

# **PARK BOARD AGENDA**



## **MEETING SCHEDULE**

Tuesday, August 15, 2023, at 5:00 pm  
Council Chambers  
229 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

### **CALL TO ORDER**

#### **1. ROLL CALL**

#### **2. APPROVAL OF AGENDA**

#### **3. APPROVAL OF MINUTES**

- July 18, 2023
- August 1, 2023

#### **4. APPROVAL OF FINANCIALS**

- Claims - \$69,445.13
- Donations - \$0
- Grants - \$0

#### **5. NEW BUSINESS MATTERS**

- a. Cardinal Bus Contract

#### **6. OLD BUSINESS**

- a. None

#### **7. USE AND EVENT PERMIT**

- a. Labor Day Parade – September 4, 2023 – Use of Park Stage
- b. Trunk-or-Treat – October 21, 2023 – Island Park
- c. Pine “Not-So-Haunted” Woods Walk – October 28, 2023 – Pinewood Park
- d. Elkhart Farmers Market Pop-Ups – Various Dates – High Dive Pavilion

#### **8. DEPARTMENT REPORT**

#### **9. CORRESPONDENCE**

- a. None

#### **10. PUBLIC INPUT/PRIVILEGE OF THE FLOOR**

### **ADJOURNMENT**

**NEXT REGULAR PARK BOARD MEETING SEPTEMBER 19, 2023, COUNCIL CHAMBERS.**

**FINANCIALS ONLY MEETING AUGUST 29, 2023, PARKS OFFICE**

# City of Elkhart Parks & Recreation Park Board Minutes



**DATE:** July 18, 2023

**TIME:** 5:00 PM

City of Elkhart Parks & Recreation  
Council Chambers

**LOCATION:** 229 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

## Call to Order at 5:11 PM.

### 1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

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

### 2. Approval of Agenda

Motion to Approve Agenda

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

### 3. Approval of Minutes

June 20, 2023

July 5, 2023

Motion to Approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

### 4. Approval of Financials

**Claims: \$57,199.16**

**Donations: \$1,100**

**Grants: \$0**

Motion to discuss, approve and place on file

Motion: CB

Second: MD

Motion passes with unanimous voice vote

Ms. Alexis inquires about the bridge removal payment.

Mr. Czarnecki explains that the bridge was disrupting the flow of the creek into the river at High Dive Park and causing a buildup of trash and algae. A fishing pier was put in its place. There is another bridge 500 feet away that accesses Kroger and the neighborhood.

### 5. New Business

#### a. Entertainment Contracts

Ms. Ixmatlahua explains to the Board that the contracts are for Island of Blues entertainers.

Motion to approve

Motion: NAA

# City of Elkhart Parks & Recreation

## Park Board Minutes



Second: MD

Motion passes with unanimous voice vote

### 6. Old Business

- a. **None**

### 7. Use and Event Permit

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

Ms. Antjuana Coleman presents the permit. The event will provide free haircuts, activities for kids such as fishing, and a backpack giveaway. There are no vendors; everything is free. Ms. Coleman is working with Lt. Bias of the Elkhart Police Department.

Motion: MD

Second: NAA

Motion passes with unanimous voice vote

- b. **Save Haven Donation Day – August 15, 2023 – High Dive Pavilion**

Mr. Mark Datema presents the permit on behalf of the Greenleaf Neighborhood Association. They will be accepting donations for Save Haven.

Motion to approve

Motion: NAA

Second: CB

Motion passes with a voice vote. MD abstains from voting.

- c. **Riding to Remember – September 10, 2023 – Parks Stage Only**

The event is requesting the use of the Park Department stage.

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

- d. **Waggin' in the Woods – September 24, 2023 – Parks Bleachers Only**

Mr. Jeff Zavatsky of the Elkhart Environmental Center presents the permit. They are requesting the use of the Parks Department bleachers.

Motion to approve

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

- e. **Island of Blues – September 16, 2023 – Island Park**

Ms. Luisa Ixmattlahua presents the permit on behalf of Ms. Sherry Krask. The event will feature blues music and bbq vendors.

Motion to approve

Motion: NAA

Second: MD

Motion passes with unanimous voice vote

### 8. Department Report

Mr. Czarnecki reports that Mayor Roberson has announced a neighborhood initiative, and the Department will be involved. The new software is working well. Aquatic facilities are running well. The Independence Celebration was well attended despite some rain. Kids Day at the Farmers Market was successful. Summer in the Park Concerts have started at McNaughton Park. The Summer Chill concert is this Friday.

Ms. Gordon continues to provide a volunteer newsletter highlighting opportunities for volunteers. She is also working with the Mayor's Office for neighborhood cleanups. The Adopt a Park Program has three adoptees so far.

Ms. Ixmattlahua provides updates on programming.

# City of Elkhart Parks & Recreation

## Park Board Minutes



Mr. Cron provides the Ranger report.

Ms. Alexis inquires what is done about the homeless in the parks.

Mr. Larry Coleman, Park Ranger, informs the Board that the Rangers try not to intimidate anyone or make them feel less than anyone. They encourage them to follow the rules of the park and try to connect them with resources.

### 9. Public Input/Privilege of the Floor

Ms. Santerre opens the privilege of the floor.

Mr. Coleman is holding a family reunion at Studebaker Park and would like to have a bounce house. He is asking what he needs to do to have one.

