

PARK BOARD AGENDA



MEETING SCHEDULE

Tuesday, July 18, 2023, at 5:00 pm
Council Chambers
229 S. 2nd Street, Elkhart, IN 46516

CALL TO ORDER

1. ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- June 20, 2023
- July 5, 2023

4. APPROVAL OF FINANCIALS

- Claims - \$
- Donations – \$1,100 + Material Donations
- Grants - \$0

5. NEW BUSINESS MATTERS

- a. Entertainment Contracts

6. OLD BUSINESS

- a. None

7. USE AND EVENT PERMIT

- a. Community Unity Back to School Day – August 13, 2023 – McNaughton Park
- b. Safe Haven Donation Day – August 15, 2023 – High Dive Pavilion
- c. Riding to Remember – September 10, 2023 – Requesting use of Park Dept. Stage
- d. Waggin' in the Woods – September 24, 2023 – Requesting use of risers
- e. Island of Blues – September 16, 2023 – Island Park

8. DEPARTMENT REPORT

9. CORRESPONDENCE

- a. None

10. PUBLIC INPUT/PRIVILEGE OF THE FLOOR

ADJOURNMENT

NEXT REGULAR PARK BOARD MEETING AUGUST 15, 2023, COUNCIL CHAMBERS.
FINANCIALS ONLY MEETING AUGUST 1, 2023, PARKS OFFICE

City of Elkhart Parks & Recreation

Park Board Minutes



DATE: June 20, 2023

TIME: 5:07 PM

City of Elkhart Parks & Recreation
Council Chambers

LOCATION: 229 S. 2nd Street, Elkhart, IN 46516

Call to Order at 5:01 PM.

1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

Sarah Santerre President	Nekeisha Alayna Alexis Vice President Absent	Mark Datema Secretary Absent	Christopher Baiker Treasurer
		Joe Foy, Proxy	

2. Approval of Agenda

Motion to Approve Agenda

Motion: JF

Second: CB

Motion passes with unanimous voice vote

3. Approval of Minutes

May 16, 2023

May 30, 2023

Motion to Approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

4. Approval of Financials

Claims: \$784,178.69

Donations: \$0

Grants: \$0

Motion to discuss, approve and place on file

Motion: CB

Second: JF

Motion passes with unanimous voice vote

Mr. Jamie Arce, City Controller, explains that two claims are funding for the Elkhart Environmental Center and the National New York Railroad Museum. This is part of the budgeting process because the facilities do not have property tax backing.

5. New Business

a. Memorandum of Understanding The Village

City of Elkhart Parks & Recreation

Park Board Minutes



Ms. Ixmattlahua explains to the Board that because the Peace Run was a fundraiser, the Department is not keeping any money collected and giving it to The Village. The MOU also provides aquatic facility passes for participants in the run/walk.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

b. **Memorandum of Understanding Dwight Weber**

Mr. Czarnecki informs the Board that Dwight Weber is a consultant providing executive coaching for Mr. Czarnecki.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

c. **Updated Wage Resolution**

Mrs. Bowers explains that the only change is an Office Assistant pay rate update.

Mr. Foy inquires if this is part of the City's wage resolution.

Ms. Rivera and Mr. Czarnecki explain that the Park Board sets and approves the wages for all part-time employees.

Motion to amend

Motion: JF

Second: CB

Motion passes with unanimous voice vote

6. Old Business

a. **None**

7. Use and Event Permit

a. **A'Nu COE 1st Fridays – Various Dates – Ullery Park**

Ms. Ashley Spencer presents the permit. It will be a community event featuring games, music, and food on the first Friday of the month. Everything will be free to the public. It is being marketed through social media and flyers.

Motion: JF

Second: CB

Motion passes with unanimous voice vote

b. **Elkhart Mennonite Worship – July 30, 2023 – Island Park**

Pastor Sharon Norton presents the permit. The Mennonite churches of Elkhart are gathering to worship together. The event was planned last year but was rained out.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

c. **Community Unity Back to School Day – August 13, 2023 – McNaughton Park**

No one is present to present the permit.

Motion to table until July 18 meeting

Motion: JF

Second: CB

Motion passes with unanimous voice vote

d. **Rockin' on the Rails – August 26, 2023 – Parks Stage only**

The National New York Central Railroad Museum is asking to use the Parks stage for the event.

Motion to approve

City of Elkhart Parks & Recreation

Park Board Minutes



Motion: JF

Second: CB

Motion passes with unanimous voice vote

e. **Woof Group 4th Annual Breakfast – October 28, 2023 – Dr. Frank Booth Bark Park**

Mr. Barney Ash presents the permit. This is the fourth year for the event. The Woof Group has a carry-in breakfast and Halloween costume contest. They will also have an agility demonstration.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

f. **Break Down the Walls – Various Dates – Island Park**

Mr. Josh Eaton of Adult & Teen Challenge of Northern Indiana presents the permit. Every Friday, they hold a chapel service and would like to bring it to the public on Fridays in July.

Motion to approve

Motion: JF

Second: CB

Motion passes with unanimous voice vote

8. Department Report

Mr. Czarnecki reports that the new software, CivicRec is now live. Riverview Softball Complex is hosting a large softball tournament this weekend. Installation of a fishing dock at High Dive Park has begun. The High Dive tennis courts are now painted and ready to use again. Lead Park Ranger Stan McCray has transferred to the Elkhart Police Department.

Ms. Krask informs the Board about events. Rhapsody Arts & Music Festival had over 25,000 people in attendance over the event's two days. Event Aides have been hired. The Elkhart Farmers Market has been very successful.

Ms. Gorden provides updates on the volunteer program. Thor hosted a clean-up in May along the RiverWalk. The Department still seeks groups to adopt parks for the Adopt a Park Program.

Ms. Ixmattlahua provides updates on programming.

9. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

10. Approval for Adjournment

Motion to adjourn

Motion: JF

Second: CB

Motion passes with unanimous voice vote

Adjourn 5:50 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Luisa Ixmattlahua-Garay, Program Coordinator Sherry Krask, Event Coordinator	Sommer Bowers, Office Manager Jennifer Kobie, Recording Secretary Maddy Gordon, Volunteer Coordinator
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City of Elkhart Parks & Recreation

Park Board Minutes



ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Ms. Ashley Specer, via Webex Mr. Barney Ash	Ms. Rose Rivera, Legal Department Mr. Jamie Arce, City Controller	Mr. Josh Eaton Mr. Bradley Tracy, Chief of Staff, via Webex
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Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

Date

Park Board President Sarah Santerre

Date

Park Board Secretary Mark Datema

Date

City of Elkhart Parks & Recreation

Park Board Minutes



DATE: May 30, 2023

TIME: 5:00 PM

LOCATION: City of Elkhart Parks & Recreation
229 S. 2nd Street, Elkhart, IN 46516

Call to Order at 5:07 PM.

1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Mark Datema Secretary	Chris Baiker Treasurer
			Absent

2. Approval of Agenda

Motion to Approve Agenda

Motion: NAA

Second: MD

Motion passes with a unanimous voice vote

3. Approval of Financials

Claims: \$67,792.71

Donations: \$0

Grants: \$0

Motion to discuss, approve and place on file

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

Mr. Datema inquires about the High Dive tennis courts costs.

Mr. Czarnecki explains that it is the cost for the painting.

4. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

5. Approval for Adjournment

Motion to adjourn

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

Adjourn 5:14 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Nicole Wright, Accounting Specialist	Jennifer Kobie, Recording Secretary
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City of Elkhart Parks & Recreation Park Board Minutes



ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Rose Rivera, City Legal, via WebEx		
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Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

Date

Park Board President Sarah Santerre

Date

Park Board Secretary Mark Datema

Date

PARKS BOARD
CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

July 14th, 2023 JAC
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$57,199.16** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 5 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 18TH DAY OF JULY 2023 BY:

PRESIDENT

SARAH SANTERRE

VICE PRESIDENT

NEKEISHA ALAYNA ALEXIS

SECRETARY

MARK DATEMA

TREASURER

CHRISTOPHER BAIKER

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 1101 - GENERAL					
STERLING INFOSYSTEMS INC	9396576	07/18/2023	background screenings	1101-5-011-4390912	2,236.40
POTAWATOMI ZOOLOGICAL S	2284EDU	07/18/2023	POTATWATOMI ZOO NOAC	1101-5-219-4390900	295.00
RAFAEL DIAZ	105	07/18/2023	SLIDE-NOAC	1101-5-219-4390900	408.00
Fund 1101 - GENERAL Total:					2,939.40
Fund: 2204 - PARK & RECREATION					
GWENDY JACKSON	R00634464	07/18/2023	Pavilion Rental Refund - McNa	2204-5-501-4581000	420.56
FERNANDA ESTRADA	R00637765	07/18/2023	Pavilion Rental Refund - Pierre	2204-5-501-4581000	373.83
JAMES TIDD	R00658278	07/18/2023	Pavilion Rental Refund - Willo	2204-5-501-4581000	140.19
MARTIN MARKETING SPECIAL	20789-1	07/18/2023	Lifeguard Uniforms	2204-5-501-4220150	631.14
ADOLPH KIEFER AND ASSOCIA	INV001328318	07/18/2023	Lifeguard Uniforms	2204-5-501-4220150	77.00
PATHFINDER COMMUNICATIO	CC-1230633133	07/18/2023	Parks Dept Radio Advertising -	2204-5-501-4330300	770.00
ELKHART COMMUNITY SCHO	E22162	07/18/2023	Radio Advertising for Facilities	2204-5-501-4330300	207.00
CROSS EXCAVATING & DEMOL	2023-7296	07/18/2023	High Dive Bridge Removal	2204-5-501-4440500	13,556.00
AMERICAN NATIONAL RED CR	22605310	07/18/2023	Lifeguarding Classes Certifica	2204-5-501-4390900	46.00
SHOFF SECURITY SERVICES , I	145521	07/18/2023	Guard Response Fee - Rivervi	2204-5-501-4390912	45.00
BUGSY'S ELKHART EXTERMIN	24910	07/18/2023	Monthly Pest Conrtol - June	2204-5-501-4390912	210.00
LUISA IXMATLAHUA	62923	07/18/2023	Camp Connections Supplies -	2204-5-501-4220150	34.30
SHOFF SECURITY SERVICES , I	145230	07/18/2023	Conctract Services - Security	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES , I	145259	07/18/2023	Conctract Services - Security	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES , I	145261	07/18/2023	Conctract Services Security M	2204-5-501-4390912	123.00
SHOFF SECURITY SERVICES , I	145310	07/18/2023	Conctract Services - Security	2204-5-501-4390912	205.50
LUISA IXMATLAHUA	5921	07/18/2023	Program Supplies - Camp	2204-5-501-4220150	5.35
Fund 2204 - PARK & RECREATION Total:					17,090.87
Fund: 2314 - PARKS DONATION					
MICHIANA TOOL RENTAL INC	58209-1	07/18/2023	Rhapsody Tent Rental	2314-5-124-4390900	800.00
PETTY CASH / JAMISON CZAR	17712	07/18/2023	Pizza for Lifguards for 4th of J	2314-5-136-4220150	311.42
Fund 2314 - PARKS DONATION Total:					1,111.42
Fund: 2520 - PARK PROGRAM					
SUPRIYA MAYLAVARAM	R00654491	07/18/2023	Program Refund - Tennis Less	2520-5-508-4581000	65.00
LONDON WILLIAMS	R00655696	07/18/2023	Program Refund - Camp Conn	2520-5-508-4581000	75.00
GORDON FOOD SERVICE INC	779284182	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	130.99
JAMES STALLMAN	730478	07/18/2023	55 set blue blocks for events	2520-5-630-4220150	3,165.00
SHERRY L. KRASK	2005	07/18/2023	Event Supplies - Rhapsody Su	2520-5-630-4220150	37.45
SHERRY L. KRASK	61023	07/18/2023	Event Supplies - Rhapsody Ice	2520-5-630-4220150	16.47
COCA-COLA CONSOLIDATED, I	36054479013	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	560.60
COCA-COLA CONSOLIDATED, I	36078552018	07/18/2023	Concessions - Ideal Beach	2520-5-580-4220150	873.88
GORDON FOOD SERVICE INC	779285327	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	57.43
B E S INC	1858083	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	697.68
B E S INC	1858106	07/18/2023	Concessions - Ideal Beach	2520-5-580-4220150	224.88
GORDON FOOD SERVICE INC	779285372	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	83.97
GORDON FOOD SERVICE INC	779285373	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	68.33
GORDON FOOD SERVICE INC	779285464	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	71.94
GORDON FOOD SERVICE INC	779285465	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	51.45
GORDON FOOD SERVICE INC	779285466	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	321.82
GORDON FOOD SERVICE INC	779285496	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	34.90
GORDON FOOD SERVICE INC	779285565	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	20.94
GORDON FOOD SERVICE INC	779285570	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	258.91
GORDON FOOD SERVICE INC	779285571	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	123.45
GORDON FOOD SERVICE INC	779285572	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	98.00
GORDON FOOD SERVICE INC	779285573	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	152.39
COCA-COLA CONSOLIDATED, I	36170929033	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	470.84
COCA-COLA CONSOLIDATED, I	36170929034	07/18/2023	Concessions - Riverview	2520-5-580-4220150	1,118.46

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COCA-COLA CONSOLIDATED, I	36710929035	07/18/2023	Concessions - Riverview	2520-5-580-4220150	461.68
GORDON FOOD SERVICE INC	779285626	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	313.25
COCA-COLA CONSOLIDATED, I	36194021022	07/18/2023	Concessions - Mcnaughton Sp	2520-5-580-4220150	392.28
GORDON FOOD SERVICE INC	779285683	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	24.43
GORDON FOOD SERVICE INC	779285684	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	20.94
GORDON FOOD SERVICE INC	779285685	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	17.45
GORDON FOOD SERVICE INC	779285693	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	115.99
GORDON FOOD SERVICE INC	779285982	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	73.93
B E S INC	1858188	07/18/2023	Concessions - Ideal Beach	2520-5-580-4220150	1,146.41
GORDON FOOD SERVICE INC	779285753	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	166.87
GORDON FOOD SERVICE INC	779285754	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	277.92
GORDON FOOD SERVICE INC	779285755	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	389.91
GORDON FOOD SERVICE INC	779285760	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	139.96
HERRMAN & GOETZ INC	SRVCE000000094945	07/18/2023	Electricity for Rhapsody - Lab	2520-5-630-4390900	8,791.50
GORDON FOOD SERVICE INC	779285802	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	29.91
GORDON FOOD SERVICE INC	779285804	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	29.91
GORDON FOOD SERVICE INC	779285805	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	29.91
GORDON FOOD SERVICE INC	779285816	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	18.99
GORDON FOOD SERVICE INC	779285817	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	11.96
GORDON FOOD SERVICE INC	779285828	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	34.98
GORDON FOOD SERVICE INC	779285842	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	215.68
GORDON FOOD SERVICE INC	779285856	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	51.46
GORDON FOOD SERVICE INC	779285864	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	43.98
GORDON FOOD SERVICE INC	779285873	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	296.01
GORDON FOOD SERVICE INC	779285883	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	64.02
PATHFINDER COMMUNICATIO	CC-1230633132	07/18/2023	Parks Dept Radio Advertising -	2520-5-630-4330300	380.00
ELKHART COMMUNITY SCHO	E22163	07/18/2023	Radio Advertising for Farmer's	2520-5-630-4330300	628.00
ELKHART COMMUNITY SCHO	E22261	07/18/2023	Radio Advertising for Rhapsod	2520-5-630-4330300	917.00
GORDON FOOD SERVICE INC	779285936	07/18/2023	Concessions - McNaughton Sp	2520-5-580-4220150	382.67
GORDON FOOD SERVICE INC	779285937	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	453.11
GORDON FOOD SERVICE INC	779285944	07/18/2023	Concessions - Pierre Moran P	2520-5-580-4220150	54.44
GORDON FOOD SERVICE INC	779285945	07/18/2023	Concessions - Riverview Softb	2520-5-580-4220150	12.98
HERSHEY CREAMERY COMPA	INVE0019292646	07/18/2023	Riverview Softball Concession	2520-5-580-4220150	484.80
HERSHEY CREAMERY COMPA	INVE0019292751	07/18/2023	Pierre Moran Pool Concession	2520-5-580-4220150	360.96
HERSHEY CREAMERY COMPA	INVE0019292785	07/18/2023	McNaughton Spray Park Conc	2520-5-580-4220150	485.76
MADDY GORDON	62923	07/18/2023	Independence Day Event Sup	2520-5-630-4220150	6.69
SHOFF SECURITY SERVICES , I	145214	07/18/2023	Contrac Services - Security M	2520-5-509-4390912	123.00
MARTIN SUPERMARKET #14	378463	07/18/2023	Event Supplies - Independenc	2520-5-630-4220150	9.58
SHERRY L. KRASK	7123	07/18/2023	Event Supplies - Independenc	2520-5-630-4220150	25.65
MICHIANA APPAREL	1160	07/18/2023	Staff Shirts for Rhapsody	2520-5-630-4220150	60.00
LUISA IXMATLAHUA	01001	07/18/2023	Program Supplies - Bingo	2520-5-508-4220150	69.38
LUISA IXMATLAHUA	7723	07/18/2023	Program Supplies - Wildernes	2520-5-508-4220150	14.71
EDWARD J. BELLOWES	003774-7122023	07/18/2023	Umpire Services	2520-5-508-4390931	60.00
RONALD D. GUYER	003783-7122023	07/18/2023	Umpire Services	2520-5-508-4390931	120.00
JOSE ALBGETO BRAVO	025993-7122023	07/18/2023	Umpire Services	2520-5-508-4390931	240.00
TONY W MACIK	025994-7122023	07/18/2023	Umpire Services	2520-5-508-4390931	240.00
JUSTIN M RANDALL	025995-7122023	07/18/2023	Umpire Services	2520-5-508-4390931	180.00
Fund 2520 - PARK PROGRAM Total:					27,247.84
Fund: 7740 - SALES TAX					
GWENDY JACKSON	R00634464	07/18/2023	Pavilion Rental Refund - McNa	7740-4-000-3120708	29.44
FERNANDA ESTRADA	R00637765	07/18/2023	Pavilion Rental Refund - Pierre	7740-4-000-3120708	26.17
JAMES TIDD	R00658278	07/18/2023	Pavilion Rental Refund - Willo	7740-4-000-3120708	9.81
Fund 7740 - SALES TAX Total:					65.42
Grand Total:					48,454.95

