

PARK BOARD AGENDA



MEETING SCHEDULE

Tuesday, September 19, 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

- August 15, 2023
- August 29, 2023

4. APPROVAL OF FINANCIALS

- Claims - \$55,653.52
- Donations - \$0
- Grants - \$0

5. NEW BUSINESS MATTERS

- a. Amended Restrictions
- b. Cardinal Bus Contract

6. OLD BUSINESS

- a. Sinclair Recreation Ratification

7. USE AND EVENT PERMIT

- a. Dink for Kids – September 22, 2023 – Studebaker Park
- b. Rio's Rainbow Community Picnic – October 7, 2023 – Island Park
- c. Ugly Sweater 5K – December 2, 2023 – NIBCO Water & Ice Park
- d. Fall Pop-Up Market – November 4, 2023 – High Dive Pavilion

8. DEPARTMENT REPORT

9. CORRESPONDENCE

- a. None

10. PUBLIC INPUT/PRIVILEGE OF THE FLOOR

ADJOURNMENT

NEXT REGULAR PARK BOARD MEETING OCTOBER 17, 2023, COUNCIL CHAMBERS.
FINANCIALS ONLY MEETING OCTOBER 3, 2023, PARKS OFFICE

City of Elkhart Parks & Recreation Park Board Minutes



DATE: August 15, 2023

TIME: 5:00 PM

City of Elkhart Parks & Recreation
Council Chambers

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

Call to Order at 5:03 PM.

1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

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

2. Approval of Agenda

Motion to Approve Agenda

Motion: MD

Second: JF

Motion passes with unanimous voice vote

3. Approval of Minutes

July 18, 2023

August 1, 2023

Motion to Approve

Motion: MD

Second: JF

Motion passes with unanimous voice vote

4. Approval of Financials

Claims: \$69,445.13

Donations: \$0

Grants: \$0

Motion to discuss, approve, and place on file

Motion: JF

Second: MD

Motion passes with unanimous voice vote

There are no questions from the Board.

5. New Business

a. Cardinal Bus Contract

Ms. Gordon explains that the contract is for a department-sponsored bus trip to Schaumburg, Illinois, to shop at Ikea and the Woodfield Mall.

Motion: MD

Second: JF

Motion passes with unanimous voice vote

City of Elkhart Parks & Recreation

Park Board Minutes



6. Old Business

- a. None

7. Use and Event Permit

a. Labor Day Parade – September 4, 2023 – Use of Park Stage

Ms. Gordon presents the permit on behalf of Karla Schwartz, Parade Organizer. The event is requesting the use of the park stage.

Motion: JF

Second: MD

Motion passes with unanimous voice vote

b. Trunk-or-Treat – October 21, 2023 – Island Park

Ms. Gordon presents the permit. This is the 11th year for the event.

Mr. Datema asks if it is prepackaged candy only. Ms. Gordon confirms that it is.

Motion to approve

Motion: JF

Second: MD

Motion passes with a unanimous voice vote.

c. Pine “Not-So-Haunted” Woods Walk – October 28, 2023 – Pinewood Park

Ms. Gordon presents the permit. Elkhart Police and Fire partner with the Department for this trick-or-treating event.

Motion to approve

Motion: JF

Second: MD

Motion passes with unanimous voice vote

d. Elkhart Farmers Market Pop-Ups – Various Dates – High Dive Pavilion

Ms. Gordon presents the permit. The Elkhart Farmers Market will continue once a month through the winter.

Motion to approve

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

8. Department Report

Mr. Cron reports that Ideal Beach and Pierre Moran Pool are closed for the season. McNaughton Spray Park will remain open for the weekends until August 27. Improvements are coming for Woodlawn Nature Center and the tower at High Dive Park. Geardean Thursby Tot Lot received some upgrades, including a new swing set. A new lead ranger, Nhim Dahn, has been hired. Mr. Dahn was previously a part-time park ranger.

Ms. Gordon reports that the Department assisted the Elkhart Police Department with the National Night Out Against Crime event on August 1. The department planned the entertainment. Nine staff members helped at the Elkhart Environmental Center’s EnviroFest. The Elkhart Farmers Market continues to see 1,000 people each week. August 26 will be Dog Day at the Market. The annual Food Truck and Tailgate party will be August 26 for the Navy and Notre Dame game in Ireland.

Ms. Gordon informs the Board that Truma Corp has adopted High Dive Park.

Ms. Ixmatlahua provides program updates.

9. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

City of Elkhart Parks & Recreation

Park Board Minutes



10. Approval for Adjournment

Motion to adjourn

Motion: MD

Second: JF

Motion passes with unanimous voice vote

Adjourn 5:28 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Luisa Ixmatlahua-Garay, Program Coordinator Nick Cron, Operations Manager	Sommer Bowers, Office Manager Jennifer Kobie, Recording Secretary
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ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

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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: August 29, 2023

TIME: 5:00 PM

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

Call to Order at 5:06 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: \$50,301.81

Donations: \$0

Grants: \$0

Motion to discuss, approve, and place on file

Motion: MD

Second: NAA

Motion passes with a unanimous voice vote

There is no discussion.

4. New Business

a. Memorandum of Understanding CARE University

Ms. Ixmatlahua states that the MOU is for the use of the Roosevelt Center for an afterschool program.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

b. Sinclair Recreation Ratification

Motion to table

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

c. Michiana Rental Contract

The contract is for a tent at the Island of Blues.

Motion to approve

City of Elkhart Parks & Recreation

Park Board Minutes



Motion: MD

Second: NAA

Motion passes with unanimous voice vote

d. **Board of Zoning Appeals Case #23-WT-01**

The case concerns a wireless tower to be built on private property near Pinewood Park. The Board decided to take no action.

5. Use and Event Permits

a. **Meet & Greet with Jerry Abell – September 9, 2023 – Sterling Park**

Mr. Abell presents the permit. Mr. Abell is running for the 4th District Council seat and would like to host a meet and greet for citizens to stop by and get information and free hot dogs. The Board asks the Legal Department if anything prevents Mr. Abell from using the park to campaign. Ms. Rivera will look into it.

Motion to approve conditional on Legal Department's approval

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

b. **Sarah Strong Run 5K and Kids Fun Run – September 23, 2023 – Lundquist-Bicentennial Park**

Ms. Kylee Kendall of Passionately Purple: The Sarah Strong Foundation presents the permit. This is an annual event to raise money and awareness. Ms. Kendall is working with Lt. Bias of the Elkhart Police for the race route.

Motion to approve

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

6. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

7. Approval for Adjournment

Motion to adjourn

Motion: NAA

Second: MD

Motion passes with a unanimous voice vote

Adjourn 5:34 pm

PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Sommer Bowers, Office Manager	Jennifer Kobie, Recording Secretary
Luisa Ixmattlahua, Program Coordinator	

ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Deb Barett, City Clerk	Rose Rivera, Legal Department, via Webex	Mr. Jerry Abell Ms. Kylee Kendall
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City of Elkhart Parks & Recreation Park Board Minutes



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.