Ms. Rose Rivera, Legal Department, informs him that he will need a permit and additional insurance. The Department will assist Mr. Coleman with the permit, and he will contact his insurance.

Ms. Alexis and Mr. Datema express concern over the new ordinance the City Council is considering regarding camping in public.

Ms. Santerre closes the privilege of the floor.

### 10. Approval for Adjournment

Motion to adjourn

Motion: MD

Second: CB

Motion passes with unanimous voice vote

Adjourn 6:24 pm

### PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Jamison Czarnecki, Superintendent Luisa Ixmatlahua-Garay, Program Coordinator Nick Cron, Operations Manager	Sommer Bowers, Office Manager Jennifer Kobie, Recording Secretary Larry Coleman, Park Ranger
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### ADDITIONAL CITY EMPLOYEES AND GUESTS IN ATTENDANCE

Ms. Antjuana Coleman	Ms. Rose Rivera, Legal Department, via Webex	Mr. Jeff Zavatsky, Elkhart Environmental Center, via Webex
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### Minutes Certification:

Respectfully Submitted,

Recording Secretary Jennifer Kobie

\_\_\_\_\_ Date

Park Board President Sarah Santerre

\_\_\_\_\_ Date

Park Board Secretary Mark Datema

\_\_\_\_\_ Date



# City of Elkhart Parks & Recreation Park Board Minutes



**DATE:** August 1, 2023

**TIME:** 5:00 PM

**LOCATION:** City of Elkhart Parks & Recreation  
229 S. 2<sup>nd</sup> Street, Elkhart, IN 46516

## Call to Order at 5:00 PM.

### 1. Roll Call- Quorum Present BOARD MEMBERS PRESENT

Sarah Santerre President	Nekeisha Alayna Alexis Vice President	Mark Datema Secretary	Chris Baiker Treasurer
	<b>Absent</b>		

### 2. Approval of Agenda

Motion to Approve Agenda

Motion: MD

Second: CB

Motion passes with a unanimous voice vote

### 3. Approval of Financials

**Claims: \$43,550.76**

**Donations: \$0**

**Grants: \$0**

Motion to discuss, approve and place on file

Motion: MD

Second: CB

Motion passes with a unanimous voice vote

There is no discussion.

### 4. New Business

#### a. Entertainment Contracts

Motion to approve

Motion: MD

Second: CB

Motion passes with unanimous voice vote

#### b. Bounce House Permit

The Department has made a permit for bounce houses and inflatables in the parks. The Legal Department has approved it.

Motion to approve

Motion: CB

Second: MD

Motion passes with unanimous voice vote

### 5. Public Input/Privilege of the Floor

# City of Elkhart Parks & Recreation Park Board Minutes



Ms. Santerre opens the privilege of the floor.

Ms. Santerre closes the privilege of the floor.

## 6. Approval for Adjournment

Motion to adjourn

Motion: MD

Second: CB

Motion passes with a unanimous voice vote

Adjourn 5:06 pm

## PARKS & RECREATION STAFF MEMBERS IN ATTENDANCE

Nick Cron, Operations Manager	Jennifer Kobie, Recording Secretary
Nicole Wright, Accounting Specialist	

