

Town of Pendleton Event Application

Planning Department P.O. Box 230 Pendleton, In. 46064 (765)-778-8370

Event Name: _____

Event Date: _____ Times for Event: _____

Event Location: _____

All required information must be submitted at the time of filing for an event permit.

Event Sponsor: _____

Address: _____

Phone: _____ Contact Person: _____

Insurance Carrier: _____

Address: _____

Phone: _____ Contact Person: _____

Amount of Coverage: _____

The event sponsor shall provide proof of insurance that is satisfactory to the Town Manager.

Application must be filed 45 days prior to the start date of the event. All information must be complete and approved before event permit will be issued. Event permit must be issued no less than 15 days prior to the date of the event. Event application will be reviewed within 5 working days after the submittal date.

Park Department

Police Department

Fire Department/Ambulance

Supervisor of Public Works

Electric Department

Planning Department

Town Manager

Application Date: _____ Final Review Date: _____ Approval Date: _____

Town of Pendleton Event Regulations

Road Closings

1. The Supervisor of Public Works, Fire Chief, and the Chief of Police will have the final approval of all road closings.
2. The Street Department will deliver barricades to the intersection and will retrieve them after the event is finished.
3. It is the responsibility of the event organizer to set the barricades up and close the intersection.
4. A map and written details of closings and or parade route must be submitted with this application.
5. Construction projects in the road right of ways may alter parade routes used in previous years.
6. It is the responsibility of the event organizer to obtain permits from the Indiana Department of Transportation if necessary and that permit is to be filed with this application.

Electricity and Water

1. Utility arrangements for events requiring electricity and/or water must be made at the Pendleton Utility Office.
2. A map and written plan of utility needs must be filed with this application.
3. The Electric and Water Companies will review the request and determine if adequate service can be provided.
4. All utility bills are the responsibility of the event organizer.

Trash and Waste

1. Trash removal is the responsibility of the event organizer.
2. If needed, locations of trash dumpsters must be approved.
3. Any waste left by animals during the event must be removed and disposed of properly and immediately.

Park

1. Any event that utilizes any part of Falls Park must obtain permission of the Park Board or the Superintendent whichever is required.
2. Any additional guidelines set forth by the Park must be adhered to in addition to the Town of Pendleton's guidelines.

Signage

1. Any signage that restricts views at intersections will be removed.
2. The event organizer must remove all signage within 24 hours of the end of the event.

Other miscellaneous needs or conditions

Be specific

By signing and submitting this Event Application, the event sponsor agrees to indemnify, defend and hold harmless the Town of Pendleton, its agencies and employees from any liability (including reasonable attorney's fees and costs) due to loss, damage, injuries, or other casualties of whatever kind, to person or property arising out of the event for which this application is being submitted.

I have read and understand the attached set of regulations and agree to abide by these rules.

Authorized Signature

Application Date

