

## Parade/Public Assembly & Open Container Guidance Document

### Overview

The City of Bozeman Public Works Department issues permits for events that involve 75+ people, impact public rights-of-way, or involve alcohol consumption in public spaces.

Permit Types:

- Parade Permit: Required for moving events (runs, walks, marches).
- Public Assembly Permit: Required for stationary gatherings.
- Open Container Waiver: Required if alcohol will be served/sold in public.

### Events in City Parks

Stationary Park Events: Apply through the Recreation Department only.

Park Events with movement (e.g., runs): Apply through both Public Works and

Recreation. Recreation Department: 406-582-2290 | [Website](#)

### Applicant Responsibilities

1. Fill out the online permit in the [ProjectDox Portal](#) and hit submit.
2. Upload & Submit Task

#### Required Documents to Upload:

- Signed Notification Letter – This gets emailed to you after you hit submit on the application. It needs to be signed and uploaded.
- General Liability Insurance Certificate
- Neighborhood Block Parties – [Special Event Coverage](#)
- Route Map (if applicable)
- Open Container Safety Plan (if applicable)
- Traffic Control Plan (if applicable)
- Adjacent Property Signatures (block parties)
- Responsible Beverage Server Training (if 50+ adults): If alcohol will be served by a bartender from a local bar, this proof is not required. All bartenders are required to go through this training for their jobs. If someone is interested in getting certified, the training is offered by Alcohol and Drug Services of Gallatin County. They can be reached at 586-5493. They can also find a list of trainers on the Montana Department of Revenue website.

#### Event Site Plan (if applicable):

- Food vendors, Open flames, Stages, Medical/lost child tents, Fire access, Barricades/Road Closure locations.

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### City Actions

1. Pre-screen for completeness
2. Review documents
3. Notify applicant of corrections
4. Issue fee payment notice
5. Upload approval letter in ProjectDox

### File Naming & Upload Guidelines

- Files must be under 30 characters.
- Use the same name for revisions.

### Fees

- General/Block Party: \$50
- Road Closure (City Performed): \$350
- Open Container Waiver: \$50
- Open Container (City Performed): \$140
- (Additional Fees for City-Managed Closures:)
  - Street Closure Fee: \$75
  - Sign Operations Fee: \$75

### Insurance Requirements

Required, Minimum Coverage:

- \$1.5M per occurrence & \$750K per claimant OR
- \$1M per occurrence & \$2M aggregate

Include City of Bozeman as additional insured and provide endorsement page.

- Neighborhood Block Parties – [Special Event Coverage](#) is required if the event is no more than 4 hours long and won't include alcohol being consumed in the public right-of-way (street or sidewalk). Alcohol must always remain on private property at all times.

### Possible Conditions on Approval

Conditions may include:

- Trash/recycling, Notifications, Closure equipment, Contacting authorities, Flaggers, Porta-potties, post event cleanup, 'No Parking' signs

## Parade/Public Assembly & Open Container Guidance Document Traffic Control for Runs/Walks

Certified Flaggers (2 per crossing minimum) required to stop traffic. Volunteers can assist at stop signs but cannot stop traffic.

- Certified flaggers are required to stop traffic. At most street crossings, two flaggers are required. The city will determine the number of flaggers you'll need during review of your application. If you don't have flaggers arranged prior to submitting your application, copies of certifications must be submitted before the event. If proof is not submitted, you will not be allowed to stop traffic.
- **CERTIFIED FLAGGERS/VOLUNTEERS:** A minimum of two certified flaggers are required at each street crossing where traffic will be stopped to allow runners to cross. Depending on the crossing, more flaggers may be required. Certified flaggers must attend training approved by the State of Montana. **\*Online training is not accepted.\***
- Volunteers will be required at intersections controlled by stop signs and at street crossings where participants will obey pedestrian laws. In most cases, one volunteer will be required per crossing. Volunteers are not authorized to stop traffic. Their job is to notify drivers at stop signs of oncoming runners/walkers.

### Review Timeline

- Reviewed by multiple departments. **Typical review time: 2-4 weeks.**
- Bozeman Municipal code Sec. 34.08.080 requires that application's must be filed with the City of Bozeman not more than one hundred eighty (180) days or less than fifteen (15) working days prior to the event so the city has time to consider the date, time, place, and nature of the parade or public assembly, the anticipated number of participants, and the city services required in connection with the event.