



SPECIAL EVENT APPLICATION

PROVISIONS FOR FILING

Event applications be submitted to the Planning or Parks Department no less than **45 days** prior to the start date of the event. All parts of the application must be complete before the application will be reviewed. State permits or licenses and the Certificate of Insurance are not required at the time of application, but must be received no less than **15 days** prior to the date of the event.

After approvals are received from all necessary departments, a Special Event Permit will be issued and the event organizer will be notified that their event has been approved. A Special Event Permit will be issued no less than 15 days prior to the date of the event.

EVENT SPONSOR REQUIREMENTS & RESPONSIBILITIES

The full Special Event Policy can be found on the Town's website at town.pendleton.in.us.

Liability Insurance

1. For applications that require a Certificate of Insurance, the Town of Pendleton must be listed as a certificate holder AND additional insured, including waiver of subrogation and primary/non-contributory wording.
2. Minimum coverage limits are as follows: Each Occurrence, \$1,000,000; General Aggregate, \$2,000,000; Products – Comp/Op Aggregate, \$2,000,000.
3. Pendleton/Fall Creek Township Park District shall be listed as an additional certificate holder AND additional insured for events taking place in the Pendleton/Fall Creek Township Park District.

Road Closures, Traffic Control, and Safety

1. A map and written details of closings, parade route, or running courses must be submitted with this application.
2. For approved road closures, it is the responsibility of the Event Sponsor to set up barricades, close, and reopen roads or intersections.
3. If barricades are requested, the Public Works Department will deliver barricades to a central location and retrieve them from this location after the event is finished.

Utility Needs (Electricity and/or Water)

1. A map and written details of utility needs must be submitted with this application.
2. All utility bills are the responsibility of the event sponsor. You may need to set up an account with the utility office prior to the event. Please call the utility office at 765-778-2173 to inquire.

Banners, Special Event Signs, and Markings

1. Only banners from non-profit organizations are eligible to hang over State Street. Approved banners are to be brought to Town Hall three (3) days prior to being hung and picked up within three (3) business days after banner is to be taken down. The Town is not responsible for storing, picking up, or delivering banners. Banners must meet the following specifications:

Height: 3 feet

Width: 30 feet

Thickness: 18 oz

Wind Slits: Every 2 feet

Grommets: 3/8 inch diameter, located every 3 feet on top and bottom of banner, 1 carabineer clip per grommet

2. A map of any temporary signage that will be erected prior to the event must be submitted with this application. The use of temporary signage shall conform to the Sign Regulations outlined in Section 158.10 of the Pendleton Unified Development Code and locations must be approved by the Town. Additional signs may be erected as needed at the site of the event during the event. All signs are subject to approval of the Town and must be removed within 24 hours of the end of the event.
3. Any event requiring pavement markings on the trail system, sidewalks, or roadways of the Town shall utilize a temporary chalk-based marking. It is preferred that pure chalk be used to limit residual visibility after the event is complete and be placed no earlier than one week prior to the event. However, when a more permanent marking is necessary, only chalk-based marking paint shall be used.

Trash, Waste, and Event Clean-up

1. Event Sponsors shall be prepared to provide suitable waste and trash receptacles for their participants and be responsible for the clean-up of the event area upon conclusion. Public trash and recycling receptacles placed throughout Town and the Park cannot typically accommodate the high volume of trash generated by special events involving a significant number of participants. If needed, locations of trash dumpsters must be approved.
2. For events over 200 people, the Town may require Event Sponsors to provide portable restrooms. Locations must be approved by the Town. Restrooms in park are available, but closed from November 1st to April 1st.
3. Any waste left by animals during the event must be removed and disposed of properly and immediately.
4. Event Sponsors are responsible for clean-up along parade routes within 24 hours of the parade.
5. At no time shall the dumping of any material other than potable water be allowed to be dumped into the storm drain system.

