

May 20<sup>th</sup>/2016

To Whom It May Concern;

We are very much looking forward to sharing some incredible talent here in Billings at our upcoming show, Summer Soulstice. This will be an all ages show that will inspire and encourage creativity and community through a wide variety of art forms. 2D visual art, 3D art, performance art and music all combine in these shows to provide a multi-faceted delight for the senses.

Inspire Events has already hosted 2 of these shows, Fall Uniquinox (2015) and Uniquinox Bloom (Spring 2016.) Both of these events were held inside Limber Tree Yoga Studio and they were vibrant culminations of Billings talent and potential. Local musicians and artists, the AlternaCirque Aerialists, local bellydancers and various performers came together to really entertain and promote the local arts in an awe-inspiring way. With bodypainting, live painting, and unique performances of all kinds, these are not events anyone will forget. A few performers and photographers have traveled from all over the state, as far away as Whitefish, and we had a bodypainter come join from Spokane. We had raffles from local businesses, local people selling arts and crafts and providing food and beverage. For the Fall Uniquinox, I personally made a huge sculpture and dedicated it to any parents and children who have to spend time apart. This sculpture was donated to Red Lodge DSVS. We hope to combine forces for this Summer Soulstice with Family Service here in Billings and truly do some good in the community while we bring together the people and inspire them to celebrate with their families and be creative and healthy!

For this particular event, Summer Soulstice, we hope to host several talented fire performers from all over the state. These are highly trained professionals who are fully aware of all safety guidelines, insurance policies, etc. We would love to share this exceptional form of entertainment with Billings, and to do this, we would need closure to a small section of 29<sup>th</sup> Street N.

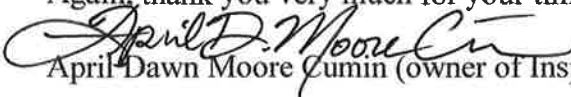
The main fire performances will happen after dark, so between the hours of 10pm and 12pm. Clean up will commence directly after, and be completed no later than 1am. This is a Monday evening, so we will be exceptionally respectful.

Obviously we will contact the Fire Marshall as well and ensure all measures are taken for safety and legalities. I believe the Fire Marshall said this paperwork needs to be in place first, and he will be leaving for vacation at the end of May, so time is of the essence. I truly appreciate your consideration on such short notice.

In addition to the fire performers outside, we hoped to have a few food tables and vendors to allow for more space and airflow within the yoga studio itself. The Uniquinox Bloom show was almost sold out to capacity, and we hoped to increase our space so more people could attend. We will definitely have a manageable plan for garbage and waste and will leave the street cleaner than when we found it. The impact on day to day downtown flow should be minimal, as we will be able to clear out the parking garage before the set up begins in earnest. There will be no amplified music outside, only live drums, and there are no residences in the surrounding area. Many of the nearby businesses are excited to participate and I hope to ask for more involvement from small businesses in the downtown core to really support each other and a thriving community.

If all goes well with this event on Monday, June 20<sup>th</sup>, 2016, I hope we could work together for a similar event in the fall, Friday, September 23<sup>rd</sup>, 2016, where we hope to highlight a few larger local bands.

Again, thank you very much for your timely response and positive consideration!

  
April Dawn Moore Cumin (owner of Inspire Ink and Inspire Events, 406.697.0010)

Permit # \_\_\_\_\_  
Date: \_\_\_\_\_



**SPECIAL EVENT & RIGHT-OF-WAY PERMIT APPLICATION**  
**FESTIVAL, PARADE, PROCESSION, MARCH, ROAD RACE, BICYCLE RACE, WALK**  
*(Not for Block Parties)*

Name of Event: "SUMMER SOULSTICE"

Applicant Name: April Dawn Moore Curmin

Name of Organization: INSPIRE EVENTS

On-site Contact: April Dawn On-site Cell Phone: 406.697.0010 or 406.591.5744

Mailing Address: 819 2nd St W

City/State/Zip: BILLINGS, MONTANA 59101

Work Phone: 406.697.0010 Email: april Dawn tattoo@gmail.com

Brief Event Description: interactive art installment - music,  
performance, art, community gathering

Event Location/Address: 212 N 29th St

Event Website if applicable: Summer Soulstice (on fb)

Event Date: Monday, June 20th

Start Time: 7 pm End Time: 12 am

Road Closure Begins: 6 pm Road Closure Ends: 1 am

Set-Up Begins: 6 pm Clean-Up Ends: 1 am

Estimated Attendance: ~~150~~ 150 people or so...

