



SPECIAL EVENT & RIGHT-OF-WAY PERMIT APPLICATION *(Not for Block Parties)*

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

The organizer of a special event must fill out the application and return it to the City of Billings no less than 60 days prior to the start of the event. A non-refundable application fee of \$100 will be charged.

WHAT IS AN EVENT?

Billings is a city that celebrates special events and values the civic and economic benefit that special events bring to our community. From major conventions and sporting events to community based festivals, parades, and athletic activities, the City of Billings is proud to host hundreds of events each year.

An event is any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks or public roadways in a manner that varies from its normal and customary land use.

The following pages include the City of Billings' Special Events & Right of Way Permit Application and instructions developed to guide you through the permit process. It is our goal to assist event organizers in planning safe, inviting, and successful events that create a minimal impact on the communities/neighborhoods surrounding the events.

Thank you for contributing to the spirit and vitality of our City through the staging of your event.
Best wishes for a successful event!

PERMIT PROCESS

The permit application process begins when you submit a completed Special Event Permit Application and the appropriate application fee to the City of Billings. Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request. A representative of the City Engineering Division will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your application. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. You may be contacted individually by these departments or agencies if they have specific questions or concerns about your event. Throughout the review process you will be notified if your event requires any additional information, permits, licenses, or certificates. Delays in providing these

items often delay our ability to finish our review process and approve your application in a timely manner.

EVENT APPROVAL CONSIDERATIONS

The following conditions will be considered by the City when determining if an event will be allowed:

- Promotes the community as a whole
- Provides positive civic and economic benefit
- Weighs impacts on neighboring businesses and properties
- Weighs impact on public uses
- Considers frequency of closures
- Considers the event's financial impact
- Evaluates performance regarding previous permit conditions

EVENT PRIORITY

Applications for Special Event Permits are generally processed in the order of receipt, and the use of a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the City Administrator uses in deciding on the issuance of a permit as set forth below.

ANNUAL EVENTS

Applicants who have held an event in the previous year have the first priority for the same annual event if application is made by February 1st of the year in which the subsequent event occurs. This right shall not apply if the event organizer did not follow set guidelines the previous year.

PARK EVENTS

If you plan to hold your event at a city park, it is your responsibility to contact the appropriate division or facility manager within the Park & Recreation Department in order to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. If this is a park event, please visit the City of Billings Parks Department web site for more information: www.billingsparks.org.

CITY OF BILLINGS NON-DISCRIMINATION STATEMENT

The City of Billings does not discriminate on the basis of race, color, national origin, sex, religion, disability status or age in provision of services.

SPECIAL EVENT & RIGHT-OF-WAY PERMIT APPLICATION CHECKLIST



The following items are required when requesting approval for a street closure, parade, run/walk/procession. Applications need to be submitted to the Public Works Engineering office at 2224 Montana Ave, Billings, MT 59101 or electronically to wellbrooks@billingsmt.gov. Applications should be submitted at least 60 days prior to proposed event.

For events including Festivals, Processions, Bike/Road Races, Parades, & Encroachment on City of Billings Right-of-Way the following is needed:

1. **Application filing fee of \$100.00.** Please make checks out to the City of Billings; Visa/Mastercard accepted.
2. Completed Special Event and Right-of-Way Permit Application
3. A signed cover letter or brochure outlining description of event as well as dates, time, location of closure.
4. A security plan if required
5. A detailed Site Plan
6. A Traffic Control Plan including Certificate for certified flagger if required
7. A First Aid/Crisis Plan, including name and number of event contact and emergency medical provider responsible in the event of an emergency.
8. If alcohol is being served, an Open Container Permit and/or Catering Endorsement from Police Department at 210 N. 27th.
9. **A certificate of insurance from your insurance provider which must show the "City of Billings" as an additional insured (not merely a Certificate Holder) and minimum of \$1,500,000 per occurrence general liability.**
10. **If alcohol is served or sold, an additional \$1,000,000 each occurrence liquor liability endorsement or coverage is required. "Host" type insurance is NOT acceptable- please review this requirement with your insurance agent if alcoholic beverages will be provided during the event.**