Alcohol

1. Special Events that include the furnishing and/or consumption of alcohol require the Event Sponsor to provide security, proof of compliance of Indiana Alcoholic Beverage Laws and Regulations, as well as the name of the alcohol permit holder, a copy of permit and license, and proof of insurance.
2. In addition, Special Events that include the furnishing and/or consumption of alcohol in Falls Park must have approval by the Pendleton/Fall Creek Township Park and Recreation Board, the Pendleton Town Manager, and the Pendleton Police Chief.

State of Indiana Special Event Permits and Licenses as Required:

1. The Event Sponsor is responsible for determining whether or not additional State permits or licenses are required for the event. The Event Sponsor is responsible for applying for the additional permit or license well in advance of the planned event so that the necessary documentation and safety inspections can be completed to protect public safety.



SPECIAL EVENT APPLICATION

1. EVENT INFORMATION

Event Name

Event Location

Event Start Date

Event Start Time

Event Finish Date

Event Finish Time

Set-up Date

Set-up Time

Clean-up Date

Clean-up Time

Event Website Address (if applicable)

Registration/Entry Fee (if applicable)

Brief Description of Event

Is your event... ☐ Hosted by a non-profit? Please submit proof of non-profit status.
☐ A corporate event?
☐ A benefit?

Date(s) of Event for Next Year (if applicable)

2. EVENT SPONSOR INFORMATION

Event Sponsor

Contact Person

Phone Number

Email Address

Address

City/Town

State

Zip code

Event Sponsor Website (if applicable)

3. DEPARTMENTAL REQUESTS

Please indicate if you have any special requests for the following departments.

Parks (extra trash containers, building/shelter use, etc.)

Public Works (street closings, barricades, water, etc.)

Water Turn-on Date

Water Turn-off Date

Electric (electricity hook ups for vendors or booths, etc.)

Electric Turn-on Date

Electric Turn-off Date

Police (parade vehicles, hire off-duty officers for security or traffic control, etc.)

Fire (parade vehicles, presence on site for event, etc.)

Ambulance (parade vehicles, presence on site for event, etc.)

4. BANNER OVER STATE STREET (if applicable)

Preferred Date(s) for Banner to Displayed

5. ADDITIONAL PERMITS, LICENSES, AND APPROVALS (if applicable)

Please submit copies of all permits, licenses, and approvals.

Please indicate if your event will include the following:

- ☐ A raffle. Please include copy of raffle license.
- ☐ Fireworks display. Please include copy of permit from Indiana Department of Homeland Security.
- ☐ Beer or alcohol sales. Please complete item number 7.
- ☐ The closure of a State or US highway. Please provide a copy of your permit (if required).
- ☐ Temporary staging, outdoor stage equipment, canopies, or tents. Please provide a copy of your permit from the Indiana Department of Homeland Security (if required).

6. INSURANCE INFORMATION

Please submit a certificate of insurance with "Town of Pendleton" (and "Pendleton/Fall Creek Township Park District," if applicable) listed as a certificate holder and additional insured at least 15 days prior to event start.

Insurance Carrier Name

Amount of Coverage

Contact Person

Phone Number

Address

City

State

Zip code

By signing and submitting this event application, the sponsor agrees to indemnify, defend, and hold harmless the Town of Pendleton and the Pendleton/Fall Creek Township Park District, their agencies, employees, and volunteers 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

Date

Department Use Only

Application Received

Application Review Date

Approval Date

Department Approvals

— *Planning/Town Manager*

— *Parks*

— *Public Works*

— *Utility Office*

— *Police*

— *Fire*

— *Ambulance*

7. APPLICATION TO SERVE ALCOHOL IN A CONTROLLED ENVIRONMENT

You must provide the following:

- Security.
- Proof of compliance of Indiana Alcoholic Beverage Laws and Regulations (show on map controlled area location and information on how this area will be secured).
- Name of alcohol permit holder, copy of permit and license, and proof of insurance.

