



Event Application

V07202015

Planning Department
PO Box 230 | 100 West State Street
Pendleton, Indiana 46064
V: 765-778-8370 | F: 765-778-7470

Parks Department
PO Box 221 | 460 Falls Park Drive
Pendleton, Indiana 46064
V: 765-778-2222



Event applications must be submitted to the Planning or Parks Department no less than 45 days prior to the start date of the event. All information must be complete before event application will be reviewed.

Event Information

Event Name		Event Location	
Event Start Date	Event Start Time	Event Finish Date	Event Finish Time
Set Up Date	Set Up Start Time	Clean Up Date	Clean Up Time
Event Website Address (if available)		Registration/Entry Fee (if applicable)	

Brief Description of Event (to be posted on the Town, Park, and the Madison County Visitors Bureau websites)

Is your event any of the following?	Hosted by Non-profit A Benefit	Corporate Event	Town-only Event
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Event Sponsor Information

Event Sponsor		Contact Person
Phone Number		Email Address
Address		City/Town
State	Zip code	Event Sponsor Website (if available)

Departmental Requests

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

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

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

Electric Turn-on
Date:

Electric Turn-off Date

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

Parks (gators, barricades, extra trash containers, building use, etc.)

Police (parade vehicles, security, traffic control, etc.)

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

Water Turn-on
Date:

Water Turn-off Date

Banners over State Street (if applicable)

Preferred Date(s) for Banner to be Displayed

Additional Permits, Licenses, and Approvals (if applicable)

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

Please indicate if your event will include the following:

A raffle. Please copy of raffle license.

Beer or alcohol sales. Please complete page 4.

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).

Insurance Information

Please submit proof of insurance with your event application.

Insurance Carrier Name

Contact Person

Phone Number

Have you selected a date(s) for your event in 2017? If yes, please indicate date(s) in the space below.

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

Ambulance

Parks

Town Manager/
Planning

Electric

Police

Utility Office

Fire

Street

Water

Application to Serve Alcohol in a Controlled Environment - Please provide the following

1. Security for your event with applicable contact information.
2. Proof of compliance of Indiana Alcoholic Beverage Laws and Regulations (map where controlled area location and information on how this area will be secured).
3. Name of alcohol permit holder, copy of permit and license, and proof of insurance.

Security Information

Name of Agency Providing Security	Contact Person	
Email Address	Phone Number	
Street Address	Mailing Address	
City	State	Zip code

Alcohol Permit Holder (Please provide proof of permit and license with event application).

Name of Business or Agency Serving Alcohol	Contact Person	
Email Address	Phone Number	
Street Address	Mailing Address	
City	State	Zip code

Department Use Only

Town Manager Signature	Date
Town Marshal Signature	Date
Park District Representative Signature and Title	Date

Event Regulations

Park Usage

1. Please provide a set-up drawing of your event.
2. Stand alone restrooms are closed from November 1st to April 1st.

Road Closings

1. A map and written details of closings, parade route, or running courses must be submitted with this application.
2. The Street Department will deliver barricades to requested intersections and retrieve them after the event is finished.
3. It is the responsibility of the event organizer to set the barricades up, close, and re-open the intersection.

Utility Needs (Electricity and 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.

Trash and Waste

1. Trash removal is the responsibility of the event sponsor.
2. If needed, locations of trash dumpsters must be approved.
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.

Signage

1. The event sponsor must remove all signage within 24 hours of the end of the event.
2. Any signage that restricts views at intersections is prohibited and will be removed.

Banners

1. Only banners from non-profit organizations are eligible to hang over State Street.
2. Banners must be approved by the Electric Department and 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
3. All previously scheduled banners, including standing events, will take priority.
4. Banners should be checked for accuracy before submitting to Town Hall. The Town is not responsible for content and/or correctness.
5. All banners are to be brought to Town Hall three days prior to being hung and picked up within three business days after banner is to be taken down. The Town is not responsible for storing, picking up, or delivering banners.
6. The Town will make all efforts to accommodate requests to display banners across State Street.

Additional Permits, Licenses, and Certificates of Insurance

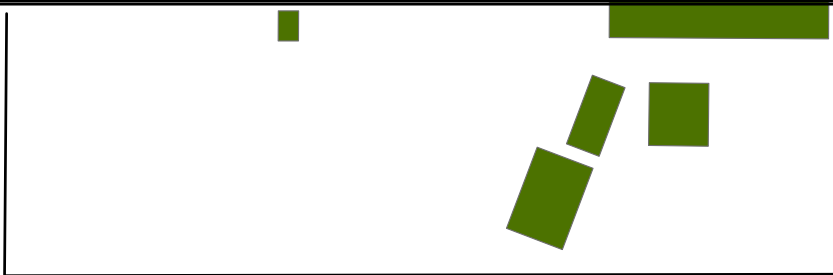
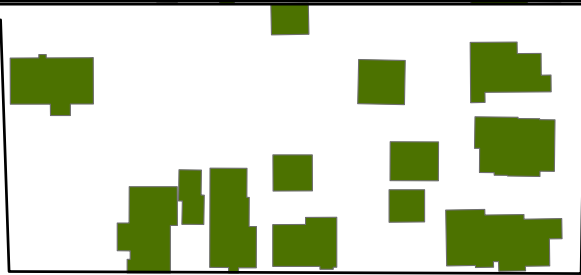
1. The event sponsor is responsible for determining whether or not additional state permits, licenses, or approvals are required for the following items: raffles, beer or alcohol sales, temporary staging, outdoor stage equipment, canopies, tents, closures of State or US highways. If the event sponsor determines additional state permits or licenses are required, please submit a copy no later than two weeks before the event.
2. On Certificates of Insurance, the Town of Pendleton should be listed as a certificate holder or additional insured for all events. Pendleton/Fall Creek Township Park District will be listed as an additional certificate holder or additional insured for events taking place in Falls Park. Certificates of Insurance must be submitted to the Town or Park no later than two weeks before the event.
3. Minimum coverages to be accepted for general events are the following:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products - Comp/Op Agg