## 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

**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.

August 11, 2023 Jamie Arce  
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$69,445.13** 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 15TH DAY OF AUGUST 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
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
DELBERT A DYE	R00644859	08/15/2023	Pavilion Rental Refund - Willo	2204-5-501-4581000	280.37
RAPSURE CONCESSION TRAIL	321240	08/15/2023	Counter Top and Refrigerator	2204-5-501-4370500	250.00
COUNTRY CLUB LANES	58	08/15/2023	Camp Kids Field Trip for Bowli	2204-5-501-4390900	176.00
SPEAR CORPORATION	323154	08/15/2023	NPO - Pool Chemicals	2204-5-501-4230143	231.28
SPEAR CORPORATION	323154	08/15/2023	Aquatic Pool Chemicals for Fa	2204-5-501-4230143	23,920.52
JOHNSON CONTROLS	39081204	08/15/2023	Key Pad at Studebaker Pavilio	2204-5-501-4440500	5,658.56
JOHNSON CONTROLS	39083574	08/15/2023	Access Cards for Pavilions	2204-5-501-4360500	389.88
AMAZON CAPITAL SERVICES I	1TLK-H9JX-YN6W	08/15/2023	Office Supplies - Copy Paper, T	2204-5-501-4210500	208.28
AMAZON CAPITAL SERVICES I	1TLK-H9JX-YN6W	08/15/2023	Operating Supplies - Walkie T	2204-5-501-4220150	433.39
PETTY CASH / JAMISON CZAR	2005-1	08/15/2023	Day Camp Supplies - Canvas's	2204-5-501-4220150	28.09
PETTY CASH / JAMISON CZAR	5921-1	08/15/2023	Day Camp Supplies - Canvas's	2204-5-501-4220150	12.04
SUPER SMART SHOPPERS	PSINV103253	08/15/2023	Aquatic Facilities Supplies -	2204-5-501-4220150	1,690.67
MENARD, INC	36168	08/15/2023	Fans for Aquatic Facilities -	2204-5-501-4220150	37.96
LRS HOLDINGS LLC	PS547914	08/15/2023	Portable Restrooms - June	2204-5-501-4370200	136.00
LRS HOLDINGS LLC	PS547915	08/15/2023	Portable Restrooms - June	2204-5-501-4370200	217.00
LRS HOLDINGS LLC	PS547916	08/15/2023	Portable Restrooms - June	2204-5-501-4370200	136.00
LRS HOLDINGS LLC	PS547917	08/15/2023	Portable Restrooms - June	2204-5-501-4370200	136.00
LRS HOLDINGS LLC	PS547918	08/15/2023	Portable Restrooms - June	2204-5-501-4370200	136.00
MENARD, INC	36243	08/15/2023	Fans for Aquatic Facilities and	2204-5-501-4220150	105.39
PATHFINDER COMMUNICATIO	CC-1230734514	08/15/2023	Parks Department Radio Adve	2204-5-501-4330300	570.00
AMAZON CAPITAL SERVICES I	14F4-M46R-C4L7	08/15/2023	Operating Supplies - Desk Org	2204-5-501-4220150	59.38
BUGSY'S ELKHART EXTERMIN	25078	08/15/2023	Monthly Pest Control	2204-5-501-4390912	210.00
NEW AGE TELECOM, INC	41147	08/15/2023	Cable for Pierre Moran Pool C	2204-5-501-4440500	8,035.00
JENNY MEDINA	58649238	08/15/2023	Pavilion Rental Refund - High	2204-5-501-4581000	93.46
YODER OIL COMPANY INC	CL77851	08/15/2023	Park Department Gasoline	2204-5-501-4220210	582.03
AMAZON CAPITAL SERVICES I	1LQ7-1HFN-PWJY	08/15/2023	Operating Supplies - Camer B	2204-5-501-4220150	12.99
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>43,746.29</b>
<b>Fund: 2520 - PARK PROGRAM</b>					
COCA-COLA CONSOLIDATED, I	23336208158	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	1,226.46
COCA-COLA CONSOLIDATED, I	23336208166	08/15/2023	Riverview Softball Concession	2520-5-580-4220150	392.80
COCA-COLA CONSOLIDATED, I	23336208258	08/15/2023	Riverview Softball Concession	2520-5-580-4220150	246.32
COCA-COLA CONSOLIDATED, I	36054479017	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	560.46
COCA-COLA CONSOLIDATED, I	36194025022	08/15/2023	Ideal Beach Concessions	2520-5-580-4220150	414.64
RUSSELL C RITCHIE	6212023	08/15/2023	CPR Training Classes	2520-5-508-4390900	195.00
J & K SEPTIC SERVICE, LLC	FW070123	08/15/2023	Portable Restrooms Rental - I	2520-5-630-4390900	3,050.00
TECHNOWorks LLC*	INV-4644	08/15/2023	Independence Day Event Sou	2520-5-630-4390900	4,828.94
MARTIN SUPERMARKET #14	378471	08/15/2023	Rhapsody Supplies - Ice Bags	2520-5-630-4220150	14.37
MARTIN SUPERMARKET #14	378472	08/15/2023	Rhapsody Supplies - Ice Bags	2520-5-630-4220150	6.27
GORDON FOOD SERVICE INC	779287078	08/15/2023	McNaughton Concessions	2520-5-580-4220150	349.92
GORDON FOOD SERVICE INC	779287170	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	94.01
GORDON FOOD SERVICE INC	779287171	08/15/2023	McNaughton Concessions	2520-5-580-4220150	55.42
GORDON FOOD SERVICE INC	779287173	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	349.92
GORDON FOOD SERVICE INC	779287175	08/15/2023	Riverview Softball Concession	2520-5-580-4220150	172.59
COCA-COLA CONSOLIDATED, I	36715340024	08/15/2023	McNaughton Spray Pk Conces	2520-5-580-4220150	556.88
GORDON FOOD SERVICE INC	779287306	08/15/2023	Ideal Beach Concessions	2520-5-580-4220150	261.87
GORDON FOOD SERVICE INC	779287308	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	258.35
RON SUMMERS	024342-72623	08/15/2023	Umpire Services	2520-5-508-4390931	60.00
B E S INC	1858508	08/15/2023	Riverview Softball Concession	2520-5-580-4220150	1,008.56
GORDON FOOD SERVICE INC	779287408	08/15/2023	McNaughton Concessions	2520-5-580-4220150	92.83
GORDON FOOD SERVICE INC	779287411	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	37.98
HERSHEY CREAMERY COMPA	INVE0019397479	08/15/2023	Ideal Beach Concessions	2520-5-580-4220150	460.32
GORDON FOOD SERVICE INC	779287487	08/15/2023	Ideal Beach Concessions	2520-5-580-4220150	60.35
GORDON FOOD SERVICE INC	779287488	08/15/2023	Ideal Beach Concessions	2520-5-580-4220150	269.94

## Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GORDON FOOD SERVICE INC	779287503	08/15/2023	Riverview Softball Concession	2520-5-580-4220150	24.43
GORDON FOOD SERVICE INC	779287514	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	22.56
GORDON FOOD SERVICE INC	779287530	08/15/2023	McNaughton Concessions	2520-5-580-4220150	17.45
GORDON FOOD SERVICE INC	779287531	08/15/2023	Riverview Softball Concession	2520-5-580-4220150	17.45
PATHFINDER COMMUNICATIO	CC-1230734513	08/15/2023	Park Department radio Adver	2520-5-630-4330300	380.00
GORDON FOOD SERVICE INC	779287575	08/15/2023	McNaughton Concessions	2520-5-580-4220150	168.84
GORDON FOOD SERVICE INC	779287578	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	269.94
ELKHART COMMUNITY SCHO	CC-1230722272	08/15/2023	Farmer's Market Advertismen	2520-5-630-4330300	567.00
GORDON FOOD SERVICE INC	779287683	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	68.21
B E S INC	1858616	08/15/2023	McNaughton Spray Pk Conces	2520-5-580-4220150	704.92
GORDON FOOD SERVICE INC	779287154	08/15/2023	McNaughton Concessions	2520-5-580-4220150	67.02
GORDON FOOD SERVICE INC	779287708	08/15/2023	Riverview Softball Concession	2520-5-580-4220150	29.96
GORDON FOOD SERVICE INC	779287709	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	23.06
GORDON FOOD SERVICE INC	779287714	08/15/2023	Pierre Moran Pool Concession	2520-5-580-4220150	269.94
DOROTHY JEAN CARTER	0010	08/15/2023	Art Class - Pause & Paint Progr	2520-5-508-4390900	284.62
EDWARD J. BELLOWES	003774-8923	08/15/2023	Umpire Services	2520-5-508-4390931	60.00
SCOTT D. MARTIN	023159-8923-1	08/15/2023	Umpire Services	2520-5-508-4390931	120.00
JOSHUA REED	023738-8923	08/15/2023	Umpire Services	2520-5-508-4390931	90.00
JOSHUA REED	023738-8923-1	08/15/2023	Umpire Services	2520-5-508-4390931	180.00
JOSE ALBGETO BRAVO	025993-8923	08/15/2023	Umpire Services	2520-5-508-4390931	60.00
JOSE ALBGETO BRAVO	025993-8923-1	08/15/2023	Umpire Services	2520-5-508-4390931	270.00
TONY W MACIK	025994-8923	08/15/2023	Umpire Services	2520-5-508-4390931	60.00
JUSTIN M RANDALL	025995-8923	08/15/2023	Umpire Services	2520-5-508-4390931	240.00
Fund 2520 - PARK PROGRAM Total:					19,019.60
Fund: 7740 - SALES TAX					
DELBERT A DYE	R00644859	08/15/2023	Pavilion Rental Refund - Willo	7740-4-000-3120708	19.63
JENNY MEDINA	58649238	08/15/2023	Pavilion Rental Refund - High	7740-4-000-3120708	6.54
Fund 7740 - SALES TAX Total:					26.17
Grand Total:					62,792.06



## Report Summary

## Fund Summary

Fund	Expense Amount
2204 - PARK & RECREATION	43,746.29
2520 - PARK PROGRAM	19,019.60
7740 - SALES TAX	26.17
<b>Grand Total:</b>	<b>62,792.06</b>

## Account Summary

Account Number	Account Name	Expense Amount
2204-5-501-4210500	Office Supplies	208.28
2204-5-501-4220150	Operating Supplies	2,379.91
2204-5-501-4220210	Gasoline	582.03
2204-5-501-4230143	Chemicals	24,151.80
2204-5-501-4330300	Advertising	570.00
2204-5-501-4360500	Repairs & Maintenance -	389.88
2204-5-501-4370200	Equipment Leases	761.00
2204-5-501-4370500	Other Rental	250.00
2204-5-501-4390900	Other Services & Charge	176.00
2204-5-501-4390912	Contract Services	210.00
2204-5-501-4440500	Other Equipment	13,693.56
2204-5-501-4581000	Unappropriated	373.83
2520-5-508-4390900	Other Services & Charge	479.62
2520-5-508-4390931	Contract Labor - Umpire	1,140.00
2520-5-580-4220150	Operating Supplies	8,553.40
2520-5-630-4220150	Operating Supplies	20.64
2520-5-630-4330300	Advertising	947.00
2520-5-630-4390900	Other Services & Charge	7,878.94
7740-4-000-3120708	Rental Sales Tax - Parks	26.17
	Grand Total:	62,792.06

## Project Account Summary

Project Account Key	Expense Amount
**None**	62,792.06
<b>Grand Total:</b>	<b>62,792.06</b>