SECURITY INFORMATION

Name of Agency Providing Security

Contact Name

Contact Email Address

Contact Phone Number

Address

City/Town

State

Zip code

ALCOHOL PERMIT HOLDER

Name of Business or Agency Serving Alcohol

Contact Name

Contact Email Address

Contact Phone Number

Address

City/Town

State

Zip code

Department Use Only

Town Manager Signature

Date

Town Marshal Signature

Date

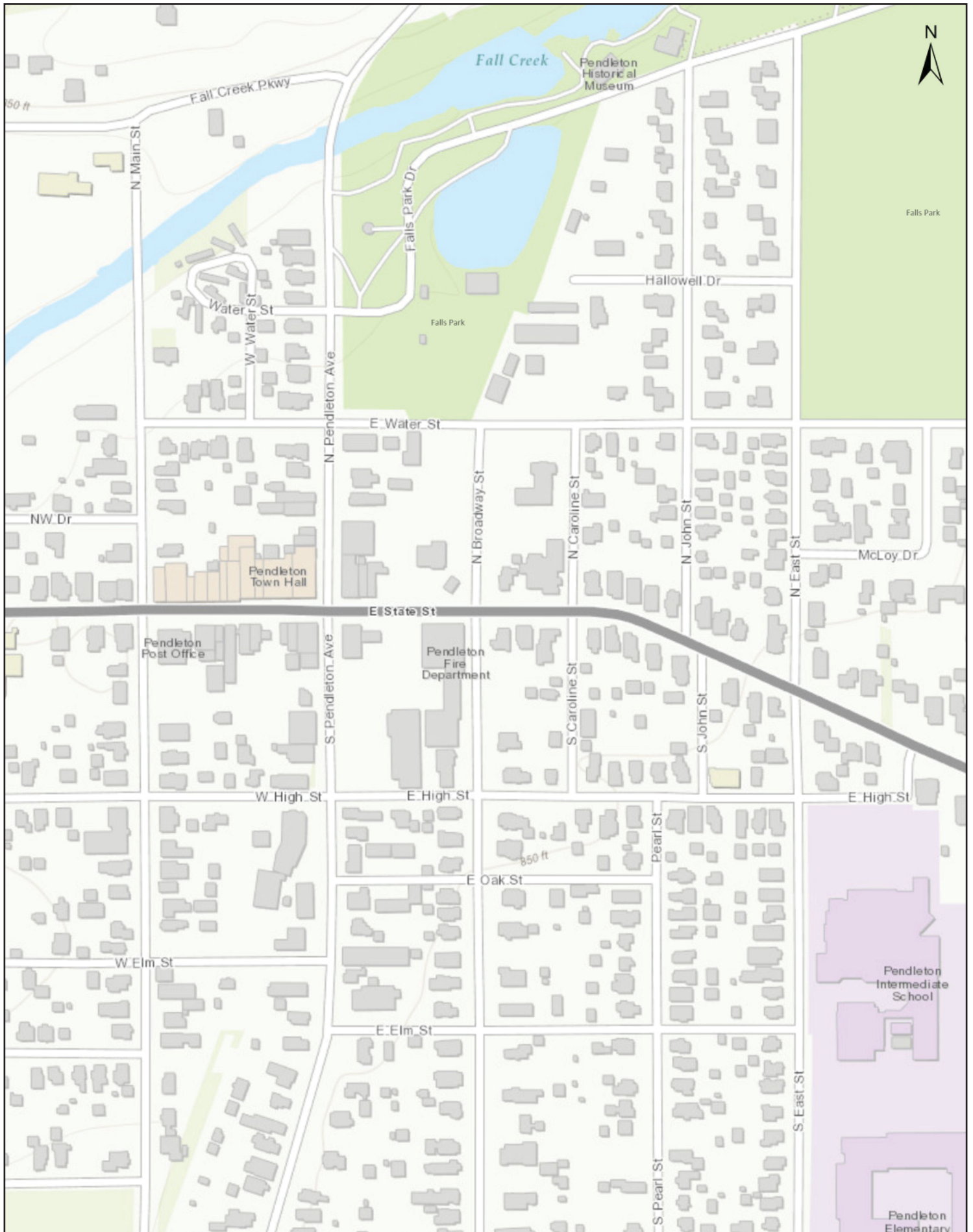
Park District Representative Signature and Title

