



*City of Elkhart*  
*city with a heart*

*City of Elkhart Board of Works*

*City of Elkhart Board of Parks and Recreation*

## **2020 Use and Event Permit Application**

*PERMIT APPLICATION PROCEDURES and REGULATIONS*

Questions

Board of Works

[Nancy.Wilson@coei.org](mailto:Nancy.Wilson@coei.org)

Parks

[ElkhartCityParksPermits@coei.org](mailto:ElkhartCityParksPermits@coei.org)

**USE AND EVENT PERMITS**

**SPECIAL SERVICES**

**229 SOUTH 2<sup>ND</sup> STREET, ELKHART, IN. 46516**

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## **USAGE PERMIT GENERAL DEFINITIONS**

**“EPRB”:** City of Elkhart Park & Recreation Board

**“BOW”:** Board of Public Works

**Participant:** Any individual who is identified by the Event Organizer, including but not limited to, a competitor, contestant, performer, exhibitor, invited guest, ticket holder, registrant, sponsor, and a participant entity’s employees, agents, and volunteers who are present at the event, and the Event Organizer and his/her/its employees, agents, and volunteers present at the event.

**Permittee:** Any member of the public who has been issued a permit pursuant to the Regulations, or any person authorized by such permit to conduct permitted activities.

**Route Map:** For all Walks, Runs, and Races/Timed events Permittees are required to create a detailed map showing the location for the proposed route for their event along with the Site Map. This should include all streets and parkways that the route will be using on the event date.

NOTE: Modifications may be made or required by the BOW.

**Site Map:** A detailed map showing the locations, dimensions, and route of the event. The Site Map must clearly show the location of the Start/Finish area, the portable toilet, sound systems, and vendor locations, etc. for the event. The Site Map is a required attachment for the online or printable Use & Event Permit Application. (For Walks, Runs, and Races a Route Map is required in addition to the Site Map)

**Venue:** Any City/ “EPRB” property available for use by a Member of the Public through a permit issued by the City/ “EPRB” including pathways and park roads.

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# City of Elkhart Board of Public Works and City of Elkhart Board of Parks & Recreation

## PERMIT APPLICATION PROCEDURES, REGULATIONS AND GUIDELINES

*“City Sponsored Events” are defined as events that the City is hosting and/or involved in its organization.*

### PROCEDURES

1. Applicants should pick a specific Venue and date for the event. Applicants are encouraged to pick an alternative Venue and/or date in the event an applicant’s first choice is not available.
2. All permit applications must be reviewed by the City of Elkhart Board of Works (herein after “BOW”), and/or the City of Elkhart Park & Recreation Board (herein after “EPRB”). Parks permit requests require both the “EPRB” and “BOW” approval.
3. **Incomplete applications will not be considered. All items in the application require a response.** All proposed activities and events are subject to the approval of the “BOW”. If you have questions, please email [elkhartcityparkspermits@coei.org](mailto:elkhartcityparkspermits@coei.org) or [Nancy.Wilson@coei.org](mailto:Nancy.Wilson@coei.org).
4. To be placed on the Park Board Agenda the cut off for applications will need to be received no later than the 1<sup>st</sup> of the Month.

We REQUIRE ninety days (3 months) prior submission of applications.

### SEE CHART FOR APPLICATION SUBMISSION DEADLINE AND PARK BOARD MEETING DATE

| Event Month<br>(Month Event to Take Place) | Application Deadline<br>(On or Before 1 <sup>st</sup> of Month) | Park Board Meeting Date<br>(Requestor <b>MUST</b> Be Present) |
|--|---|---|
| <b>April</b>                               | January 1 <sup>st</sup>   | January 21 <sup>st</sup>                                      |
| <b>May</b>                                 | February 1 <sup>st</sup>  | February 18 <sup>th</sup>                                     |
| <b>June</b>                                | March 1 <sup>st</sup>   | March 17 <sup>th</sup>  |
| <b>July</b>                                | April 1 <sup>st</sup>   | April 21 <sup>st</sup>  |
| <b>August</b>                              | May 1 <sup>st</sup>   | May 19 <sup>th</sup>  |
| <b>September</b>                           | June 1 <sup>st</sup>  | June 16 <sup>th</sup>   |
| <b>October</b>                             | July 1 <sup>st</sup>  | July 21 <sup>st</sup>   |
| <b>November</b>                            | August 1 <sup>st</sup>  | August 18 <sup>th</sup>                                       |
| <b>December</b>                            | September 1 <sup>st</sup>                                       | September 15 <sup>th</sup>                                    |
| <b>January</b>                             | October 1 <sup>st</sup>   | October 20 <sup>th</sup>                                      |
| <b>February</b>                            | November 1 <sup>st</sup>  | November 17 <sup>th</sup>                                     |
| <b>March</b>                               | December 1 <sup>st</sup>  | December 15 <sup>th</sup>                                     |

This process will give all persons involved time to submit all proper documentation needed and receive all associated permits required.

