



Park Reservation/Street Closure/Parade Request

Special events are important to our community. They bring excitement to our City and enhance our quality of life. The City of Dillon is happy to assist organizations and groups providing quality events. To do so, we require completion of the attached application.

Completion of this application for all street closure requests that take place on public property will assist you and the City in having a successful event.

Also, it determines if events proposed are in conformance with applicable laws and regulations and ensures activities are not detrimental to public health, safety and welfare.

Attached is some general information to assist you. You should review your plans with your insurance agent to assist you in providing the City of Dillon with insurance information necessary to approve your request.

If the City can assist you in any other way, please come into City Hall or call 683-4245.

Mayor

Director Operations

CITY OF DILLON ~ SPECIAL EVENTS APPLICATION

NAME/TITLE OF EVENT		
Date of Event: _____	Start Time: _____	Stop Time: _____
Person or Organization Making Application: _____		
Address: _____	City, State, Zip _____	
Phone Number _____	Email: _____	
Detailed Description of Event:		

<u>PARK RESERVATION:</u>		
JAYCEE PARK <input type="checkbox"/>	BICENTENNIAL PARK <input type="checkbox"/>	RAY LYNCH PARK <input type="checkbox"/>
IBEY MEMORIAL PARK <input type="checkbox"/>	VIGILANTE PARK <input type="checkbox"/>	CHILDREN'S PARK <input type="checkbox"/>
DEPOT PARK <input type="checkbox"/>	WEST SIDE PARK <input type="checkbox"/>	OTHER _____ <input type="checkbox"/>

PARADE REQUEST <input type="checkbox"/>	PARADE ROUTE _____

STREET CLOSURE REQUEST <input type="checkbox"/>	Non-Refundable \$50.00 Fee Paid Yes <input type="checkbox"/>	No <input type="checkbox"/>
LIST STREET(S) TO BE CLOSED		
List Adjoining Businesses or Property Owner(s)		
	Agree to Closure	Signature
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Action to be taken in the event of a disturbance, medical emergency or other type of emergency:

ALCOHOL RELATED EVENTS: How will admission of those under the legal age to drink be handled and what will consequences be if/when underage drinking occurs? How will those under the influence of alcohol be handled? Will alternate transportation be offered?

No more than two approvals will be issued within the downtown business district on the same date.

Upon approval of the event, a *CLEAN UP AND DAMAGE DEPOSIT* in the amount of \$250.00 will be given to the City. After the event, city staff will inspect the area and the deposit will be returned if the area is clean of all trash and garbage and there is no damage.

Any markings (no paint allowed) to be placed on public right-of-way must be approved by the City Director of Operations prior to placement. Said markings must be environmentally safe and not conflict with existing markings.

Cones and barricades may be checked out from the City but must be checked out and picked up at City Hall and returned to the city the next business day after event. If lost or damaged, the City of Dillon must be reimbursed for replacement cost.

A Certification of General Liability Insurance is required for certain events consisting of twenty-five (25) or more people and provided to the City for the period of this agreement at a minimum of \$750,000.00 per claim and \$1,000,000.00 million per occurrence and the City of Dillon must be named as an Additional Insured. If liquor is served, a liquor liability certificate must be provided to the City. In consideration for permission to conduct the event as requested, applicant agrees to indemnify, defend and hold harmless the City of Dillon, its officers, agents, employees, and volunteers from damage to property and for injury to or death of any person and from all liability claims, actions or judgments which may arise from the activity. Applicants also agree to obtain valid "save or hold harmless agreements" from all participants in its activity, including damages of any kind or nature.

Upon the approval of the requested special activity, and upon signing this application, the applicant agrees to not violate any state or city codes.

APPLICANT SIGNATURE: _____ **DATE:** _____

OFFICE USE					
Proof of Insurance Required:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If "Yes" date received: _____
\$250.00 Deposit Paid	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date received: _____ Date returned: _____
Event is Open to the Public:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Council Approval Required:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If "Yes" was it approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____
<i>If council approval is required obtain appropriate signatures below before presenting to the council.</i>					
Police Department:	_____	Fire Department	_____		
Director of Operations:	_____				
MT Dept of Transportation on State Maintained Highways	_____				

ADDITIONAL RESTRICTIONS OR SPECIAL CONDITIONS:

MMIA Special Events Policies

MMIA has consistently recommended that cities and towns practice sound risk management principles and take reasonable steps to manage the exposures in their operations. They maintain that if exposures are created by others who are using municipal facilities and if the City does not have the ability to control the outcome, the exposure should be transferred onto the event holder. If the City cannot control the outcomes, it does not have the ability to manage the risk. If they cannot manage the risk, they should require the person/entity who can manage the risk, to assume the exposure by accepting the liability for the event and providing insurance.

