



Dear Special Event Sponsor,

The Town of Pendleton and the Fall Creek Township Park District is co-hosting a **Special Event Informational Meeting**. We are excited to extend a special invitation to you and all other Special Event Sponsors that host events for our community each year. We believe that your attendance will greatly contribute to the betterment of our community and to the success of your Special Event.

The **Special Event Informational Meeting** will be held on **Monday, April 29th**. This informative session will be held at the Town Hall located at 100 West State Street in Pendleton, Indiana from **6:00 pm to 7:30 pm**.

During the session, Town Staff will present the **Special Event Policy and Processes** as well as walk you through the **new online Special Event Application**. You will also learn about local and state rules and regulations to provide a safe and compliant event. Furthermore, we will share the basics of the following topics along with key resource/point of contact information that will assist you in your event planning:

- Special Event Impact Classifications & Insurance Requirements
- Event Liability & Indemnification Agreement
- Vendor Licensing & Permits and Food Service Regulations
- Amusement & Entertainment Permits/Staging & Tent Requirements
- Movie, Music and Public Performance Licensing Permit
- Supervised Public Fireworks Display Permit
- INDOT Miscellaneous Permit

Kindly confirm your attendance by **Friday, April 26<sup>th</sup>** by replying to this email or contacting Special Event Coordinator Sheree Belt at [sbelt@pendleton.in.gov](mailto:sbelt@pendleton.in.gov). We also welcome you to share this invite with members of your organization and/or event planning team.

We truly value your participation and look forward to your presence at this event. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your time and consideration.

Sincerely,

*Denise McKee*

Denise McKee  
Assistant Planning Director