If you have questions, please contact Susan Wellbrook at the City of Billings Public Works Engineering office at (406)657-8231 or email at wellbrooks@billingsmt.gov

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: _____

Applicant Name: _____

Name of Organization: _____

On-site Contact: _____ **On-site Cell Phone:** _____

Mailing Address: _____

City/State/Zip: _____

Work Phone: _____ **Email:** _____

Brief Event Description: _____

Event Location/Address: _____

Event Website if applicable: _____

Event Date: _____

Start Time: _____ **End Time:** _____

Road Closure Begins: _____ **Road Closure Ends:** _____

Set-Up Begins: _____ **Clean-Up Ends:** _____

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? _____

Delivery Location? _____

Date and Time dumpsters are to be picked up? _____

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? _____

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.

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: _____

Finish Time: _____

VENDORS

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

Does the event include vendors? _____

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.

ALCOHOL

Will alcoholic beverages be served at the event? No ___ Yes _____

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.

Liquor Liability Insurance required.

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 checked="" 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 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

Date

Please send completed application to:

City of Billings
Public Works/Engineering Office
2224 Montana Avenue
Billings, MT 59101
406-657-8231
wellbrooks@billingsmt.gov

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER
Sample Insurance Agency
P.O. Box 0000
Your City, Your State ZIP

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
ABC, Inc.
Address
City, State Zip

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: XYZ Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES: CERTIFICATE NUMBER: REVISION NUMBER:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	XXXXXX	DATE	DATE	EACH OCCURRENCE	\$500,000
SAMPLE INSURANCE CERTIFICATE						<div style="border: 2px solid red; padding: 5px; color: white;"> Total \$1.5 Million Minimum Required Or totaling \$2 Million </div>	
A	X	UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION	XXXXXX	DATE	DATE	EACH OCCURRENCE	\$ 1,000,000
	X	LIQUOR LIABILITY (if applicable)	XXXXXX	DATE	DATE	PER OCCURRENCE	\$ 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
City of Billings is listed as a primary additional insured.

CERTIFICATE HOLDER
City of Billings

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES

*If event begins before 7:00 am or past 8:00 pm please include this form



Application for Waiver from Noise Ordinance Limits

Billings Montana Municipal Code Sec. 17-106

Name: _____ Address: _____ Phone: _____

Agency or Company: _____ Date of Event/Activity: _____

Location of Event/Activity: _____

Name and Contact # for Person On Location During Event: _____

Event/Activity Start Time: _____ Finish Time: _____

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

Please check any of the following if applicable:

- | | | |
|---|---|---|
| <input type="checkbox"/> Event in ROW (Street)
<small>Engineering</small> | <input type="checkbox"/> Event in Public Park
<small>Parks</small> | <input type="checkbox"/> Construction (Private)
<small>Building</small> |
| <input type="checkbox"/> Construction (ROW)
<small>Engineering</small> | <input type="checkbox"/> Private Property Event
<small>Police</small> | |

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.

Signature of Waiver applicant _____

Date _____

.....
(City Use Only)

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

Name

Department

Date

Additional Conditions/Requirements _____



CONTACT PHONE NUMBERS:

Below please find a list of phone numbers that you might need when planning your event.

Billings Construction Supply (barricades, porta potties) – 248-8355

Mountain West (barricades) - 259-0199

Business Improvement District (barricades, clean-up, meter tags, etc, downtown; for BID Event Kit of Parts such as canopies, tables outlet boxes please contact either the Business Improvement District or the **Downtown Billings** at – 294-5060 or **Joe** at 672-1057

Billings Police Department (parades, extra duty officers) – 247-8590

Billings Fire Department (fire lanes, Fire Code issues) - 657-8422

Solid Waste Division (black roll-a-way garbage cans) – 657-8460

Parks & Recreation (Soundstage, park permit, shelter reservation, alcohol permit) – 657-8371

Traffic Department (Street sweepers) – 657-8250

MET Transit (local bus line) - 657-8217

Television Media KTVQ 2 – 252-5611 KURL 8 – 656-8000

Newspaper Media Billings Gazette – 657-1200 Billings Outpost – 248-1616