

Public Assembly Permit Application

This permit is required for any meeting, demonstration, picket line, rally, or gathering of seventy-five (75) or more persons for a common purpose as a result of prior planning that affects or may reasonably be expected to affect the normal flow or regulation of pedestrian or vehicular traffic upon the streets or other public facility, park or recreational building or facility. Together with any supplementary information as may be required by the City of Bozeman, this form 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 to ensure proper processing.

1. Organization:

2. Contact Person:

3. Mailing address:

4. Phone number:

Email address:

5. Event Date:

Day of the week:

6. Start time:

End Time:

7. Location of event:

8. Name and Type of event/activities planned:

9. Approximate number of participants? Animals (include types of animals)? Vehicles?:

10. Plan for parking?

11. Will adequate sanitation & health facilities be available?

12. Description of recording and sound amplification equipment, banners, signs or any other attention getting devices:

13. If the event will occupy all or a portion of any street, which streets?:

14. Describe any public equipment, services or facilities are requested:

Please note: Per 34.08.120, BMC, If the City determines additional police protection is needed for the event, the applicant has the duty to secure the police protection deemed necessary at the sole expense of the applicant.

I certify that I am an authorized representative of and have the power to execute this application on behalf of the above-named organization. All of the above statements are true to the best of my knowledge, information and belief. All questions have been answered, and if any change in fact or method occurs subsequent to the date of this application, or the issuance of a permit, I will notify the City of Bozeman, in writing, within 24 hours after such change. I understand and agree that it is my responsibility to ensure all participants comply with all permit directions and conditions and with all applicable laws and ordinances.

I agree to defend, hold the city and its employees and officials harmless and indemnify the city, its employees and officials, for any and all claims, lawsuits or liability including attorneys' fees and costs allegedly arising out of loss, damage or injury to person or person's property occurring during the course of, in preparation of, or in any way pertaining to the parade or public assembly which are caused by the conduct of employees or agents of the permit holder.

Signed by:

Date:

Non-Refundable Permit fee: \$35.00 per event (for block parties and events not involving street closures)

\$250.00 per event (street closure)

Amount paid:

\$35.00

FOR OFFICIAL USE ONLY

Approved, subject to conditions stated in approval letter.

City Manager's Designee, Parks and Recreation Director

COMMERCIAL GENERAL LIABILITY INSURANCE:

Organizer must obtain commercial general liability insurance covering the permittee and/or the permittee's organization for all activities related to the parade and/or public assembly, including but not limited to setup, the public assembly or parade itself, and all cleanup and takedown activities. The insurance policy shall contain no exceptions or exclusions for activities conducted under or related to the permitted activities. The permittee shall name the city, its officers, and employees as additional insureds on a primary non-contributory basis. The additional insured coverage shall be in a form acceptable to the city. The insurance shall be in the amounts of \$750,000 per claimant and \$1,500,000 per occurrence. The City Manager may grant a waiver for city sponsored events or when it is determined the event will not present a substantial or significant public liability. The City Manager shall consider the applicants proven financial inability to obtain insurance. If a waiver is being sought, applicant must present factual information on why the waiver is requested.

PERMISSION FROM PROPERTY OWNERS:

Organizer must contact in writing all abutting or adjacent property owners and residents (if a property is not owner-occupied) within the area to be closed as well as the property owners on the corner lots immediately across the intersection on the opposite side of the street closure. The applicant shall provide written documentation to the city at the time of application indicating each of the above described property owner/residents consent to or oppose the application.

TRAFFIC CONTROL PLAN:

The plan must comply with the Manual on Uniform Traffic Control Devices and applicants must ensure requirements of the traffic control and barricade plan are met. Automobiles, trucks or other large, heavy equipment are not acceptable barricades. Barricades in place at night must have lights. This plan shall include a map or sketch of the route, identify individuals who will be present at intersections, including their affiliation and proof of traffic control certification, if applicable, types of personal safety equipment, and types of barricades. If a street is not closed, but traffic will be stopped for participants to cross, certified traffic control persons must be used.