September 14th, 2023


ERIN KOONS - DEPUTY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$55,653.52** 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 19TH DAY OF SEPTEMBER 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: 2204 - PARK & RECREATION					
AT&T MOBILITY II LLC	287332368663X08192023	09/19/2023	Updated Parks Footballs	2204-5-501-4220150	2,538.81
DEB & DAVE, INC.	1-128820	09/19/2023	High Dive Tower Windows	2204-5-501-4440500	706.43
BIG C LUMBER CO INC	1896438	09/19/2023	High dive Upgrade	2204-5-501-4440500	19.96
MENARD, INC	37887	09/19/2023	Office Supplies - Batteries, Wa	2204-5-501-4210500	77.91
BIG C LUMBER CO INC	1900946	09/19/2023	High Dive Tower Upgrade	2204-5-501-4440500	36.05
GREATER ELKHART CHAMBER	81545	09/19/2023	Education Classes	2204-5-501-4390910	20.00
LRS HOLDINGS LLC	PS5533460	09/19/2023	Portable Restrooms - 1020 Mc	2204-5-501-4370200	136.00
LRS HOLDINGS LLC	PS553461	09/19/2023	Portable Restrooms - 701 Arc	2204-5-501-4370200	217.00
LRS HOLDINGS LLC	PS553462	09/19/2023	Portable Restrooms - 1398 M	2204-5-501-4370200	136.00
LRS HOLDINGS LLC	PS553464	09/19/2023	Portable Restrooms - 200 W L	2204-5-501-4370200	136.00
YODER & SON FENCING LLC	4005	09/19/2023	Roosevelt fence replacement	2204-5-501-4440500	26,609.00
YODER & SON FENCING LLC	4005	09/19/2023	Replacement Fencing for Roos	2204-5-501-4440500	5,146.00
BUGSY'S ELKHART EXTERMIN	25258	09/19/2023	Monthly Pest Control - Consol	2204-5-501-4390912	210.00
MENARD, INC	38557	09/19/2023	Maintenace & Repair to High	2204-5-501-4440500	476.78
MENARD, INC	38564	09/19/2023	Maintenace & Repair to High	2204-5-501-4440500	5.01
SHOFF SECURITY SERVICES , I	146546	09/19/2023	Security Services - Securily M	2204-5-501-4390912	154.95
MENARD, INC	38606	09/19/2023	Maintenace & Repair to High	2204-5-501-4440500	247.02
MENARD, INC	38609	09/19/2023	Maintenance/Repairs for High	2204-5-501-4440500	-219.67
MENARD, INC	38617	09/19/2023	Maintenace & Repair to High	2204-5-501-4440500	379.69
KENNETH J SELNER	107755	09/19/2023	Keys for toledo Rd Lock	2204-5-501-4220150	6.00
FASTENAL COMPANY	INELK276448	09/19/2023	Maintenance/Repair - Bolts fo	2204-5-501-4440500	5.90
SHOFF SECURITY SERVICES , I	146558	09/19/2023	Guard Response Fee - Rivervi	2204-5-501-4390912	45.00
FASTENAL COMPANY	INELK276503	09/19/2023	Maintenance/Repair - Bolts fo	2204-5-501-4440500	120.00
LRS HOLDINGS LLC	PS553463	09/19/2023	Portable Restrooms - Olive Av	2204-5-501-4370200	136.00
AMAZON CAPITAL SERVICES I	1PRY-X169-6GQH	09/19/2023	Office Supplies - Ink and Plann	2204-5-501-4210500	140.49
MENARD, INC	39309	09/19/2023	Office Supplies - Extension Co	2204-5-501-4220150	21.34
MENARD, INC	39337	09/19/2023	Supplies - Gloves and Locks	2204-5-501-4220150	33.97
JET TECHNOLOGIES INC.	0730478	09/19/2023	Dasherboards Replacement fo	2204-5-501-4440500	1,372.80
JET TECHNOLOGIES INC.	730478	09/19/2023	DasherBoard Replacements fo	2204-5-501-4440500	2,512.48
NATIONAL RECREATION & PAR	182741-2023	09/19/2023	CPRP Membership Renewal	2204-5-501-4390800	700.00
Fund 2204 - PARK & RECREATION Total:					42,126.92
Fund: 2520 - PARK PROGRAM					
MARTIN SUPERMARKET #14	381489	09/19/2023	Event Supplies - Summerchill I	2520-5-630-4220150	4.79
MENARD, INC	37989	09/19/2023	Program Supplies - Kayak Stra	2520-5-508-4220150	38.97
QUICKSCORES LLC	231812	09/19/2023	Program - Softball Software S	2520-5-508-4390901	176.00
PATHFINDER COMMUNICATIO	CC-1230835865	09/19/2023	Parks Dept Radio Advertising -	2520-5-630-4330300	190.00
AMAZON CAPITAL SERVICES I	1L1X-919T-66Q4	09/19/2023	Program Supplies - Fishing Ro	2520-5-508-4220150	99.80
AMAZON CAPITAL SERVICES I	1L1X-919T-66Q4	09/19/2023	Event Supplies - Island of Blue	2520-5-630-4220150	27.99
MENARD, INC	38449	09/19/2023	Program Supplies - Kidws Glo	2520-5-508-4220150	51.94
TOWER ADVERTISING PRODU	0E97822-IN	09/19/2023	Programs Softball Awards	2520-5-508-4220101	302.50
RANDAL REYNOLDS	19128989	09/19/2023	Advertising - Banners for Ideal	2520-5-509-4220150	165.00
RANDAL REYNOLDS	19128989	09/19/2023	Advertising - Banners for Far	2520-5-630-4330300	495.00
ZACHERY MILLER	ETP083123	09/19/2023	Portable Restroos Rental - Tall	2520-5-630-4220150	845.00
AMAZON CAPITAL SERVICES I	1K34-K3TJ-QKRP	09/19/2023	Event Supplies - Downtown Li	2520-5-630-4220150	347.13
AMAZON CAPITAL SERVICES I	1PRY-X169-6GQH	09/19/2023	Event Supplies - Island of Blue	2520-5-630-4220150	57.49
MENARD, INC	39319	09/19/2023	Event Supplies - Lights for NIB	2520-5-630-4220150	874.65
EDWARD J. BELLOWES	003774-91323	09/19/2023	Umpire Services	2520-5-508-4390931	210.00
GREGORY J. WIDNER	003777-91323	09/19/2023	Umpire Services	2520-5-508-4390931	300.00
RONALD D. GUYER	003783-91323	09/19/2023	Umpire Services	2520-5-508-4390931	300.00
JOSE ALBGETO BRAVO	025993-91323	09/19/2023	Umpire Services	2520-5-508-4390931	420.00
JOSE ALBGETO BRAVO	025993-91323-2	09/19/2023	Umpire Services	2520-5-508-4390931	120.00
TONY W MACIK	025994-91323	09/19/2023	Umpire Services	2520-5-508-4390931	240.00
JUSTIN M RANDALL	025995-91323	09/19/2023	Umpire Services	2520-5-508-4390931	360.00

Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
JUSTIN M RANDALL	025995-91323-2	09/19/2023	Umpire Services	2520-5-508-4390931	120.00
MARIETTA CAPPELLETTI	09122023	09/19/2023	Event Performer - Island of Bl	2520-5-630-4390510	625.00
RAFAEL DIAZ	136	09/19/2023	Event - Island of Blues Games	2520-5-630-4390900	343.00
				Fund 2520 - PARK PROGRAM Total:	6,714.26
				Grand Total:	48,841.18

Report Summary

Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	42,126.92
2520 - PARK PROGRAM	6,714.26
Grand Total:	48,841.18

Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4210500	Office Supplies	218.40
2204-5-501-4220150	Operating Supplies	2,600.12
2204-5-501-4370200	Equipment Leases	761.00
2204-5-501-4390800	Organiz Membership &	700.00
2204-5-501-4390910	Education	20.00
2204-5-501-4390912	Contract Services	409.95
2204-5-501-4440500	Other Equipment	37,417.45
2520-5-508-4220101	Operating Supplies - Soft	302.50
2520-5-508-4220150	Operating Supplies - Gen	190.71
2520-5-508-4390901	Other Services - Softball	176.00
2520-5-508-4390931	Contract Labor - Umpire	2,070.00
2520-5-509-4220150	Operating Supplies	165.00
2520-5-630-4220150	Operating Supplies	2,157.05
2520-5-630-4330300	Advertising	685.00
2520-5-630-4390510	Ent & Prod Expense	625.00
2520-5-630-4390900	Other Services & Charge	343.00
Grand Total:		48,841.18

Project Account Summary

Project Account Key	Expense Amount
None	48,841.18
Grand Total:	48,841.18



City of Elkhart

City of Elkhart

Expense Approval Report

By Fund

Payment Dates 8/26/2023 - 9/14/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 2204 - PARK & RECREATION					
COMCAST CABLE	8871402050910809-9123	09/01/2023	Parks Internet Riverview Softb	2204-5-501-4320400	109.85
COMCAST CABLE	8771402050909983-9123	09/01/2023	Parks Internet - 635 Arcade Av	2204-5-501-4320400	108.35
FRONTIER NORTH INC.	57410100151114145-9123	09/01/2023	Parks Phone - Riverview Softb	2204-5-501-4320400	94.94
COMCAST CABLE	8771402050941317-9123	09/01/2023	Parks Internet - 119 W Wolf A	2204-5-501-4320400	116.25
INDIANA MICHIGAN POWER	04028164509-9123	09/01/2023	Electricity - 110 E Garfield Ave	2204-5-501-4350100	156.35
INDIANA MICHIGAN POWER	04792516603-9123	09/01/2023	Electricity - 215 E Indiana Ave	2204-5-501-4350100	44.78
NORTHERN INDIANA PUBLIC S	0441000024-9123	09/01/2023	Natural Gas - 701 Arcade Ave	2204-5-501-4350200	70.16
NORTHERN INDIANA PUBLIC S	1735700094-9123	09/01/2023	Natural Gas - 500 E Beardsley	2204-5-501-4350200	66.00
NORTHERN INDIANA PUBLIC S	7549100062-9123	09/01/2023	Natural Gas - 1320 Olive Ave -	2204-5-501-4350200	72.35
ELKHART PUBLIC UTILITIES	4100410004-9123	09/01/2023	Water & Sewer - Superior & R	2204-5-501-4350400	194.39
ELKHART PUBLIC UTILITIES	4100410104-9123	09/01/2023	Water & Sewer - Superior & R	2204-5-501-4350400	104.25
ELKHART PUBLIC UTILITIES	4100411004-9123	09/01/2023	Water & Sewer - Joyce & Supe	2204-5-501-4350400	188.18
ELKHART PUBLIC UTILITIES	4131505004-9123	09/01/2023	Water & Sewer - Johson St - P	2204-5-501-4350400	119.74
ELKHART PUBLIC UTILITIES	4208320000-9123	09/01/2023	Water & Sewer - 1020 McDon	2204-5-501-4350400	54.46
ELKHART PUBLIC UTILITIES	4262367905-9123	09/01/2023	Water & Sewer - 1607 Sterling	2204-5-501-4350400	17.63
INDIANA MICHIGAN POWER	04058946304-9823	09/08/2023	401 Riverview Ave - PK	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04116178304-9823	09/08/2023	624 E Jackson Blvd - PK	2204-5-501-4350100	26.98
INDIANA MICHIGAN POWER	04196896700-9823	09/08/2023	101 Goshen Ave - PK	2204-5-501-4350100	50.34
NORTHERN INDIANA PUBLIC S	2157000015-9823	09/08/2023	1020 McDondald St - PK	2204-5-501-4350200	69.49
NORTHERN INDIANA PUBLIC S	2157360055-9823	09/08/2023	301 NIBCO Pkwy - PK	2204-5-501-4350200	68.09
INDIANA MICHIGAN POWER	04215485709-9823	09/08/2023	131 Tyler St - PK	2204-5-501-4350100	295.34
INDIANA MICHIGAN POWER	04267434407-9823	09/08/2023	1324 Marguerite - PK	2204-5-501-4350100	268.05
Fund 2204 - PARK & RECREATION Total:					2,320.62
Fund: 2520 - PARK PROGRAM					
ZACHERY MILLER	FW070123	09/08/2023	Reissue to correct vendor	2520-5-630-4390900	3,050.00
COMCAST CABLE	8771402210116669-9123	09/01/2023	Parks Internet - 52256 Ideal B	2520-5-509-4320400	116.25
INDIANA MICHIGAN POWER	04844997017-9823	09/08/2023	52256 Ideal Beach Rd Lot1 - P	2520-5-509-4350100	1,325.47
Fund 2520 - PARK PROGRAM Total:					4,491.72
Grand Total:					6,812.34

Report Summary

Fund Summary

Fund	Payment Amount
2204 - PARK & RECREATION	2,320.62
2520 - PARK PROGRAM	4,491.72
Grand Total:	6,812.34

Account Summary

Account Number	Account Name	Payment Amount
2204-5-501-4320400	Telephone & Communic	429.39
2204-5-501-4350100	Electricity	866.49
2204-5-501-4350200	Natural Gas	346.09
2204-5-501-4350400	Water & Sewer	678.65
2520-5-509-4320400	Telephone & Communic	116.25
2520-5-509-4350100	Electricity	1,325.47
2520-5-630-4390900	Other Services & Charge	3,050.00
Grand Total:		6,812.34

Project Account Summary

Project Account Key	Payment Amount
None	6,812.34
Grand Total:	6,812.34

AMENDED RESTRICTIONS OF
RESTRICTIONS OF IDEAL BEACH 4TH ADDITION
OF HEATON LAKE, ELKHART COUNTY, INDIANA,
OCTOBER 1, 1946
DOCUMENT NUMBER 20003-00088

IDEAL BEACH 4TH ADDITION consists of twelve (12) parcels. Restriction 4 of the plat provides "The owners of said lots shall use property for building cottages or permanent homes and in no case shall property be used for commercial purposes except for renting for dwelling purposes."

1. The owners of the parcels agree that Restriction 4 of the platted addition shall be deleted from the restriction of the Addition and shall be replaced with the following restriction that provides: "The owners of said lots shall use property for building of cottages or permanent homes and in no case shall property be used for commercial purposes except for renting for dwelling purposes, with an exception for 'Busy Lil Beavers,' a landscaping business owned by Zachary Beavernier & Lauren Beavernier and located at parcel number 20-02-24-304-010.000-026, which shall be allowed to remain so long as it is the beneficiary of a special use permit, subject to and limited by the site plan submitted to the County Board of Zoning Appeals on February 27, 2023. The exception to general Restriction 4 for 'Busy Lil Beavers' does not run with the land."