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.** *BID will provide rolling dumpsters.*

How many dumpsters are you providing? will provide 5 large garbage cans.

Delivery Location? \_\_\_\_\_

Date and Time dumpsters are to be picked up? will haul garbage away.

**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? not necessary, but we will have some volunteers in case.

Dates & Times for security to be on site? \_\_\_\_\_

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

**FIREWORKS/PYROTECHNICS** \* *Fire Marshall needs to be contacted to give permit for professional fire spinners.*

If your event is planned to use fireworks or pyrotechnics, you must obtain a Fireworks Permit from the Billings Fire Department. This permit requires additional insurance. Contact BFD at 657-8422.

**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: \_\_\_\_\_ *outdoor sound will not be amplified.*  
Finish Time: \_\_\_\_\_ *indoor sound will finish around midnight.*

## 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:

~~Served~~ ~~Sold~~  Catered  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

If yes, make sure to submit adequate liquor liability insurance (see item #9 of checklist) and submit the Catering Endorsement Form and Open Container Form as applicable to the Police Department at City Hall, 210 N. 27<sup>th</sup>.

## 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 checked="" type="checkbox"/> Tents, Canopies (X)         | <input type="checkbox"/> Stages or Amplified Sound (SO)   |
| <input checked="" type="checkbox"/> Food Vendors (FV) (catered) | <input checked="" type="checkbox"/> Trash Receptacle (TR) |
| <input checked="" 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**

*very simply, barricades on*

- Road Race
- Parade
- Bike Race/Walk

- Procession
  - Other
- 3rd + 29th +  
2nd + 29th.*

**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.

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](http://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**

May 17<sup>th</sup> / 2016  
**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](mailto:wellbrooks@ci.billings.mt.us)

# Summer Soulstice Layout (Mon. June 20/2016)

## Parking Garage

enough space will be left here in case of emergency.

**FL**

fire spinning area (SO) (no amplified sound).

