



APPLICATION FOR CITY OF LAUREL SPECIAL EVENTS PERMIT
[Please read the attached City of Laurel Special Events Policy.]

Name

Sponsor/Organization

Street/P.O. Box

City/State/Zip

Telephone Number

1. Requesting closure of (park/street name)
between (bordering streets)

2. Requesting closure of (park/street name)
between (bordering streets)

Date(s) of requested closure

Hours of requested closure

Event times: from to

Describe all planned activities

Will alcohol be consumed in the public-right-of-way?
(See Laurel City Ordinance No. 007-03 attached to this form.)

Having read the attached policy and City Code, I/we agree to comply with and abide by all requirements of Laurel Municipal Code 5.12.100, Laurel City Ordinance No. 007-03 and the City of Laurel Special Events Policy that are applicable to this proposed event.

Date: _____

Signature of Applicant/Sponsor _____

Please submit your application 10 working days before the proposed activity/closure to: City Clerk/Treasurer, 115 W. 1st St, Laurel MT 59044. If you have questions, call 628-7431.

Special Events Policy

- 1. Outdoor community and special events requiring temporary closures of rights-of-way must have the written approval of the Mayor for the closure prior to the event. Permits may be granted at the discretion of the Mayor after considering safety, traffic disruption, availability of alternate traffic routes, and other impacts of the closures. Other outdoor events using parks and City-owned property are subject to the Mayor’s approval. The Mayor shall report to the Council all requests for closures and park uses that have been denied.**

- 2. All producers or organizers of special or community events may be required to provide a damage and cleaning deposit for their particular event. Deposits will be collected by the City entity having jurisdiction for the event and will be held until the event is over and damage or loss can be determined. A list of deposits is shown below:**

a. Residential Block Parties (City residents requesting temporary closure of right-of-way adjacent to their places of residence for the purpose of neighborhood party or gathering.)	To be determined by staff
b. Parades and other temporary closures of right-of-way	To be determined by staff
c. Parks (group use, reservation requested)	To be determined by staff
d. Indoor park facilities	To be determined by staff

- 3. Consumption of alcoholic beverages upon the public ways, streets, alleys, parks, and other places owned by the City is permitted only upon compliance with 5.12.100 of the Laurel Municipal Code. Deposits in that section are in addition to other deposits this policy may require.**

- 4. Expenses incurred by the City as the result of an event will be reimbursed according to the following schedule:**

a. Overtime costs incurred by the Streets and Traffic Division and the Parks and Recreation Department must be reimbursed to them. Overtime estimates can be obtained from the City prior to an event. Fees based upon the estimates will be collected by the City entity having jurisdiction prior to the event. Any overpayment will be returned to the event organizers or producers. In the event that the Streets and Traffic Division or the Parks and Recreation Department are called out, a four (4) hour minimum will be charged.
b. A four (4) hour minimum will be charged if police officers are used for an event.

- 5. Park fees shall be set by the Park Board, as approved by the City Council.**

Special Events Liability Coverage

The MMIA and the Independent Insurance Agents of Montana have worked together to provide access to Special Events Liability Coverage for events held on municipal property in Montana that are sponsored by a private individual or organization. This program offers **easy** and **affordable**, short-term coverage for a wide variety of events, some of which are:

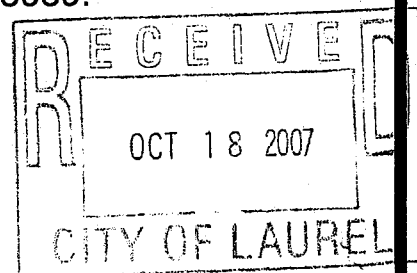
Art Festivals
Auctions
Block Parties/Street Closures
Craft Shows
Food Concessions
Harvest Festivals
Garden Shows
Livestock Shows
Outdoor Exhibitions
Parades
Reunions
Social Gatherings
Sidewalk Sales
Various Sporting Events
Weddings & Receptions

Here's how it works:

- City/Town receives a request to use public property and provides the applicant the city's permit/agreement requirements.
- Refer the event holder to a list of local agents. Go to www.mmia.net, click on Liability and then Special Events.
- The event holder contacts an agent, completes an application and pays the premium. The holder must allow a minimum of 5 business days prior to the event for coverage to be offered.
- When the event is covered, a certificate of insurance with a \$1,000,000 limit will be issued naming the municipality as an additional insured.