All other restrictions shall remain in place:

2. All dwellings, garages and other buildings must be constructed on solid concrete or cement block or brick foundations.
3. All outdoor toilets shall be of an improved, sanitary type, constructed and installed according to government specifications, and shall be erected to the rear of lot.
4. Roofs of all cottages, dwellings, garages and other buildings shall have approved roof of composition, slate, tile or non-combustible materials.
5. The owners of said lots shall use property for building of cottages or permanent homes and in no case shall property be used for commercial purposes except for renting for dwelling purposes, with an exception for 'Busy Lil Beavers,' a landscaping business owned by Zachary Beavernier & Lauren Beavernier and located at parcel number 20-02-24-304-010.000-026, which shall be allowed to remain so long as it is the beneficiary of a special use permit, subject to and limited by the site plan submitted to the County Board of Zoning Appeals on February 27, 2023. The exception to general Restriction 4 for 'Busy Lil Beavers' does not run with the land.

Ty Miller
22735 Heaton Vista
Elkhart, Indiana 46514

Cathy Miller
22735 Heaton Vista
Elkhart, Indiana 46514

STATE OF INDIANA)
) SS:
COUNTY OF ELKHART)

Before me, a Notary Public in and for said County and State, personally appeared Cathy Miller, and acknowledged the execution of the foregoing Amended Restrictions as her true and voluntary act.

IN WITNESS WHEREOF, I have hereunto affixed my hand and Notarial Seal this _____ day of _____, 2023.

My Commission Expires:

_____, Notary Public
Residing in _____ County, IN

STATE OF INDIANA)
) SS:
COUNTY OF ELKHART)

Before me, a Notary Public in and for said County and State, personally appeared Ty Miller, and acknowledged the execution of the foregoing Amended Restrictions as her true and voluntary act.

IN WITNESS WHEREOF, I have hereunto affixed my hand and Notarial Seal this _____ day of _____, 2023.

My Commission Expires:

_____, Notary Public
Residing in _____ County, IN

Zachary M. Beavernier
Formerly known as Zachary M. Beaver
22799 Heaton Vista
Elkhart, Indiana 46514

Lauren M. Beavernier
Formerly known as Lauren M. Tavernier
22799 Heaton Vista
Elkhart, Indiana 46514

STATE OF INDIANA)
) SS:
COUNTY OF ELKHART)

Before me, a Notary Public in and for said County and State, personally appeared Zachary M. Beavernier, and acknowledged the execution of the foregoing Amended Restrictions as her true and voluntary act.

IN WITNESS WHEREOF, I have hereunto affixed my hand and Notarial Seal this _____ day of _____, 2023.

My Commission Expires:

_____, Notary Public
Residing in _____ County, IN

STATE OF INDIANA)
) SS:
COUNTY OF ELKHART)

Before me, a Notary Public in and for said County and State, personally appeared Lauren M. Beavernier, and acknowledged the execution of the foregoing Amended Restrictions as her true and voluntary act.

IN WITNESS WHEREOF, I have hereunto affixed my hand and Notarial Seal this _____ day of _____, 2023.

My Commission Expires:

_____, Notary Public
Residing in _____ County, IN

Timothy D. Tavernier
2289 Heaton Vista
Elkhart, Indiana 46514

City of Elkhart, Indiana
By: _____
(Printed Name)

Municipal Building
229 S. Second Street
Elkhart, Indiana 46516

STATE OF INDIANA)
) SS:
COUNTY OF ELKHART)

Before me, a Notary Public in and for said County and State, personally appeared Timothy D. Tavernier, and acknowledged the execution of the foregoing Amended Restrictions as her true and voluntary act.

IN WITNESS WHEREOF, I have hereunto affixed my hand and Notarial Seal this _____ day of _____, 2023.

My Commission Expires:

_____, Notary Public
Residing in _____ County, IN

STATE OF INDIANA)
) SS:
COUNTY OF ELKHART)

Before me, a Notary Public in and for said County and State, personally appeared _____, representative of the City of Elkhart, and acknowledged the execution of the foregoing Amended Restrictions as her true and voluntary act.

IN WITNESS WHEREOF, I have hereunto affixed my hand and Notarial Seal this _____ day of _____, 2023.

My Commission Expires:

_____, Notary Public
Residing in _____ County, IN

I affirm under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law.

/s/ Rose M. Rivera
Rose M. Rivera

This instrument was prepared by Rose M. Rivera, City Attorney, 229 S. Second Street, Elkhart, Indiana 46516

Cardinal Buses, LLC

A division of GO Riteway Transportation Group

202 Winslow Street
Middlebury, IN 46540
www.CardinalBuses.com

Maddy Gordon
Elkhart City Parks & Recreation
229 S 2nd St.
Elkhart, IN 46516
Wednesday, September 6, 2023

Charter ID 45689

Charter Confirmation

Dear Maddy:

Thank you for selecting Cardinal Buses, LLC for your upcoming trip Saturday, May 11, 2024 to Saturday, May 11, 2024. We are committed to providing you with the very best service possible. **This confirmation serves as your contract** for your transportation needs. In order to provide the best possible service, we ask that you review the attached transportation details for accuracy.

Please contact us immediately if you see something that needs to be changed or have any questions.

Middlebury, IN: 800.348.7487 / Zeeland, MI: 800.521.6006

Your complete itinerary is due at the time of reservation. **Please send your final itinerary 21 days prior to the departure date to ensure the success of your trip.** Changes made 7 days or less prior to your trip can not be guaranteed.

A 25% payment is due at time of booking with the remaining balance due 21 days prior to the departure date unless you are set up for invoicing. If paying with credit card, an additional 3.4% surcharge will be added to this trip. This amount is not greater than our cost of acceptance. Payments made by check or ACH are not subject to a surcharge. **Please send check payments to Cardinal Buses, LLC, Bin #88168, Milwaukee, WI 53288 and include the Charter ID on each payment.**

Cancellation Policy:

Trips cancelled more than 21 days prior to departure date will be refunded in full.

Trips cancelled 14 - 21 days prior to departure date will be assessed a 25% cancellation fee.

Trips cancelled 7 - 13 days prior to departure date will be assessed a 50% cancellation fee.

Trips cancelled 0 - 6 days prior to departure date are non-refundable.

To view your charters, make payments via online and request quotations you may click on the link below for your **Client Portal**. You can also access your portal by logging into portal.cardinalbuses.com/login. Please use the email address you provided us to login along with a password. We have set up your password for your initial login which you can change.

The password is: [REDACTED]

Client Portal Link [REDACTED]

Payment Due Net 30

Charter Party Authorized Signature

Date

Please read, sign and return this confirmation

Sincerely,

Shealvonne Jones
Account Manager

Cardinal Buses, LLC
Go Riteway Transportation Group
Terms and Conditions

Liability Agreement

This agreement is a contract for the hire of transportation services by GO Riteway Transportation services by GO Riteway Transportation Group and Cardinal Buses, LLC. GO Riteway/Cardinal Buses, LLC will not be liable for delays caused by an act of God, accidents that are not GO Riteway/Cardinal Buses, LLC-initiated, poor weather conditions, traffic detours and/or conditions beyond control of GO Riteway/Cardinal Buses, LLC. GO Riteway/Cardinal Buses, LLC reserves the right to terminate service if the safety of the driver, passengers, or the vehicle becomes compromised. In the event of a breakdown, GO Riteway/Cardinal Buses, LLC will make every reasonable effort to provide a replacement vehicle as soon as possible.