Town of Pendleton Event Application Map

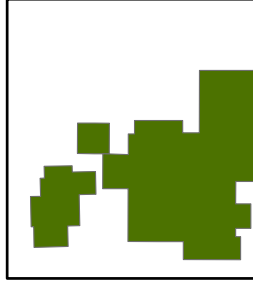
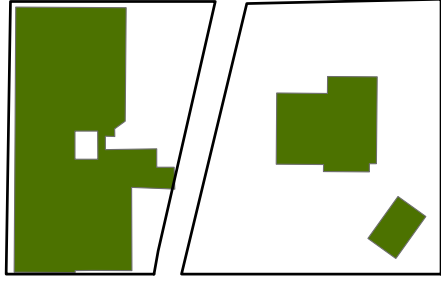
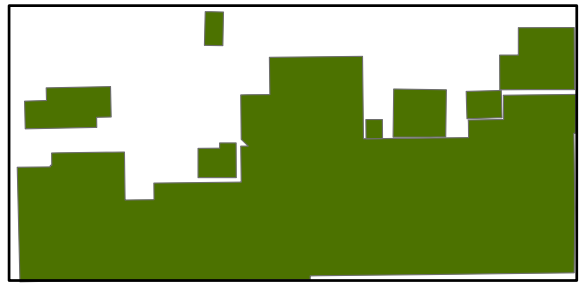
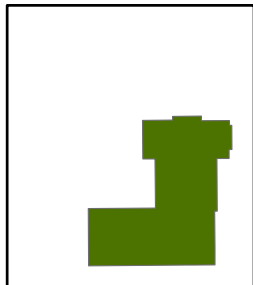
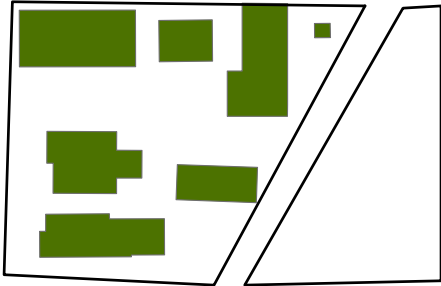
Downtown



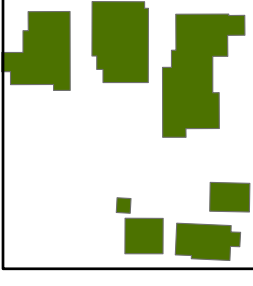
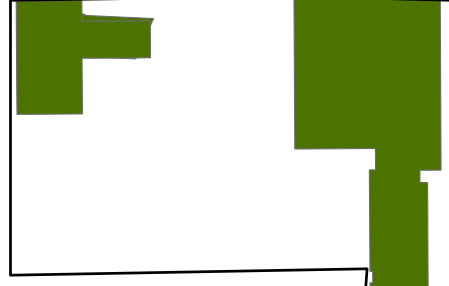
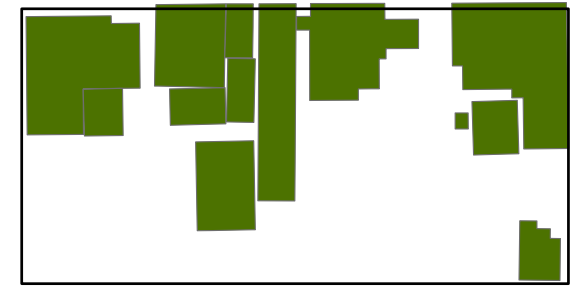
MAIN



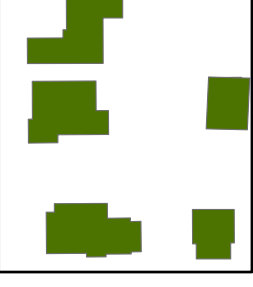
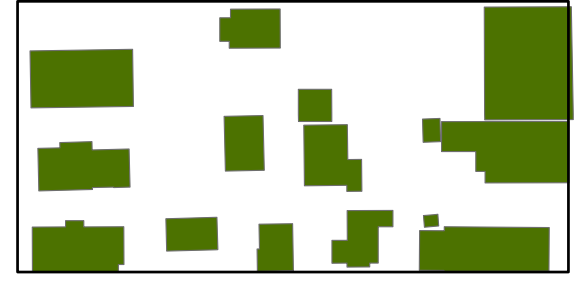
WATER



STATE

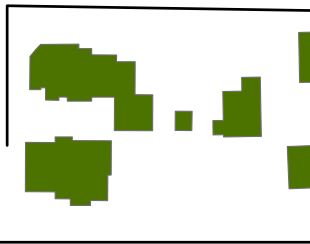
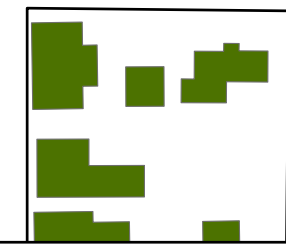


PENDLETON



BROADWAY

HIGH



CAROLINE

Town of Pendleton Event Application Map

Downtown & Falls Park



Town of Pendleton Event Application Map

Parade Route

