



Special Event and Street Closure Application

This Application must be submitted if.....

- *You want to use a city street or right-of-way or other public place for an event*
- *You want to use a city street or right-of-way or other public place for an event and alcohol will be served*

Completed applications must be turned in at least 14 days prior to the event at
Great Falls Fire Rescue - Station 1 at 105 9th Street South
Call 406.791.8971 for questions regarding this application.

EVENT INFORMATION	
Name of the Event	
Date of the Event	
Event Location (be specific)	
Event Start and Ending times	Set up and tear down times
Anticipated number of people attending the event	
Describe the event	

CONTACT INFORMATION	
Organization/Individual Name Requesting Permit	
Contact Name if Application is for an Organization	
Address	
Phone – Prior to event	Phone – Day of event

APPLICATION FEE: Application fee is \$100 as adopted through Resolution 10569 on April 15, 2025 and is due at the time application is submitted.

☐ **I am requesting a temporary street closure for the event I am planning. List Street and block or other public area:** _____

** If requested location is within the Downtown Master Plan area, applicant will need to complete the separate Street Closure Equipment Rental Agreement with Downtown Great Falls Association (Attachment A) or provide their own street closure materials.*

Describe the method(s) that were used to notify the affected residences. _____

- If more than 75 people attend the event, attach a copy of proof of insurance which lists the City as an additional insured. To the extent reasonably possible, liability insurance coverage shall be in the minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate. See page 4 for general requirements.
- Sidewalks cannot be obstructed and must remain open to pedestrian traffic.

A temporary closure of a street and/or other public property can result in inconveniences to the occupants of the structures nearby. I understand that I am required to notify adjacent property owners and that I will provide information as to how that notification was accomplished. I further understand that:

- The Public Works Traffic Division will design a street closure plan and that I agree to follow that plan. Additionally, if an emergency would occur, I agree to work with all emergency responders to ensure they have access through the closed street and/or public parking area.
- I agree to return the affected area to the same condition it was prior to the event.
- I have provided all the necessary information including proof of insurance listing the City as additional insured.

For and in consideration of the use of the above named location for the purpose identified, I agree to indemnify, defend and hold the City of Great Falls, Montana, harmless from any and all claims, demands or liability for personal injury or property damage arising out of the aforesaid use of the designated public premises.

Date

Signature

☐ **I am requesting a temporary street closure for an event I am planning and request permission to consume, serve and/or sell alcohol at the event.**

Describe the plan you will use to control underage drinking and purchase of alcohol? _____

Will alcohol be: Sold _____ Given away _____ Consumed _____
Describe the types of alcohol that will be available _____

Attach a copy of all State and local permits which allow for the sale and/or consumption of alcohol as well as proof of insurance which lists the City as an additional insured. To the extent reasonably possible, liability insurance coverage shall be in the minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Contact 455-8414 for alcohol permit information.

Not only do I agree with the terms and conditions as outlined above pertaining to a temporary closure of a street and/or other public property, I also agree and understand that selling and consuming alcohol is a special privilege granted to me and my group.

I further understand that:

- The Police Department may revoke the special event permit should those in attendance become unruly, property is damaged or for other reasons that adversely affects the public health, safety and welfare of those attending the event and the citizens of Great Falls.
- The point-of-sale for the alcohol must have a substantial enclosure around that area. i.e. snow fence, portable corrals, or substantial barricades. Pennants or streamers will not be allowed to define the enclosure. The outside perimeter of the street closure must also be barricaded with signage indicating that no alcohol is allowed beyond that point.
- I have provided all the necessary information pertaining to the sale/consumption of alcoholic beverages including proof of insurance listing the City as additional insured. See page 4 for general requirements.