## 5. Board Meetings

**Board of Works** meetings are held each first and third Tuesday of the month (unless otherwise posted). All permit applications are subject to review and approval of the “BOW”.

**Park Board** meetings are held each **third** Tuesday of each month (unless otherwise posted). All applications are subject to review and approval from the “EPRD”, and “BOW”.

## 6. Applications- Where to obtain/submit

1. Online at the City website ([www.elkhartindiana.org](http://www.elkhartindiana.org)) and the “EPRB” website ([www.elkhartindiana.org/parks](http://www.elkhartindiana.org/parks)) or
  2. Municipal City Offices (3<sup>rd</sup> floor Board of Works) 229 South 2<sup>nd</sup> Street, Elkhart, IN 46516 or the “EPRB” Office, 1320 Benham Avenue, Elkhart, IN 46516.
  3. Submittal of the Use & Event Permit Application found online may be brought in person, or sent via email, mail, or faxed to 574-294-5471 (Nancy Wilson) or 574-522-7808 (Parks) to the “EPRB” Office (1320 Benham Avenue, Elkhart, IN 46516).
  4. Submittal of a Use & Event application does not grant a permit or confirmation to conduct the event.
  5. **The City of Elkhart and the “EPRB” are not responsible for any inconveniences caused by advertising done before an Event Permit is granted.**
7. The “BOW” reserves the right to require additional information/documentation. Failure to submit requested information or documentation in 30 days prior to the Use & Event Permit date may be cause for denial of Use & Event Permit.
8. The “EPRB” does not allow the use of Park Property for private use. i.e. golf cars, bleachers, tables and chairs, stages, risers, stanchions, or any other park amenity. These items are exclusive to City Organized Events only.
9. Applicants are required to submit a “Certificate of Insurance” in the amount of \$3,000,000 for bodily injury-\$300,000 property damage with the CITY OF ELKHART and/or the CITY OF ELKHART PARK AND RECREATION DEPARTMENT as an additional insured for the event and date(s) of all preparation for such event occurring on City/“EPRB” property. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the City/“EPRB” against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the “EPRB” may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the City/“EPRB” will survive the termination or expiration of the Permit. This certification is not required at the initial time of application, as it takes time to proceed. The applicant must submit the certification 30 business days prior to the date of the event. A Use & Event permit will not be issued if the Certificate of Insurance has not been received.

The “BOW” reserves the right to implement the \$5,000,000 General Aggregate and Per Occurrence outlined by Indiana Code Title 34. Article 13. Chapter 3 for events considered “high risk”. The type of events may include events with bounce houses, stages, or alcohol.

Reference West's Annotated Indiana Code Title 34. Article 13. Chapter 3.

**IC 34-13-3-4**

**Limitation on aggregate liability; punitive damages prohibited**

Sec. 4. (a) The combined aggregate liability of all governmental entities and of all public employees, acting within the scope of their employment and not excluded from liability under section 3 of this chapter, does not exceed:

(1) for injury to or death of one (1) person in any one (1) occurrence:

(A) three hundred thousand dollars (\$300,000) for a cause of action that accrues before January 1, 2006;

(B) five hundred thousand dollars (\$500,000) for a cause of action that accrues on or after January 1, 2006, and before January 1, 2008; or

(C) seven hundred thousand dollars (\$700,000) for a cause of action that accrues on or after January 1, 2008; and

(2) for injury to or death of all persons in that occurrence, three million dollars (\$3,000,000).

(b) A governmental entity or an employee of a governmental entity acting within the scope of employment is not liable for punitive damages.