It's that easy!

For questions, contact the MMIA at 1-800-635-3089.



Agency Name	Location	Contact	Phone	E-mail
Yeoman Insurance	Anaconda, MT	Jim Yeoman	(406) 563-5209	jimyeoman@gwestoffice.net
Darnielle Insurance	Billings, MT	Deanna Darnielle	(406) 652-4180	deanna@darnielle.com
Peter Yegen Insurance	Billings, MT	Charlie Yegen	(406) 252-0163	chas@pyegen.com
McHenry Insurance	Bozeman, MT	Erin McHenry	(406) 586-5075	mchenry@mchenryins.net
Northern Montana Insurance	Choteau, MT	Jonnie Conatser	(406) 466-5772	jonnie-conatser@leavitt.com
Mandeville Insurance Agency	Columbus, MT	Susie Schreiner	(406) 322-5361	susie@mandeville-insurance.com
Northern Montana Insurance	Conrad, MT	Jonnie Conatser	(406) 466-5772	jonnie-conatser@leavitt.com
Northern Montana Insurance	Cut Bank	Jonnie Conatser	(406) 466-5772	jonnie-conatser@leavitt.com
Vielleux Insurance	Fort Benton, MT	Steve Vielleux	(406) 622-5133	via@fortbenton.com
Boland Agency	Great Falls, MT	Gerry Boland	(406) 453-0371	boland@mt.net
Erickson-Baldwin Insurance	Havre, MT	Bud Baldwin	(406) 265-1226	bud@ericksonbaldwin.com
Western States Insurance	Helena, MT	Sherry Sauer	(406) 442-8010	ssauer@wsi-insurance.com
Hi-Line Insurance	Hingham, MT	Ray Lipp	(406) 397-3146	rlipp@ttc-cmc.net
Hobson Insurance	Hobson, MT	Kathy Longfellow	(406) 423-5428	dale@businessquote.com
Jordan Insurance	Jordan, MT	Rick Mart	(406) 557-2203	rckiis@midrivers.com
Lewistown Insurance	Lewistown, MT	Monte Solberg	(406) 538-5458	msolberg@lewistowninsurance.com
W.A. Mitchell	Miles City, MT	John Menyhart	(406) 234-0280	john@wamitchellagency.net
Bishop Insurance Services	Polson, MT	Pete Bishop	(406) 883-5372	peteb@centurytel.net
Beartooth Insurance Agencies	Red Lodge, MT	Tom Kastelitz	(406) 446-2300	tom@beartoothins.com
Bishop Insurance Services	Ronan, MT	Robin Nelson	(406) 676-5341	robinn@ronan.net
Wolfe-Daniels Agency	Scobey, MT	Perry Wolfe	(406) 487-2252	pwolfedan@nemont.net
Northern Montana Insurance	Shelby, MT	Jonnie Conatser	(406) 466-5772	jonnie-conatser@leavitt.com
Seitz Insurance	Sidney, MT	Dave Seitz	(406) 433-1411	david@eseitzins.com
Hellman Insurance Service	Terry, MT	Dale Hellman	(406) 635-5782	hellmanins@midrivers.com
United Insurance & Realty	Glasgow, MT	Doug Allie	(406) 228-9356	dbauinr@nemont.net

ORDINANCE NO. 007-03

**ORDINANCE TO REGULATE STREET AND SIDEWALK USAGE
AND PERMITTING IN THE CITY OF LAUREL**

WHEREAS, it is the intent of the City of Laurel to manage temporary usage of streets and sidewalks of the City of Laurel, Montana in an equitable, lawful and orderly manner; and

WHEREAS, the City Council has determined it is in the best interest of the City to maintain orderly and constructive use of its streets and sidewalks for the health, safety and welfare of the citizens and guests in the City of Laurel. In order to create an orderly and fair process, the City Council, by adopting this Ordinance hereby delegates its authority to regulate the use of streets, sidewalks and city rights-of-way to the Mayor as provided herein;

IT IS HEREBY ORDAINED by the City Council of the City of Laurel, Montana, that the Laurel Municipal Code is hereby amended as set forth below.