City of Elkhart

City of Elkhart

# Expense Approval Report

By Fund

Payment Dates 7/29/2023 - 8/11/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2204 - PARK &amp; RECREATION</b>					
COMCAST CABLE	8771 40 205 0941317-72123	08/04/2023	Parks Internet	2204-5-501-4320400	116.25
NORTHERN INDIANA PUBLIC S	173-570-009-4-72423	08/04/2023	Parks Dept Natural Gas	2204-5-501-4350200	66.00
NORTHERN INDIANA PUBLIC S	754-910-006-2-72423	08/04/2023	Parks Dept Natural Gas	2204-5-501-4350200	70.91
ELKHART PUBLIC UTILITIES	41-0004110-04-72823	08/04/2023	Park Dept Water & Sewer	2204-5-501-4350400	372.45
ELKHART PUBLIC UTILITIES	41-004100-04-72823	08/04/2023	Park Dept Water & Sewer	2204-5-501-4350400	359.72
ELKHART PUBLIC UTILITIES	41-00-4101-04-72823	08/04/2023	Park Dept Water & Sewer	2204-5-501-4350400	159.64
ELKHART PUBLIC UTILITIES	41-315050-04-72823	08/04/2023	Park Dept Water & Sewer	2204-5-501-4350400	111.62
ELKHART PUBLIC UTILITIES	42-083200-00-72823	08/04/2023	Park Dept Water & Sewer	2204-5-501-4350400	54.98
ELKHART PUBLIC UTILITIES	42-623679-05-72823	08/04/2023	Park Dept Water & Sewer	2204-5-501-4350400	17.63
INDIANA MICHIGAN POWER	04058946304-81123	08/11/2023	401 Riverview Ave - PK	2204-5-501-4350100	24.65
INDIANA MICHIGAN POWER	04116178304-81123	08/11/2023	624 E Jackson Blvd - PK	2204-5-501-4350100	26.71
INDIANA MICHIGAN POWER	04196896700-81123	08/11/2023	101 Goshen Ave - Lights - PK	2204-5-501-4350100	50.38
INDIANA MICHIGAN POWER	04215485709-81123	08/11/2023	131 Tyler St - PK	2204-5-501-4350100	294.54
NORTHERN INDIANA PUBLIC S	2157000015-81123	08/11/2023	1020 McDonald St - PK	2204-5-501-4350200	70.17
NORTHERN INDIANA PUBLIC S	2157360055-81123	08/11/2023	301 Nibco Pkwy - PK	2204-5-501-4350200	67.35
ELKHART PUBLIC UTILITIES	1103540004-81123	08/11/2023	W Beardsley-Riverside IRR - P	2204-5-501-4350400	95.75
ELKHART PUBLIC UTILITIES	1103572004-81123	08/11/2023	Weston Park IRR - PK	2204-5-501-4350400	53.53
ELKHART PUBLIC UTILITIES	110360205-81123	08/11/2023	701 Arcade Ave - Water Park -	2204-5-501-4350400	772.10
ELKHART PUBLIC UTILITIES	1105220006-81123	08/11/2023	W Lesington Ave IRR - PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1105360000-81123	08/11/2023	701 Arcade Ave - PK	2204-5-501-4350400	103.08
ELKHART PUBLIC UTILITIES	1105360104-81123	08/11/2023	701 Arcade Ave IRR - PK	2204-5-501-4350400	33.81
ELKHART PUBLIC UTILITIES	1105360603-81123	08/11/2023	701 Arcade Ave - HB Tennis Ct	2204-5-501-4350400	143.97
ELKHART PUBLIC UTILITIES	1105390003-81123	08/11/2023	East-West IRR - PK	2204-5-501-4350400	8.09
ELKHART PUBLIC UTILITIES	1200680000-71123	08/11/2023	500 E Beardsley Ave High Dive	2204-5-501-4350400	44.34
ELKHART PUBLIC UTILITIES	1203400000-81123	08/11/2023	1320 Olive St - Willowdale Pa	2204-5-501-4350400	53.95
ELKHART PUBLIC UTILITIES	1222370300-81123	08/11/2023	619 Baldwin St - PK	2204-5-501-4350400	71.24
INDIANA MICHIGAN POWER	04028164509-72423	08/07/2023	110 E Garfield Ave	2204-5-501-4350100	139.13
INDIANA MICHIGAN POWER	04187415601-72623	08/07/2023	1100 MCDONALD ST	2204-5-501-4350100	662.19
INDIANA MICHIGAN POWER	04322168701-72623	08/07/2023	1100 1/2 MCDONALD ST	2204-5-501-4350100	830.69
NORTHERN INDIANA PUBLIC S	0441000024-72423	08/07/2023	701 ARCADE AVE	2204-5-501-4350200	79.36
INDIANA MICHIGAN POWER	04708415601-72623	08/07/2023	1100 MCDONALD ST - STUDE	2204-5-501-4350100	95.81
INDIANA MICHIGAN POWER	04792516603-72423	08/07/2023	215 E INDIANA AVE	2204-5-501-4350100	44.85
<b>Fund 2204 - PARK &amp; RECREATION Total:</b>					<b>5,102.98</b>
<b>Fund: 2520 - PARK PROGRAM</b>					
MARTIN SUPERMARKET #14	4192	08/04/2023	Rhapsody Supplies	2520-5-630-4220150	53.84
COMCAST CABLE	8771 40 221 0116669-71923	08/04/2023	Parks Internet - Ideal Beach	2520-5-509-4320400	116.25
EDWARD J. BELLOWES	003774-7262023	08/04/2023	Umpire Services	2520-5-508-4390931	120.00
RONALD D. GUYER	003783-7262023	08/04/2023	Umpire Services	2520-5-508-4390931	30.00
MILLER, RODNEY E	004034-72623	08/04/2023	Umpire Services	2520-5-508-4390931	60.00
SCOTT D. MARTIN	023159-72623	08/04/2023	Umpire Services	2520-5-508-4390931	120.00
JOSHUA REED	023738-7262023	08/04/2023	Umpire Services	2520-5-508-4390931	240.00
JOSEPH R. BOWEN	024990-7262023	08/04/2023	Umpire Services	2520-5-508-4390931	120.00
JOSE ALBGETO BRAVO	025993-7262023	08/04/2023	Umpire Services	2520-5-508-4390931	270.00
TONY W MACIK	025994-7262023	08/04/2023	Umpire Services	2520-5-508-4390931	180.00
JUSTIN M RANDALL	025995-7262023	08/04/2023	Umpire Services	2520-5-508-4390931	240.00
<b>Fund 2520 - PARK PROGRAM Total:</b>					<b>1,550.09</b>
<b>Grand Total:</b>					<b>6,653.07</b>

**Report Summary****Fund Summary**

Fund	Payment Amount
2204 - PARK & RECREATION	5,102.98
2520 - PARK PROGRAM	1,550.09
<b>Grand Total:</b>	<b>6,653.07</b>