Behavior

The charter party shall not interfere with the driver in the discharge of his/her duty, or tamper with any apparatus/appliance on the vehicle. GO Riteway/Cardinal Buses, LLC reserves the right to refuse to transport persons under the influence of intoxicating liquors or drugs, or is likely to become such, as to be objectionable to other persons. GO Riteway/Cardinal Buses, LLC driver also has the right to remove any disruptive passengers and/or those doing harm to the vehicle or other passengers. If at any time the service is terminated due to unruly conduct, damages to the vehicle/driver or abuse of any kind that GO Riteway/Cardinal Buses, LLC deems valid, no refund of money will be made.

Chaperone

Charter party agrees that a responsible person of at least 25 years of age for each vehicle chartered will be assigned for the purpose of providing adequate supervision, discipline and assume responsibility for the compliance by passengers.

Damage

Decisions as to the unusual use or wear of the vehicle rest with GO Riteway/Cardinal Buses, LLC solely, and its experience as to the general use of hired vehicles. Charter party is fully responsible for the repair and or replacement of any part of the vehicle harmed by any passenger.

Lost or Stolen Items

GO Riteway/Cardinal Buses, LLC will make every reasonable effort to locate any lost items. However, GO Riteway/Cardinal Buses, LLC will not be responsible for lost or stolen items. Luggage and personal belongings should be taken off the vehicle each night or when members of the charter leave the vehicle and are handled by GO Riteway/Cardinal Buses, LLC driver at customer's own risk. At the driver's discretion, any items can be refused transport due to weight, size of inappropriate contents.

Smoking

NO smoking or drug use is permitted on any vehicle. A fee of \$250 for each occurrence will be charged if damage occurs by the charter party or anyone in the vehicle.

Alcoholic Beverages

Use of alcohol must be approved prior to departure. The charter party is required to pay a fee of \$250 should alcohol be consumed on board. This fee will be refunded in full pending condition of the coach. Passengers over 21 are permitted to bring alcohol aboard the vehicle in cans and plastic containers only. Glass is not permitted. Beer kegs are not allowed in the passenger compartment of the vehicle. Alcoholic beverages are NOT PERMITTED while in the City of Chicago, in accordance with Municipal Code Chapter Section 9-114.

Cleaning Fee

Cleanliness is the joint responsibility of both the charter party and GO Riteway/Cardinal Buses, LLC driver. Drivers will make every effort to keep the vehicle clean and washroom serviced on extended trips. Any food or drink on the coach is a privilege and can be revoked by the driver if inappropriate behavior warrants such action. A cleaning fee of at least \$250 will be applied when vehicle is returned in an unacceptable condition due to food, beverage or abuse.

Cancellation Policy

Cancellations must be submitted and confirmed by GO Riteway/Cardinal Buses, LLC. We require more than 21 days notice prior to departure date for a full refund. Cancellations between 14 and 21 days prior to departure will incur a 25% fee. Cancellations between 7 and 13 days prior to departure will incur a 50% fee. Cancellations between 0 and 6 days prior to departure are non-refundable. Charter party must receive a confirmation of the cancellation from GO Riteway/Cardinal Buses, LLC to confirm the cancellation.

Multi-Days Trips

Charter party is responsible for reserving and paying for GO Riteway/Cardinal Buses, LLC driver's hotel room on multi-day and overnight trips. No room sharing, college dormitories, Bed and Breakfasts, camps or private residences are allowed. It is the responsibility of the charter party to ensure the hotel has bus parking available for the extent of the driver's stay. If charter party fails to make such arrangements, or GO Riteway/Cardinal Buses, LLC deems the hotel or parking to be of substandard quality or security, GO Riteway/Cardinal Buses, LLC reserves the right to book the most convenient option available with sufficient parking at full charge to the charter party.

Payment

Unless otherwise noted, payment arrangements must be established at the time of booking the order. Full payment is due prior to 21 days of charter date. We impose a surcharge of 3.4% on credit card products, which is not greater than the cost of acceptance. Payments made by check or ACH are not subject to a surcharge.

Economic Recovery Charge

Due to the unpredictability in transportation operating costs, GO Riteway/Cardinal Buses, LLC reserves the right to re-price trips 21 - 30 days before start date and advise client if a rate increase is necessary to execute the trip. Client has the option to cancel the trip with no penalty should the increase be objectionable.

Fuel Contingency

Should fuel prices increase, GO Riteway/Cardinal Buses, LLC reserves the right to adjust the contracted price accordingly with a fuel surcharge.

WiFi

GO Riteway/Cardinal Buses, LLC motorcoaches are equipped with free and open network WiFi provided for convenience. Users access this at their own risk. It is available to the general public and is not inherently secure. It is provided on an "as available" basis without any warranties of any kind. Under no circumstances shall GO Riteway/Cardinal Buses, LLC be liable for any damages resulting from using or inability to use WiFi.

Audio Visual

GO Riteway/Cardinal Buses, LLC will be held harmless for the malfunction of any entertainment equipment onboard the vehicle. The charter party is to provide their own entertainment media and responsible for its use and adherence to all international copyright and viewing laws. No tampering is allowed with any visual/audio equipment on GO Riteway/Cardinal Buses, LLC vehicles. Movies are subject to the driver's approval. No adult, mature or pornographic videos are allowed.

DOT Regulations

Per Department of Transportation Regulations drivers are not allowed to drive for more than 10 consecutive hours and not drive without being off for eight hours following ten hours of driving. Extended trips may require additional drivers to conform to DOT requirements. The total number of passengers cannot exceed seating capacity of the vehicle and all passengers regardless of age must be in a seat. Coaches that are equipped with wheelchair lifts are limited to 600 pounds which will be allowed to board the motorcoach.

Itinerary

Clients are to provide a complete detailed itinerary which is required upon reservation. GO Riteway/Cardinal Buses, LLC reserves the right to choose, establish or change routing as it deems necessary. Charter party may specify a particular route, which may result in additional charges. GO Riteway/Cardinal Buses, LLC is not responsible for missed appointments or estimated times of arrivals.

Failure to receive the final detailed itinerary 21 days before the trip may result in cancellation of the trip. Charter party will be responsible for full payment and no refund will be made.

GO Riteway/Cardinal Buses, LLC will make every effort to edit charters; however, changes made 7 days or less prior to departure date are not guaranteed.

Additional Charges

This trip has been priced and scheduled based on the information provided. The final price is subject to change based on charter party's final itinerary as well as the actual, drive itinerary. If chartered party deviates significantly, a minimum of \$75 per hour will be billed for additional hours. GO Riteway/Cardinal Buses, LLC drivers do not calculate, collect or determine what additional money is owed on a reservation. Additional charges are billed at the office the next business day after the trip occurs. Any damage to the vehicle, caused by the charter party, will be charged by GO Riteway/Cardinal Buses, LLC to the charter party. This would include any loss-of-use charges.

Driver Gratuities

Driver gratuities are usually not automatically included in the cost of the trip. Tipping is customary and appreciated, but it is up to the customer to decide based on the service they receive.

COVID-19

Customer, and/or passengers for whom customer chartered the vehicle(s), may be exposed to the novel coronavirus that is responsible for causing COVID-19. COVID-19 is a potentially serious, even deadly, disease for which there is currently no cure. The Centers for Disease Control and Prevention ("CDC") considers COVID-19 to be highly contagious and spread mainly from person-to-person through respiratory droplets that are expelled when infected person sneezes, coughs, or talks. Some infected people show no symptoms. There are millions of COVID-19 infections in the United States. The circumstances and CDC guidelines about COVID-19 frequently change. Customer accepts full responsibility for familiarizing themselves, and/or passengers for whom customer chartered the vehicle(s), with the most recent updates. The risk of contracting COVID-19 may be lessened if customer and/or other passengers for whom customer chartered the vehicle(s) wear face masks while in the vehicle, but, the risk of exposure and contracting the disease cannot be eliminated and exposure to COVID-19 or the novel coronavirus may result in quarantine obligations, serious illness, temporary or permanent disability or death.