12.18.0 DEFINITIONS

Under this article, "event" includes but is not limited to: parade, gathering, walk, run, demonstration, athletic event, speech, exhibition or motorcade. This definition is not all-inclusive and the term "event" may be what a "reasonable person" under the circumstances would believe it means.

12.18.1 REQUIREMENT TO OBTAIN SPECIAL EVENT PERMIT

It is unlawful for any person to conduct any event in or upon any public street, sidewalk or alley in the City of Laurel, or knowingly participate in any such event unless and until a Special Event Permit to conduct such event has been obtained from the City of Laurel.

12.18.2 PERMIT FEES

Special Event Permit applicants shall pay a fee upon submittal of the application for the permit. The fee amount shall be determined by resolution passed by the City of Laurel City Council. The fee is due upon application for the permit, and no permit shall issue without the fee being paid prior to issuance except by express waiver determined by the City Council. The City Council shall have the authority to waive the permit fee.

12.18.3 APPLICATION & APPROVAL PROCESS

The application for such permit shall be made in writing on an approved form available at the City Clerk's office. Any person who wants to conduct a Special Event on a City of Laurel street or sidewalk shall apply to the City for a Special Event Permit at least ten working (10) days in advance of the date of the event. The Mayor may, in his or her discretion, consider any application for a permit to conduct an event that is filed less than ten (10) working days prior to the date such event is to be conducted.

After review of the application and approval by the City Public Works Director, Chief of Police, Fire Chief and Ambulance Director, and payment of the permit fee by the Special Event Permit applicant, the Mayor shall issue the Special Event Permit, if he/she determines such issuance is in the best interest of the City of Laurel.

12.18.4 PERMIT CONTENTS

In order that adequate arrangements may be made for the proper policing of the event, the application shall contain, at a minimum, the following information:

- a. The name of the applicant, the sponsoring organization, the event chairperson and the addresses and telephone numbers of each;
- b. The purpose of the event, the date when it is proposed to be conducted, and the route or specific area requested for use or any proposed alternate event route or deviation from the established route, to include:
 - The location of the assembly area, the location of the disbanding area, route to be traveled; and
 - The approximate time when the event will gather, start and finish.
- c. A description of the individual vehicles, groups, or bands, including a description of any sound amplification equipment to be used if applicable.
- d. A statement regarding whether or not alcohol will be available or served.

12.18.5 PERMIT REQUIREMENTS & CONDITIONS

- a. For all Special Event Permits, the Mayor may specify any other additional requirements requested by the City Clerk, Police Chief, Fire Chief, Ambulance Director or Public Works Director reasonably necessary for the protection of persons or property.
- b. Each Permittee shall comply with all conditions stated in the Special Event Permit. Failure by the Permittee to comply with all Special Event Permit conditions may result in revocation of the Special Event Permit. In addition, failure to comply with the conditions may result in denial of future Special Event Permits to the Permittee that failed to comply.

12.18.6 INSURANCE

Sponsoring persons, organizations, companies, corporations or other entities applying for a Special Event Permit shall hold the City harmless from any and all claims, damages, loses and expenses arising from the special event. Applicants for a Special Event Permit shall agree in writing to hold harmless and indemnify the City for any and all claims, lawsuits or liability including attorney's fees and costs allegedly arising out of the loss, damage or injury to persons or personal or public property occurring during the course of or pertaining to the special event caused by the events sponsoring organizations, companies, corporations, or other entities, their officers, employees, or agents.

The sponsoring organization shall carry insurance for comprehensive general liability, automobile liability and designated premises liability in the amount of \$750,000.00 for each

claim and \$1.5 million for each occurrence, and list the City of Laurel as an additional named insured.

The Mayor has the authority to waive this requirement. Additionally, the Mayor may require insurance coverage in a higher or lower amount based upon the type of special event, the number of persons anticipated to attend the special event, or the anticipated number of persons participating in the special event.

12.18.7 ALCOHOL

No sales or soliciting are allowed unless proper licensing is prepared in advance of the special event.

The applicant must demonstrate that all state and local liquor control regulations pertaining to the sale and consumption of alcohol have been complied with and must provide copies of all applicable state and local liquor permits with the Special Event Application.

