) | <input type="checkbox"/> Trash Receptacle (TR) |
| <input type="checkbox"/> Beverage Vendor (BV) | <input type="checkbox"/> Barricades (B) |
| <input type="checkbox"/> Alcoholic Beverage Vendors (A) | <input type="checkbox"/> Trailers, Vehicles (V) |
| <input type="checkbox"/> Portable Toilets (T) | <input type="checkbox"/> Fire Lane (FL) |
| <input type="checkbox"/> Fire Hydrants (FH) | <input type="checkbox"/> Generator/Electricity (E) |
| <input type="checkbox"/> Curb Cut-Outs (CC) | |

The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed special event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event. **ADA ramps may not be blocked during any time.**

TRAFFIC PLAN/TRAFFIC CONTROL

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Road Race | <input type="checkbox"/> Procession |
| <input checked="" type="checkbox"/> Parade | <input type="checkbox"/> Other |
| <input type="checkbox"/> Bike Race/Walk | |

Please attach Route and Traffic Control plan. If parade, please indicate which parade route will be used:

- Heights Downtown Wendy's Field/Daylis

Your route and traffic and control plan must include the required information listed below, and any other additional information that you believe applies to your event:

- The proposed route to be traveled including the requested starting and termination point. Please also clarify the direction of movement of your event. Include assembly and staging areas.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach hotels, their own residences, businesses, places of worship and public facilities including public transportation such as busses.
- Whether the event will occupy all or a portion of the street(s) requested for use. Please note for fun runs if participants will be on paths or sidewalks instead of the street.
- Proposed locations for barricades, signs, security, and volunteers. Modifications to this portion of your Route and Traffic Control Plan may be required by the City of Billings after initial submission of the application.
- Where runs or walks cross a public street, clearly indicate how many course flaggers will be used and where they will be stationed to control traffic.
- The provision of a twelve foot (12') wide unobstructed emergency access lane on closed streets or as approved by the Billings Fire Department.
- Event organizers must maintain pedestrian access on public sidewalks, unless an alternate plan is approved
- A white temporary water base pavement paint can be used on the streets to mark the course. If the paint does not come off the pavement within a month after the event, the applicant will have to pay to have it removed.
- Placement of parking meter tags: Applicant must post "No Parking" signs along city roads where public parking spaces exist within the event site. "No Parking" signs must be posted with at least 24 hours notice of the event closure. Fines may apply if signs are not taken down by the end time stated on the applicant's approved permit. Contact the City of Billings Parking Division, 406-657-8412 or the Downtown Billings Alliance office, 406-294-5060, for more information. Fees may apply.

Please note: The City of Billings has final discretion over your Route and Traffic Control Plan including but not limited to, the placement and number of all barricades, signs, security, traffic flaggers, and volunteer locations.

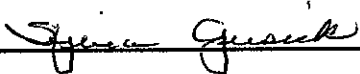
RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, or may cause disruption for City of Billings residents, businesses, churches, etc., must notify the affected parties one month prior to the event. Notices must reflect the date(s), day(s), time(s), and location(s) of the event, types of activities taking place during your event and the event organizer's contact information. The notice must give detour or alternate route information if normal access is affected. Also, the notice must give City contact information to contact in the case of comments or concerns regarding the event. Proof of the notice delivery shall be in the form of a sign-off sheet submitted to the City of Billings.

Include a sample of the notice and a list of recipients with your application. For sample notice and recipient list in the CBD, please contact the Downtown Billings Alliance office, 406-294-5060 or www.downtownbillings.com.

INDEMNIFICATION

In consideration for permission to conduct its activity as requested, applicant/organization expressly assumes all risks incident to or in connection with the permitted activity. Any property damage or bodily injury arising out of or in connection with the permitted activity shall be the sole responsibility of the applicant/organization. Applicant/organization agrees to and shall indemnify, defend and hold the City harmless from and against all losses, liabilities, damages, costs, expenses including litigation costs and reasonable attorney's fees, judgments or settlements whatsoever incurred by the City resulting from any claim, demand, action, cause of action or suit arising from or relating to the negligent or intentional acts or omissions of applicant/organization's officers, volunteers, employees, vendors, agents, contractors, subcontractors and others acting on behalf of applicant/organization.