*As added by P.L.1-1998, SEC.8. Amended by P.L.108-2003, SEC.2; P.L.161-2003, SEC.6; P.L.97-2004, SEC.114. July 1, 2003.*

10. Applicants are required to secure and submit to the "BOW" any and all amendments to the original application 30 days prior to the event date.
11. A Use & Event Permit will be issued upon receipt of all required/requested documents applicable to City, State, and/or Federal agencies and full payment. Separate payments may be required for the Parks Department and the Board of Works.
12. All event and applicant's guests, registrants and exhibitors are subject to, and must abide by all codes, rules, regulations, ordinances, statutes, and laws of the "BOW", "EPRB", the City of Elkhart, Elkhart County, the State of Indiana, and the United States of America.

## AMENITIES

- ❖ **The City of Elkhart, “EPRB”, or the “BOW” do NOT provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents, or canopies. Fencing, barricades, or other equipment may be available on a first come first served basis. Additional fees may apply in some circumstances.**
- ❖ Amenities and event features are provided at the sole expense and risk of Event Organizer.
- ❖ Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the “EPRB”, the City of Elkhart, and the State of Indiana, are at the sole expense and risk of the Event Organizer.
- ❖ All amenities must be removed at the end of the scheduled event.
- ❖ The City of Elkhart, “BOW” and the “EPRB” are not responsible for broken, damaged, or stolen property during an event. All such risks are the Event Organizer’s.

## ASSIGNMENT AND PERMIT INSPECTION

- ❖ Permit Applications and Permits are not assignable and are non-transferable.
- ❖ A copy of the Use & Event Permit must be present on-site for inspection.

## AVAILABILITY

- ❖ Based on availability and a first come first served basis.

## BARRICADES

- ❖ Applicants must obtain approval from the “BOW” for the use of any barricades during an event.
- ❖ Barricades for events involving road closures, must be authorized by the Public Safety Committee.

## CANCELLATION and INCLEMENT WEATHER

- ❖ All cancellations must be submitted in writing to the “BOW” (229 South 2<sup>nd</sup> Street, Elkhart, IN 46516 or [Nancy.Wilson@coei.org](mailto:Nancy.Wilson@coei.org)).
- ❖ All fees are non-refundable and non-transferable unless “BOW” determines otherwise.
- ❖ No rain dates will be issued. Refunds will not be granted for inclement weather unless the event was cancelled by the “EPRD” or the “BOW”.

## EMERGENCY ACTION PLAN

### PURPOSE

- A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by

organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.

- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

### **Basic Plan**

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as primary contact: first/last name:

Contact full name:

Contact cell number:

### **EVENT HOURS**

- ❖ Events are restricted to hours of public use for City or “EPRB” property as determined by City or Park Ordinances.

### **FEES AND FEE DEADLINES**

- ❖ All applicable fees will be due no later than 5 business days after final “BOW”/”EPRB Board approval.
  - Permit will be provided at that time.
- ❖ See current fee schedule for more information.

### **FIRE PROHIBITION**

- ❖ Unless expressly provided in a permit and subject to State of Indiana Laws, open fires of any nature are not permitted on “EPRB” property.
- ❖ § 96.28 FIRES.
  - (A) No person shall kindle, build, maintain or use a fire except in fireplaces provided for the purpose or under special permit.
  - (B) Any fire shall be continuously under the care and direction of a competent person over 18 years of age from the time it is kindled until it is extinguished, and no fire shall be built within 10 feet of any tree or building, or beneath the branches of any trees or in any underbrush. No person shall throw away or discard any lighted match, cigar or cigarette in any park or park-street. (1979 Code, § 96.25) (Ord. 3215, passed 6-16-1980)
- ❖ IDEM 626 IAC 4-1 IC 13-17-9
  - According to state law, these rules MUST ALWAYS be followed:
    - Only clean wood products may be burned. Wood products coated with stain, paint, glue or other coatings are not safe to burn.
    - Burning must be done during safe weather conditions, not during high winds or on pollution alert days or ozone alert days.
    - Fires must be attended until completely extinguished.
    - Burning must be done during daylight hours and extinguished prior to sunset.

- Fire Fighting equipment adequate for the size of the fire must be nearby.
- Material may ONLY be burned in a noncombustible and ventilated container, such as a metal drum with enclosed sides and bottom. BURING ON THE GROUND IS ILLEGAL.
- Open burning is not allowed in mobile home parks, apartment or condominium complexes or buildings of more than four dwelling units.
- Fires MUST BE EXTINGUISHED if they create a fire hazard, nuisance, pollution problem or threat to public health.
- Burning MUST COMPLY with all other federal, state and local laws, rules and ordinances.

## INFLATABLES

- ❖ Where inflatables are permitted, additional insurance may be required by the responsible vendor.
- ❖ Park properties do not allow inflatables.