Report Summary

Fund Summary

Fund	Expense Amount
1101 - GENERAL	2,939.40
2204 - PARK & RECREATION	17,090.87
2314 - PARKS DONATION	1,111.42
2520 - PARK PROGRAM	27,247.84
7740 - SALES TAX	65.42
Grand Total:	48,454.95

Account Summary

Account Number	Account Name	Expense Amount
1101-5-011-4390912	Contract Services	2,236.40
1101-5-219-4390900	Other Services & Charge	703.00
2204-5-501-4220150	Operating Supplies	747.79
2204-5-501-4330300	Advertising	977.00
2204-5-501-4390900	Other Services & Charge	46.00
2204-5-501-4390912	Contract Services	829.50
2204-5-501-4440500	Other Equipment	13,556.00
2204-5-501-4581000	Unappropriated	934.58
2314-5-124-4390900	Other Services & Chrgs P	800.00
2314-5-136-4220150	Operating Supplies Pk&r	311.42
2520-5-508-4220150	Operating Supplies - Gen	84.09
2520-5-508-4390931	Contract Labor - Umpire	840.00
2520-5-508-4581000	Unappropriated	140.00
2520-5-509-4390912	Contract Services	123.00
2520-5-580-4220150	Operating Supplies	12,023.41
2520-5-630-4220150	Operating Supplies	3,320.84
2520-5-630-4330300	Advertising	1,925.00
2520-5-630-4390900	Other Services & Charge	8,791.50
7740-4-000-3120708	Rental Sales Tax - Parks	65.42
	Grand Total:	48,454.95

Project Account Summary

Project Account Key	Expense Amount
None	48,454.95
Grand Total:	48,454.95



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Payment Dates 7/7/2023 - 7/14/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
COMCAST CABLE	0941317-062123	07/07/2023	INTERNET SVC- JULY- PK	2204-5-501-4320400	136.25
INDIANA MICHIGAN POWER	040281645009-062223	07/07/2023	110 E GARFIELD- PK	2204-5-501-4350100	140.50
INDIANA MICHIGAN POWER	04792516603-062223	07/07/2023	215 E INDIANA- PK	2204-5-501-4350100	44.88
INDIANA MICHIGAN POWER	04187415601-062623	07/07/2023	1100 MCDONALD- PK	2204-5-501-4350100	585.62
INDIANA MICHIGAN POWER	04322168701-062623	07/07/2023	1100 1/2 MCDONALD- PK	2204-5-501-4350100	718.51
INDIANA MICHIGAN POWER	04708415601-062623	07/07/2023	1100 MCDONALD- PK	2204-5-501-4350100	113.08
INDIANA MICHIGAN POWER	04058946304-062923	07/14/2023	401 RIVERVIEW- PK	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04196896700-062923	07/14/2023	101 GOSHEN- PK	2204-5-501-4350100	50.38
NORTHERN INDIANA PUBLIC S	2157000015-062923	07/14/2023	1020 MCDONALD- PK	2204-5-501-4350200	74.88
NORTHERN INDIANA PUBLIC S	2157360055-062923	07/14/2023	3012 NIBCO- PK	2204-5-501-4350200	70.07
INDIANA MICHIGAN POWER	04215485709-063023	07/14/2023	131 TYLER- PK	2204-5-501-4350100	294.16
ELKHART PUBLIC UTILITIES	4100410004-063023	07/07/2023	SUPERIOR&RIVERVIEW- PK	2204-5-501-4350400	616.88
ELKHART PUBLIC UTILITIES	4100410104-063023	07/07/2023	SUPERIOR & RIVERVIEW- PK	2204-5-501-4350400	180.16
ELKHART PUBLIC UTILITIES	4100411004-063023	07/07/2023	JOYCE & SUPERIOR- PK	2204-5-501-4350400	563.93
ELKHART PUBLIC UTILITIES	4131505004-063023	07/07/2023	JOHNSON- PK	2204-5-501-4350400	121.54
ELKHART PUBLIC UTILITIES	4208320000-063023	07/07/2023	1020 MCDONALD- PK	2204-5-501-4350400	56.52
ELKHART PUBLIC UTILITIES	4262367905-063023	07/07/2023	1607 STERLING- PK	2204-5-501-4350400	17.63
INDIANA MICHIGAN POWER	04116178304-070323	07/14/2023	624 E JACKSON- PK	2204-5-501-4350100	27.12
INDIANA MICHIGAN POWER	04267434407-070523	07/14/2023	1324 MARGUERITE- PK	2204-5-501-4350100	346.47
ELKHART PUBLIC UTILITIES	1103540004-070723	07/14/2023	W. BEARDSLEY/RIVERSIDE- PK	2204-5-501-4350400	577.61
ELKHART PUBLIC UTILITIES	1103572004-070723	07/14/2023	WESTON PARK- PK	2204-5-501-4350400	53.53
ELKHART PUBLIC UTILITIES	1105220006-070723	07/14/2023	W. LEXINGTON- PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1105360000-070723	07/14/2023	701 ARCADE-PK	2204-5-501-4350400	89.63
ELKHART PUBLIC UTILITIES	1105360104-070723	07/14/2023	701 ARCADE- PK	2204-5-501-4350400	33.81
ELKHART PUBLIC UTILITIES	1105360205-070723	07/14/2023	701 ARCADE- PK	2204-5-501-4350400	910.36
ELKHART PUBLIC UTILITIES	1105360603-070723	07/14/2023	701 ARCADE- PK	2204-5-501-4350400	141.85
ELKHART PUBLIC UTILITIES	1105390003-070723	07/14/2023	EAST-WEST- PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1200680000-070723	07/14/2023	500 E BEARDSLEY- PK	2204-5-501-4350400	45.88
ELKHART PUBLIC UTILITIES	1203400000-070723	07/14/2023	1320 OLIVE- PK	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	1222370300-070723	07/14/2023	619 BALDWIN- PK	2204-5-501-4350400	80.47
Fund 2204 - PARK & RECREATION Total:					6,186.50
Fund: 2520 - PARK PROGRAM					
COMCAST CABLE	0116669-061923	07/07/2023	INTERNET SVC- JULY- PK	2520-5-509-4320400	126.25
INDIANA MICHIGAN POWER	04844997017-070523	07/14/2023	52256 IDEAL BEACH- PK	2520-5-509-4350100	2,431.46
Fund 2520 - PARK PROGRAM Total:					2,557.71
Grand Total:					8,744.21