Date

8. MAPS

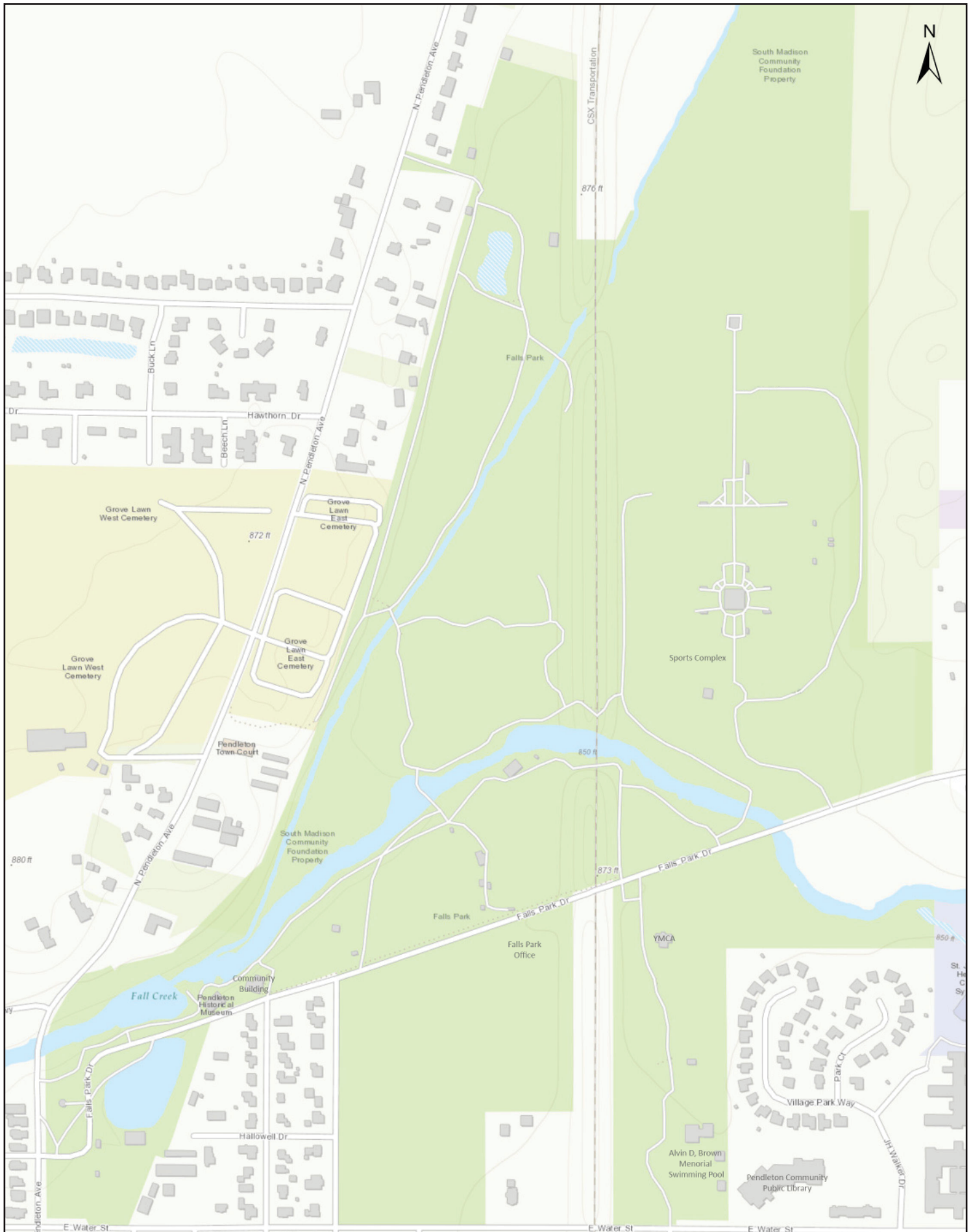
Please use these maps to illustrate the event set-up and street closures. Attach additional maps if necessary.