## NOISE-AMPLIFIED SOUND

- ❖ Subject to the provisions of “BOW”/“EPRB” ordinance, amplified sound is not permitted in parks without a permit. Permits shall limit the use of amplified sound between the hours of 8:00 am and 10:00 pm unless otherwise expressly authorized by the “BOW”/“EPRB”.
- ❖ Amplified sound must be directed away from residences and must comply with the City of Elkhart regulations.
- ❖ The proposed location of the sound system, direction of sound and location of all speakers must be identified on the Site Map.

## PARKS AND RECREATION EVENT REGULATIONS

- ❖ Event Organizers are **not permitted** to sell merchandise.
- ❖ Event Organizers are **not permitted** to fundraise on “EPRB” property.
- ❖ Event Organizers **must adhere to and promote** to attendees the proper rules that govern Park property.
  - NO SMOKING on City of Elkhart or “EPRB” property is allowed.
  - NO CONSUMING of ALCOHOL on City of Elkhart or “EPRB” property is allowed.
- ❖ Event Organizers assume the risk of any and all costs and expenses incurred promoting and marketing events.
- ❖ **Event set up and tear down must be within the requested hours for Park usage. Portable toilets must be removed as soon as possible (48-hour maximum time limit)**

## PORTABLE TOILETS

- ❖ All portable toilets must be clearly identified on the approved Site Map designating all locations prior to delivery.
- ❖ ADA accessible toilet(s) are required by law.

- ❖ At least one, centrally placed ADA portable toilet must be accessible for public events.
- ❖ Hand washing stations are also required.

**This following also applies to Portable Toilets at Sites and Facilities:**

- **R212.3 Public Toilet Facilities.** Public toilet facilities shall comply with sections 206.2.4 and 603 of Appendix D to 36 CFR part 1191. At least one fixture of each type provided shall comply with sections 604 through 610 of Appendix D to 36 CFR part 1191. Where multiple single-user public toilet facilities are clustered at a single location, at least 5 percent, but no less than one, of single-user toilets at each cluster shall comply with R212.3 and shall be identified by the International Symbol of Accessibility complying with R411.

**PROPERTY RIGHTS**

- ❖ The Use & Event Permit does not grant the permit holder with any property rights to City/"EPRD" property.
- ❖ The Use & Event Permit does not grant the permit holder the right to restrict access and use of any member of the general public on City/"EPRD" property.

**PUBLIC ASSEMBLY PERMIT**

- ❖ When groups over 25 in number are assembled in an open space a public assembly permit is required.
  - Exceptions would include, Park Pavilions and other such building structures.

**SECURITY**

- ❖ The need for security during the event is at the sole expense of the Event Organizer.
- ❖ Applicants should clearly state what security service is needed at the event (Examples, Road Closure, Risk Assessment, etc.).
- ❖ The "BOW" will have final determination.

**SIGNAGE**

- ❖ Fastening, stapling, or attaching any rope, sign, banner, flyer, or other object to City/"EPRB" property including but not limited to any tree, shrub, or park feature (including existing City/Park signs) without approval expressly provided in a "BOW"/"EPRB" permit is strictly prohibited.
- ❖ All signage must be removed from City/"EPRB" property at the conclusion of the event. Any signs left on City/"EPRB" property after the event will be subject to disposal and/or additional clean up fees and fines.

The use of spray chalk or spray paint is **not permitted** on City/"EPRB" property and any damage as a result of such use will result in additional fees to repair the damage.

## STAGES/PLATFORMS

- ❖ Any stage or platform must be provided by the event sponsor.
- ❖ Stages must meet required specifications, for wind, weight, etc.
- ❖ Outdoor Festival and Fair stages must follow Indiana Building and Fire State Codes
  - Reference website [www.in.gov/dhs/2376.htm](http://www.in.gov/dhs/2376.htm).

## STREET CLOSURE AND SPECIAL USE

- ❖ Any individual or group planning an event can request a street closure through the permit process.
- ❖ All street closings or park drive closings will only be considered in accordance with the rules, regulations, and procedures for all Use & Event permits.