Report Summary

Fund Summary

Fund	Payment Amount
2204 - PARK & RECREATION	6,186.50
2520 - PARK PROGRAM	<u>2,557.71</u>
Grand Total:	8,744.21

Account Summary

Account Number	Account Name	Payment Amount
2204-5-501-4320400	Telephone & Communic	136.25
2204-5-501-4350100	Electricity	2,345.37
2204-5-501-4350200	Natural Gas	144.95
2204-5-501-4350400	Water & Sewer	3,559.93
2520-5-509-4320400	Telephone & Communic	126.25
2520-5-509-4350100	Electricity	<u>2,431.46</u>
Grand Total:		8,744.21

Project Account Summary

Project Account Key	Payment Amount
None	<u>8,744.21</u>
Grand Total:	8,744.21

Donations

Cash Donations

- Rotary Club of Elkhart - \$1,000 for Day Camp
- Anonymous - \$25
- Les Eads - \$75

Material Donations for Elkhart Farmers Market Loyalty Card Prizes

- The Craftsman's Daughter – Ten 10% off coupons
- The Dutch Kernel – Ten \$10 gift cards
- GreenSpace – Gift Card

ENTERTAINMENT CONTRACT

This CONTRACT is made as of the 20th day of April, 2023 by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and Billy the Kid and The Regulators.

RECITALS

Elkhart Parks and Recreation ("Parks") is a department of City organized under the provisions of §36-10-3-1 *et. seq.* of the Indiana Code.

Billy the Kid and The Regulators will provide entertainment services, including musical performance.

City will be hosting Island of Blues and wishes to contract with Billy the Kid and The Regulators to provide musical entertainment.

In consideration of the foregoing and the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

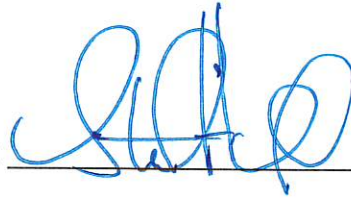
1. The name of the event will be: Island of Blues
2. The event will take place at: Island Park, Main at Sycamore Streets, Elkhart, IN 46516
3. The date of the event will be: Saturday, September 16, 2023
4. The time of the event will be: From 7:00 pm-9:00 pm
5. The time of Billy the Kid and The Regulators sound check will be mutually agreed upon and is TBD.
6. City will provide electricity, sound, and stage.
7. Billy the Kid and The Regulators will provide a 120 minute musical performance.
8. Each party will be responsible for its own negligence, recklessness, and/or willful conduct.
9. Billy the Kid and The Regulators will invoice the City of Elkhart, Parks and Recreation Department for its services in the amount of \$5,000.00.

1. Governing Law—It is the intention of Parties to this Agreement all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Indiana, without regard to the jurisdiction in which any action or special proceeding may be instituted.
2. Severability— Should there be a conflict between any provision of this Agreement and applicable laws of the State of Indiana said laws will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with said laws.
3. Modification—This Agreement may be supplemented, amended, or modified only by the mutual agreement of Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
4. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be:
 - a. The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516.
 - b. Billy the Kid and The Regulators, P.O. Box 2835, Evergreen, CO 80437
5. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
6. Sent by a nationally recognized overnight courier service, prepaid or billed to sender, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept receipt. Either party may change its address or add additional parties for receipt of notices by giving notice of such change to the other party in accordance with the provisions of this Section.
7. Entire Agreement—This Agreement constitutes the final agreement between the parties. No representation, promise or inducement has been made by either party that is not embodied in this Agreement, and neither party shall be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

IN WITNESS WHEREOF, the parties hereto have each executed this Entertainment Contract, on the date and year first written above.

ENTERTAINER

SIGNATURE: _____



Date: _____

5/8/23

STEPHEN HILL, MEDIAFORCE MGT.

(Printed Name, Title)

CITY OF ELKHART, INDIANA

By its BOARD OF PARKS AND RECREATION

By: _____

Date: _____

(Printed Name, Title)

ENTERTAINMENT CONTRACT

This CONTRACT is made as of the 10th day of July by and between the CITY OF ELKHART, INDIANA ("City") on behalf of the Elkhart Parks and Recreation Department and The Heavy Load.

RECITALS

Elkhart Parks and Recreation ("Parks") is a department of City organized under the provisions of §36-10-3-1 *et. seq.* of the Indiana Code.

The Heavy Load will provide entertainment services, including musical performance.

City will be hosting Island of Blues and wishes to contract with The Heavy Load to provide musical entertainment.

In consideration of the foregoing and the mutual covenants and agreements herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. The name of the event will be: Island of Blues
 2. The event will take place at: Island Park, Main at Sycamore Streets, Elkhart, IN 46516
 3. The date of the event will be: Saturday, September 16, 2023
 4. The time of the performance will be: From 3:00 pm- 4:30 pm.
 5. The time of The Heavy Load's sound check will be mutually agreed upon and is TBD.
 6. City will provide electricity, sound, and stage.
 7. The Heavy Load will provide a 90 minute musical performance.
 8. Each party will be responsible for its own negligence, recklessness, and/or willful conduct.
 9. The Heavy Load will invoice the City of Elkhart, Parks and Recreation Department for its services in the amount of \$350.00.
-
1. Governing Law—It is the intention of Parties to this Agreement all suits and special proceedings under this Agreement, be construed in accordance with and governed, to

- the exclusion of the law of any other forum, by the laws of the State of Indiana, without regard to the jurisdiction in which any action or special proceeding may be instituted.
2. Severability— Should there be a conflict between any provision of this Agreement and applicable laws of the State of Indiana said laws will prevail and such provisions of the Agreement will be amended or deleted as necessary in order to comply with said laws.
 3. Modification—This Agreement may be supplemented, amended, or modified only by the mutual agreement of Parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by all parties.
 4. Notices—All notices or demands required or desired to be given by either party to the other with respect to this Agreement will be in writing, will be addressed as provided below, and will be:
 - a. The City of Elkhart, Indiana, c/o John Espar, Corporate Counsel, 229 S. Second St. Elkhart, IN 46516. *1219 N. Main St.*
 - b. The Heavy Load, *Elkhart, IN. 46514*
 5. Delivered personally, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept such notice; or
 6. Sent by a nationally recognized overnight courier service, prepaid or billed to sender, in which case the notice or demand will be deemed given and served upon receipt or refusal to accept receipt. Either party may change its address or add additional parties for receipt of notices by giving notice of such change to the other party in accordance with the provisions of this Section.
 7. Entire Agreement—This Agreement constitutes the final agreement between the parties. No representation, promise or inducement has been made by either party that is not embodied in this Agreement, and neither party shall be bound by or liable for any alleged representation, promise or inducement not specifically set forth herein.

IN WITNESS WHEREOF, the parties hereto have each executed this Entertainment Contract, on the date and year first written above.

