

City of Huntington Alcohol Usage in City Parking Lots, Streets or Sunken Gardens

Please note that this event space may only be available on Saturdays and Sundays for a period of not more than thirty-six (36) hours.

BEFORE YOU BEGIN:	
If your event is in a City Parking Lot or City streets have you filled out a Special Events form to turn in with this form?	If your event is being held at Sunken Gardens have you filled out a Sunken Gardens Rental Agreement and Permit form?
If no, please get in touch with the Mayor's office to get a Special Events form.	If no, please get in touch with the Parks and Recreation Department to get a Sunken Gardens Rental Agreement and Permit form

EVENT INFORMATION:

Event Name: _____ Date(s): _____

Location: Sunken Gardens _____ or City Parking Lot- Street Address _____

***Setup for Saturday and Sunday events may not begin until after 6:00 PM the preceding day.

PERMITS AND CITY CODE ADHERENCE:

Clean-Up Deposit and Litter Management: Submit a \$500.00 payment into the Mayor's office along with your completed application. This is a refundable deposit. You will be billed separately if the cost to the City for clean-up exceeds your deposit. You are responsible for all litter, grease, ash and gray water generated by your event. Arrangements should be made with a private power-washing contractor to remove all stains left by your event.

Event Requirements

1. In order to obtain a temporary beer/wine permit, you must complete State Form 35494 in its entirety and return it to the District 2 local excise office for approval. The application requires the signatures of both the Chief of Police and the Excise Police representative. Please note that a temporary beer/wine permit is valid for on premises consumption only. Carry-out sales are not permitted and persons are not allowed to bring alcoholic beverages into a temporary function. A temporary permit is good for beer and wine only - not liquor. If you want to have liquor served at your event, you must use a licensed alcoholic beverage caterer.
2. If your event will include alcohol, you **must** present an appropriate license *or permit* for such to the Chief of Police.
3. You **must** arrange for security/police presence and appropriate fencing.
4. Completion of these steps must be communicated by the Chief of Police to the Board of Public Works & Safety at the meeting at which your completed application is considered.

ACKNOWLEDGMENT/HOLD HARMLESS/SIGNATURE:

I, the applicant, understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed event will be permitted by the City of Huntington. I further accept responsibility to hold free and harmless the City of Huntington from any claims brought against it relating to the event and to meet all other conditions of the City. I verify that I have read and understand this application and the conditions under which my request will be considered. The risk of promoting an event before permission is granted is the sole responsibility of the applicant.

Applicant's Signature _____ **Date** _____

Return this application to:

Mayor's Office, Administrative Assistant- 3rd floor, City Building, 300 Cherry Street, Huntington, IN 46750