## TENTS AND CANOPIES

- ❖ Any tent that is over 400 square feet (20 ft. X 20 ft.) would require a permit from the City and an inspection by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

### Permit Center Information

- All tents require a **tent zoning clearance** and some may require a building permit. Use the new **tent zoning clearance** form only. A building permit may also be required.
- The zoning clearance fee is \$50 if **no** building permit is required (if tent size is 750 square feet or less). The total fee is \$90 if a building permit is required, based on the 750 or greater square foot tent size. If the “tent” is a canopy (no sides) and is less than 1,500 square feet, no building permit is required.
- To obtain a Tent Permit:
  - Permit Center-229 South 2<sup>nd</sup> Street, Elkhart, IN 46516 (1<sup>st</sup> floor)-294-5471
- ❖ In locations where staking of tents or canopies are necessary, having the ground marked by underground utilities (electric, gas, water) is required.
  - The Event Organizer is responsible to call two days prior to their event to set up such inspections.
    - Call 811
- ❖ All tents and/or canopies must be clearly identified on the Site Map with the location and size and dimensions of each tent.
- ❖ The Event Organizer is liable for any and all damage caused to City/“EPRB” property/facility and must obtain approval from the “BOW” prior to installation.
- ❖ The City of Elkhart and the Board of Works may require a conditional use permit based on the size of the tent or canopy.

## TRASH/RECYCLING/CLEAN-UP

- ❖ All events are **ENCOURAGED** to recycle all recyclable waste and provide attendees with a recycling container.
- ❖ All events are required to leave the space clean and free of trash and debris.
- ❖ Event Organizers may request additional waste receptacles if they feel the necessity.

## VEHICLES

- ❖ Unless expressly provided in a permit, no vehicles are permitted on City/"EPRD" property except on roads and parkways designated for public transportation.
- ❖ This prohibition shall not apply to the use of motorized wheelchairs and scooters.
- ❖ Any vehicle pass that has been provided by the applicant must be clearly displayed on the dashboard of each vehicle in the designated area.
- ❖ Any vehicles not properly displaying the appropriate vehicle pass are not permitted and may result in the issuance of a warning and/or citation and/or towed from City/"EPRB" property.

Questions or needed information concerning permits from the Board of Works may be directed to Nancy Wilson at 574-294-5471-ext. 1055.

Email: [Nancy.Wilson@coei.org](mailto:Nancy.Wilson@coei.org)

Questions or needed information concerning permits from the Parks may be directed to 574-295-7275.

Email: [ElkhartCityParksPermits@coei.org](mailto:ElkhartCityParksPermits@coei.org)

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# Elkhart Board of Works & Parks and Recreation 2020 USE & EVENT PERMIT APPLICATION

229 South 2<sup>nd</sup> Street  
Elkhart, IN 46516  
Phone: (574) 294-5471

Date Received: \_\_\_\_\_

INSTRUCTIONS: Please carefully read the "Event Procedures & Guidelines" sections before completing this application.  
Incomplete applications and/or applications without the required application fee will not be processed.

EVENT NAME: \_\_\_\_\_ DATE(S) REQUESTED \_\_\_\_\_

LOCATION/VENUE REQUESTED \_\_\_\_\_

LOCATION/VENUE 2<sup>ND</sup> CHOICE REQUESTED \_\_\_\_\_

OFFICE USE: DATE/VENUE AVAILABLE      No      Yes

## APPLICANT INFORMATION

NAME OF APPLICANT \_\_\_\_\_

NAME OF EVENT ORGANIZER/PRODUCER \_\_\_\_\_

PRODUCTION COMPANY/ORGANIZATION \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT/UNIT/SUITE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ FAX \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EVENT DAY ON-SITE CONTACT \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization?

(Please check No or Yes Below)

No    Yes   **→** Name of Organization: \_\_\_\_\_

NAME OF SPONSORING ORGANIZATION CONTACT \_\_\_\_\_ SPONSORING ORG. CONTACT PHONE \_\_\_\_\_

ADDRESS OF SPONSORING ORGANIZATION \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Additional Documentation Required: If you checked "Yes" above, please submit an endorsement letter from the organization (on their official Letterhead) on whose behalf you are organizing this event.

Is the sponsoring organization a 501(c) (3)?

(Please check No or Yes below.)

No    Yes   **→** Please attach current verification of 501(c) (3) status

Does the sponsoring organization have an ST-105, General Sales Tax Exemption Status?

(Please check No or Yes below.)