ENTERTAINER

SIGNATURE:

Rachel Eichhorn

Date:

July 13th. 2023

(Printed Name, Title)

*Rachel Eichhorn / Singer
Heavy Load*

CITY OF ELKHART, INDIANA

By its BOARD OF PARKS AND RECREATION

By: _____

Date: _____

(Printed Name, Title)



ELKHART BOARD OF WORKS
2023 USE & EVENT PERMIT APPLICATION

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

Date Received: 6/5/23

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 Community Unity Back to School Day DATE(S) REQUESTED Sun Aug 13, 2023
LOCATION/VENUE REQUESTED McNaughton Park
LOCATION/VENUE 2ND CHOICE REQUESTED _____

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☒ Yes

*Requesting fees to be
Waived.*

APPLICANT INFORMATION

NAME OF APPLICANT

Antjuna Glemmon (The Best of Us Foundation)

NAME OF EVENT ORGANIZER/PRODUCER

The Best of Us Foundation

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS

CITY

Elkhart

STATE

IND

APT/UNIT/SUITE

ZIP CODE

46516

E-MAIL ADDRESS

DAYTIME PHONE

FAX

CELL PHONE

EVENT DAY ON-SITE CONTACT * REQUIRED

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: 8:00am

Finish Time: 11pm

Additional Information Required: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

From: 8:00am To: 11:00am

TEAR-DOWN

From: 5pm To: 8pm

EXPECTED NUMBER OF PARTICIPANTS:

~ 300

If the event is reoccurring, please submit the past number of participants below.

2022 NUMBER OF PARTICIPANTS:

2021 NUMBER OF PARTICIPANTS:

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

☐ No

☒ Yes

Event Name:

Back to School

Location:

Pierre Moon & Roosevelt

"The Village"

Date:

Aug 2021
June 2022

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:

This event will provide families with essentials for kids to go back to school and show unity. children will see families are connected and bonded together as a whole. Everyone knows everyone and are willing to work together to uplift kids and positive activities for children to see.

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 separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coei.org

FOOD AND 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:

Community type "potluck"

IF YES, please describe:

if any vendors participate they will all know that this is Not for Profit. so unless money is donated to the cause everything is FREE

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 plan to erect tents or canopies, describe and give the number 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:

small tents in case of sun nothing major. 4-5 tents

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 the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

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:

Not sure if needed

→ 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

(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 "BOW" must approve the location of the stages/platforms.

(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): Will use outside stage if Needed

Stage Description(s): _____

Stage Owner City of Elkhart 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 within 48 hours of event (if the 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 → The Elkhart Fire Dept. will be present

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: _____

will be present already

☐ 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.

*would like extra company during fishing part. 10am-6pm
or just safe around water.*

Additional Information May Be Required.

BUILDINGS AND GROUNDS

N/A

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.

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 →

*long as we have a place to throw away
trash...*

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:

☒ 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 →

will be participating

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

Additional Information May Be Required.

STREET DEPARTMENT

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

☐ No ☐ Yes →

Street Name

Please mark all that may apply:

Top of hill at the end of mykaughtin park maybe!?
By Rainbow blvd.

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

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?

N/A

Water:

☐

Yes

☐

No

Electric:

☐

Yes

☐

No

Plaza Sign:

☐

Yes

☐

No

Sign Information: _____

Bridge Banner:

☐

Yes

☐

No

Please indicate location:

☐

Bridge Banner- North Main Street- Memorial Bridge

☐

Bridge Banner – Johnson Street

NOISE ORDINANCE

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

(Please check No or Yes below.)

☐

No

☒

Yes

Reason:

music, kids, people

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 to the Noise Ordinance: (required)

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

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 the primary contact and must be present during the event:

Contact full name (first/last name):

Antonia Coleman

Contact cell number (area code plus number):

(505) 205-XXXX

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, or 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 the direction of the 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."

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 "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

ELKHART COUNTY HEALTH DEPARTMENT

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

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.

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 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.

Anthony Coleman

PRINTED NAME OF APPLICANT

Anthony Coleman

SIGNATURE OF APPLICANT

June 5th 2023

DATE

Date _____

WITNESSED: Clerk of the Board of Works

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____



ELKHART BOARD OF WORKS 2023 USE & EVENT PERMIT APPLICATION

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

Date Received: 7-12-2023

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: Safe Haven Donation Drive DATE(S) REQUESTED August 15th
LOCATION/VENUE REQUESTED High Dive Pavilion
LOCATION/VENUE 2ND CHOICE REQUESTED NA

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☒ Yes

*Requesting fees to be
waived*

APPLICANT INFORMATION

NAME OF APPLICANT Mark Datema
NAME OF EVENT ORGANIZER/PRODUCER Greenleaf Blvd. Neighborhood Association
PRODUCTION COMPANY/ORGANIZATION NA
STREET ADDRESS [REDACTED] APT/UNIT/SUITE ---
CITY Elkhart STATE IN ZIP CODE 46514
E-MAIL ADDRESS [REDACTED]
DAYTIME PHONE [REDACTED] FAX [REDACTED] CELL PHONE [REDACTED]
EVENT DAY ON-SITE CONTACT * REQUIRED Mark Datema DAYTIME PHONE [REDACTED] CELL PHONE " "

EVENT SPONSOR: Are you, the applicant, organizing this event on behalf of another organization? (Safe Haven)
(Please check No or Yes Below)

☐ No ☒ Yes → Name of Organization: YWCA North Central Indiana

NAME OF SPONSORING ORGANIZATION CONTACT Lauren Clark SPONSORING ORG. CONTACT PHONE 574-233-9491 x316
ADDRESS OF SPONSORING ORGANIZATION 1102 S. Fellows St. CITY South Bend ZIP CODE 46601

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: 9 AM

Finish Time: 4 PM

Additional Information Required: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

From: 8 AM To: 9 AM

TEAR-DOWN

From: 4 PM To: 5 PM

EXPECTED NUMBER OF PARTICIPANTS:

If the event is reoccurring, please submit the past number of participants below.

2022 NUMBER OF PARTICIPANTS:

2021 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

Donation Drive

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

Greenleaf Neighborhood Association is hosting a donation drive for the Elkhart Women's Shelter, known as Safe Haven. Safe Haven provides safe and secure housing for families dealing with domestic abuse. The donations will be intended for these families needing assistance.

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 separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coei.org

FOOD AND 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 plan to erect tents or canopies, describe and give the number 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 the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

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

(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 "BOW" must approve the location of the stages/platforms.

(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 within 48 hours of event (if the 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: _____

<input type="checkbox"/>	Ambulance(s)	Number Requested _____
<input type="checkbox"/>	Medic Kubota	
<input type="checkbox"/>	Fire Truck	
<input type="checkbox"/>	First Aid Station	

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

Additional Information May Be Required.

BUILDINGS AND GROUNDS

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

<input type="checkbox"/> Event Fencing	Number of Sections Requested _____	Other _____
<input type="checkbox"/> Snow Fencing	Number of Feet Requested _____	Other _____

Additional fees may apply.

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:

☒ No ☐ Yes → _____

<input type="checkbox"/> Golf Cars	ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
<input type="checkbox"/> Risers	ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
<input type="checkbox"/> Stage	ONLY AVAILABLE FOR CITY-ORGANIZED EVENTS (I.E., Rhapsody, Summer Chill, WinterFest, etc.)
<input type="checkbox"/> 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.

Additional Information May Be Required.

STREET DEPARTMENT

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

☒ No ☐ Yes → Street Name _____
Please mark all that may apply:

Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____

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? NO

Water:

☐

Yes

☒

No

Electric:

☐

Yes

☒

No

Plaza Sign:

☐

Yes

☒

No

Sign Information: _____

Bridge Banner:

☐

Yes

☒

No

Please indicate location:

☐

Bridge Banner- North Main Street- Memorial Bridge

☐

Bridge Banner – Johnson Street

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 to the Noise Ordinance: (required)

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

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 the primary contact and must be present during the event:

Contact full name (first/last name): Mark Datema

Contact cell number (area code plus number): [REDACTED]

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, or 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 the direction of the 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."

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 "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

ELKHART COUNTY HEALTH DEPARTMENT

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

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.

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 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.

