

CITY OF HUNTINGBURG

SPECIAL EVENT APPLICATION

Event Information

Event Name: _____

Event Date: _____ Event Backup Rain Date: _____

Event Location: _____

Organization: _____

Organization Type (Please Check):

☐ Charity ☐ Non-Profit ☐ Public ☐ Private ☐ Faith-Based ☐ Other (Please Specify): _____

Applicant Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Event Website: _____

Event social media: ☐ Facebook ☐ Instagram @ _____

Insurance Provider: _____

*If you haven't yet secured insurance, event approval may be conditional on submitting a Certificate of Insurance to the City of Huntingburg

Event Details

Event Start Date/Time: _____ Event End Date/Time: _____

Event Set-Up Date/Time: _____ Event Clean-Up Date/Time: _____

Event Type (Check All That Apply):

☐ Walk/Run - City Streets ☐ Walk/Run - Park Trails ☐ Festival ☐ Parade
☐ Block Party ☐ Car Show ☐ Other (Please Specify): _____



CITY OF HUNTINGBURG

SPECIAL EVENT APPLICATION

Event Location (Check All That Apply):

☐ Huntingburg City Park

☐ Front Side (North Side) ☐ Backside (South Side)

☐ Market Street Park

Would you like the streets in the middle shut down?

Yes No

☐ German American Pavillion ☐ Farmers Market Pavillion

☐ Menke Plaza ☐ Farbest Foods Commons

☐ Old Town Hall

☐ All ☐ East Room ☐ Patio

☐ Niehaus Park

☐ Northside Park

☐ Southside Park

☐ Shelter House

☐ 4th Street Historic District (Walnut St. to Van Buren St.)

☐ City Streets

☐ Other (Please Specify):

Estimated Attendance: _____

Event Frequency:

☐ Annual ☐ One-Time

If annual, number of previous occurrences: _____

Applicant Provided Event Details (Check All That Apply)

☐ Port-o-Let vendor: _____

☐ Trash Pick-Up/Dumpster vendor: _____

☐ Food vendor: _____

☐ Fireworks vendor: _____

☐ Tent vendor: _____

☐ Alcohol vendor: _____

☐ Inflatables vendor: _____

*Inflatables cannot be set up more than 1 hour prior to the start of the event

☐ Security vendor: _____

☐ Live Entertainment band names: _____

☐ Stage/Sound/Light vendor: _____

☐ Event Info Booth location: _____

☐ Generators location: _____



CITY OF HUNTINGBURG

SPECIAL EVENT APPLICATION

City Provided Event Items (Check All That Apply)

☐ Electricity Requirements

*Dependent upon what is available at event location.

☐ Picnic Tables

Qty : _____

Drop off location: _____

Drop off Date/Time: _____

☐ Street Closure(s)- Please provide a map as well.

_____	from _____	to _____
Street Name	Street Name	Street Name
_____	from _____	to _____
Street Name	Street Name	Street Name
_____	from _____	to _____
Street Name	Street Name	Street Name
_____	from _____	to _____
Street Name	Street Name	Street Name

☐ 40 Gallon Trash Bins (Max. 15)

Qty : _____

Drop off location: _____

Drop off Date/Time: _____

***You must provide your own 40-gallon trash bags.**

☐ Barricades

☐ Soft moveable - Qty: _____

☐ Metal moveable - Qty: _____

☐ 3 Legged Wooden - Qty: _____

☐ 4 Legged Wooden - Qty: _____

☐ Permanent (4th Street Only)

Drop off location: _____

Drop off Date/Time: _____

☐ Street Sounds

Do you need Street Sounds turned off? Yes No

If yes, what time and day? _____

☐ Reserved Parking Spaces

Do you need space on the street reserved for parking? Yes No

If yes, what time and day would you like the space reserved for? _____

Where would you like this space reserved? (Please attach a map) _____



CITY OF HUNTINGBURG

SPECIAL EVENT APPLICATION

Attachments (Please Provide a Copy of ALL that Apply)

- ☐ Insurance
- ☐ Event Parade Route
- ☐ Event Site Plan
- ☐ Alcohol Permit
- ☐ Vendor Set-Up/Clean-Up Plan
- ☐ State Event Permit
- ☐ Emergency Action Plan*

* Must be signed by the Dubois County EMA, Huntingburg Police Chief, Huntingburg Fire Chief, and State Fire Marshal. Please contact the Dubois County Emergency Management Office for the Emergency Action Template. An Emergency Action Plan is only required if you are getting an Entertainment or Amusement Permit from the State of Indiana but it is beneficial to every event and very easy to complete.

You must complete a Facility Use Agreement and pay all applicable fees before your event. The agreement will be provided once your Special Event Application has been approved.

General Information

- The application and supporting documentation must be submitted at least 30 days prior to the event date to get necessary approval from boards.
- Events shutting streets down will need approval from the Board of Public Works and Events that are requesting the use of Parks will need approval from the Park Board.
 - The Board of Public Works & Safety meeting takes place on the first Thursday of the month at 8:30 a.m. at Huntingburg City Hall unless otherwise noted.
 - The Park Board meeting takes place on the third Monday of the month at 4:00 p.m. at Huntingburg City Hall unless otherwise noted.
- A representative from the requesting organization **must** be present at the meeting to make the event request.
- It is the responsibility of the applicant to contact the Dubois County Emergency Management for Emergency Action Plan approval.

Helpful Resources for Your Event

- To make planning your event easier, here are some key permits and contacts you may need:
 - **Amusement/Entertainment Permits:** Information can be found via the Indiana Department of Homeland Security Website.
 - **Alcohol Permits:** Information can be found via the Indiana Alcohol and Tobacco Commission website.
 - **Food Vendors:** Information can be found via the Dubois County Health Department website.



CITY OF HUNTINGBURG

SPECIAL EVENT APPLICATION

Submission Information

Submit completed applications and supporting documentation to:

Kenlee Steffe

Community Development Director

Email: ksteffe@huntingburg-in.gov

Address: PO Box 10, Huntingburg, IN 47542

Confirmation Statement

I hereby confirm that all information provided in this application is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Administrative Use Only

Approved By (Check All That Apply):

☐ Board of Public Works - Date: _____ Signature: _____

☐ Parks Board - Date: _____ Signature: _____