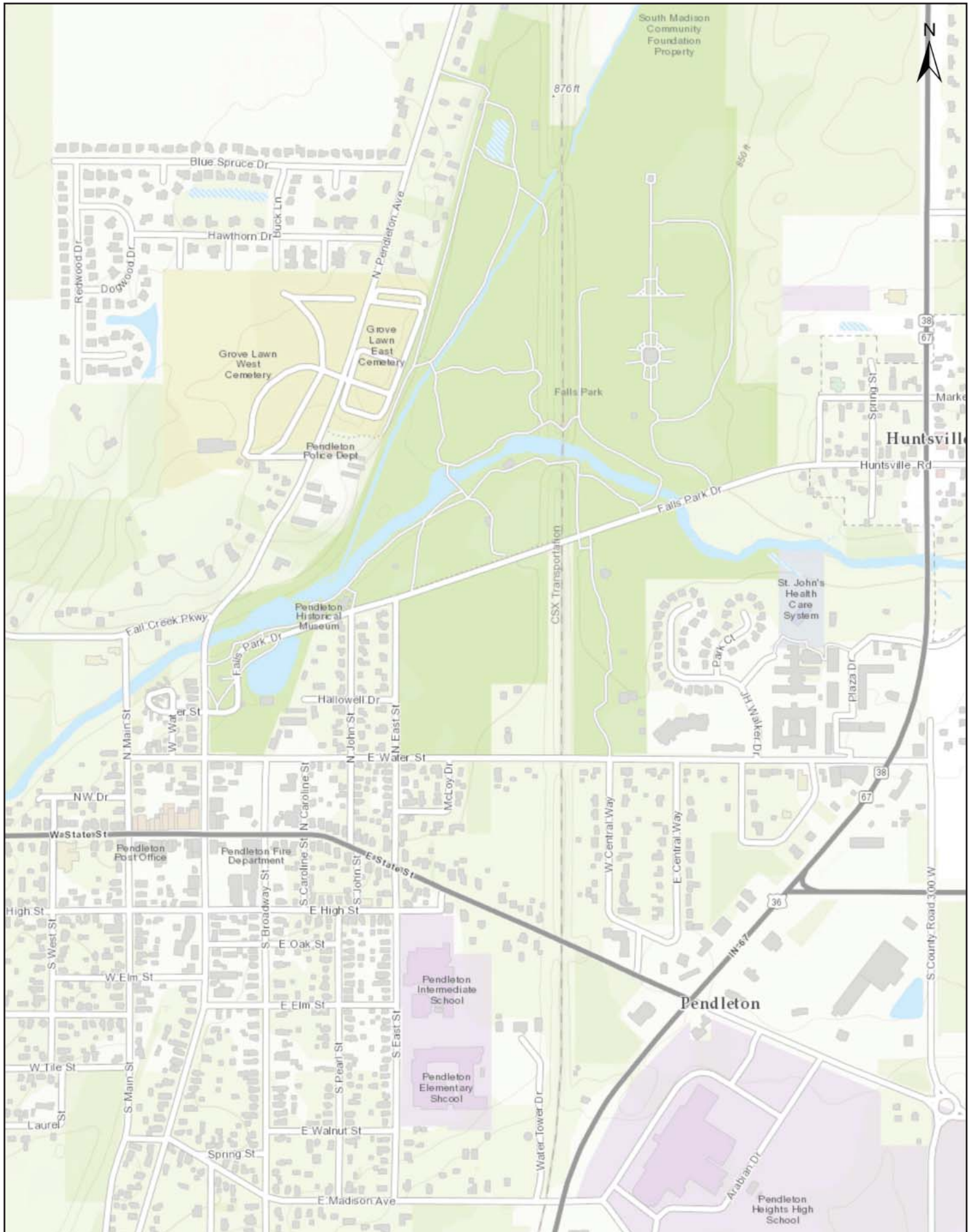
Planning Department
 100 W. State St. - P.O. Box 230
 Pendleton, IN 46064
 (765) 778-8370

Parks Department
 460 Falls Park Dr. - P.O. Box 221
 Pendleton, IN 46064
 (765) 778-2222



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