Mark Datema

PRINTED NAME OF APPLICANT

Mark Datema

SIGNATURE OF APPLICANT

7-11-2023

DATE

WITNESSED: Clerk of the Board of Works

Date _____

APPROVED: BOARD OF PUBLIC WORKS

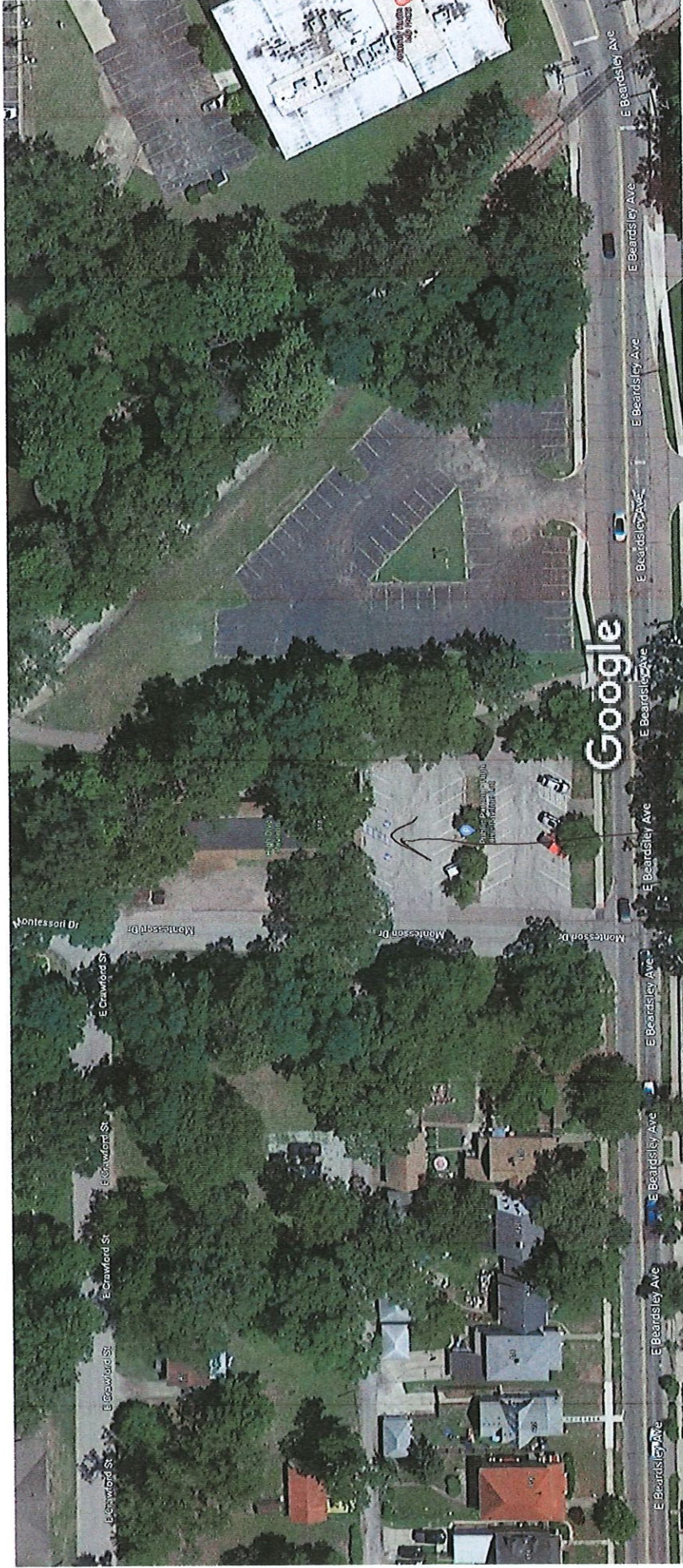
President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____



Imagery ©2023 IndianaMap Framework Data, Map data ©2023 Google 20 ft

The High Dive Park Pavilion located off E Beardsley



ELKHART BOARD OF WORKS
2023 USE & EVENT PERMIT APPLICATION

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

Date Received: 6/28/23

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: 25th Annual Riding to Remember Fallen Police, Firefighter, & Veteran Charity Ride DATE(S) REQUESTED Sunday September 10, 2023

LOCATION/VENUE REQUESTED Hoosier Harley Davidson 720 W Bristol Street Elkhart, Indiana 46514

LOCATION/VENUE 2ND CHOICE REQUESTED Severe weather - Oct. 8, 23

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☐ Yes

*Requesting use
of Park Dept. Stage*

date if cancelled

APPLICANT INFORMATION

NAME OF APPLICANT
James Ballard

NAME OF EVENT ORGANIZER/PRODUCER

James Ballard

PRODUCTION COMPANY/ORGANIZATION

Blue Knights Indiana VIII Law Enforcement Motorcycle Club

STREET ADDRESS

P.O Box 2703

CITY

Elkhart

STATE

IN

APT/UNIT/SUITE

ZIP CODE

46516

E-MAIL ADDRESS

DAYTIME PHONE

FAX

CELL PHONE

EVENT DAY ON-SITE CONTACT * REQUIRED

James Ballard

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: ~~10 AM~~ Noon

Finish Time: 5:30 PM

Additional Information Required: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

From: 8 AM

To: ~~10 AM~~ Noon

TEAR-DOWN

From: 12:30 PM

To: 1:30 PM

EXPECTED NUMBER OF PARTICIPANTS:

1000

If the event is reoccurring, please submit the past number of participants below.

2022 NUMBER OF PARTICIPANTS: 1000

2021 NUMBER OF PARTICIPANTS: 1000

PREVIOUS YEAR DATE/LOCATION: Has this event been previously held?

(Please check No or Yes below.)

☐ No

☒ Yes

Event Name: Same

Location: Same

Date: 10/02/2022

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

Police escorted motorcycle charity ride remembering Elkhart's fallen Police, Firefighters,
& Veterans as well as honoring those currently serving in hopes of inspiring those who will.
Benefiting local children, elderly, public safety, and veteran organizations

Brief Description of Event:

RTR is a police and fire department escorted motorcycle ride through Elkhart County traversing 72 miles.

The ride begins in Elkhart traveling to Wakarusa, Nappanee, and Goshen. A short memorial service is

held in Goshen attended by local dignitaries. The ride continues to Middlebury and Bristol before

returning to Elkhart. The event ends at Hoosier Harley Davidson. The event has raised funds benefiting

local children, elderly, public safety, and veteran charities.

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 separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coei.org

FOOD AND 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:

Food vendors will be onsite serving food prior to the ride. There will not be alcohol served on the day of the ride. Vendors will abide by all Elkhart County Health Department regulations and guidelines as well as permit requirements including day of event inspections.

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 plan to erect tents or canopies, describe and give the number 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: No more than 10 (10 x 10) . One 20 X 40 Hoosier Harley Davidson (Yearly Permit)

Tent/Canopy Size(s): 10 X 10 1 (20x40)

(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 the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

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: 1000/20

Vehicle Description(s): Motorcycles/Vehicles

STAGES/PLATFORMS

(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 "BOW" must approve the location of the stages/platforms.

(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): 1 (To be delivered September 8th)

Stage Description(s): Portable Stage

Stage Owner City of Elkhart Phone Number: 574/294-5471

Address: Street, City, State, Zip 229 S 2nd Street Elkhart, IN

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 within 48 hours of event (if the 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: 15 AND Number of Accessible ADA Portable Toilets: 1

Company/Description(s): J&K Septic will be on-site ensuring cleanliness

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: To be determined with input from Buildings and Grounds (See Map)

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 → Assistance with traffic control at intersections along the route within the City of Elkhart. Additional assistance TBD through safety committee

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 →

To be worked out with approval of the Fire Chief

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.

The EFD has assisted escorting this ride in the past from Hoosier Harley Davidson to CR 20. The EFD has also helped to provide traffic control at various intersections and displayed a Garrison Flag along the route for participants to ride under (location tbd). The number of fire apparatus required will be determined by the safety committee with approval of the Fire Chief

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 TBD by Building and Grounds
☐ Snow Fencing Number of Feet Requested _____ Other _____

Additional fees may apply.