No    Yes   **→** Please attach current verification of ST-105 status

FEDERAL TAX ID # \_\_\_\_\_

## EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Additional Information Required: If your event includes multiple days and/or varying times, please attach a schedule.

|   |                                    |
|---|------------------------------------|
| SET-UP TIME(S)  | TEAR-DOWN                          |
| From: _____ To: _____   | From: _____ To: _____              |
| EXPECTED NUMBER OF PARTICIPANTS: _____                                    |                                    |
| If event is reoccurring, please submit past number of participants below. |                                    |
| 2019 NUMBER OF PARTICIPANTS: _____  | 2018 NUMBER OF PARTICIPANTS: _____ |

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?  
(Please check No or Yes below.)

No     Yes    Event Name: \_\_\_\_\_  
 Location: \_\_\_\_\_ Date: \_\_\_\_\_

### EVENT DESCRIPTION

Please check what type of event this is (Check all that apply) and write a brief description of your event.

Walk/Run       Cultural Event       Other event, please describe:  
 Art Fair/Festival       Public Rally/March      \_\_\_\_\_  
 Concert/Performance       Bike Ride      \_\_\_\_\_  
 Service      \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

### PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

- No Fundraising Allowed
- No Bounce Houses Allowed
- No Admission Fees Allowed

## EVENT LOGISTICS

All event logistics are subject to the approval of the "EPRB". Additionally, certain event features such as street closures and the separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or email Nancy.Wilson@coei.org

### FOOD AND NON-ALCOHOLIC BEVERAGES:

Are you requesting permission to serve and/or sample food and/or beverages?

(Please check the appropriate response.)

No  Yes, to the participants only  Yes, to the general public

**No Food or Alcoholic Beverages may be sold on Park Property.**

If applicable → Name of Caterer/Vendor: \_\_\_\_\_

IF YES, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department.

Indicate location where food/beverages will be served on the Site Map.

### TENTS AND CANOPIES

If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Event Organizer is responsible for any damage caused to City/Park property/facility and must consult "BOW" prior to installation.

#### Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

No  Yes → Number of Tents/Canopies: \_\_\_\_\_

→ Tent/Canopy Size(s): \_\_\_\_\_

(If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size.)

The following is required for tents over 400 square feet (20 ft. X 20 ft.):

Require inspections by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2

Utilities must be marked. Call 811 for Utilities to mark tent area.

**Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South 2<sup>nd</sup> Street, Elkhart-574-294-5471 ext. 3005**

Additional Documentation Required: If you checked "Yes" above, please indicate the number of tents with the corresponding size.

Document with this information may be attached. All tents and/or canopies must be indicated on the Site Map.

### VEHICLES

Are you requesting permission to operate staff/supply vehicles on City/"EPRB" service roads for delivery of equipment, supplies or catering/vending?

No  Yes → Number of Vehicles: \_\_\_\_\_

→ Vehicle Description(s): \_\_\_\_\_

Are you requesting permission to retain vehicles on-site for the duration of the event?

No  Yes → Number of Vehicles: \_\_\_\_\_

→ Vehicle Description(s): \_\_\_\_\_

**STAGES/PLATFORMS (provided by the requestor)**

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. Will your event include the installation of stages/platforms? The location of the stages/platforms must be approved by the "BOW".

(Please check No or Yes below.) **NO STAGES ARE PROVIDED OR AVAILABLE FROM THE CITY OF ELKHART OR ITS DEPARTMENTS.**

*\*May require additional insurance.*

No  Yes  Number of Stage(s): \_\_\_\_\_  
 Stage Description(s): \_\_\_\_\_

Stage Owner \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: Street, City, State, Zip \_\_\_\_\_

Stage Specs will be required.

**Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of stages/platforms on the Site Map.**

**PORTABLE TOILETS**

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached. All portable toilets must be removed from City/"EPRB" property on within 48 hours of event (if event is on a Saturday or a Sunday, portable toilets must be removed that following Monday). The location must be approved by the City/"EPRB".

**ADA compliant toilets are required for Public Gatherings.**

No  Yes  Number of Portable Toilets: \_\_\_\_\_ **AND** Number of Accessible ADA Portable Toilets: \_\_\_\_\_  
 Company/Description(s): \_\_\_\_\_

**Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of portable toilets on the Site Map**

**FENCING**

Will the event include the installation of event fencing by the Event Organizer? The location of the fencing must be approved by the "BOW"/"EPRB". (Please check No or Yes below.)

No  Yes  Description: \_\_\_\_\_

**May require a call to 811 for location marking of Utilities. Buildings and Grounds must also approve to make sure sprinkler lines are not in jeopardy.**

**EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control**

Will the event require Emergency Support Services? (Please check No or Yes below.)

