

LIVINGSTON CITY COMMISSION ADDENDUM #2

REGULAR MEETING 07.06.2021

ADDENDUM TO ACTION ITEMS:

On August 17th, the Owl Lounge in Livingston will be hosting a PBR after party in the parking lot of American Bank, immediately following the PBR. The Owl seeks a temporary waiver of city codes enforcement allowing them to host the event from 10 p.m. to midnight.

- A. DISCUSS/APPROVE/DENY: The Owl Lounge request for waiver of enforcement of city code Article I, Section 10-5, C, allowing the playing of live music until midnight.

- B. DISCUSS/APPROVE/DENY: Owl lounge request to grant a special exception to Livingston City Code Article II, Section 10-7, C, entitled Carrying Open Containers in public, by waiving enforcement of city code during this event, limited to the boundaries of the American Bank Parking lot.

ATTACHMENTS:

Completed Special Event Permit Application

City of Livingston Special Event Permit Application

The City of Livingston Special Event Permit Application applies to City of Livingston Streets, Facilities, Parks and Trails; this does NOT include private property. Completed applications must be submitted at least 6 weeks prior to the event date. (8 weeks if requesting fee waivers, see Section 7 for eligibility)

Applications are not considered complete until the following items have been submitted:

- Signed Application
- Non-refundable application fee: \$50 resident / \$80 non-resident
- Refundable Deposit if utilizing any COL equipment or Facility
- Proof of Liability Insurance
 - \$1,500,000 and \$750,000 per occurrence
 - Fire Casualty and Property loss insurance on the premises in the minimum amount of \$500,000.00 with a loss payable provisions to the City.
- Proposed maps/layout of event
 - If run/walk, include locations of water stations/volunteers/traffic control devices

Application Information (should also serve as the event day contact)

Renter/Contact Name: Patrick McCutcheon/ Celesta Hallam

Organization: The Owl lounge

Email Address: cece_hallam@yahoo.com

Tax ID Number: 85-2121411

Address: 110 N. 2nd St.

City, State, Zip: Livingston, MT 59047

Mobile Phone: 4062240510 Cece

Work Phone: 406-599-3436 Patrick

Group insuring event: Revo Alliance / The Owl Lounge

Insurance Company: Revo Alliance

Policy Number: GLL-03974

Insurance Agent: Korey Maple

Insurance Phone: 605-225-3770

Insurance Address: 5325 US 12 Sioux Falls, SD 57401

Event Information

Name of Event: PBR after party

Date of Event: 07/17/2021

Event Type: Outdoor music

Approx # of Attendees: 75

Proposed Route(s) and/or Map(s) Attached: NO

Time(s) of event: Music from 8 to midnight

Set up Begins: 3pm July 17th

Event Begins: 8pm July 17th

Event ends: midnight

Cleanup Complete: 3 am on July 18th

Please provide a brief description of your event: *(use additional sheet if you need more space)*

The Owl will be hosting the PBR after party. Given our smaller venue, we are planning on renting the American Bank back parking lot. We will set up a band over there and have an outdoor beer booth and an outdoor bar. We desire for music to be allowed till midnight since the PBR doesn't get done until 10pm. We will have people at all doors and entrances checking identification and our bartenders will do the same if they feel the need to verify.

Open Container Downtown Request
Sound Ordinance extension request

Please identify any safety / security issues:

We will have extra staff checking IDs and also keeping crowd control.
All documents will be submitted upon approval.

Do you plan for your event to:

Have food: No If yes, have you contacted the Park County Sanitarian at 406-222-4145 and followed all requirements?

Accumulate waste: If yes, please notate your disposal plan (We recommend 1 – 96 Gallon can per 200 people):

no USE OWL DUMPSTERS

The City of Livingston will supply additional trash cans for your event, if utilizing, please notate quantity:

_____ Mon – Fri, 7am – 4pm: \$20 for first can; \$10 per additional can

_____ Mon – Fri, 4pm-10pm; Saturday & Sunday: \$30 for first can; \$15 per additional can

Need restrooms: If yes, how do you plan to accommodate? (We recommend one toilet per 250 people)

no USE @ THE OWL

Need electricity: If yes, what for and what source do you plan to use?

yes we will use outlets on covered bank drive through wall

Utilize parking: If yes, how do you plan to accommodate?