After considering the risks of riding in a Riteway vehicle, customer agrees not to bring any action or lawsuit against Riteway for any illness, injury, or death arising from the novel coronavirus or COVID-19.



SINCLAIR
RECREATION, LLC

PO Box 1409
Holland, MI 49422-1409
Ph: 800-444-4954 Fax: 616-392-8634

08/07/2023
Quote #
104785-01-02

Site Amenities - Omnia

City of Elkhart
Attn: Jamison Czarnecki
229 S Second Street
Elkhart, IN 46516
Phone: 574-295-7275
Jamison.Czarnecki@coei.org

Ship to Zip 46516

Quantity	Part #	Description	Unit Price	Amount
12	P238-SR6	UltraSite - 6" Extra Heavy Duty Table, Slat Rolled - PC Frame	\$1,806.00	\$21,672.00
33	PCL-36RB	UltraSite - 36 Gallon Classic Receptacle w/ Door, w/ Rain Bonnet Lid & Plastic Liner	\$2,149.00	\$70,917.00
2	FIXIT PLUS	Miscellaneous Non GameTime - Dero - 1 Bike Hanging Hook	\$1,067.00	\$2,134.00
2	AIR KIT PRIME	Miscellaneous Non GameTime - Dero - FITIT Mount Air Pump	\$721.00	\$1,442.00
Contract: OMNIA #2017001134			Sub Total	\$96,165.00
			Freight	\$3,820.74
			Total	\$99,985.74

Comments

Does NOT Include:

- Unloading
- Storage
- Installation

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. **A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.**

Pricing: f.o.b. factory, firm for 30 days from date of quotation unless otherwise noted on quotation. Sales tax will be added at time of invoicing unless a tax exemption certificate is provided at time of order entry.

Payment terms: Net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Shipment: Order shall ship within 10-14 weeks after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders, drainage provisions, or any local/municipal permits or paperwork that may be required.



ELKHART BOARD OF WORKS
2023 USE & EVENT PERMIT APPLICATION

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

Date Received: 9/12/23

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: Dink for the Kids DATE(S) REQUESTED Sept 22nd
LOCATION/VENUE REQUESTED Studebaker Park
LOCATION/VENUE 2ND CHOICE REQUESTED _____

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT Alayna Frauhiger on behalf of Friends of Beacon
NAME OF EVENT ORGANIZER/PRODUCER Friends of Beacon - Beacon Children's Hospital
PRODUCTION COMPANY/ORGANIZATION [REDACTED]
STREET ADDRESS Elkhart APT/UNIT/SUITE _____
CITY [REDACTED] STATE IN ZIP CODE 46516
E-MAIL ADDRESS [REDACTED]

DAYTIME PHONE _____ FAX _____ CELL PHONE [REDACTED]
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: Beacon Children's Hospital

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: 4:45pm 5pm Finish Time: 8:30 pm

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

SET-UP TIME(S)

From: 4:30 To: 5 pm

EXPECTED NUMBER OF PARTICIPANTS:

40

TEAR-DOWN

From: 8:30 To:

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

2022 NUMBER OF PARTICIPANTS:

40

2021 NUMBER OF PARTICIPANTS:

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

(Please check No or Yes below.)



☐ 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

Pickleball round robin

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

Charity doubles pickleball event,
supporting Children's Hospital

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 checked="" 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?

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.

Alayna Frauhiger

PRINTED NAME OF APPLICANT

[Signature]

SIGNATURE OF APPLICANT

Sept 12, 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
2022 USE & EVENT PERMIT APPLICATION

Approved by
Event Committee

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

Date Received: 9/7/23

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: Rio's Rainbow Community Picnic DATE(S) REQUESTED 10/7/23

LOCATION/VENUE REQUESTED Island Park

LOCATION/VENUE 2ND CHOICE REQUESTED _____

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☒ Yes

Requesting fee waiver.

APPLICANT INFORMATION

NAME OF APPLICANT Aaron Ball

NAME OF EVENT ORGANIZER/PRODUCER _____

PRODUCTION COMPANY/ORGANIZATION

Rio's Rainbow LLC

STREET ADDRESS

[REDACTED]

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

DAYTIME PHONE

CELL PHONE

[REDACTED]

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: 10:00 am

Finish Time: 4:00 pm

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

SET-UP TIME(S)

From: 8:00 am To: 10:00 am

TEAR-DOWN

From: 4:00 pm To: 6:00 pm

EXPECTED NUMBER OF PARTICIPANTS:

100

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

2021 NUMBER OF PARTICIPANTS:

2020 NUMBER OF PARTICIPANTS:

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

(Please check No or Yes below.)

☐

No

☐

Yes

Event Name: Rio's Rainbow Community Picnic

Location: Censational Events / Franklin St.

Date: 9/28

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

Craft vendors, yard games,
face painting, background music.

Brief Description of Event:

An event to gather the community,
bridge gaps between neighbors, and share info
on mental health & anti-bullying initiatives.

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@coel.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 trucks if they are willing to (or allowed to) participate

Additional Information Required: If you checked "Yes" above, a Short Term Permit is required from the Elkhart County Health Department. Call 674-523-2283. 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: 25 max

Tent/Canopy Size(s): 10 x 10

(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-574-298-9331

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 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: _____

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): Aaron Ball

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.

Aaron D. Ball

PRINTED NAME OF APPLICANT

Aaron D. Ball

SIGNATURE OF APPLICANT

9/6/23

DATE

Date _____

WITNESSED: Clerk of the Board of Works

APPROVED: BOARD OF PUBLIC WORKS

Date _____

President

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

Date _____

President or Secretary



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

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

Date Received: 9/11/23

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: Ugly Sweater 5K Run/walk and 1 Mile Walk DATE(S) REQUESTED 12-2-23
LOCATION/VENUE REQUESTED NIBCO Water and Ice Park
LOCATION/VENUE 2ND CHOICE REQUESTED _____
OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT Paula Turk
NAME OF EVENT ORGANIZER/PRODUCER Elkhart Education Foundation
PRODUCTION COMPANY/ORGANIZATION Stone Soup Promotions
STREET ADDRESS POB 82 APT/UNIT/SUITE _____
CITY Elkhart STATE IN ZIP CODE 46515
E-MAIL ADDRESS [REDACTED]
DAYTIME PHONE [REDACTED] FAX NA CELL PHONE [REDACTED]
EVENT DAY ON-SITE CONTACT SAME AS ABOVE DAYTIME PHONE [REDACTED] CELL PHONE [REDACTED]

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: Elkhart Education Foundation

NAME OF SPONSORING ORGANIZATION CONTACT Juan Carlos Alvarado SPONSORING ORG. CONTACT PHONE [REDACTED]
ADDRESS OF SPONSORING ORGANIZATION Pierre Moran School, 200 West Lusher CITY Elkhart ZIP CODE 46516

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 # [REDACTED]

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 8:30 am

Finish Time: 10:45 am

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

SET-UP TIME(S)

From: 5:30 am To: 7:00 am

TEAR-DOWN

From: 9:30 am To: 10:45 am

EXPECTED NUMBER OF PARTICIPANTS: 600

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

2019 NUMBER OF PARTICIPANTS: 2022: 450

2018 NUMBER OF PARTICIPANTS: 2019: 350

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

(Please check No or Yes below.)