No  Yes  \_\_\_\_\_

Number of Emergency Management Staff Requested

- \$50.00 Minimum of two Event Personnel \_\_\_\_\_
- \$25.00 Event Personnel each per event \_\_\_\_\_

**Total Cost \$ \_\_\_\_\_**

**Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of personnel and where they should be located on the site map. A separate meeting may be required with the Emergency Management Personnel.**

## FIRE DEPARTMENT

EMERGENCY MEDICAL SERVICES REQUESTED: Please indicate what services you are requesting. Mark all that are requested:

No  Yes → \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

- Ambulance(s)                      Number Requested \_\_\_\_\_
- Medic Kubota
- Fire Truck
- First Aid Station

Please indicate your reason that a Fire Truck may be needed at your Event. **Please include any special requests.**

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Additional Information May Be Required.

## BUILDINGS AND GROUNDS

FENCING: The following are available for a fee. Mark all that are requested:

- Event Fencing      Number of Sections Requested \_\_\_\_\_      Other \_\_\_\_\_
- Snow Fencing      Number of Feet Requested \_\_\_\_\_      Other \_\_\_\_\_
- Additional fees may apply.**      Other \_\_\_\_\_

### WASTE RECEPTACLES

Will the event require additional waste receptacles? The location of the waste receptacles must be approved by the "BOW"/"EPRB".

(Please check No or Yes below.) **Additional fees may apply.**

No  Yes → \_\_\_\_\_

Will the event require Buildings & Grounds to set up or deliver other equipment? If Yes, please list below.

(Please check No or Yes below.)

No  Yes → \_\_\_\_\_

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

## PARKS DEPARTMENT

EQUIPMENT REQUESTED: **Must be Park Board Approved.**

No  Yes → \_\_\_\_\_

- Golf Cars                      **ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)**
- Risers                              **ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)**
- Stage                              **ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)**
- Trailer (tables/chairs)      **ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)**

**NOTE: Bleachers and Stages are not available for public or private use.**

City Departments Only may request the use of these items.

## POLICE DEPARTMENT

POLICE SERVICES: Please indicate what services you are requesting. Mark all that are requested:

No  Yes  \_\_\_\_\_

Please indicate why you feel Police presence may be needed at your Event.

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Additional Information May Be Required.

## STREET DEPARTMENT

STREET CLOSURES: Will you be requiring closure of City streets for your event?

No  Yes  \_\_\_\_\_  
Please mark all that may apply:

Street Closed From: \_\_\_\_\_ To: \_\_\_\_\_

Additional Documentation Required: If you checked "Yes" above, please clearly indicate the number of fencing on the site map.

## OTHER STRUCTURES

Will your event include other structures not identified above? The location of all other structures must be approved by the "EPRB".  
(Please check No or Yes below.)

No  Yes  Number of Structures: \_\_\_\_\_  
 Description(s): \_\_\_\_\_

Additional Information Required: If you checked "Yes" above, please indicate the location of all stages/platforms, portable toilets, fencing, barricades and all other structures on the Site Map. Ordering of all equipment must be done by the Event Organizer.

## BOARD OF WORKS PERMITS

(Please check No or Yes below) If yes, please provide additional information as requested below. Document(s) with this information may be attached.  
Are you requesting the use of City Plaza?

Water:

- Yes  
 No

Electric:

- Yes  
 No

Plaza Sign:

- Yes  
 No

Sign Information: \_\_\_\_\_

Bridge Banner:

- Yes  
 No

Please indicate location:

- \_\_\_\_\_ Bridge Banner- North Main Street  
\_\_\_\_\_ Bridge Banner – Johnson Street  
\_\_\_\_\_ Benham Street Spanning Banner

## NOISE ORDINANCE

Will the event require an exception to noise by the Event Organizer?

(Please check No or Yes below.)

No  Yes  Reason: \_\_\_\_\_

Parade and Special Exception to Noise Ordinance:

- Yes  
 No

Public Assembly and Special Exception to Noise Ordinance:

- Yes  
 No

Special Exception to Noise Ordinance:

- Yes  
 No

Persons or entities affected by this special exception:

\_\_\_\_\_  
\_\_\_\_\_

What measures will be taken to mitigate the impact on surrounding persons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## EMERGENCY ACTION PLAN

### PURPOSE (Required for all Applicants)

- A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
  - B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.
- 

### BASIC PLAN

- A. The emergency action plan event representative will be identified as the point of contact for all communications regarding the event. This person is identified as primary contact:

**Contact full name (first/last name):**

**Contact cell number (area code plus number):**

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## EVENT MAPS

### SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, race event and/or the set-up area of a festival or cultural event. The Site Map should indicate the relative location of the following; all sources of amplified sound and direction of sound; tents and canopies with sizes, stages, promotional vehicles, portable toilets, fencing, barricades, and other structures; proposed driving paths for all equipment and supply vehicles; location of vehicles you wish to retain on "EPRB" property during the event; locations of food and proposed street closures. All site Maps are subject to the approval of "EPRB".