Date

Signature

For office use only:

This Application is:

Approved _____ Denied _____ Insurance Provided _____ Alcohol Permits Provided _____

Comments:

The Application Fee is \$100 ☐ Paid ☐ Not Paid

_____ ☐ Approved ☐ Denied
Public Works Date

_____ ☐ Approved ☐ Denied
State/Transit District Date

_____ ☐ Approved ☐ Denied
Fire Department Date

_____ ☐ Approved ☐ Denied
Police Department Date

_____ ☐ Approved ☐ Denied
City Manager Date

STREET CLOSURE EQUIPMENT

Street closure equipment may be rented from either the Park and Recreation or Public Works Street Department. See the chart below for the current fees as adopted through Resolution 10536 on March 19, 2024. **

Barricades & Candles	<u>Adopted</u>	<u>Details</u>
Candles and Barricades	\$1/daily Per Candles \$3/Daily Per Barricade	any damage or loss of barricades or candles will result in full replacement cost at renters expense
Trailer of Barricades/Candles	\$150/Daily - Barricades/Candles	trailer of 64 (2 5/16 ball hitch)
Staff Setup	\$500	charge per trailer for any delivery or setup of barricades or candles by city staff

*Subject to availability. Not available during Ice Breaker, 4th of July or other Park & Rec Events.

** If requested location is within the Downtown Master Plan area, applicant will need to complete the separate Street Closure Equipment Rental Agreement with Downtown Great Falls Association or provide their own street closure materials.

**Summary of the City Ordinances Pertaining to Alcohol in
Public Places and Temporary Street Closures**

For complete ordinance text see:

https://www.municode.com/library/mt/great_falls/codes/code_of_ordinances

Except under certain circumstances, it is unlawful for any person to engage in public drinking, public display or exhibition of malt beverage, beer, wine, hard cider or liquor within the City limits. See 9.4.020

Individuals, members of groups or organizations who wish to consume, sell or give away alcoholic beverages in public places may do so provided they obtain a special event permit or are otherwise excluded from that requirement. The Civic Center, Centene Stadium, Eagle Falls Golf Club, Anaconda Hills Golf Course, designated areas of the "State Fair" grounds and the Multi-Sports Complex Grounds shall be exempt from the 9.4.020 prohibition. See 9.4.030

Organizers for special events held on any public place must clean up the to a state at least as clean as when they arrived and permit holder shall be solely responsible for the immediate and timely picking up and removal or proper disposal of garbage at the location where the permit is issued. See 9.4.030

For temporary closure of a public property other than parks, or closure of parking lots open to the public, submit application to the City Manager's office. See 9.4.040

The event organizer must submit information regarding notification of owners or tenants of adjacent properties regarding the special event and prominently post a sign designating the street or parking lot closure no less than four hours in advance of the event. Staff will attempt to make available and charge for necessary street closure equipment. If equipment is not available, the applicant will be required to supply the equipment at the applicant's expense. A fee for the special event permit shall be set by the Commission resolution to cover administrative time and any additional costs incurred as a result of the event. See 9.4.040

If applicable, the event organizer must demonstrate that all state and local liquor control regulations pertaining to the sale and consumption of alcohol have been complied with and provide copies of all liquor permits. If the event involves more than 75 people, it must be covered by liability insurance, including liquor liability if applicable, naming the City as an additional insured. To the extent reasonably possible, liability insurance coverage shall be in the minimum amounts of \$1,000,000 per occurrence and \$2,000,000 in aggregate. Some events with less than 75 people may be required to provide insurance. See 9.4.040

Applicants for a special event permit shall agree in writing to defend, hold harmless and indemnify the City and its employees for any and all claims, lawsuits or liability arising out of loss, damage or injury to person or property occurring during the course of or pertaining to the special event. See 9.4.040

The Police Department may revoke the special event permit for reasons that adversely affect the public health, safety and welfare of those attending the event and the citizens of Great Falls. See 9.4.040

Under 9.4.040, the City may approve, revise, or deny the application, considering:

1. Promotion of the community as a whole;
2. Provision of positive civic and economic benefit;
3. Impact on neighboring business and properties;
4. Impact on public uses and services;
5. Consideration of frequency of closures;
6. Consideration of the event's financial impact;
7. The applicant's performance under previous issued permits; and
8. Impact on public safety, including but not limited to, emergency response time.

Applicant may appeal a denied permit to the City Commission, which shall review the application in a public meeting and uphold, reverse, or revise the decision on the application. See 9.4.050