Utilize City park/facility/space: If yes, please name the space and provide record of reservation. Contact the Recreation Department at 406-223-2233 to reserve.

We may put up small pop up tents over beer booths

Use a stage, bleachers, tents or other temporary structures:

If yes, please attach a drawing of proposed location(s) and sizes. \$30 irrigation locate fee applies when in parks.

***Utilize Cones, A-frames or Barricades from the City of Livingston:**

Candlestick Cones: _____ @ \$3 each A-Frames: _____ @ \$7 each Barricades: _____ @ \$12 each

Construction Fencing: _____ @ \$15 / 100 feet

**When rented individually these items do require a \$100 refundable deposit upon return of items*

Street Closure: If yes, please notate number of streets* in accurate space provided as well as on the route map

_____ Mon – Fri, 7am – 4pm: \$110 each (up to 2 streets) \$50 per street over 2

_____ Mon – Fri, 4pm-10pm; Saturday & Sunday: \$200 each (up to 2 streets) \$100 per street over 2

**A street is considered one city block. Permit Holder understands responsibility to notify ALL residents / businesses affected by closure*

Alcohol to be served at event: Yes If yes, describe the location of sales, liquor license to be used and measures to insure proper ID for purchases and persons supervising the operation:

All bartenders are serve safe verified. We will have extra staff checking ID as well. We will have 1 or 2 beer booth/ outdoor bars in the parking lot area. The Owl will be using their liquor lic.

Liquor Liability Attached as described in Section 7

Proof of Alcohol Server Training as described in Section 7

} Pending @ later date

Requests for special animal policy considerations as described in Section 7:

If yes, please describe:

Will the event require camping or temporary housing: **No** If yes, have you the Park County Sanitarian at 406-222-4145 to set up a temporary housing plan and answer the following questions:

_____ Date(s) Camping will occur _____ Location of camp site(s) _____ Number of campers
_____ Number of tents _____ Location of tent(s) _____ Fire Ring(s) needed? *(must be authorized by Fire Dept)*

Please describe plan for water/sanitation facilities and parking:

Agreement to the City of Livingston Special Event conditions. Application hereby agrees to comply with the City of Livingston Special Event Conditions (Policy & Fee Schedule – Section 7). Upon signing this application, the applicant agrees not to violate any state or city codes in the presentation of the requested special event.

In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Livingston, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person from all liability claims, actions or judgements which may arise from the activity. Applicants also agree to obtain valid save or hold harmless agreements from all participants in its activity, protecting the City of Livingston from all losses arising out of its activity, including damages of any kind or nature.

I, Patrick McCutcheon hereby agree to the terms of insurance as set forth by the City of Livingston for my special event, and realize I must attach proof of insurance with this document in order for my application to be considered complete.

Patrick McCutcheon 06/24/2021

Responsible Party (must have authority to sign) Date

City of Livingston Parks & Recreation Date



Livingston Recreation Department
229 River Drive
Livingston, MT 59047
406-223-2233
rec@livingstonmontana.org
<http://www.livingstonmontana.org/>

Registration/Payment Receipt 29066198

06/24/2021 11:35 AM

Account Information

The Owl
Patrick McCutcheon
110 N 2nd Street
Livingston, MT 59047

Payment

Cash \$50.00

Received By

Maggie Tarr at Civic Center

Item	Amount Paid
Special Event Administration Fee - Resident	\$50.00
Subtotal	\$50.00
Total Payment	\$50.00

Thank you for reserving a facility with the City of Livingston

Reservation Status: A reservation is considered binding after The Facility Rental Agreement has been established and approved by City Personnel.

If a Special Event Application is required, the reservation is not considered binding until after all City departments have approved the Special Event Application. Rental applicants may not advertise until after this time.

Cancellation Policy: Deadline for cancellation is 7 days prior to your event. We cannot give refunds after the deadline. The City of Livingston will not be held responsible for emergencies that may arise that require the Civic Center, Band Shell or Gazebo area to be closed, i.e. floods, electrical outages, sewer backups, or any other unavoidable emergency situations. Should this occur, the rental fee and deposit will be refunded, unless the renter is able to reschedule the event. Notification of any emergency situation will be given to the renter as soon as possible.