

# City of Huntington Special Events Application

This form is exclusively for Festivals, Concerts, Races, Walks, and similar special events that require street closures within the City limits of Huntington.

We are happy that you have chosen to plan a special event within the City of Huntington. A completed application and additional materials must be filed at least 30 days prior to the first day of your event. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.

**EVENT NAME** \_\_\_\_\_

**EVENT DATE(S)** \_\_\_\_\_

**EVENT LOCATION(S)** \_\_\_\_\_

**Address whether one location or multiple areas of the City (i.e. parade or race)**

## APPLICANT INFORMATION:

Is an organization hosting the event? No \_\_\_\_ Yes \_\_\_\_

If yes, list organization's name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-Mail: \_\_\_\_\_ Office Number: \_\_\_\_\_

Will contact above be the on-site coordinator at the event? Yes \_\_\_\_ No \_\_\_\_

If not, list the on-site coordinator's name and cell phone.

On-site Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## EVENT OPERATIONS:

Event: \_\_\_\_ Festival \_\_\_\_ Concert \_\_\_\_ Car Show \_\_\_\_ Parade  
 \_\_\_\_ Race/Walk \_\_\_\_ Bike Race \_\_\_\_ Other (please specify) \_\_\_\_\_

Set Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_:\_\_\_\_ AM or PM to \_\_\_\_:\_\_\_\_ AM or PM

Tear Down Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional Information: \_\_\_\_\_

Mayor's Office Sent Copies to:	
	Administrative / File
	Police
	Fire
	Street
	Engineering
	Community Development

## \*City Use Only\*

Board of Works Date	Approval	
	Y:	N:

Amount Paid:	\$
Check	
Cash	
Money Order	
Debit / Credit	

Applicant Sent:	
	Request for BPWS & Agenda to City Clerk Treasurer
	Route / Map
	Proof of Insurance
	Event Description
	Payment

**Additional Notes:**

**Clean-up/Litter Management:** 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.

Note: A refundable deposit of \$100.00 is required to ensure clean-up of Special Events. Turn payment into the mayor's office along with your completed application. You will be billed separately if the cost to the City for clean-up exceeds your deposit.

**Additional Permits - IDHS Amusement & Entertainment Permit:** Your event may require a separate permit from the State of Indiana. You should determine the need for such and obtain a permit if applicable. Visit: <http://www.in.gov/dhs/2795.htm> for more information.

**City Water Service:** Do you need to hook up to a City water source? ☐ Yes ☐ No  
If YES - You must contact the City Engineering Department to arrange for a temporary meter. Water usage will be metered and you will be billed separately, in accordance with the City Code.

**Use of City Electric Service:** Will you need to use City electric services? ☐ Yes ☐ No  
Available only at limited locations. Applicant must contact the City Engineering Department to determine if electric service is available. A fee may be required, depending on the amount of power used.

**Board of Public Works and Safety Schedule:** Applications are processed in the order they are received typically at the next regular meeting of the City of Huntington Board of Public Works & Safety. The Board meets on the first and third Mondays of each month in the City Council Chambers at the City Building.

*Note: It is the responsibility of the applicant to contact the City Clerk-Treasurer to have the application placed on the Boards Agenda.*

**Street Closures:** Do you need any streets blocked off and closed? ☐ Yes ☐ No  
If you have requested street closures, it is your responsibility to notify the following people of your event details such as the dates, times and streets AND the date you will be presenting to the Board of Works. Each must approve and communicate that approval to the Board of Public Works & Safety at the meeting at which your completed application is considered:

- Huntington County Combined Dispatch- 260-356-7110
- Huntington Fire Department, Fire Chief, Tony Johnson - 260-356-3620
- Huntington Police Department, Chief of Police, Cory Boxell - 260-356-1400
- City Services Department Superintendent, Tim Bischoff 260-356-4720

**Alcohol Use:** Will you have alcohol at this event? ☐ Yes ☐ No  
If your event will include the sale of alcohol, you must present an appropriate license for such to the Chief of Police, Cory Boxell. You must arrange for security/police presence. Completion of this step 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.

**Designated Outdoor Refreshment Area (DORA):**

To activate the DORA your event must occur within this boundary: **South curb line of Park Drive, East curb line of Cherry Street, South bank of the Little River, West curb line of Warren Street, except the three buildings on the West side of Warren Street between Market Street and Washington Street.** If your event is not located within this boundary but would like alcohol consumption, please see the "Alcohol Use" section above.

If the event is within the boundary above, do you want to activate the DORA? \_\_\_\_ Yes \_\_\_\_ No

If YES – The maximum operational hours for the DORA are from noon to midnight. Approval from the Board of Public Works and Safety is required, which entails submitting this Special Events Application.

**Certificate of Insurance:** Applicant is required to submit an original Certificate of Insurance in an amount not less than one million dollars (\$1,000,000) combined single bodily injury and property damage for each occurrence and proof of liquor liability insurance in the amount of not less than one million dollars (\$1,000,000) if alcohol will be present during the event. Your insurance certificate(s) should list as the Certificate Holder: City of Huntington, 300 Cherry Street, Huntington, IN 46750, and include the city of Huntington as an additional insured on a primary and non-contributory bases with a waiver of subrogation.

## **SITE/ROUTE MAP:**

### **Event Site Map should include:**

- A map of the entire event site including names of all streets or areas that are part of the venue and the surrounding area.
  - If the event is downtown, please request the downtown map.
  - If the event is a parade/race, indicate the direction of travel.
- The location of all stages, fencing, barricades, scaffolding, tents, portable restrooms, booths, cooking areas, trash dumpsters, grease/ash containers, gray water containers, and other temporary units.
- Streets needing to be closed and where barricades should be placed.

## APPLICANT RESPONSIBILITY CHECKLIST

*For your convenience, your responsibilities are gathered into the checklist below. All were explained in detail on the second and third pages of this application. Please reference those pages if you have any questions or call the Mayor's Office if further explanation is needed.*

- 1)     \_\_\_ Certificate of Insurance
- 2)     \_\_\_ \$100 Clean-Up Deposit
- 3)     \_\_\_ Event Site Map or Route Map
- 4)     \_\_\_ Event Description
- 5)     \_\_\_ Additional Permits if needed
- 6)     Approvals:
  - City Water and/or Use of City Electric Services – Engineer's Office Y\_\_\_ N\_\_\_
  - For the Event – Clerk's Office to get on Board of Works Schedule Y\_\_\_ N\_\_\_
  - For Alcohol Use – Police Department Y\_\_\_ N\_\_\_
  - For Street Closure –
    - Huntington County Dispatch Y\_\_\_ N\_\_\_
    - Fire Department Y\_\_\_ N\_\_\_
    - Police Department Y\_\_\_ N\_\_\_
    - Street Department Y\_\_\_ N\_\_\_

## ACKNOWLEDGMENT/HOLD HARMLESS/SIGNATURE

**Please Review your application carefully, read the paragraph below, and sign before returning this application.**

The undersigned, individually and as the duly authorized representative of the organization referenced herein, on behalf of undersigned and that organization certify (1) 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; (2) indemnify and hold harmless the City of Huntington from any claims brought against it relating to the event and to meet all other conditions of the City; (3) I have read and understand this application and the conditions under which my request will be considered; and (4) the risk of promoting an event before permission is granted is the sole responsibility of the applicant.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Individually and as the duly authorized representative of the organization referenced herein

**Printed Name:** \_\_\_\_\_

**Return this application to:**

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