



City of Elkhart

City of Elkhart Board of Works

City of Elkhart Board of Parks & Recreation

2025 Use and Event Permit Application

PERMIT APPLICATION PROCEDURES and REGULATIONS

Questions

Board of Works

Nancy.Wilson@coei.org

Parks

ElkhartCityParksPermits@coei.org

USE AND EVENT PERMITS

SPECIAL SERVICES

229 SOUTH 2ND STREET, ELKHART, IN. 46516

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USAGE PERMIT GENERAL DEFINITIONS

"EPRB": City of Elkhart Park & Recreation Board

"BOW": Board of Public Works

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

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

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

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

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

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

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

PERMIT APPLICATION PROCEDURES, REGULATIONS AND GUIDELINES

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

PROCEDURES

1. Applicants should pick a specific Venue and date for the event. Applicants are encouraged to choose an alternative Venue and/or date in the event an applicant's first choice is not available.
2. All permit applications must be reviewed by the City of Elkhart Board of Works (hereinafter "BOW") and/or the City of Elkhart Park & Recreation Board (hereinafter "EPRB"). Parks permit requests require both the "EPRB" and "BOW" approval.
3. **Incomplete applications will not be considered. All items in the application require a response.** All proposed activities and events are subject to the approval of the "BOW." If you have questions, please e-mail elkhartcityparkspermits@coei.org or Nancy.Wilson@coei.org.
4. To be placed on the Park Board Agenda, applications must be received no later than the 1st of the month, two months before the event.
We REQUIRE sixty days (2 months) prior to submission of applications.

SEE CHART FOR APPLICATION SUBMISSION DEADLINE AND PARK BOARD MEETING DATE

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

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

5. Board Meetings

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

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

6. Applications- Where to obtain/submit

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

In order to cover the potential liability associated with "high risk" events, the "BOW" may require a policy limit of \$5,000,000 General Aggregate and Per Occurrence outlined by Indiana Code Title 34. Article 13. Chapter 3 as the City's maximum exposure. "High Risk" events may include events with bounce houses, stages, or alcohol. The "BOW" may waive the insurance requirement, when requested by Applicants, for events that may be considered First Amendment Activities.

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

AMENITIES

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

ASSIGNMENT AND PERMIT INSPECTION

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

AVAILABILITY

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

BARRICADES

- ❖ Applicants must obtain approval from the "BOW" for the use of any barricades during an event.
- ❖ The Public Safety Committee must authorize barricades for events involving road closures.

CANCELLATION and INCLEMENT WEATHER

- ❖ All cancellations must be submitted in writing to the "BOW" (229 South 2nd Street, Elkhart, IN 46516 or Nancy.Wilson@coei.org).

- ❖ All fees are non-refundable and non-transferable unless "BOW" determines otherwise.
- ❖ No rain dates will be issued. Refunds will not be granted for inclement weather unless the event was canceled by the "EPRB" or the "BOW."

EMERGENCY ACTION PLAN

PURPOSE

- A. This emergency action plan predetermines actions to take before and during the EVENT in response to an emergency or otherwise hazardous condition. These actions will be handled by the Permittee, organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those needed during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards 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:
 first/lastname:
 Contact full name:
 Contact cell number:

EVENT HOURS

- ❖ Events are restricted to public use hours for City or "EPRB" property as determined by City Ordinances.

FEES AND FEE DEADLINES

- ❖ All applicable fees will be due no later than five business days after final "BOW"/" EPRB approval.
 - The permit will be provided at that time.
- ❖ See the current fee schedule for more information.

FIRE PROHIBITION

- ❖ Unless expressly provided in a permit and subject to State of Indiana Laws, open fires of any nature are not permitted on "EPRB" property.
- ❖ § 96.28 FIRES.
 - (A) No person shall kindle, build, maintain or use a fire except in fireplaces provided for the purpose or under a special permit.
 - (B) Any fire shall be continuously under the care and direction of a competent person over 18 years of age from the time it is kindled until it is extinguished, and no fire shall be built within 10 feet of any tree or building or beneath the branches of any trees or in any underbrush. No person shall throw away or discard any lighted match, cigar, or cigarette in any park or park street.

(1979 Code, § 96.25) (Ord. 3215, passed 6-16-1980)

- ❖ IDEM 626 IAC 4-1 IC 13-17-9
 - According to state law, these rules **MUST ALWAYS** be followed:
 - Only clean wood products may be burned. Wood products coated with stain, paint, glue, or other coatings are not safe to burn.
 - Burning must be done during safe weather conditions, not during high winds, pollution alert days, or ozone alert days.
 - Fires must be attended to until completely extinguished.
 - Burning must be done during daylight hours and extinguished prior to sunset.
 - Fire Fighting equipment adequate for the size of the fire must be nearby.
 - Material may **ONLY** be burned in a noncombustible and ventilated container, such as a metal drum with enclosed sides and bottom. **BURNING ON THE GROUND IS ILLEGAL.**
 - Open burning is not allowed in mobile home parks, apartment or condominium complexes, or buildings of more than four dwelling units.
 - Fires **MUST BE EXTINGUISHED** if they create a fire hazard, nuisance, pollution problem, or threat to public health.
 - Burning **MUST COMPLY** with all other federal, state, and local laws, rules, and ordinances.

