

**CITY OF ELKHART
GENERAL PERMIT APPLICATION**

Applicant Must Read, Complete, Understand & Sign

The Board of Public Works requires the applicant or representative to appear before the Board to answer any questions that the Board may have relating to this event. Failure to appear at the Agenda meeting or the regular Board meeting will result in the application being tabled. Please contact the Board Clerk for specific meeting dates.

Applicant Information:

Name of Authorized Applicant: _____
Organization: _____
Address: _____
City, State, Zip: _____
Telephone: _____ Home _____ Cell _____

Event Information:

Date: _____
Start time: _____ a.m./p.m. (circle one)
End time: _____ a.m./p.m. (circle one)
Approximate number of participants: _____
Type of Event: _____
Will Alcohol be served at this event? Yes No (circle one)
If "yes", a separate application is needed.

For office use only
Total Fees: _____
Date Paid: _____

Specific Request(s): (check all that apply)

- _____ Use of City Plaza:
Water: Yes No (circle one)
Electric: Yes No (circle one)
- _____ Use of Central Park
- _____ Use of the Foundry
- _____ Use of 6th and Dr. King Drive
- _____ Use of Park Avenue
- _____ Use of Other City Owned Property: _____
- _____ Parade and Special Exception to Noise Ordinance
- _____ Public Assembly and Special Exception to Noise Ordinance
- _____ Special Exception to Noise Ordinance:
Persons or entities affected by this special exception:

What measures will be taken to mitigate the impact on surrounding persons:

Plaza Sign: _____
 Emergency Management
 Main Street Banner
 Bridge Banner – North Main Street
 Bridge Banner – Johnson Street
 Benham Street Spanning Banner
 Temporary Street Closure:
 Street: _____ From: _____ To: _____
 Use of City Resources: (list requested items)

1. Noise.

A parade or public assembly may not violate the Elkhart City Noise Ordinance, 4178, as amended, so a request for a special exception must be part of the application for a parade or public assembly permit.

A Special Exception from the Noise Ordinance permit, while granting permission to exceed the ordinance noise levels, does not prohibit neighborhood complaints which may result in the police arriving and requesting that the noise level either be reduced or lowered to within the ordinance limits. The original approved permit must be readily available for police review.

Communication is the best way to reduce any complaints. You should consider informing the neighborhood of the date, time and purpose of the event. Inviting neighbors may further reduce the potential for complaints.

Please provide a description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting devices that are to be used in connection with the parade or public assembly:

2. Alcohol.

No alcohol is permitted on the Civic Plaza. Approval to serve alcohol on other City venues must be requested and approved by the Board of Public Works. Please request a separate Alcohol Permit Application and the General Release and Indemnification Form.

3. Vehicles.

No vehicles are allowed on unpaved property owned by the City of Elkhart unless prior arrangements have been made. Applicant will be responsible for any damage done to sod, irrigation systems, landscaping, etc. Please contact the Planning Department staff regarding vehicle use.

4. Emergency Services.

Applicant must coordinate with Emergency Services for parades and other events which may cause significant disruption to traffic flow.

5. Security Costs.

In accordance with Elkhart Municipal Code §102.05, a copy of this permit will be provided to the Chief of Police to evaluate the security measures necessary for a parade or public assembly. To the extent that the Chief determines that his event exceed the ability of the Police Department to provide adequate security with regularly scheduled on-duty officers, the applicant will be responsible for securing and paying the additional officers deemed necessary by the Chief. Persons and organizations engaging in events for the sole purpose of public issue speech protected by the First Amendment to the United States Constitution shall not be required to pay the these additional officers.

6. Civic Plaza Regulations.

- A. FOOD: Applicant may need to obtain a food handlers' permit through the County Health Department. Please check with the Health Department prior to serving food.
- B. GREASE: Padding of cardboard, tarp, or canvas, must be placed under all cooking equipment; NO PLASTIC.
- C. VEHICLES: Padding must be placed under vehicles to prevent oil dripping on to the concrete.
- D. ELECTRIC: Power is 208 volts, not 240. If electrical power is needed, please contact the Buildings and Grounds Department between 7:00 a.m. and 3:30 p.m., Monday through Friday at 970-0542. The fee is listed below.
- E. WATER: A fee and a deposit are both required for a KEY to turn water on. The KEY is available at the office of the Board of Public Works, Third Floor, 229 S. Second Street. The deposit will be refunded after the return of the KEY.
- F. CLEANUP: Do not leave trash or garbage on the Plaza or surrounding area. Those who fail to remove trash or garbage will either be required to place a deposit at the time of their next request to use the Plaza, or, at the Board's discretion, the request for use of the Plaza will be denied.
- G. MAIN ST.: The Board will consider the closing of the 300 block of Main Street, but only after 5:00 p.m., or on weekends.
- H. ALCOHOL: Alcoholic beverages are never permitted on the Civic Plaza.

7. Street Closing Regulations.

- A. OPEN LANE: A lane for emergency vehicles must be left open.
- B. BARRICADES: Barricades will be dropped off two or more hours prior to the start time of the event. The Applicant is responsible to place the barricades at the approved street location at the approved time. At the end of the approved event, the Applicant must remove the barricades and place them on the side of the road. The City's Street Department will pick up the barricades on the first workday after the event. Failure to remove barricades after the event may result in denial of future requests. If the barricades do not arrive two hours prior to the starting time of your event, please call the Street Department after hours call number, 574-320-5398.

8. Fee Schedule and Deposits

- A. Central Park: \$50.00/ event or per month for reoccurring events
- B. Civic Plaza: \$50.00 / event or per month for reoccurring events
- C. The Foundry: \$50.00/ event or per month for reoccurring events

- D. 6th and Dr. King Drive: \$50.00/ event or per month for reoccurring events
- E. Park Avenue: \$50.00/ event or per month for reoccurring events
- F. Other City Owned Property: \$50.00 / event or per month for reoccurring events
- G. Parade and Public Assembly: \$25.00
- H. Special Exception from Noise Ord.: \$25.00
- I. Electricity on Civic Plaza: \$50 /day for up to 4 hours; \$100 / day for events lasting over 4 hours
- J. Street Closure:\$25.00 per block
- K. Water on the Plaza: \$50.00 fee; \$25.00 deposit
- L. Revocable Permits: \$25.00
- M. Emergency Management for an Event: Up to 2 EM personnel \$50.00, each additional EM personnel \$25.00 each
- N. Bridge Banners: \$95.00
- O. Main Street Banners: \$175.00
- P. Benham Avenue Spanning Banner: \$85.00
- Q. Snow Fence Installation: \$1.00/foot
- R. Event Fencing Installation: \$2.50/10' section
- S. Other City Resources requested will be charged on a time and materials basis.
- T. Clean Up Deposit: \$50.00 required only if prior event resulted in failure to remove trash or garbage.

9. Application Deadline.

Applications are due at least 21 days prior to the scheduled event.

10. Cancellation and Refund.

Application fees, less a \$25 administration fee, are refundable if cancelled at least 7 days before the scheduled event.

11. INDEMNIFICATION, WAIVER AND RELEASE

In consideration of the granting of a Permit by the BOARD OF PUBLIC WORKS, 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.

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.

Applicant:

Signature

Printed

Date: _____

Witness: _____

APPROVED: BOARD OF PUBLIC WORKS

President **Date**