Any person, company, corporation, association or other entity conducting a special event, within City jurisdiction, shall, at the discretion of the Mayor, be entitled to a special permit to sell beer and/or alcohol to the patrons of the special event to be consumed within an enclosure wherein the event is held. The applicant must specify in their request for the Special Event Alcohol Permit, the location and size of the area wherein they propose to sell the alcohol. The Mayor, at his/her discretion, may specify the location and size of the area at the special event where the alcohol may be consumed.

The fee for Special Event Alcohol Permit shall be set by Council resolution. This fee shall be paid upon presentation of the Special Event Application along with the Special Event Alcohol Permit Application to the City Clerk. If the Special Event Alcohol Permit is denied, the City Clerk shall refund the Special Event Alcohol Permit fee to the applicant.

If the City has revoked a Special Event Permit of the Special Event Alcohol Permit applicant for any reason within the last five (5) years, the Special Event Alcohol Permit may be denied.

The Police Department may revoke the Special Event Alcohol Permit if those in attendance become unruly, if property is damaged, or for other reasons that adversely affect the public health, safety and welfare of the citizens of Laurel or those people attending or participating in the special event.

12.18.8 PERMIT DURATION

The Event Permit shall issue with specific delineation of the event length and proposed time requirements estimated for the event. Only under extreme conditions or situations shall the event run longer than the proposed length of time specified in the Special Event Permit, and then only with specific authority granted by the Mayor. If the Mayor permits an extension for time

under this provision, the City Clerk must provide notice to the City of Laurel Chief of Police, Fire Chief and the Public Works Director.

12.18.9 ISSUANCE OF PERMIT

a. Issuing Permits

The Mayor shall issue a Special Event Permit, however, the granting of the permit is contingent upon the applicant signing the Special Event Permit Application. The Special Event Permit must state the applicant's intent to adhere to the conditions stated in the Special Event Permit Application.

b. Denial of Permit Application.

The Mayor shall deny an application for a Special Event Permit and shall notify the applicant of such denial when:

1. The Mayor or other reviewing authority for the City of Laurel makes any finding contrary to the findings required to be made for the issuance of a permit, or the Mayor determines issuance is not in the best interest of the City; or
2. The location, time, route, or magnitude of the event will disrupt to an unreasonable extent the movement of traffic, either pedestrian or motor vehicle; or
3. The event requires a significant quantity of law enforcement to properly control movement of participants and spectators in areas near or on the event site in such quantity to disable reasonable law enforcement protection for the spectators, participants and residents of the City of Laurel; or
4. The special event will disrupt or inhibit with other events previously granted a Special Event Permit occurring in the City of Laurel on the same day and time; or
5. The Permittee provided false or misleading information in the Special Event Permit Application concerning any relevant data; or
6. The Permittee fails to agree, abide by or comply with all conditions of the Special Event Permit.
7. Upon notice to the Permittee of the denial of the Special Event Permit, the Mayor must also provide Notice of Denial of the Special Event Permit to the Chief of Police, Fire Chief, Ambulance Director and to the Public Works Director.

12.18.10 REVOCATION

The City may revoke any Special Event Permit granted under the terms of this article if it becomes known to the City that the Permittee is in any manner failing to comply with the terms of this article. In the event of such revocation, the person to whom such Special Event Permit was granted shall thereafter be operating without a Special Event Permit and shall be subject to penalties as provided in the City of Laurel Municipal Code. The Special Event Permit granted may be revoked in the manner provided for the revocation of licenses and permits generally.

If the Mayor determines that the safety of the public or property requires revocation of the Special Event Permit due to disaster, public calamity, riot or other emergency, the Special Event Permit may be summarily revoked by the Mayor. Notice of such action revoking a Special Event Permit shall be delivered in writing to the Permittee by personal service or by certified mail, and notice shall also be provided to the City Clerk, the City of Laurel Chief of Police, the Fire Chief, the Ambulance Director and the Public Works Director.

12.18.11 OFFICIALS TO BE NOTIFIED OF PERMIT ISSUANCE

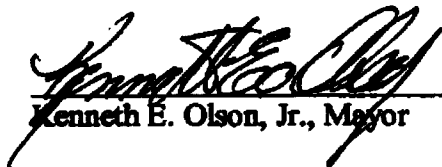
Immediately upon the Mayor's approval and issuance of the Special Event Permit, the City Clerk shall deliver a copy of the Permit to the Chief of Police, the Fire Chief, the Ambulance Director and the Public Works Director.