**Account Summary**

Account Number	Account Name	Payment Amount
2204-5-501-4320400	Telephone & Communic	116.25
2204-5-501-4350100	Electricity	2,168.95
2204-5-501-4350200	Natural Gas	353.79
2204-5-501-4350400	Water & Sewer	2,463.99
2520-5-508-4390931	Contract Labor - Umpire	1,380.00
2520-5-509-4320400	Telephone & Communic	116.25
2520-5-630-4220150	Operating Supplies	53.84
<b>Grand Total:</b>		<b>6,653.07</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	6,653.07
<b>Grand Total:</b>	<b>6,653.07</b>



# 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  
Thursday, August 3, 2023

**Charter ID 43357**

## Charter Confirmation

Dear Maddy:

Thank you for selecting Cardinal Buses, LLC for your upcoming trip Saturday, October 7, 2023 to Saturday, October 7, 2023. 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](https://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: **client**

**Client Portal Link:** <https://portal.cardinalbuses.com/Booking/DisplayBooking/27742796F96B3BCC8EA9A11CB06261BB>

14 Days From Date of Invoice

---

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.



ELKHART BOARD OF WORKS  
2023 USE & EVENT PERMIT APPLICATION

Approved by Event Committee

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

Date Received: 7/18/23

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: Labor Day Parade DATE(S) REQUESTED 9-4-23

LOCATION/VENUE REQUESTED Downtown Streets

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

OFFICE USE: DATE/VENUE AVAILABLE

☐ No ☐ Yes

Requesting Park Stage

APPLICANT INFORMATION

NAME OF APPLICANT Karla Schwartz

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

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

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

CITY Elkhart STATE IN ZIP CODE 46516

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

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

EVENT DAY ON-SITE CONTACT \* REQUIRED Karla Schwartz 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: City of Elkhart

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

Mayor Rod Roberson CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

Is the sponsoring organization a 501(c) (3)?  
(Please check No or Yes below.)

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

Does the sponsoring organization have an ST-105 General Sales Tax Exemption Status?  
(Please check No or Yes below.)

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

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



## EVENT INFORMATION

ACTUAL EVENT TIMES (NOT INCLUDING SETUP or TAKE DOWN)

Start Time: 11:00

Finish Time: 12:30

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

SET-UP TIME(S)

From: 9:00

To: 11:00

TEAR-DOWN

From:

To: 1:30

EXPECTED NUMBER OF PARTICIPANTS:

If event is reoccurring, please submit 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: Labor Day Parade

Location: Downtown Streets

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

Parade

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

End of summer event recognizing all of the hard working people in Elkhart and surrounding areas.

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@coel.org](mailto: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:

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 Second 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

(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): Platform

 Stage Description(s): \_\_\_\_\_

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

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

Stage Specs will be required.

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

## PORTABLE TOILETS

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

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

☐ No ☐ Yes  Number of Portable Toilets: \_\_\_\_\_ AND Number of Accessible ADA Portable Toilets: \_\_\_\_\_

 Company/Description(s): \_\_\_\_\_

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

## FENCING


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

☒ No ☐ Yes  Description: \_\_\_\_\_

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

## EMERGENCY SUPPORT SERVICES - Motor Vehicle and Pedestrian Control

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

☐ No ☒ Yes  Travis will determine the # of personnel needed for the event

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 RECEPTICLES

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 →

Platform for the emcee to stand on, microphone and speakers,

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 (IE: Rhapsody, Summer Chill, Water Fest, etc.)
- ☐ Risers ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (IE: Rhapsody, Summer Chill, Water Fest, etc.)
- ☐ Stage ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (IE: Rhapsody, Summer Chill, Water Fest, etc.)
- ☐ Trailer (tables/chairs) ONLY AVAILABLE FOR CITY ORGANIZED EVENTS (IE: Rhapsody, Summer Chill, Water Fest, 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 See attached map  
Please mark all that may apply:

Street Closed From:	<u>2nd St. starting @ Jackson</u>	To:	<u>Harrison St.</u>
Street Closed From:	<u>Lexington St. starting @ 2nd</u>	To:	<u>Waterfall</u>
Street Closed From:	<u>High St. starting @ 2nd</u>	To:	<u>Waterfall</u>
Street Closed From:	<u>Franklin St. starting @ 2nd</u>	To:	<u>Main St. (east side of street)</u>
Street Closed From:	<u>E. Marion at the intersection of Main</u>	To:	<u>W. marion starting @ 2nd to Main St.</u>
Street Closed From:	<u>Harrison St</u>	To:	<u>Main St.</u>

## 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:

Labor Day Parade Sept. 5 @ 11:00

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: It is a parade with loud music and vehicles

Parade and Special Exception to Noise Ordinance:

☒ Yes  
☐ No

Public Assembly and Special Exception to Noise Ordinance:

☒ Yes  
☐ No

Special Exception to Noise Ordinance:

☒ Yes  
☐ No

Persons or entities affected by this special exception to the Noise Ordinance: (required)

Businesses are usually closed because of the holiday. There will be access  
for the post office truck delivery.

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

Invite them to come and enjoy the parade!