**FV BV**

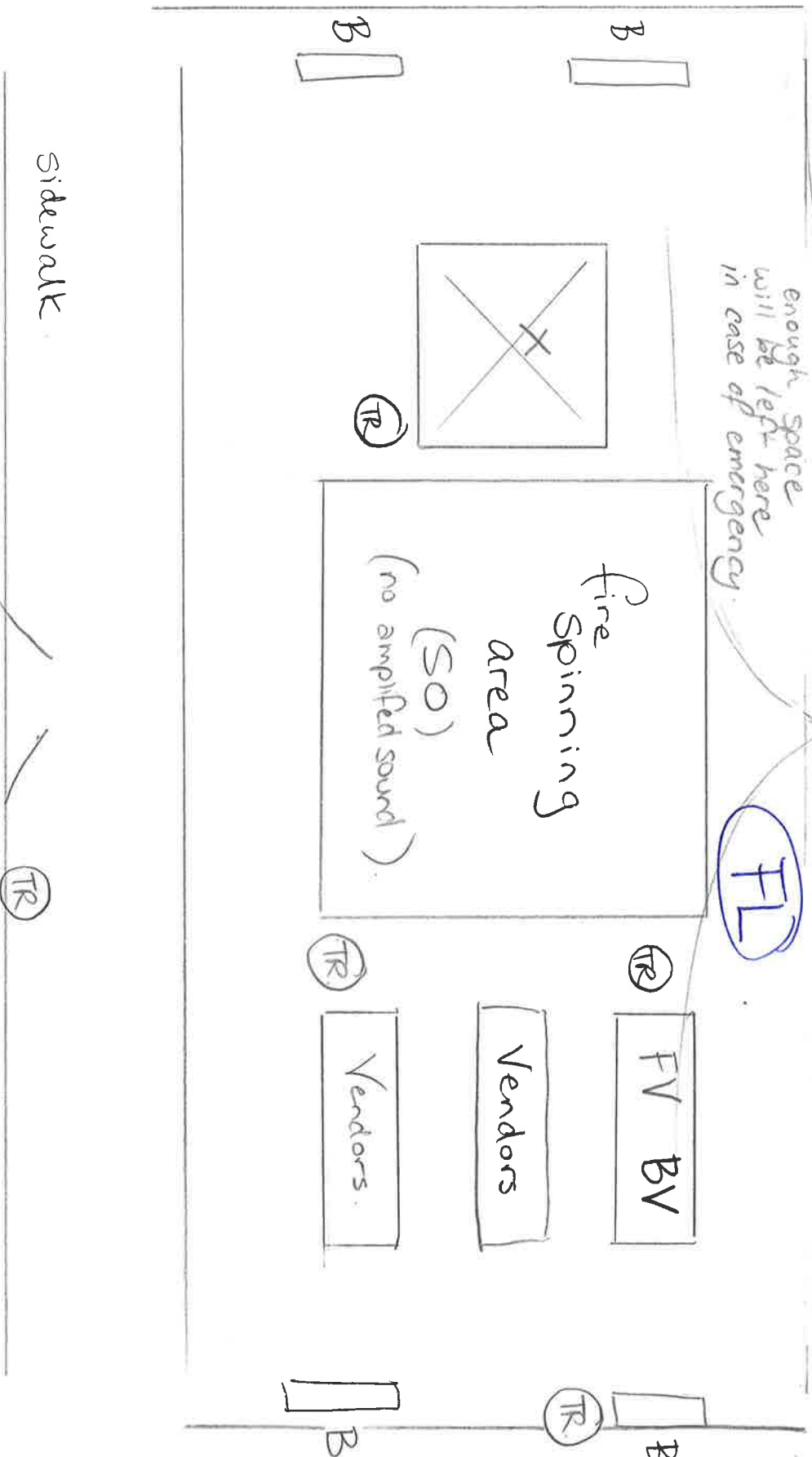
Vendors

Vendors

3rd Ave



2nd Ave



Sidewalk

Limber Tree Yoga

TR

april.dawn.tattoo@gmail.com

697.0010



# Application for Waiver from Noise Ordinance Limits

**Billings Montana Municipal Code Sec. 17-106**

Name: April D. Moore Cumin Address: 819 2<sup>nd</sup> St W. Phone: 406.697.0010

Agency or Company: Inspire Ink / Inspire Events Date of Event/Activity: Monday, June 20, 2016.

Location of Event/Activity: 212 N 29<sup>th</sup> St. Billings, MONTANA, 59101  
(Lumber Tree Yoga Studio & 29<sup>th</sup> St between  
3<sup>rd</sup> ave + 2<sup>nd</sup> ave)

Name and Contact # for Person On Location During Event: April Dawn 406.697.0010

Event/Activity Start Time: 7pm Finish Time: midnight

Description of Event/Activity: Please describe in detail the proposed activity and note any amplified or live music planned:

Indoors, music will be amplified, dancing + aerialists inside  
Starting at 7pm. Outside will be vendors + catering until 10pm;  
when it gets dark there will be professional fire performers + live  
drummers until midnight. music will end at midnight. clean-up

Please check any of the following if applicable: finished no later than 1 am.

- Event in ROW (Street)**       **Event in Public Park**       **Construction (Private)**
- Engineering                                  Parks    Building
- Construction (ROW)**       **Private Property Event**
- Engineering                                  Police

*I acknowledge under penalty of law that the information contained in this Waiver Application is true and correct to the best of my knowledge. I understand that applying for a Waiver does not grant me an exemption from the noise ordinance unless the waiver is granted by the City. I understand that if granted, this Waiver may be voided immediately if this application contains any inaccurate information, or if the event or activity exceeds the scope or duration specified above. I understand that even if granted, this Waiver can be revoked at any time by law enforcement if the event or activity is deemed to be disturbing the peace of the surrounding neighborhood. I understand this Waiver must be kept at the location of the event or activity and displayed to law enforcement upon demand. I agree to abide by any conditions or restrictions required by the City. I acknowledge that this permit relates only to the noise ordinances, and that I may need additional permits from the City for Open Container and/or Alcohol Catering if the contemplated event includes alcohol use or sale.*

April D. Moore Cumin  
Signature of Waiver applicant

May 24<sup>th</sup> / 2016.  
Date

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(City Use Only)

This Noise Waiver Request is     **GRANTED**                                   **DENIED**

\_\_\_\_\_  
Name    Department    Date

Additional Conditions/Requirements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_