

CITY OF GILLETTE
3RD STREET PLAZA
STREET CLOSURE APPLICATION

NAME OF APPLICANT:	
ADDRESS:	
PHONE NUMBER:	
EVENT:	
DATE OF CLOSURE:	TIME OF CLOSURE: <input type="text"/> a.m./p.m. TO <input type="text"/> a.m./p.m.
Has the event been scheduled with the Gillette Main Street Committee Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, Applicant must schedule the event, prior to City Council Consideration)	
INSURANCE INFORMATION	
APPLICANT'S INSURANCE CARRIER: _____	APPLICANT'S INITIALS <input type="text"/>
(An INDIVIDUAL or ORGANIZATION must obtain general liability insurance coverage, naming the CITY as an additional insured; minimum coverage: \$500,000) CERTIFICATE PROVIDED <input type="checkbox"/>	
DOES THE EVENT INCLUDE ALCOHOL? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, an alcohol permit is required from the City Clerk's Office
The City will provide up to ten (10) roll-out containers per event (96 gallon residential style). (Additional roll-out containers will be provided at a rate of \$10 per container - SEE DETAILS BELOW.) TOTAL NUMBER OF ROLL-OUTS REQUESTED FOR EVENT: <input type="text"/>	
Quantity of Electrical Outlets Requested (Max. 12) <input type="text"/> X \$10.00 <input type="text"/> \$ TOTAL	Additional Roll-out Garbage Containers QTY <input type="text"/> X \$10.00 <input type="text"/> \$ TOTAL
APPLICANT SIGNATURE:	DATE:
APPROVALS	
POLICE DEPARTMENT:	
SIGNATURE _____	DATE: _____
PUBLIC WORKS:	
SIGNATURE _____	DATE: _____
ENGINEERING:	<input type="checkbox"/> NOT APPLICABLE
SIGNATURE _____	DATE: _____
CLERK'S OFFICE	
SIGNATURE _____	DATE: _____
CITY COUNCIL	
APPROVAL DATE:	DENIAL DATE:

For emergency assistance call 911. For non-emergency assistance call 686-5250

FEES AND EXPENSES FOR 3RD STREET PLAZA

Electrical Expenses: \$10 per electrical outlet (Payable to the City at the time the Street Closure Application is submitted, prior to the event)

Garbage Disposal & Associated Expenses: The City will provide up to ten (10) roll-out (96 gallon residential style) containers for any event scheduled in advance with the Gillette Main Street for each event. If more roll-outs are required for any single event, there will be an additional charge in the amount of \$10.00 per roll-out container provided by the City. The individuals or organizations holding a special event shall be responsible for arranging for the placement of roll-out (96 gallon residential style) containers for their event. Individuals or organizations holding an event may choose to obtain garbage disposal from another source, at their sole expense. Any clean up associated with the event or activity occurring at the Plaza shall be the responsibility of the party reserving the Plaza.

City Restroom Facility: The restroom facility located at the Plaza will be open for use during scheduled events no later than 8:00 a.m. on the morning of the event, and will be closed at 5:00 p.m. Should it be necessary to extend the hours of operation of the restroom facility, **Gillette Main Street shall provide notice of the extended hours at least two (2) days in advance of the scheduled event.** The individuals or organizations reserving the Plaza shall be responsible for ensuring that the bathrooms are returned to their pre-event condition. The failure to return the restroom to the same condition it was in prior to the event may result in the imposition of cleaning costs upon the individual or organization reserving the Plaza. The applicant can contact the Public Works Department, Monday thru Friday, 7:00 a.m. to 4:00 p.m. at 686-5320, for a clean-up kit.

Portable Restrooms: The Gillette Main Street shall determine the need for any additional portable restrooms that may be required as a result of the size and nature of the event. The Gillette Main Street shall convey this information to the individual or organization reserving the Plaza so that appropriate temporary facilities are provided at the Plaza. The City **shall not** be responsible for providing portable restrooms nor responsible for the costs thereof unless otherwise agreed to in writing.

Street Barricades: The City shall provide portable barricades to be used to close the Plaza to motor vehicle traffic during any scheduled event. The City **shall not** be required to place the barricades prior to the event or street closure, or to remove them at the end of any event or street closure. The individuals, entities or organizations reserving the Plaza will be responsible for the placement and removal of the barricades. First time applicants must contact the Public Works Department at 686-5320, between 7:00 a.m. and 4:00 p.m., Monday thru Friday, for barricade placement instruction.

Damages to Restrooms, Public Property and the Plaza: Any individual, entity or organization agrees to be responsible for any property damages arising from any event held by them at the Plaza.

Insurance Requirements: Any individual or organization seeking to reserve the Plaza shall be required to obtain general liability insurance coverage, naming the CITY as an additional insured, against any personal injury, property damage or other injuries, arising from any event, in the minimum amount of five hundred thousand dollars (\$500,000.00).

Applicant Signature

Date

