

Parade/Public Assembly & Open Container Waiver Permits

Renewal Reminder

The following document is for guidance purposes only. The applicant shall read and understand the relevant references listed below.

Below is a description of the permit review process, followed by applicant and City actions needed to move the process forward. This document also includes relevant references.

Description

The City of Bozeman Public Works Department issues two types of permits for events. Permits are required when 75 or more people are expected to be in attendance or when events will utilize and/or impact the public right-of-way. Parade permits are required for parades, runs, walks, marches, or generally any event that will NOT remain in one location. Public Assembly permits are required for gatherings of people at one location.

Open Container Waivers is a check box on the application permit. They are required for events that are open to the public or occur in a location generally open to the public where alcohol will be served or sold.

If you have questions regarding hosting an event in Bozeman, please contact the City Public Works Department at 406-582-2273 or myeykal@bozeman.net.

Events in City Parks:

If you are hosting an event in a city park, you may be required to submit two permits, one to the Public Works Department and one to the Recreation Department. **If the event will remain in the park for the duration of the event, you only need to submit a permit through Recreation. If the event involves a run or walk that will leave the park and take place on public streets or sidewalks, you will need to submit an application to Recreation and another to Public Works.** The Recreation Department reviews items related to the park while Public Works is concerned with the safety of your participants on the public streets and sidewalks. This is the reason for the separate reviews. If you have questions about using a City park or renting a recreational facility, please contact the Recreation Department at 406-582-2290 or visit their [website](#).

Applicant Actions – Upload and Submit Task

Submittal Requirements (all items must be submitted with each event, or the application will be returned as incomplete):

- Signed Notification Letter that was emailed to you after submitting your application through ProjectDox.

- A certificate of liability insurance with coverage of \$1 million per occurrence with a \$2 million general aggregate (or \$1.5 million per occurrence and a minimum coverage of \$750,000 for each claim).
 - Must name the City of Bozeman as additional insured.
- Route Map of Walk/Run (If applicable)
- Open Container Safety Plan (If having alcohol at the event)
- Traffic Control Plan (If requesting a closure)
- Signatures from adjacent property owners/residents (block party permits only)
- Proof of Responsible Beverage Server training (only required if the event will be attended by 50 or more 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 Requirements

- Food courts or vendors
- Open Flame devices
- Stages
- Potential Medical tent/Lost Child rendezvous locations
- Fire Apparatus access
- Road closures/barricade locations

City Actions

- The City will pre-screen the submittal to ensure the applicant has provided a complete package and uploaded files.
- After a successful completion of the pre-screen, the Public Works Office Manager will review the submittal for conformance with the submittal checklist. If corrections are required or missing documents, the submittal will be returned to the applicant.
- Once the Public Works Office Manager deems the application approved, you will receive a payment notification to pay the application fees for the permits. When that is completed an approval letter will be uploaded in the decisions folder in ProjectDox and the applicant will receive an email stating the approval letter with conditions is available in the decisions folder in ProjectDox.

Relevant References

[Example of General Liability Insurance](#)

Filing and Naming Criteria

Documents Folder

- Upload all documents and other supporting documents in the Documents Folder
- Documents may be any size

- Documents may be scans if they are legible.
- File names shall meet the following criteria:
 - The software won't accept file names exceeding 30 characters.
 - The file name shall start with a 3-digit number beginning with "001"
 - The name shall also include a brief description of the content of the file.

Example of file naming standards:

Sheet Description	ProjectDox File Name
Signed Notification Letter	001 Notification Letter
Route Map	002 Route Map
Traffic Control Plan	003 Traffic Control Plan
Liability Insurance	004 Liability Insurance
Safety Plan	005 Safety Plan
Block Party Signatures	006 Block Party Signatures

Revisions / Resubmittals

New versions of previously submitted files must use the exact same name as the original file. The software will **version the file**.

Frequently Asked Questions

What are the fees for a permit?

- The permit for general events and neighborhood block parties is \$50.00. For events requesting a road closure that the city must close the fee is \$350.00.
- The Open Container Permit is \$50. For events requesting a road closure that the city must close the fee is \$140.00.

What are the insurance requirements for permits?

Insurance is required for most events. The City MAY consider waiving insurance if the risk level of the event is expected to be low.

- Neighborhood Block Parties - Insurance is only waived 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 remain on private property at all times.
- Assemblies or Marches - Insurance may be waived depending on the length of the event and the expected attendance. Also considered is the route for marches and whether participants will obey pedestrian laws or if flaggers will stop traffic.
- Insurance is never waived for events that will stop traffic or events where alcohol is involved.

Insurance requirements are as follows:

- \$1.5 million per occurrence and \$750,000 per claimant **or** \$1 million per occurrence with a \$2 million general aggregate
- The policy must list the City of Bozeman as additional insured on a primary non-contributory basis
- Applicant must submit a current copy of the certificate of liability insurance
- Applicant must submit the endorsement page for the additional insured

What conditions may be placed on my permit approval?

Depending on the event, you may be required to:

- Provide trash and recycling service.
- Notify affected residents or businesses.
- Make arrangements for closure equipment.
- Contact the non-emergency police line regarding closures.
- Contact the Bozeman Fire Department.
- Arrange for porta-potties.
- Clean up the area of the event at the conclusion of the event.
- Provide proof of flagger certification.
- Post "No Parking" signs.
- etc.

What do I need to do to stop traffic for my Run/Walk?

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.

How long will it take to process my Application?

Applications are reviewed by several departments during the review process. These departments include:

- Police
- Fire
- Streets
- Signs and Signals
- Parking
- MSU Police (events on campus, involving MSU groups, or affecting MSU)
- Downtown Bozeman Partnership (downtown events)
- Montana Department of Transportation (events on Main Street or other State maintained roads).

Unless we need more information from the applicant, review usually only takes about 2 to 4 weeks for completion.

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.

For questions, please call 406-582-2273, or email Marcy Yeykal, Public Works Office Manager at myeykal@bozeman.net.