---

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

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

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

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

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## INDEMNIFICATION, WAIVER AND RELEASE

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

## 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.**

Karla Schwartz

PRINTED NAME OF APPLICANT

Karla Schwartz

SIGNATURE OF APPLICANT

July 18, 2023  
DATE

Mary Wilson

WITNESSED: Clerk of the Board of Works

Date

7/18/23

**APPROVED: BOARD OF PUBLIC WORKS**

\_\_\_\_\_  
President

Date \_\_\_\_\_

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

\_\_\_\_\_  
President or Secretary

Date \_\_\_\_\_





ELKHART BOARD OF WORKS  
2023 USE & EVENT PERMIT APPLICATION

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

Date Received: 11/31/23

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: Trunk-or-Treat DATE(S) REQUESTED October 21, 2023

LOCATION/VENUE REQUESTED Island Park

LOCATION/VENUE 2<sup>ND</sup> 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

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS

229 S. 2nd St.

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

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: 12PM

Finish Time: 2PM

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

SET-UP TIME(S)

From: 8AM

To: 12PM

TEAR-DOWN

From: 2PM

To: 3PM

EXPECTED NUMBER OF PARTICIPANTS:

2,500

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

2022 NUMBER OF PARTICIPANTS: 2,500

2021 NUMBER OF PARTICIPANTS: 2,000

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

(Please check No or Yes below.)

☐ No

☒ Yes

Event Name: Trunk-or-Treat

Location: Island Park

Date: October 15, 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

Safe, family trick-or-treating

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

Local businesses and organizations set up decorated booths around the island to pass out information and candy to families

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](mailto: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:

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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: 30

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-574-296-9331**

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: 1 AND Number of Accessible ADA Portable Toilets: 1

→ Company/Description(s): J & K Septic

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 → Direct people from parking areas to the Island

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 →

Medic Kubota

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

☐  
☐  
☐  
☐

Ambulance(s)

Number Requested 1

Medic Kubota

Fire Truck

First Aid Station

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

The Fire Department participates in this event.

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 TBD

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 →

Police presence \_\_\_\_\_

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

The Police Department participates in this 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:

Island Park Safe Trunk-or-Treat, Saturday, October 21, 12-2PM

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)

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## EMERGENCY ACTION PLAN

### PURPOSE (Required for all Applicants)

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

### BASIC PLAN

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

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## 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

7/26/23

DATE

WITNESSED: Clerk of the Board of Works

Date \_\_\_\_\_

APPROVED: BOARD OF PUBLIC WORKS

President

Date \_\_\_\_\_

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date \_\_\_\_\_



ELKHART BOARD OF WORKS  
2023 USE & EVENT PERMIT APPLICATION

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

Date Received: 7/31/23

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: Pine "Not-So-Haunted" Woods Walk DATE(S) REQUESTED October 28, 2023

LOCATION/VENUE REQUESTED Pinewood Park

LOCATION/VENUE 2<sup>ND</sup> 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

PRODUCTION COMPANY/ORGANIZATION

STREET ADDRESS

229 S. 2nd St.

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

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: 5PM

Finish Time: 7PM

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

SET-UP TIME(S)

From: 10AM To: 5PM

TEAR-DOWN

From: 7PM To: 9PM

EXPECTED NUMBER OF PARTICIPANTS:  
1,000

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

2022 NUMBER OF PARTICIPANTS: 1,000

2021 NUMBER OF PARTICIPANTS: 600

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

(Please check No or Yes below.)

☐ No

☒ Yes

Event Name: Pine "Not-So-Haunted" Woods Walk

Location: Pinewood Park

Date: October 22, 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

Trick-or-treating event

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

The Parks Department, EPD, & EFD partner to decorate the woods at Pinewood Park. Families walk through and trick or treat at the stops along the way while stopping at the various photo opportunities.

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](mailto: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: 1

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-574-296-9331**

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: 1

Company/Description(s): J & K Septic

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 → To direct people from parking to the event.

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)  
Medic Kubota  
Fire Truck  
First Aid Station

Number Requested \_\_\_\_\_

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

EFD participates in the event and will be onsite.

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 →

1

☒ 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.

EPD participates in this event and will be present.

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:

The Pine "Not-So-Haunted" Woods Walk, Saturday, October 28, Pinewood Park 5-7PM

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)

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---

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

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## EMERGENCY ACTION PLAN

### PURPOSE (Required for all Applicants)

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

### BASIC PLAN

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

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## EVENT MAPS

### SITE MAP (Required for all Applicants)

Please attach a Site Map clearly indicating the set-up of the event. An example would be the Start/Finish of a walk, run, 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."

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

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

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

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## 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

7/26/23

DATE

WITNESSED: Clerk of the Board of Works

Date \_\_\_\_\_

APPROVED: BOARD OF PUBLIC WORKS

President

Date \_\_\_\_\_

RATIFIED: BOARD OF PARKS AND RECREATION (if applicable)

President or Secretary

Date \_\_\_\_\_



ELKHART BOARD OF WORKS  
2023 USE & EVENT PERMIT APPLICATION

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

Date Received: **8/10/23**

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: Elkhart Farmers Market Pop Ups DATE(S) REQUESTED Saturdays-11/18,12/16,1/20/24,2/17/24

LOCATION/VENUE REQUESTED High Dive Pavilion, 500 E Beardsley, Elkhart IN

LOCATION/VENUE 2<sup>ND</sup> 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 & 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

EVENT DAY ON-SITE CONTACT \* REQUIRED

Sherry Krask/Danielle Barber

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: 1 pm

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

SET-UP TIME(S)

From: 7 am To: 9 am

TEAR-DOWN

From: 1 pm To: 2 pm

EXPECTED NUMBER OF PARTICIPANTS:

500

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

2022 NUMBER OF PARTICIPANTS: na

2021 NUMBER OF PARTICIPANTS: na

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

(Please check No or Yes below.)