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 →

Waste receptacles provided by HIMCO (Sponsor). Waste removal the responsibility of HHD

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 →

City owned Portable Stage delivered on 09/08. Fencing to be placed and taken down by the promoter.

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

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☐ No ☒ Yes →

Portable Stage & Event Fencing. This is a City Sponsored event



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 →

Police escort and chase vehicle during entire route & traffic control at all inbound/outbound city of Elkhart intersections

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

The police escorted route is 72 miles traversing through Elkhart County. A police escort is required to ensure the safety of participants.

As in the past, the promoter will work with members of the police/fire departments to determine the safest route.

All police and fire agencies along the route will provide traffic control within their respective jurisdictions. Additional Police motorcycle/vehicle escorts.

Additional Information May Be Required.

STREET DEPARTMENT

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

☐ No ☒ Yes → Street Name

See attached route breakdown and approximate times of arrival. CR 7

Please mark all that may apply:

Street Closed From: Bristol Street To: Hallie Rd open to Shady Lane
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____
Street Closed From: _____ To: _____

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: Information to be provided to BOW Secretary 2 weeks prior to event

Bridge Banner:

☐ Yes
☒ No

Please indicate location:

☐ Bridge Banner- North Main Street- Memorial Bridge
☐ Bridge Banner – Johnson Street

NOISE ORDINANCE

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

(Please check No or Yes below.)

☐ No ☒ Yes → Reason: Motorcycle engine noise along with amplified sound/music

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 to the Noise Ordinance: (required)

Businesses, residents, and motorists located near the venue and along the route may encounter engine noise
as riders arrive/depart. Amplified music upon arrival at HHD during registration until departure and upon return

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

The use of social, print, and broadcast media outlets advising of event and road closures.

Nearby businesses and residents will be asked to participate

Participants will be requested to keep noise to a minimum.

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 the primary contact and must be present during the event:

Contact full name (first/last name): James Ballard

Contact cell number (area code plus number):

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, or 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 the direction of the 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."

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 "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

ELKHART COUNTY HEALTH DEPARTMENT

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

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.

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 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.

James Ballard

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

6/26/23

DATE

WITNESSED: Clerk of the Board of Works

Date _____

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____



ELKHART BOARD OF WORKS
2022 USE & EVENT PERMIT APPLICATION

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

Date Received: 6/29/23

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: Waggin' in the Woods DATE(S) REQUESTED September 24, 2023

LOCATION/VENUE REQUESTED Elkhart Environmental Center

LOCATION/VENUE 2ND CHOICE REQUESTED _____

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☐ Yes

Requesting use of risers

APPLICANT INFORMATION

NAME OF APPLICANT
Annie Klehfoth

NAME OF EVENT ORGANIZER/PRODUCER
Elkhart Environmental Center

PRODUCTION COMPANY/ORGANIZATION

1717 E Lusher Ave

STREET ADDRESS

Elkhart

CITY

EECmail@coei.org

E-MAIL ADDRESS

APT/UNIT/SUITE

STATE

IN

ZIP CODE

46516

DAYTIME PHONE

(574) 293-5070

FAX

CELL PHONE

EVENT DAY ON-SITE CONTACT * REQUIRED

Annie Klehfoth

DAYTIME PHONE

(574) 293-5070

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: Tracking in the Shadows

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: 11 AM

Finish Time: 3 PM

Additional Information Required: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

From: 7 AM To: 2:50 PM

TEAR-DOWN

From: 3 PM To: 5 PM (or finish)

EXPECTED NUMBER OF PARTICIPANTS: 2000

If the event is reoccurring, please submit the past number of participants below.

2021 NUMBER OF PARTICIPANTS: 2022: 204

2020 NUMBER OF PARTICIPANTS: 2021: 260

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

☐ No

☒ Yes

Event Name: Waggin' in the Woods

Location: EEC

Date: September 24

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

Awareness event for dog-friendly trails at the EEC in partnership with Tracking In the Shadows, an Elkhart-based dog-rescue organization

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event: A family-friendly, dog-friendly event celebration the EEC. The event will feature a pooch parade, food vendors, (approved by the Elkhart County Health Department), micro-chipping, nail trims, possibly a beer garden, and more

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 separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coei.org

FOOD AND 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: TBD

IF YES, please describe:

Food vendors may include popcorn, ice cream, snack foods, along with some meal trucks (e.g. BBQ, pizza, etc.)

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department. Call 574-523-2283. Indicate location where food/beverages will be served on the Site Map.

TENTS AND CANOPIES

If you plan to erect tents or canopies, describe and give the number 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: 9, possibly more

Tent/Canopy Size(s): 10 x 10 (possibly others; will pursue additional permits as necessary)

(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 the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

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

(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 "BOW" must approve the location of the stages/platforms. (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 within 48 hours of event (if the 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: fencing for beer and wine garden

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 → K9 unit would be nice

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.

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 Unknown Other _____
- ☒ Snow Fencing Number of Feet Requested enclose greenspace Other _____

Additional fees may apply.

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 → Event trailer, PA system; bleachers

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

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

☒ 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 →

K-9 unit

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

Public education

Additional Information May Be Required.

STREET DEPARTMENT

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

☒ No ☐ Yes → Street Closing: _____
Please mark all that may apply:

Street Closed From: _____	To: _____
Street Closed From: _____	To: _____
Street Closed From: _____	To: _____
Street Closed From: _____	To: _____
Street Closed From: _____	To: _____
Street Closed From: _____	To: _____

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? Use of Central Green Park & Stage Requires additional information and a \$500.00 deposit.

Water:

- ☐ Yes
☒ No

Electric:

- ☐ Yes
☒ No

Plaza Sign:

- ☒ Yes
☐ No

Sign Information: Waggin' in the Woods: family and dog-friendly event at the Elkhart Environmental Center Sept.

Bridge Banner: 24 11 AM - 3 PM

- ☐ Yes
☒ No

Please indicate location:

Banner over Nappanee St

- ☐ Bridge Banner- North Main Street- Memorial Bridge
☐ Bridge Banner – Johnson Street

NOISE ORDINANCE

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

(Please check No or Yes below.)

☐ No ☒ Yes → Reason: PA system for event announcements; live music

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 to the Noise Ordinance: (required)

EEC residential neighbors

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

PA and speaker systems will be positioned to direct sound to intended area, and volume will be kept at reasonable level to limit nuisance

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 the primary contact and must be present during the event:

Contact full name (first/last name): Annie Klehfoth

Contact cell number (area code plus number): [REDACTED]

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, or 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 the direction of the 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."

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 "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

ELKHART COUNTY HEALTH DEPARTMENT

Event Plans must be accompanied by an Elkhart County Health Department Permit for food and beverage. Please contact the Elkhart County Health Department at 574-523-2283.

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.

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 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.

Annie Klehfoth

PRINTED NAME OF APPLICANT

Annie Klehfoth

SIGNATURE OF APPLICANT

January 19, 2023

DATE

WITNESSED: Clerk of the Board of Works

Date _____

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____



ELKHART BOARD OF WORKS 2023 USE & EVENT PERMIT APPLICATION

229 South 2nd 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 2ND 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 * REQUIRED _____ 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: Please attach a schedule if your event includes multiple days and/or varying times.

SET-UP TIME(S)

TEAR-DOWN

From: To:

From: To:

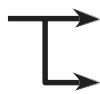
EXPECTED NUMBER OF PARTICIPANTS:

If the event is reoccurring, please submit the past number of participants below.

2022 NUMBER OF PARTICIPANTS:

2021 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 separate permits from the City of Elkhart. For information regarding City of Elkhart Permits, please call 574-294-5471 ext. 1055 or e-mail Nancy.Wilson@coei.org

FOOD AND 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 plan to erect tents or canopies, describe and give the number 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 the tent area.

Permits are required, fees apply - Permits must be acquired and paid for at the Permit Center at 229 South Second Street, Elkhart-574-296-9331

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

(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 "BOW" must approve the location of the stages/platforms.

(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 within 48 hours of event (if the 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.**

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.

