

# City of Lewistown

## EVENT - PARADE – STREET CLOSURE APPLICATION

Return Completed applications to the City of Lewistown, 305 W. Watson St, Lewistown MT 59457  
As of 11/1/2021 a \$25/\$50 non resident\* non-refundable application fee will be charged  
\*\*\*\*\* Must be submitted at least 7 days prior to the event \*\*\*\*\*

Name of Event \_\_\_\_\_

Individual/Organization Sponsoring Event \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of the Event \_\_\_\_\_  
(\$100 fee required for after hours, weekends and holidays)

Requests: Police Escort \_\_\_\_\_ Street Closure \_\_\_\_\_ Other \_\_\_\_\_

Estimated Number of independent parade entries or event vendors \_\_\_\_\_  
Will there be animals yes \_\_\_ no \_\_\_ (\$100 deposit required)

Proposed parade route or event location \_\_\_\_\_  
(Please provide a diagram of proposed street closures)

Time of street closure \_\_\_\_\_ List of streets to be blocked \_\_\_\_\_

Who is responsible to setup signage? City \_\_\_\_\_ Applicant \_\_\_\_\_

I \_\_\_\_\_, hereby agree to abide by the regulations set forth by the Lewistown City Commission concerning events. (see other side) Information, available from the City shall be provided to each participant concerning such regulations. Applicant must coordinate with the Public Works Department (406) 535-1770 concerning the street signage and barricades. Furthermore, I understand that I am responsible to clean up after the event (including manure) return all items borrowed to the City in the same condition as I received them. More information can be obtained from the City Office at (406) 535-1760. In order for the application to be deemed complete and subsequently reviewed all applicable fees must be paid. Copy of applicable insurance attached.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(applicant)

Application Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Fee: \_\_\_\_\_ Total paid: \_\_\_\_\_

To be completed by the City:

Event	Business License Exemption for Vendors	Codes provided
____ Approved	____ Approved	____ Parades
____ Disapproved	____ Disapproved	____ Animals

Date \_\_\_\_\_ City of Lewistown \_\_\_\_\_  
(City Manager)

Special Conditions: \_\_\_\_\_

Distribution: _____ Police	# cones picked up _____	# of the signs picked up _____
_____ Fire	# of the cones returned _____	# of the signs returned _____
_____ Public Works		
_____ Parks & Recreation		
_____ Applicant	Fee Paid _____	Insurance provided _____
_____ File	Deposit Paid _____	Deposit returned _____

# City of Lewistown

## EVENT - PARADE – STREET CLOSURE POLICY

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### **An event deposit of \$100 will be required in the following situations:**

An event that allows animals. The applicant is responsible for cleanup after animals. If the clean up of animals is not done, then the City Manager will determine how much of the deposit will be returned to the applicant.

If barricades and signage are installed by the applicant. The barricades and signage must be returned in the same condition received. If there are missing or damaged items then, the City Manager will determine how much of the deposit will be returned to the applicant.

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### **An event fee of \$100 will be required in the following situations:**

An event that causes the City to incur overtime will be expected to pay the \$25 permit fee and the \$100 event fee. In some instances, these types of events may be required to pay a \$100 deposit.

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### **Insurance:**

The City of Lewistown requires that an Event permit holder have their own liability insurance policy.

Minimum amounts are \$750,000 per claim and \$1,500,000 per occurrence

The City of Lewistown must be named as an additional insured for the event or activity for which the event permit is issued.

A copy of the insurance policy Certificate of Insurance must be attached to the Event use permit prior to final approval.

If alcohol is consumed or served at the event, then a host liquor liability of not less than \$1,000,000 is required.

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### **Miscellaneous items:**

The applicant must be in good standing status with the City of Lewistown to make application for an event.

Accident reporting: In the event of an accident or emergency, the applicant is required to complete a City of Lewistown incident report and submit to the City Clerk's office within 24 hours of the accident.

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\*Any person residing outside of Fergus County