



SPECIAL EVENT & RIGHT-OF-WAY PERMIT APPLICATION CHECKLIST

The following items are required when requesting approval for a street closure, parade, run/walk/procession or block party. Applications need to be submitted to the Public Works Engineering office at 2224 Montana Ave, Billings, MT 59101 or electronically to wellbrooks@ci.billings.mt.us. 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 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 \$750,000 per claim and \$1,500,000 per occurrence general liability. 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.

For Block Parties, only the following items are needed:

- ◆ A cover letter outlining date, time and location of block party.
- ◆ A map showing the exact street(s) being closed and the location of any/all barricades.
- ◆ A completed (both pages) Block Party application.
- ◆ Block Party Petition signed by residents within the block party location.
- ◆ There is no fee for a block party application.

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@ci.billings.mt.us.