☒ No

☐ Yes

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

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

## EVENT DESCRIPTION

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

☐ Walk/Run

☐ Cultural Event

☒ Other event, please describe:

☐ Art Fair/Festival

☐ Public Rally/March

farmers market

☐ Concert/Performance

☐ Bike Ride

☐ Service

Brief Description of Event:

This will be a once monthly event, held on the third Saturdays of November-February.

Similar to the outdoor farmers market.

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](mailto: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:

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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: Up to 5, weather permitting

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-574-296-9331**

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.

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Additional Information May Be Required.

## STREET DEPARTMENT

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

☐ No ☐ Yes → 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:

Elkhart Farmers Market Pop Ups at High Dive Pavilion! Third Saturdays November-February.

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."

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

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

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

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## 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

8/10/23

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 \_\_\_\_\_



## MEMO

To: Board of Elkhart Parks and Recreation

From: Jamison Czarnecki, Superintendent

Date: 8-15-23

Re: Parks Department Report

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### Superintendent's Update (Jamison Czarnecki)

- Ideal Beach and Pierre Moran Pool closed for the season on August 13<sup>th</sup>. We are grateful to the lifeguards and staff who have continued to allow us to provide these as amenities to the public. McNaughton Spray Park and NIBCO Water Park will remain open until August 27<sup>th</sup>.
- The culvert replacement at High Dive Park is on hold until all the permits are completed. Timeline will be updated as we know more.
- Exterior improvements to Woodlawn Nature Center will begin in August through September.
- Interior improvements to High Dive Windmill Tower are beginning which include the roof, the door, and the guardrails on top. Our goal is to provide tours and cultural programming beginning in Spring of 2024.
- Improvements are finished at Geraldine Thursby Park. Stop by and check them out!
- We are excited to welcome Nhim Danh as our new lead ranger. He has been serving in a part time ranger role and will be a great asset to us in a full time capacity leading the rangers.

### Events Report (Sherry Krask)

- On August 1<sup>st</sup>, we assisted the Police Department with their 14<sup>th</sup> annual Night Out Against Crime. We had our Parks booth there handing out resources and prizes, but we also were responsible for planning the main kids entertainment which were inflatable slides as well as the Potawatomi Zoo's Mini Zoo program. There was a turnout of around 2,500 people.
- This past Saturday we assisted the Elkhart Environmental Center in their Envirofest event. We had 9 members of our staff there assisting them in taking admission tickets and money at the bridges as well as working our own booth with resources and swag. Additionally, we loaned them some of our yard games to enhance their kid's area.
- We are consistently seeing around 1,000 people at the Farmers Market each week. Coming up on August 26<sup>th</sup> we have dog day at the market so bring your furry friend or stop by to get your fix.
- Also coming up on August 26<sup>th</sup> is the 3<sup>rd</sup> annual Food Truck & Tailgate Party from 1-6:30PM. We have 10 food vendors joining us, we'll have the Notre Dame vs Navy game in Ireland on the Monster Message screen, a beer garden, an Irish band performing prior to the game and at halftime, and activities for the kids.
- Lastly, we are busy working on most of our events for the rest of the year including the Downtown After Dark event, Island of Blues, Hispanic Heritage Festival, the Bus Trip to Schaumburg, IL, Trunk-or-Treat, and the Pinewood Walk. Soon we will add the Fall Pop-Up and Winterfest to that list as well.

*The Honorable*  
**Rod Roberson**  
*Mayor*

**Jamison Czarnecki**  
*Parks Superintendent*



***Parks & Recreation***  
1320 Benham Ave.  
Elkhart, IN 46516

574.295.7275  
Fax: 574.522-7808

Volunteers Report (Maddy Gordon)

- We are happy to report that we have had our first Business-Adopted Park! High Dive Park has been adopted by Truma Corp who are a leading European and North American RV component provider based in Elkhart. We are very excited to be working with them to facilitate this relationship and are currently working on determining what their adoption will look like in terms of clean-ups, donations, etc.

Programming and Recreation Report (Luisa Ixmatlahua)

Programs Ended Since Last Meeting:

- "Camp Connection" started June 12th- 153 registered
- "Extended Day Program" started June 5th- 83 registered
- "Playground Program" at Weston Park, McNaughton Park, Walker Park, Willowdale Park, High Dive Park, Studebaker Park and Roosevelt Park.
- Tennis" started June, 50 registered.
- "Life Line Camp" served over 100 youth.
- "Pickle Ball" started June, 25 registered.
- "Summer Soccer Camps"
  - Tots" started July 19th 11 registered
  - "Youth" starts July 17th 11 registered

Current Programs:

- "Passport Program" open to the public!
- "Recreational Volleyball" 4 registered.
- "Bicycle Club Adults" 6 registered
- "Shark in the Park" started, 28 registered
- "Body Mind & Spirit" 3 registered
- "Fly Fishing" started July 15th 7 registered
- "Adult Monday Night Bingo" 56 registered

Programs Starting in August

- "Shark in the Park" August 5th & 19th
- "Reel Veterans Fishing" August 26th
- "Elkhart Kayak Club" August 19<sup>th</sup>
- "Super Full Moon Kayaking" August 30th

Ranger Report (Position Vacant)

## End of Report ##