☐ No

☒ Yes

Event Name: NIBCO Water and Ice Park

Location: NIBCO Parkway

Date: 12-3-22

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: A wonderful, holiday festive with a festive vibe including a 5K run or walk and 1 mile walk. Most people dress up in decorated sweaters and holiday gear. Dogs are allowed and they dress up as well.

The course showcases some of the new section of riverwalk behind the new apartments behind Martins and does a lap around the high school. It is part of Winterfest and dovetails into the pancake breakfast!

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

PROHIBITED ACTIVITIES IN CITY PARKS (By Ordinances)

No Fundraising Allowed

No Bounce Houses Allowed

No Admission Fees Allowed

EVENT LOGISTICS

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

FOOD AND NON-ALCOHOLIC BEVERAGES:

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

(Please check the appropriate response.)

☐

No

☒

Yes, to the participants only

☐

Yes, to the general public

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

If applicable



Name of Caterer/Vendor: Electric Brew

IF YES, please describe:

We will offer cocoa (prepared offsite) bananas and wrapped cookies or granola bars after the event to participants.

Requesting use of NBGO Water and Ice park on Saturday morning for registration and also use of the restrooms at the park open by 6am, unless we can load in the evening before.

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

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

TENTS AND CANOPIES

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

Building and Zoning Clearance Required.

Will your event feature tents and/or canopies?

(Please check No or Yes below.)

☒

No

☐

Yes



Number of Tents/Canopies: _____

Tent/Canopy Size(s): _____

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

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

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

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

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

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

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

VEHICLES

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

☒

No

☐

Yes



Number of Vehicles: _____

Vehicle Description(s): _____

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

☒

No

☐

Yes



Number of Vehicles: _____

Vehicle Description(s): _____

STAGES/PLATFORMS (provided by the requestor)

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

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

***May require additional insurance.**

☒ No ☐ Yes → Number of Stage(s): _____

→ Stage Description(s): _____

Stage Owner _____ Phone Number: _____

Address: Street, City, State, Zip _____

Stage Specs will be required.

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

PORTABLE TOILETS

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

ADA compliant toilets are required for Public Gatherings.

☒ No ☒ Yes → Number of Portable Toilets: _____ AND Number of Accessible ADA Portable Toilets: _____

→ Company/Description(s): would like use of NIBCO Toilets

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 → We will need support- 10 ESS from 8:30 am - 10:00 am

Number of Emergency Management Staff Requested

☐ \$50.00 Minimum of two Event Personnel 10

☐ \$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 →

Medic alert or Kubota from 8:30am - 10:00 am

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.
Either is fine.

Additional Information May Be Required.

BUILDINGS AND GROUNDS

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

☐ Event Fencing Number of Sections Requested _____

Other _____

☐ Snow Fencing Number of Feet Requested _____

Other _____

Additional fees may apply.

Other _____

WASTE RECEPTACLES

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

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

☒ No ☐ Yes →

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

(Please check No or Yes below.)

☒ No ☐ Yes →

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

PARKS DEPARTMENT

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

☒ No ☐ Yes →

☐ Golf Cars ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

☐ Risers ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

☐ Stage ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

☐ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (I.E.: Rhapsody, Summer Chill, WinterFest, etc.)

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

City Departments Only may request the use of these items.

POLICE DEPARTMENT

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

☐ No ☒ Yes →

We need help with traffic control.

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

The fire department is having their breakfast with Santa 8-Noon in the morning, so we need help with Traffic.

Additional Information May Be Required.

STREET DEPARTMENT

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

☐ No ☒ Yes →

8:15 am - 10:00 am (we provide a lead and follow bike in pink vest)

Please mark all that may apply:

Street Closed From:	<u>NIBCO Parkway: Jackson</u>	To:	<u>Elkhart Avenue</u>
Street Closed From:	<u>Elkhart Ave: Jackson</u>	To:	<u>River</u>
Street Closed From:	<u>Jackson: Main Street</u>	To:	<u>Elkhart Avenue</u>
Street Closed From:	<u>Waterfall : Jackson</u>	To:	<u>Goshen Avenue</u>
Street Closed From:	<u></u>	To:	<u></u>
Street Closed From:	<u></u>	To:	<u></u>

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

OTHER STRUCTURES

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

☒ No ☐ Yes →

Number of Structures:

Description(s):

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

BOARD OF WORKS PERMITS

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

Water:

- ☐ Yes
☒ No

Electric:

- ☐ Yes
☒ No

Plaza Sign:

- ☒ Yes
☐ No

Sign Information: Ugly Sweater 5Krun/walk and 1M SweaterStroll, Sat, Dec2 to benefit Elkhart Education Foundation

Bridge Banner:

- ☐ Yes
☒ No

Please indicate location:

- ☐ Bridge Banner- North Main Street
☐ Bridge Banner – Johnson Street
☐ Benham Street Spanning Banner

NOISE ORDINANCE

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

(Please check No or Yes below.)

- ☐ No ☒ Yes →

Reason: Monster Message will be there- we need to make announcements! Play 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:

The direction of the speakers will be towards NIBCO Park, so doubtful any citizens will hear the music.

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

We will have signs out a week before indicating there is a race going on.

EMERGENCY ACTION PLAN

PURPOSE (Required for all Applicants)

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

BASIC PLAN

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

Contact full name (first/last name):

Contact cell number (area code plus number):

EVENT MAPS

SITE MAP (Required for all Applicants)

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

ROUTE MAP (Runs, Walks, Bike Rides)

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

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

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 with exclusive rights to park property including but not limited to any right to restrict access, use, and First Amendment activities of any person on park property open to the general public.

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

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

Paula Turk

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

9-11-23

DATE

WITNESSED: Clerk of the Board
Nancy Wilson

Date _____

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____

Elkhart Education Foundation

UGLY SWEATER 5K Run

Presented by:

NIBCO
AHEAD OF THE FLOW™





ELKHART BOARD OF WORKS
2023 USE & EVENT PERMIT APPLICATION

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

Date Received: 9/7/23

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: Fall Fabulous Pop Up Market DATE(S) REQUESTED November 4, 2023

LOCATION/VENUE REQUESTED High Dive Pavilion

LOCATION/VENUE 2ND CHOICE REQUESTED _____

OFFICE USE: DATE/VENUE AVAILABLE ☐ No ☒ Yes

APPLICANT INFORMATION

NAME OF APPLICANT
Sherry Krask

NAME OF EVENT ORGANIZER/PRODUCER

City of Elkhart Parks and Recreation Department

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS 229 S 2nd Street APT/UNIT/SUITE _____

CITY Elkhart STATE IN ZIP CODE 46516

E-MAIL ADDRESS sherry.krask@coei.org

DAYTIME PHONE 574-295-7275 FAX _____ CELL PHONE [REDACTED]

EVENT DAY ON-SITE CONTACT * REQUIRED Sherry Krask DAYTIME PHONE 574-295-7275 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: 9 am

Finish Time: 2 pm

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

SET-UP TIME(S)

From: 7:30 am To: 9 am

TEAR-DOWN

From: 2 pm To: 3 pm

EXPECTED NUMBER OF PARTICIPANTS:

500

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

2022 NUMBER OF PARTICIPANTS: 400

2021 NUMBER OF PARTICIPANTS: 250

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

☐ No

☒ Yes

Event Name: Fall Fabulous Pop Up Market

Location: High Dive Pavilion

Date: 11/5/2022

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:

We invite vendors of arts, crafts, direct sales, home based vendors and food vendors to set up a space to sell their items. The event is free to the public.