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:

☐ 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.

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: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____


Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

Street Closed From: _____ To: _____

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- Memorial Bridge
☐ Bridge Banner – Johnson Street

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 to the Noise Ordinance: (required)

What measures will be taken to mitigate the impact of the Noise exception on surrounding persons (required)

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 the primary contact and must be present during the event:

Contact full name (first/last name):

Contact cell number (area code plus number):

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, or 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 the direction of the 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."

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 "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

ELKHART COUNTY HEALTH DEPARTMENT

An Elkhart County Health Department Permit for food and beverage must accompany event plans. Please contact the Elkhart County Health Department at 574-523-2283.

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.

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 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.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

WITNESSED: Clerk of the Board of Works

Date _____

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____



MEMO

To: Board of Elkhart Parks and Recreation

From: Jamison Czarnecki, Superintendent

Date: 7-18-23

Re: Parks Department Report

Superintendent's Update (Jamison Czarnecki)

- The department is very busy providing many opportunities for the public to relax and enjoy! Aquatic facilities are open, programs and events happening, and many great trails and courts for people to enjoy!
- Civic Rec's new software for registering has worked well and people are enjoying the new system.
- Mayor Roberson rolled out a new neighborhood initiative with parks being one of the focus points. We're excited to host some neighborhood engagement sessions on local parks and will be identifying how to enhance certain parks with residents in the coming weeks.
- High Dive Court is now complete with many people enjoying them already. The bridge to Krogers was removed and is currently being turned into a fishing pier. The old culvert replacement on the path is planned for the coming month.
- Rotary Club donated \$1,000 to our summer camp in June and we are grateful to them for doing so.

Events Report (Sherry Krask)

- On Saturday July 1st we had the Independence Day Celebration at Central Green. Although the weather was a little hairy, approximately 7,000 people came out to enjoy the 12 different food vendors, two bands, free face painting, and kids' area. The fireworks went off without a hitch and we are grateful for the Police and Fire departments for their assistance in tracking the weather and keeping us updated.
- The next weekend on Saturday, July 8th the Elkhart Farmers Market hosted the second annual Kids Day. We had approximately 600 attendees and featured 12 young entrepreneurs selling lemonade, baked goods, jewelry, pet accessories, and much more. We also hosted the South Bend Civic Theater Youth Company, Froggy 102.7, the Elkhart Public Library's Book Bus, Elkhart Police and Fire, a free balloon twister, Behemoth Bubbles, and 4 different family oriented non-profits such as CAPS and Boys and Girls Club.
- Summer in the Park Concert Series with Bad Entertainment hosted Darryl Buchanan on Sunday July 16th and had approximately 50 people attend the concert.
- We have our second Summer Chill Concert Series coming up on July 21st, please feel free to join us and listen to the Hipposonics.

Volunteers Report (Maddy Gordon)

- Starting in February, The Volunteer Voice, a monthly volunteer newsletter has been sent via email to past volunteers that we have on file, as well as new volunteers and people who fill out the volunteer application. We have built an audience of over 120 potential volunteers and this month we had a total open rate of 77%.



- Additionally, we have been assisting the Mayor's Office in their City-wide neighborhood clean-up initiative. We work with Patty and LaShawn in organizing the supplies and resources for neighborhood groups to use for their clean-ups that typically take place once or twice a month.
- Lastly, we are currently seeking volunteers for our Island of Blues event in September and also assisting the Police Department in looking for volunteers for the Night Out Against Crime and the Environmental Center for Envirofest.

Programming and Recreation Report (Luisa Ixmatlahua)

Programs Ended Since Last Meeting

- "Recreational Volleyball" starts June 20th, 4 registered.

Current Programs

- "Camp Connection" started June 12th- 153 registered
- "Extended Day Program" started June 5th- 83 registered
- "Playground Program" at Weston Park, McNaughton Park, Walker Park, Willowdale Park, High Dive Park, Studebaker Park and Roosevelt Park.
- "Tennis" started June 12th, 50 registered.
- "Life Line Camp" is currently serving 100 youth.
- "Pickle Ball" started June 12th, 25 registered.
- "Passport Program" June 5th and open to the public!
- "Recreational Volleyball" starts June 20th, 4 registered.
- "CPR Certification" started June 13th, 15 registered.
- "Learn to Ride for Kids" started June 14th, 1 registered
- "Bicycle Club Adults" started June 20th, 1 registered
- "Nanny's Granny's and Me" Dance and Story Time, 1 registered
- "Shark in the Park" started June 10th, 20 registered
- "Body Mind & Spirit" started July 11th 3 registered
- "Fly Fishing" starts July 15th 2 registered
- "Wilderness Survival Camp" starts July 15th 1 registered
- "Adult Monday Night Bingo" started July 10th 16 registered
- "Summer Soccer Camps"
 - "Tots" starts July 19th 11 registered
 - "Youth" starts July 17th 7 registered

Ranger Report (Ranger Nhim Danh)

June 1-30, 2023

Citations

- One citation was written for a drone being flown above Riverview Ball Park close to the visitors and park users.

Various Park Activities and number of people participating.

- Basketball (173), Biking (189), Boating/Kayak (19), Dancing/Music (0), Fishing (240), Football (25), Grilling/Picnic (329) Parking/Sitting (1960), Playground (750), Pickleball (59), Scooter (9), Skateboarding (54), Walking/Jogging

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent



Parks & Recreation
1320 Benham Ave.
Elkhart, IN 46516

574.295.7275
Fax: 574.522-7808

(1,380), Dog Walking (167), Soccer (78), and Swimming (1,027). Grand Total of 7331 patrons.

(383), Baseball/Softball (489), Tennis

Events

- June 6, 2023 – Ranger Nhim led a Bird Hike at Studebaker Park trail for 25 adult A.D.E.C. Clients.
- June 21, 2023 – Ranger Nhim led a Trail Hike at River Greenway for 45 Pinewood Elementary students.

Damage

- June 18, 2023 – While on patrol, Ranger Jamie was called by dispatch at 2:20 PM to respond to NIBCO Park to shut down water and electricity to the splash pad. He was informed that several kids received a shock. The scene was cleared at 3:00 PM.
- June 18, 2023 – While on patrol, Ranger Nhim found the McNaughton pavilion door ajar at 7:30 PM. The left door was damaged and tilted askew. Ranger Nhim put this into 311 and the issue was resolved.
- June 24, 2023 – While on patrol, Ranger Larry got a call from dispatch regarding the AC at Willowdale not working. He flipped the breaker, then waited 10 minutes to ensure its continuation.
- June 26, 2023 – While on patrol, Ranger Jamie found graffiti on picnic table under open-air pavilion at High Dive Park. The damage was reported on MyElkhart311.

Other

- June 12, 2023 – While on patrol Ranger Nhim was called by Dispatch at 6:40 PM to investigate an incident regarding a man flying a drone flying over the playing field where two teams were playing. He was sitting in the parking lot in his car. When Ranger Nhim approached him and informed him that flying drones over city parks was prohibited. After much discussion, Ranger Nhim cited him Ordinance 96.23 that prohibits “flying machines” in city parks without permission. The person left ten minutes later without incident.
- June 19, 2023 – While on patrol, Ranger Nathan Miller was at Weston Park. Neighbor said that there had been a fair amount of “rowdy” activity recently with kids and teens. The concerned Neighbor asked if we could patrol Weston Park more often, around the hours of 9:10 pm.

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent



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1320 Benham Ave.
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- June 22, 2023 – While on patrol, Ranger Nathan was called by dispatch around 5:30 PM regarding kids being rough with the swings at Weston Park. When he arrived, one swing was wrapped around the top. He spoke with the kids and asked them to stop doing it, which they did and assisted getting it down.
- June 30, 2023 – While on patrolling Hayden Park, Ranger Jamie was flagged down by a group of people fishing at the dock. They told him about an adult pit bull they pulled out of the water that had apparently drowned. Ranger Jamie called Central Dispatch to have them send out an officer to assist investigating the situation. Officer Koppell (Badge 489) called dispatch and had the Street Department remove the dog.

End of Report