Applicant Signature

1 - 26 - 15

Date

Please send completed application to:

City of Billings
Public Works/Engineering Office
2224 Montana Avenue
Billings, MT 59101
406-657-8231
wellbrooks@ci.billings.mt.us



CHASHAW-01

MMARTIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/9/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Billings-2nd Ave. Office PayneWest Insurance, Inc. P.O. Box 30638 Billings, MT 59107-0638	CONTACT NAME: PHONE (A/C, No, Ext): (406) 238-1900	FAX (A/C, No):	
	E-MAIL ADDRESS:		
INSURED Chase Hawks Memorial Association, Inc. P.O. Box 31333 Billings, MT 59107	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: National Casualty		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			KKO000004801900	12/01/2014	12/01/2015	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$ 5,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Billings
390 North 23rd
Billings, MT 59101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Morgan Martin

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Burn the Point Classic Car Show and Street Dance.

September 4, 2015, 5:00 PM – September 5, 2015, 12:30 AM

North Broadway between 1st Avenue North and 4th Avenue North


Street Dance featuring Bucky Beaver and car exhibits

Organizer: Sylvia Gusick for Chase Hawks Memorial Association, 406-860-9149

BUSINESS NAME	ADDRESS	SIGNATURE
Rock Creek Coffee Roasters	124 North Broadway	<i>Rachel</i>
Jimmy John's Gourmet Sandwiches	122 North Broadway	<i>CA</i>
Cline Fine Art <i>Montagues Silver</i>	120 North Broadway	<i>M. Hargan</i>
Billings Gallery <i>Prohibition Clothiers</i>	118 North Broadway	<i>Stans</i>
Vacant <i>Doc Herpers</i>	116 North Broadway	<i>Doc Herpers</i>
Vacant <i>Belle en Blanc</i>	114 North Broadway	<i>Doc Herpers</i>
	112 – 110 North Broadway	
In Step	108 North Broadway	<i>Michael</i>
The Soup Place	106 North Broadway	<i>Michael</i>
Apartments Entrance	104 North Broadway	
Rocke Gear <i>Vacant</i>	102 North Broadway	
Marcasa Clothing <i>Vacant</i>	100 North Broadway	
Crystal Lounge	101 North Broadway	<i>Lacey Burnard</i>
Dish <i>Catherine Louisa Gallery</i>	103 North Broadway	<i>Catherine Esthe</i>
Advertising Design	105 North Broadway	<i>Jane Crowder</i>
Hooligans FC Sports Bar	109 North Broadway	<i>John</i>
Hooligans Casino	111 North Broadway	<i>John</i>
Montana Brewing Company	113 North Broadway	<i>OK PER SEAN</i>
Electric Building	115 North Broadway	
Homesite Designers <i>Kinetic</i>	117 North Broadway	<i>John</i>
Bin 119	119 North Broadway	<i>John</i>
MT Landco	121 North Broadway	<i>N-A</i>
Lou Tauberts	123 North Broadway	
Buchanan Capital	201 North Broadway	<i>Mike</i>
Indian Nations Trading	207 North Broadway, #139	<i>David</i>
Valley Federal Credit Union	207 North Broadway	<i>Steve</i>
Edward Jones Investments	213 North Broadway	<i>Barbara Wagner</i>
Vacant <i>Lin-Lin's Cupboard</i>	217 North Broadway	
Itty Bitty Portraits <i>Ca-Layla</i>	219 North Broadway	<i>Ca-Layla</i>
Billings Felony & Misdemeanor Court	221 North Broadway	<i>N-A</i>
Prairie Blossoms <i>Velvet Cravings</i>	225 North Broadway	<i>Automa Craigell</i>
US Bank	303 North Broadway	<i>Beth</i>

Travel Cafe	Broadway Deli & Cafe	313 North Broadway	Peta Clippinger
First United Methodist Church		2800 4 th Avenue North	N.A.
Alberta Bair Theater		2801 3 rd Avenue North	
MSUB	Kismet Fine Rugs	224 North Broadway	Carrie Goshoff
The Stampede		222 North Broadway	
Taste of India	Vacant	216 North Broadway	
MSUB		214 North Broadway	Bill King
D A Davidson & Company		208 North Broadway	Shelby Miller

Downtown Billings Street Direction Map

PRE PARADE & PARADE 
POST PARADE 