This Ordinance shall become effective thirty (30) days after final passage by the City Council and approval by the Mayor.

Introduced and passed on first reading at a regular meeting of the Laurel City Council on this 20th day of March, 2007 by Alderperson Poehls.

PASSED and ADOPTED by the Laurel City Council on second reading this 1st day of May, 2007 upon motion of Alderperson Hart.

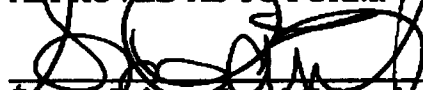
APPROVED BY THE MAYOR this 1st day of May, 2007.


Kenneth E. Olson, Jr., Mayor

ATTEST:


Mary K. Eubleton, Clerk-Treasurer

APPROVED AS TO FORM:


Sam S. Painter, Legal Counsel
Elk River Law Office, P.L.L.P.

ORDINANCE NO. 014-02

**AN ORDINANCE AMENDING CHAPTER 12.18.6 OF THE
LAUREL MUNICIPAL CODE TO UPDATE THE CITY'S SPECIAL EVENTS
ORDINANCE WITHIN THE CITY OF LAUREL.**

WHEREAS, the City Council desires to keep the Laurel Municipal Code current by modifying and updating chapters, sections and subsections to address situations and problems within the City and to remain in accordance with Montana law; and

WHEREAS, the City Council directed City Staff to modify the existing ordinance to reflect changes in the coverages offered by the insurance industry; and

WHEREAS, City Staff prepared, reviewed, and approved the following amendment to the existing Chapter 12.18.6 as noted herein and hereby recommends the same to the City Council for their full approval.

IT IS HEREBY ORDAINED by the City Council for the City of Laurel, Montana, that Title 17 is hereby amended, modified and adopted as follows:

12.18.6 INSURANCE

Sponsoring persons, organizations, companies, corporations or other entities applying for a Special Event Permit shall hold the City harmless from any and all claims, damages, loses and expenses arising from the special event. Applicants for a Special Event Permit shall agree in writing to hold harmless and indemnify the City for any and all claims, lawsuits or liability including attorney's fees and costs allegedly arising out of the loss, damage or injury to persons or personal or public property occurring during the course of or pertaining to the special event caused by the events sponsoring organizations, companies, corporations, or other entities, their officers, employees, or agents.

The sponsoring organization shall carry appropriate insurance as recommended by staff including ~~for~~ comprehensive general liability, automobile liability and/or designated premises liability in the amount of ~~\$750,000.00~~ \$1,000,000 per occurrence and \$2,000,000 aggregate per event or location ~~and for each claim and \$1.5 million for each occurrence,~~ and list the City of Laurel as an additional named insured.

The Mayor has the authority to waive this requirement. Additionally, the Mayor may require insurance coverage in a higher or lower amount based upon the type of special event, the number of persons anticipated to attend the special event, or the anticipated number of persons participating in the special event.

This Ordinance shall become effective thirty (30) days after final passage by the City Council and approved by the Mayor.

Introduced and passed on first reading at a regular meeting of the City Council on July 1, 2014, by Council Member Eaton.

PASSED and ADOPTED by the Laurel City Council on second reading this 15th day of July, 2014, upon motion of Council Member Poehls.

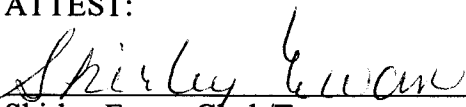
APPROVED BY THE MAYOR this 15th day of July, 2014.

CITY OF LAUREL

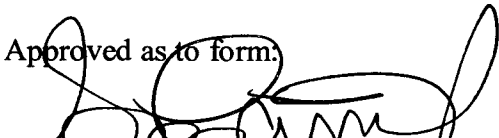


Mark A. Mace, Mayor

ATTEST:



Shirley Ewan, Clerk/Treasurer

Approved as to form:


Sam S. Painter, Civil City Attorney

**CITY OF LAUREL
SPECIAL EVENT PERMIT APPLICATION
APPROVAL CHECKLIST**

1. Public Works Director

Public Works Director

Date

2. Chief of Police

Chief of Police

Date

3. Ambulance Director

Ambulance Director

Date

4. Fire Chief

Fire Chief

Date

5. Mayor

Mayor

Date