INFLATABLES

- ❖ Where inflatables are permitted, additional insurance may be required by the responsible vendor.
- ❖ Inflatables must be weighted down.
- ❖ Inflatables are only permitted in Park Properties if the inflatables belong to and are set up by a business on the list of Companies Authorized to Provide Inflatables within City Parks. Any business may inquire with the Parks Department regarding the requirements to appear on the approved list.

NOISE-AMPLIFIED SOUND

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

PARKS AND RECREATION EVENT REGULATIONS

- ❖ Permittee are **not permitted** to sell merchandise without a permit to sell merchandise
- ❖ Permittee are **not permitted** to fundraise on "EPRB" property without a permit to fundraise.
- ❖ Permittee **must adhere to and promote** to attendees the proper rules that govern Park property.
 - **NO SMOKING** on City of Elkhart or "EPRB" property is allowed.
 - **NO CONSUMING** of ALCOHOL on City of Elkhart or "EPRB" property is allowed.

- ❖ Permittees assume the risk of any and all costs and expenses incurred promoting and marketing events.
- ❖ **Event set up and tear down must be within the requested hours for Park usage. Portable toilets must be removed as soon as possible (48-hour maximum time limit)**

PORTABLE TOILETS

- ❖ All portable toilets must be identified on the approved Site Map designating all locations prior to delivery.
- ❖ ADA-accessible toilet(s) are required by law.
- ❖ At least one centrally placed ADA portable toilet must be accessible for public events.
- ❖ Hand washing stations are also required.

The following also applies to Portable Toilets at Sites and Facilities:

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

PROPERTY RIGHTS

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

PUBLIC ASSEMBLY PERMIT

- ❖ When groups over 25 are assembled in an open space, a public assembly permit is required.
 - Exceptions would include Park Pavilions and other such building structures.
 - When requested, a permit fee for purposes of public assembly may be waived by the "BOW."

SECURITY

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

SIGNAGE

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

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

STAGES/PLATFORMS

- ❖ The Permittee must provide any stage or platform.
- ❖ Stages must meet the required specifications for wind, weight, etc.
- ❖ Outdoor Festival and Fair stages must follow Indiana Building and Fire State Codes
 - Reference website www.in.gov/dhs/2376.htm.

STREET CLOSURE AND SPECIAL USE

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

TENTS AND CANOPIES

- ❖ Permit Center Information
 - All tents and canopies require a Tent/Canopy **Zoning Clearance**, and some may also require a Building Permit.
 - Any tent over 400 square feet (20 ft. X 20 ft.) would require a permit from the City and an inspection by the Elkhart City Fire Department. Refer to Indiana Fire Code 3103.2
 - The Zoning Clearance fee is \$50 and the Building Permit fee (if required) is \$40.
 - To obtain a Tent/Canopy Permit Application, please go to the Permit Center, located at 229 S. 2nd Street, Elkhart, IN 46516 (1st floor) (574)296-9331
- ❖ In locations where staking of tents or canopies is necessary, the Permittee is responsible for calling 811 to locate any underground utilities.
- ❖ All tents and/or canopies must be clearly identified on the Site Map with each tent's location, size, and dimensions.
- ❖ The Permittee is liable for any and all damage caused to City/"EPRB" property/facility and must obtain approval from the "BOW" prior to installation.
- ❖ The City of Elkhart and the "BOW" may require a conditional use permit based on the size of the tent or canopy.

TRASH/RECYCLING/CLEAN-UP

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

VEHICLES

- ❖ Unless expressly provided in a permit, no vehicles are permitted on City/"EPRB" property not designated as a roadway or parking lot.
- ❖ This prohibition shall not apply to the use of motorized wheelchairs and scooters.
- ❖ Any vehicle pass provided by the Permittee must be clearly displayed on the dashboard of each vehicle in the designated area.
- ❖ Any vehicles not properly displaying the appropriate vehicle pass are not permitted and may result in the issuance of a warning and/or citation and/or being towed from City/"EPRB" property.

Questions concerning permits from the Board of Works may be directed to Nancy Wilson at 574-294-5471-ext. 1055 or 574-322-4480.