One significant difficulty in this sound risk management practice has been the inability to find affordable insurance coverage for these events. MMIA believes they have found a solution to this problem. The MMIA and the Independent Insurance Agents of Montana (IIAM) 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.

To obtain coverage, please contact a local Montana agent to review the event details and set up the coverage. Please allow a minimum of 5 business days prior to the event for coverage to be offered.

For questions, contact the MMIA at 1-800-635-3089 or the **Independent Insurance Assoc. of MT (IIAMT)** at 1-406-442-9555.



Location	Agency Name	Contact	Phone	Email
Baker, MT	Insurance Store	Jade Boggs	(406) 778-2861	jade.boggs@gmail.com
Big Fork, MT	PayneWest Insurance	Amanda Sesock	(406) 837-7607	asesock@paynewest.com

Big Timber, MT	Key Insurance	Julie Schmidt	(406) 932-4014	keywestjulie@mtintouch.com
Billings, MT	Darnielle Insurance	Deanna Darnielle	(406) 652-4180	deanna@darnielle.com
Billings, MT	PayneWest Insurance	Troy Stowe	(406) 238-1900	Tstowe@paynewest.com
Billings, MT	Peter Yegen Insurance	Charlie Yegen	(406) 252-0163	chas@pyegen.com
Bozeman, MT	First West, Inc.	Tyler Delaney	(406) 587-5111	tdelaney@1stwestinsurance.com
Bozeman, MT	McHenry Insurance	Erin McHenry	(406) 586-5075	emchenry@mchenryins.net
Broadus, MT	Broadus Insurance Services, Inc.	Jade Boggs	(406) 436-2608	jade.boggs@gmail.com
Butte, MT	Daniels Insurance	Tom Daniels	(406) 782-4251	tom@danielinsurance.com
Butte, MT	PayneWest Insurance	Francie Reed	(406) 723-7365	freed@paynewest.com
Chinook, MT	HUB International	Mike Inman	(406) 357-2227	mike.inman@hubinternational.com
Choteau, MT	Leavitt Great West Insurance	Toni Sattler	(406) 466-5772	Toni-sattler@leavitt.com
Columbus, MT	Mandeville Insurance Agency	Susie Shreiner	(406) 322-5361	susie@mandeville-insurance.com
Conrad, MT	Leavitt Great West Insurance	Shannon Naylor	(406) 278-3263	shannon-naylor@leavitt.com
Cut Bank	Leavitt Great West Insurance	Lyndie Kraft	(406) 873-2274	Lyndie-kraft@leavitt.com
Dillon, MT	HUB International	Anna Cossel	(406) 683-5102	anna.cossel@hubinternational.com
Ennis, MT	HUB International	Jeff Schlitzkus	(406) 682-4201	jeff.schlitzkus@hubinternational.com
Forsyth, MT	Rosebud County Insurance	Kileen Hagadone	(406) 346-2527	rcii@rangeweb.net
Fort Benton, MT	Vielleux Insurance Agency	Steve Vielleux	(406) 622-5133	via@fortbenton.com
Glasgow, MT	United Insurance & Realty	Erika Bengochea	(406) 228-9356	erickunited@nemont.net
Great Falls, MT	Boland Agency	Jerry Boland	(406) 453-0371	boland@mt.net
Great Falls, MT	Cogswell Agency	Johnna Stringer	(406) 761-5000	jstringer@cogswellinsurance.com
Great Falls, MT	Wood Enterprises	Marty & Tina Wood	(406) 292-3325	weinsur@ttc-cmc.net
Hamilton, MT	HUB International	Amy Conder	(406) 363-3655	amy.conder@hubinternational.com
Hamilton, MT	PayneWest Insurance	Elizabeth Gustin	(406) 363-3543	bgustin@paynewest.com
Harlowton, MT	Mid-Montana Insurance	Jodi Tierney	(406) 632-4366	jodi@midmtins.com
Havre, MT	Baldwin Insurance	Brad Baldwin	(406) 265-7283	brad@baldwinlive.com
Havre, MT	Koefod Insurance Agency	Kim Wirtzberger	(406) 265-6767	kimwirtz@koefod.com
Helena, MT	PayneWest Insurance	Sherry Sauer	(406) 457-2109	ssauer@paynewest.com
Hingham, MT	Hi-Line Insurance	Ray Lipp	(406) 397-3146	rlipp@ttc-cmc.net
Hobson, MT	Hobson Insurance	Kristy Hodik	(406) 423-5428	Kristy@businessquote.com
Jordan, MT	Jordan Insurance	Terri Coldwell	(406) 557-2203	terrijs@middrivers.com