



City of Huntingburg

Special Event Permit Application

After completing, please return to:

Special Event, Risk Management Dept., 508 E. 4th St., P.O. Box 10,
Huntingburg, IN 47542. Fax: 812-683-5661 Telephone: 812-683-2211

EVENT NAME _____

Date of Event _____ Rain Date _____ Start/End Time _____ Time of Set-up _____

Type of Event ☐ Walk/Run ☐ Rally ☐ Parade ☐ Road Block ☐ Photo Shoot
☐ ☐ ☐ ☐ Other (explain): _____

Purpose of Event _____

Number of Years Event Has Been Held _____ Estimated Number of Participants Per Day _____

PERMIT APPLICANT – Name of Requesting Group: _____

Address: _____

Is the Group the Sponsor: ☐ Yes ☐ No If No Who _____ Co-Sponsor: ☐ Yes ☐ No

Name of Individual Contact _____

Address _____ City/Zip _____

Daytime Phone: _____ Evening Phone: _____ Fax Number: _____ E-Mail: _____

Name of Alternate Individual Contact _____

Address _____ City _____ Zip _____

Daytime Phone: _____ Evening Phone: _____ Fax Number: _____ E-Mail: _____

Contact on Day of Event (name and cell phone number, if available) _____

Does the Event Take Place on: Private Property: ☐ Yes ☐ No Public Property ☐ Yes ☐ No

Location of Event: _____

Route of event: By ordinance, permit applications for special events, including repeat annual events, featuring foot or bicycle races, runs, rides or parades must include a map of the proposed route for approval by the Police Department and Department of Public Works.

Does event requires Street Closure : ☐ Yes ☐ No

List Road Closed: _____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

_____ From _____ To _____

If Roads Will be Closed Who Will Be Contacting The Dubois County Dispatch Center On the Closing and Opening Of The Road.

Call Dispatch: 812-482-6777. _____

Full Schedule/Description of All Events to be Covered: _____

Describe Security Protection (Include Police, Fire, Ambulance On Call & Where): _____

Describe Emergency Evacuation Procedures (in case of medical emergency, fire, weather, etc.)

Are Alcoholic Beverages Allowed: ☐ Yes ☐ No
(Is proper license secured if serving/selling alcoholic beverages)

Are There Any Fireworks: ☐ Yes ☐ No
(If so, please complete a separate fireworks application)

This permit includes the following provisions to which applicant agrees by signature on page:

1. Apply for a permit as soon as event planning begins; at least 45 days prior to the event.
2. For first-time or very large events, the Council may require the applicant to obtain signatures of consent from individuals who would be affected by the event and to distribute informational flyers to those living and/or working in the area.
☐ We have notified neighbors and businesses in the area affected. A copy of the notice is attached.
3. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works.
4. Fees vary with the size and nature of the event and equipment and services requested on City Property.
5. The Police Department determines the classification of events – A, B, C, or D – according to the number of police service hours required.
6. By ordinance, applicants for Class A, B, and C events must furnish with the application fee an original certificate of insurance which provides minimum combined single limits for bodily injury and property damage of \$1,000,000, naming the City of Huntingburg as additional insured. A complete copy of the ordinance is available from the Special Event Permit Office. Private businesses and non-profit organizations, including churches, are charged event fees. By ordinance, fees are due within five days after the application has been approved by the Department of Public Works, the Huntingburg Police Department and City Council. Fees are payable by cash or check made payable to "City of Huntingburg".
7. A signed contract must be in force for events in Classifications A, B and C.
8. The permit holder is responsible for any damage to plantings, grass and irrigation systems on city rights-of-way. Permit holder is responsible for cleanup and disposal of garbage and litter generated by the event.

Other permits may be necessary for your event:

If you plan to sell food, contact the Health Department:
(812-481-7050).

If you have live animals, live music, or Carnival/Fair, you will need to apply for an Amusement/Entertainment Permit from the Indiana State Fire Marshall, (317-232-2393).

If you plan to use, cross or close state highways, you will need to call Indiana Department of Transportation Vincennes District
(812/882-8330).

Permits for tents larger than 600 square feet, bleachers, non-chemical portable toilets, fireworks, carnival rides and use of LP gas are issued by the Huntingburg Fire Department, 812-683-2211.

For information about using Utilities at your event, call the Huntingburg Utility Department. 812-683-3622.

For information on sewer connection or disposal, call the Huntingburg Wastewater Department, 812-683-3203.

Note (Please read before signing): This permit is subject to the City of Huntingburg Code of Ordinances and all rules and regulations governing street rights-of-way. The applicant agrees to indemnify and save harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, cost and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, including both parties hereto and their employees, arising from the holding of such special event. The applicant agrees that during the use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or handicap.

Applicant's signature

Date

Approval

Date

Please Complete a Diagram on **All Special Events That Are Classified As High And Special Hazard Events.**

High Hazard Events Include Team Sporting Events (Non-Professional), Circuses and Carnivals With Rides, Parades With Floats and Marathons, or Similar Events.

Special Hazard Events Include Rock Concerts, Professional or Collegiate Sporting Events, Rodeos, All Vehicle Races, All Events With a Crowd Size of Over 5,000 Persons, And All Functions Where Alcoholic Beverages Are Served.

This Should Include **All Distances**, Structures in the Area, Etc.