E-mail: Nancy.Wilson@coei.org

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

E-mail: ElkhartCityParksPermits@coei.org



ELKHART BOARD OF WORKS 2025 USE & EVENT PERMIT APPLICATION

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

Date Received: _____

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

EVENT NAME: _____ DATE(S) REQUESTED _____

LOCATION/VENUE REQUESTED _____

LOCATION/VENUE 2ND CHOICE REQUESTED _____

OFFICE USE: DATE/VENUE AVAILABLE No Yes

APPLICANT INFORMATION

NAME OF APPLICANT _____

NAME OF PERMITTEE _____

PRODUCTION COMPANY/ORGANIZATION _____

STREET ADDRESS _____

APT/UNIT/SUITE _____

CITY _____

STATE _____

ZIP CODE _____

E-MAIL ADDRESS _____

DAYTIME PHONE _____

FAX _____

CELL PHONE _____

EVENT DAY ON-SITE CONTACT * REQUIRED _____

DAYTIME PHONE _____

CELL PHONE _____

PERMITTEE: Are you organizing this event on behalf of another organization?

(Please check No or Yes Below)

No Yes → Name of Organization: _____

NAME OF SPONSORING ORGANIZATION CONTACT _____

SPONSORING ORG. CONTACT PHONE _____

ADDRESS OF SPONSORING ORGANIZATION _____

CITY _____

ZIP CODE _____

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

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

(Please check No or Yes below.)

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

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

(Please check No or Yes below.)

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

FEDERAL TAX ID # _____

EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

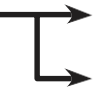
Start Time:

Finish Time:

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

SET-UP TIME(S)	TEAR-DOWN
From: _____ To: _____	From: _____ To: _____
EXPECTED NUMBER OF PARTICIPANTS:	
If the event is reoccurring, please submit the past number of participants below.	
2024 NUMBER OF PARTICIPANTS:	2023 NUMBER OF PARTICIPANTS:

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

No Yes 

Event Name: _____
 Location: _____ Date: _____

EVENT DESCRIPTION

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

<input type="checkbox"/> Walk/Run	<input type="checkbox"/> Cultural Event	<input type="checkbox"/> Other event, please describe:	
<input type="checkbox"/> Art Fair/Festival	<input type="checkbox"/> Public Rally/March		_____
<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Bike Ride		_____
<input type="checkbox"/> Service			_____

Brief Description of Event:

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

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: **No Food or Alcoholic Beverages may be sold on Park Property without a Permit**

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

(Please check the appropriate response.)

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

Are you requesting permission to serve and/or sample non-alcoholic beverages?


(Please check the appropriate response.)

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

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

(Please check the appropriate response.)

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

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. Call 574-523-2283. Indicate location where food/beverages will be served on the Site Map.



TENTS AND CANOPIES

If you plan to erect tents or canopies, describe and give the number of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached. All tents and/or canopies must be indicated on the Site Map. The Permittee 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 Permittee? The location of the fencing must be approved by the "BOW"/"EPRB."
(Please check No or Yes below.)

No Yes  Description: _____

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

EMERGENCY SUPPORT SERVICES- Motor Vehicle and Pedestrian Control

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

No Yes 

Number of Emergency Management Staff Requested

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

Total Cost \$ _____

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

FIRE DEPARTMENT

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

No Yes → _____

Time(s) Requested: _____

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

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

Additional Information May Be Required.

BUILDINGS AND GROUNDS

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

- Event Fencing Number of Sections Requested _____ Other _____
- Snow Fencing Number of Feet Requested _____ Other _____

Additional fees may apply.

WASTE RECEPTACLES

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

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

No Yes → _____

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

(Please check No or Yes below.)

No Yes → _____

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

PARKS DEPARTMENT

EQUIPMENT REQUESTED:

No Yes → _____

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

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

City Departments Only may request the use of these items.

POLICE DEPARTMENT

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

No Yes → _____

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

Additional Information May Be Required.

STREET DEPARTMENT

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

No Yes → 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: _____

These streets should be closed from _____ AM/PM to _____ AM/PM.

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 Permittee.

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 Permittee?

(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

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.

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

Have you?

- Signed and dated your application?
- Attached your event site map? (and route map if a run/walk event)
- Designated the onsite Emergency Contact Person?
- Provided all documents and information as requested throughout the application? ST-105, 501 (c) (3), etc.
- Certificate of Insurance listing the City of Elkhart as a Certificate Holder
- Tent Permit, if applicable

Certificates of Insurance should include the following under additionally insured:

Civil City of Elkhart
Elkhart Park Board for and on behalf of Parks & Recreation
229 South Second Street
Elkhart, IN 46516

Civil City of Elkhart
229 South Second Street
Elkhart, IN 46516

Submit your completed application to:

For Parks:

For Board of Works:

City of Elkhart Parks & Recreation Board
Use & Event Permitting
229 South 2nd Street
Elkhart, IN 46516
Phone (574) 295-7275
Email:elkhartcityparkspermits@coei.org

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

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 Code of Ordinances and agree to abide by them.

Unless expressly provided for in the permit, Use & Event Permits do not grant the Permittee 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 EPRB final approval.

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

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE

WITNESSED: Clerk of the Board of Works

Date _____

APPROVED: BOARD OF PUBLIC WORKS

President

Date _____

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date _____