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### ROUTE MAP (Runs, Walks, Bike Rides)

All events that include a run/ walk, or other activity in which participants will be following a course will be required to attach a Route Map and a written document of the proposed route of the event. All proposed Route Maps are subject to the "EPRB" approval. The use of any outside the Parkways or parks such as City streets must be approved by the Board of Public Works.

For a more detailed Route Map, it is recommended to use mapmyrun.com (this is a free website), Bing maps or Google maps

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Thank you for completing your Special Use Permit Application. Before you submit your application please make sure that the following steps have been completed:

Have you?

- Signed and dated your application?
- Attached your event site map? (and route map if a run/walk event)
- Attached your emergency action plan?
- Provided all documents and information as requested throughout the application? ST-105, 501 (c) (3), etc.
- Certificate of Insurance (Made out to the following, see attached sample)
- Tent Permit if applicable

Certificates of Insurance should include the following under additionally insured:

Civil City of Elkhart  
Elkhart Park Board for and on behalf of Parks & Recreation  
1320 Benham Avenue  
Elkhart, IN 46516

Civil City of Elkhart  
229 South 2<sup>nd</sup> Street  
Elkhart, IN 46516

Submit your completed application to:

For Parks:

For Board of Works:

City of Elkhart Parks & Recreation Board  
Use & Event Permitting  
1320 Benham Avenue  
Elkhart, IN 46516  
Phone (574) 295-7275  
Email:elkhartcityparkspermits@coei.org

City of Elkhart Board of Public Works  
Use & Event Permitting  
229 South 2nd Street  
Elkhart, IN 46516  
Phone (574) 294-5471 ext. 1055  
Email:Nancy.Wilson@coei.org

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## INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS and/or the BOARD OF PARKS AND RECREATION, I hereby release, discharge, indemnify, protect and hold harmless the City of Elkhart, Indiana, and all of its agents, officials, and employees, of and from any and all claims, demands, damages, both compensatory and punitive, actions, causes of actions, costs, loss of services or consortium, and any expenses incurred for all personal injury or property damage sustained by me or any third party arising out of or in any way involving the use of the City's property during the event. I further agree to indemnify, protect, and hold harmless the City of Elkhart from any and all claims and causes of action, including attorney fees, caused by my negligence or willful conduct that is in any way related to the use of the City's property. I am more than 18 years of age and am fully competent. I have read in full this agreement and understand and agree to all of its terms and conditions. I have signed this instrument voluntarily and with full knowledge of the fact that I am waiving and releasing any and all claims for myself that may subsequently arise, regardless of their nature and extent. Furthermore, if signed on behalf of an entity, I swear and affirm that I am duly authorized to execute this INDEMNIFICATION, WAIVER AND RELEASE on behalf of the entity.

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## APPLICANT SIGNATURE

I have read the terms and conditions outlined in this document and the City of Elkhart, City of Elkhart Board of Works and the City of Elkhart Park & Recreation Board Code of Ordinances and agree to abide by them.

Unless expressly provided for in the permit, Use & Event Permits do not grant the permit holder with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

I agree to be bound by the above terms as a condition to the issuance of a Special Event Permit. All payments are due upon the BOW and EPRD final approval.

**THIS DOCUMENT CONTAINS A RELEASE OF ALL CLAIMS AND A WAIVER OF RIGHTS. I HAVE CAREFULLY READ ALL OF ITS TERMS AND RETAINED A COPY OF THIS DOCUMENT FOR MY OWN RECORDS.**

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PRINTED NAME OF APPLICANT

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SIGNATURE OF APPLICANT

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DATE

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WITNESSED: Clerk of the Board  
Nancy Wilson

Date \_\_\_\_\_

**APPROVED: BOARD OF PUBLIC WORKS**

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President

Date \_\_\_\_\_

**RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)**

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President or Secretary

Date \_\_\_\_\_