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:

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 →

- | | |
|--|---|
| <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?

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): Sherry Krask

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.

Sherry Krask

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

9/7/23

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 _____

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent



Parks & Recreation
1320 Benham Ave.
Elkhart, IN 46516

574.295.7275
Fax: 574.522-7808

MEMO

To: Board of Elkhart Parks and Recreation

From: Jamison Czarnecki, Superintendent

Date: 9-19-23

Re: Parks Department Report

Superintendent's Update (Jamison Czarnecki)

- New picnic tables and trashcans have been installed at Studebaker Park.
- The windmill at High Dive Park has new improvements and upgrades being done and is hoped to be completed this fall.
- We want to say thank you to NIBCO for installing the art piece at NIBCO Ice and Water Park for the Downtown After Dark week. The public is encouraged to come visit it during the week of the September 15th and may be permanent in the future.
- We'd like to welcome Nhim Danh as our new Lead Ranger. Building on his previous part time role as a ranger with the department, he is excelling at the current position and we're grateful for his commitment to the parks.

Events Report (Sherry Krask)

- On August 26th we hosted the 3rd annual Tailgate and Food Truck Party at Central Green. We had around 400 attendees watching the game, eating from the food vendors, and enjoying the live music and games.
- Also on August 26th we hosted Dog Day at the Farmers Market. We had over 1,000 people in attendance including many of their furry friends. Homeward Bound dog rescue joined us as well as multiple different pet-themed vendors as well.
- We had Unfinished Business play at the third Summer Chill on August 18th. We had 302 people attend that event.
- We hosted our first Winterfest committee meeting this month. The Parks Department along with many of our downtown community partners are working on getting all of our December information and events together to create this year's Winterfest Newsletter.
- Downtown After Dark is happening September 15th to 22nd and includes lighting downtown, dance parties, live music, discounts at downtown businesses, and more!

Volunteers Report (Maddy Gordon)

- For the next few weeks, we are working with Elkhart Academy students to help them in fulfilling a service-learning requirement to get their degree. They are going to be joining us every Friday morning for about an hour learning about and working on something different. For example, they will be taking a field trip to the EEC to learn about invasive species, they have done some artistic trashcan painting in American Park, and they will be taking a tour of City Hall and learning about the ins and outs of the day-to-day Parks Department.
- This past weekend at Island of Blues, we had around 16 volunteers join us throughout the day. They assisted with bridge greeting, patron counting, supervising the kid's area, and working the BBQ sauce contest.

The Honorable
Rod Roberson
Mayor

Jamison Czarnecki
Parks Superintendent



Parks & Recreation
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Programming and Recreation Report (Luisa Ixmatlahua)

Programs Ended Since Last Meeting:

- "Bicycle Club Adults" 6 registered
- "Shark in the Park" started, 29 registered
- "Body Mind & Spirit" 3 registered
- "Fly Fishing" started July 15th 7 registered
- "Super Full Moon Kayaking" 20 Registered and 10 on the wait list.

Current Programs

- "Passport Program" open to the public
- "Playground Program" Monday – Friday, Weston Park, Walker Park, Roosevelt Park, Studebaker Park, McNaughton Park. Open to the public, average 10 kids at the playground.
- "Courts and Crafts," Roosevelt Center afterschool program for 2nd – 8th grade, 15 participants
- "Elkhart Kayak Club," September 2nd, 2 registered
- "Fishing Clinic" Sept 9th and September 23rd, 6 registered
- "Intro to Photography" September 28, 1 registered
- "Family Fall Brawl Series" started September 6, 1 registered
- "Tennis Lessons" September 16, 13 registered

Ranger Report (Ranger Nhim Danh)

August 1-31, 2023

Citations

- None written.

Various Park Activities and number of people participating.

- Baseball (422), Basketball (148), Biking (211), Grilling/Picnic (279), Dog Walking (133), Fishing (162), Pickleball (58) Playground (659), Sitting/Standing (2024), Skateboarding (95), Soccer (458), Swimming/Water Pad (259), Tennis (30), Walking/Jogging (1239). Grand Total of 6177 patrons.

Events

- None.

Damage (Graffiti/Vandalism/Etc.)

- August 2, 2023 - While on patrol, Ranger Keene encountered graffiti in the tunnel under the bridge on the path to River Greenway on Indiana Ave. He reported the graffiti on 311.



- August 9, 2023 - While on patrol, Ranger Nhim, during his duty of closing bathrooms, encountered vandalism inside the women's bathroom at Booth Dog Park. Paper towels were used to graffiti the bathroom throughout. Additionally, the soap dispenser was broken off the wall.

Other

- August 1, 2023 - While on patrol, Ranger Nhim received a call from the Splash Pad supervisor at McNaughton Park complaining about two adults without kids hanging around the waterpark and playground area, upsetting staff members at the Splash Pad. A ranger responded with the intention to deter the two adults from exercising any unwanted activities. Ranger Nhim responded and no further issues occurred for the day.
- August 6, 2023 - While on patrol, Ranger Keene encountered two homeless individuals sleeping under the open air pavilion at Langle Park. Ranger Keene instructed them to clean up their belongings and that they cannot be sleeping under the pavilion in the park. They complied without further incident.
- August 6, 2023 - While on patrol, Ranger Keene met an EPD Officer who briefed him about three aggressive dogs running loose on High Dive Park. The dogs, according to a witness, headed towards Island Park. Neither Ranger Keene nor the EPD Officer saw them. A Lady who saw the dogs reported that the dogs were running along the railroad tracks near High Dive Park. After searching for them, Ranger Keene and the EPD Officer could not find the dogs.
- August 7, 2023 - While on patrol, Ranger Keene received a call at 4:30 PM from the Parks Department to investigate an encampment at Franklin's Landing. Upon arrival, Ranger Keene confirmed that there was indeed an encampment. Ranger Keene requested EPD's assistance. When EPD arrived, a Lady from across the street spoke with them. No items were removed from the encampment. EPD informed Ranger Keene that they will patrol the area in the event that if someone arrives at the encampment, EPD will handle the situation.
- August 18, 2023 - While on patrol, Ranger Nhim was informed by a Park-Goer at Studebaker Park regarding two individuals drinking alcohol at EEC (Elkhart Environmental Center). When Ranger Nhim arrived at EEC at 7:30 PM, two young men were confirmed to be drinking at a picnic bench near the River Greenway entrance. Ranger Nhim informed the two men that alcoholic consumption is not permitted on park premises. They complied and left the park without any incident.
- August 21, 2023 - While on patrol, Ranger Nhim encountered an encampment at Island Park's open picnic pavilion. Ranger Nhim reported the encampment on 311.
- August 26, 2023 - While on patrol, Ranger Nhim was dispatched to Tongxiang Park regarding a dying raccoon on the Riverwalk path behind the Aquatic Center. Per guidance from the County, Ranger Nhim moved the raccoon off the path and into a secluded area to avoid the public's encounter with it.

End of Report