

Town of Whitehall Event Rules and Regulations

1. **STREET CLOSURES** – All street closure requests must be made to the Town of Whitehall, a minimum of two weeks prior to the event. This is required to make sure the proper controls are in place for all traffic, vehicular and pedestrian situations. The following information is mandatory for approval:
 - a. Name of street(s) to be closed
 - b. Length of street(s) to be closed
 - c. Duration of closure
 - d. Permissions from appropriate agencies, i.e. - Montana DOT, and surrounding businesses
 - e. Alternate traffic routes
 - f. Appropriate controls such as signage, along the alternate traffic routes
 - g. An emergency action plan for access to and from the closed areas. This is to include law enforcement, fire and medical. This will include agency notification a minimum of two weeks prior to the event.

2. **STREET DANCES** –
 - a. These areas are to be barricaded with 4' construction, or similar, fencing
 - b. Wrist-bands, at a minimum of 1" wide and of a fluorescent color, will be required for easy identification, to be issued/sold to individuals of drinking age as verification that individuals are of legal drinking age. Age will be verified with a drivers' license or Montana ID card, or other legally accepted identification.
 - c. Any individual **without** an age verification wrist-band will be required to leave the controlled (barricaded) area by 22:00 hours, regardless of age. Emergency personnel, including law enforcement, are exempt from the wrist-band requirements while performing their duties.
 - d. Wrist-bands will be sold at establishments sponsoring the event.
 - e. Sponsors are required to provide security personnel to maintain control of the event. Unruly and/or individuals getting out of control are to be removed from the controlled area, with law enforcement assistance if needed.
 - f. **ONLY** plastic or aluminum containers are allowed in the controlled area. No coolers or outside beverages will be allowed to be brought in the controlled area.
 - g. All bars/liquor establishments sponsoring the event will be required to serve only plastic or aluminum for the duration of the event.

3. **CLEAN-UP PLAN** – A clean-up plan from the event sponsors will be required, to be in place, prior to the event, to effectively take care of any trash/messes created as a result of the event. Assistance from the Town may be provided at the Town's discretion.

4. **INSURANCE** - Event sponsors are required to submit, to the Town, a certificate of liability insurance with a \$1,000,000 limit, naming the Town as an additional insured. This is required prior to approval.
5. **COMPLIANCE** – Any event found not to be in compliance with any one or more of these regulations may be immediately shut-down by the mayor of Whitehall or local law enforcement.
6. These rules and regulations may be modified at any time as the Town determines need for. The Town will give notification, to any parties concerned, of any changes.

Please return this signed form, along with the required information, including an alternate traffic route plan (if applicable), emergency action plan, clean-up plan and a list of all sponsors involved to Town Hall, a minimum of two weeks prior to the event.

NOTE: Any event found to be non-compliant may be shut down by order of the Mayor or the Jefferson County Sheriff.

Event Sponsor

Date

Mayor, Mary Janacaro Hensleigh

Date

STREET CLOSURES

Event/Activity Requesting the Closure: _____

Name of street(s) to be closed: _____

Section of street(s) to be closed: _____

Date(s) and Time(s) of closure: _____

ADDITIONAL INFORMATION TO BE ATTACHED:

- Permissions from appropriate agencies, i.e. - Montana DOT (required for State Hwys), and surrounding businesses
- Alternate traffic routes
- An emergency action plan *for access to and from the closed areas*. This is to include law enforcement, fire and medical. This will include agency notification a minimum of two weeks prior to the event
- Appropriate controls such as signage, along the alternate traffic routes (sign placement may be noted on the emergency action plan)
- Clean-up plan
- Insurance Certificate naming the Town of Whitehall as an additional insured.

PLEASE NOTE: Appropriate signage is not the responsibility of the Town. Whitehall Public Works may be contacted to discuss appropriate signage at 490-6836