



APPLICATION FOR PARK USE FOR AN EVENT FORM

APPLICANT INFORMATION Must be completed FOUR (4) weeks prior to event. Incomplete request forms will be returned to Applicant.	
Applicant (Contact) Name:	Organization Name: Event Name:
Date of Application:	Is this a return event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Phone:	Email Address:
Cell Phone:	
Address:	City/State/Zip
EVENT DESCRIPTION	
Type of Event: <input type="checkbox"/> Private (specific guest list/know who is attending) <input type="checkbox"/> Public (open to the public)	
Name of Park:	Site in Park:
Date(s) Requested (including set-up dates & time):	Type of Event:
<i>Note: Insurance certificate to include all dates.</i>	
Start Time: End Time:	Anticipated Expected Attendance:
<i>(Please note: all set-up and clean-up needs to be done within scheduled hours)</i>	
Description of Event:	
VERY IMPORTANT: Will your event be contained within the Park or will you need use of Public Streets or sidewalks? <input type="checkbox"/> Contained <input type="checkbox"/> Need Use of Public Streets	
If yes, the Board of Park Commissioners approval is contingent upon the Board of Public Works approval. If you are using public streets and/or sidewalks, an Application for use of Public Right of Way for Processions MUST be filled out FOUR (4) weeks prior to notice of event through the Board of Public Works:	
Board of Public Works 1316 County City Building 227 West Jefferson Blvd. South Bend, IN 46601	Phone: 574-235-9251 Fax: 574-235-9171 email: publicwks@southbendin.gov

EQUIPMENT/SET-UP

Electricity is not available in any park. Water is turned off October thru April. Water turn-on is dependent upon the weather. Staking of tents or any other equipment is not permitted.

Are you having a company (caterer) prepared and/or serve food in the park? Yes No

If yes, a complete list of Vendors is to be provided. Food Vendor Permits are required through South Bend Parks & Recreation. Fee: **\$30.00 PER 10'x10' BOOTH, \$110.00 PER TRAILOR/FOOD TRUCK/MOTORIZED VEHICLE.** Health Department Permit and South Bend Parks & Recreation Food/Merchandise permit are to be visibly displayed.

Are you having someone, or a company provide entertainment, games, or inflatables? Yes No

If yes, a list must be provided in the space below. Use separate sheet of paper if necessary. Once approved by SBVPA, the company **MUST** provide us a certificate of insurance naming the City of South Bend, South Bend Venues Parks & Arts, and the Park Board of Commissioners as Certificate Holder.

Are you having a company provide equipment i.e. tables, chairs, generators, portable restrooms, bleachers, staging, etc.? Yes No

If yes, a list of equipment and the company providing it must be provided in the space below. Use separate sheet of paper if necessary. All stage set-ups **MUST** have a Homeland Security Amusement & Entertainment Permit.

Are you having a tent/canopy? Yes No Pop-up tent Tent Size _____

Staking is not permitted of any items in any parks. The name of the rental company **MUST** be provided for approval before the company can rent or deliver your items. This is to ensure all parties have gone through the proper steps to use any park property.

EVENT LAYOUT

A layout of the event is required to be submitted with this application, indicating size and location of any tents, stages, vendors, food areas, etc. Please contact Elizabeth Leachman (eleachma@southbendin.gov) for more information on creating an event layout or to set-up a walk-thru of the park facility.

INSURANCE

A Certificate of Insurance (General Liability and Automobile Liability for \$1,000,000.00 each), naming each of the following **MUST** be received 2 week prior to your event (a sample Certificate of Insurance is provided in this packet):

The City of South Bend
227 W. Jefferson Blvd.
South Bend, IN 46601

South Bend Venues Parks & Arts
321 E. Walter St.
South Bend, IN 46614

Board of Park Commissioners
321 E. Walter St.
South Bend, IN 46614

SECURITY

If alcohol is served, the number of security officers depends upon the number of people attending.

ATHLETIC FIELD USE

Field/Facility Requested: Contact Ray Comer, Athletic Supervisor, for availability and rental cost: 574-299-4775

The following procedures are those which must be followed to request the use of a city park for an event that is open to the public. **This does not include reserving a picnic site or renting a pavilion.** Please call 299-4765 to inquire for picnic reservations or use of a pavilion.

1. A letter on your group's letterhead and flyer must be submitted. The letter must describe the type of event you wish to hold, the requested date and the park. This must be submitted four (4) weeks before the scheduled park board meeting.
2. In addition, proof of liability insurance must be provided. The city requires a \$1,000,000 per event policy naming South Bend Venues Parks & Arts, the Board of Park Commissioners, and the City of South Bend as additionally insured. Sample attached.
3. A formal presentation must be made in front of the Park Board. (The board meets the third Monday of the month at 321 Walter Street at 5:00 p.m.). Applicant must specify which Board Meeting they will attend. Returning events do not need to appear before the Park Board unless there are changes (such as routes or park) or if there were problems with your event.
4. Your request should be addressed to the Board of Park Commissioners, 321 East Walter St., South Bend, IN 46614.
5. No alcohol is allowed without an Alcohol Exemption Form and/or Park Board Approval. (beer and wine only, purchased through the O'Brien Center). **You must show the actual alcohol permit purchased from the Indiana State Excise Department before purchasing your Alcohol Exemption Form at the O'Brien Center.**
6. No equipment or electric is provided (i.e. stage, tables, extra picnic tables, sound, etc.)
7. Applicant assumes full responsibility of assuring the area will be cleaned up upon conclusion of the event. A post-event evaluation form will be completed and focused on items such as clean-up, any damages, and/or security concerns.
8. The City of South Bend Noise Ordinance is in effect at all hours. Between the hours of 11:00 p.m. and 7:00 a.m. certain noises are particularly prohibited. These include operating radio receiving sets, musical instruments, phonographs and other sound reproduction devices if audible fifty (50) feet away, as well as shouting, yelling, hooting, whistling, or singing in the streets in a manner to disturb the peace (Municipal Code 13-57).
9. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Board of Park Commissioners.
10. If your event is not carried out in the manner in which you represent it to the Board of Park Commissioners, the event can be shut down immediately and can terminate any future events held in South Bend Parks.
11. Applicant agrees to indemnify, defend and hold harmless the Civil City of South Bend, Indiana, from any liability, loss, costs, damages or expenses, including attorney fees, which the Civil City of South Bend, may suffer or incur as a result of any claims or actions which may be made by any person, including a participant in the event/activity, arising out of the approval of this request by the Board of Park Commissioners.

I have read and agree to the above rules and regulations and that this request may be denied based on any false or incomplete information. I have also received and read the pamphlet with the City of South Bend Park Ordinances.

Applicant Signature _____ Date _____

Printed Name _____

DEPARTMENTAL USE ONLY

Presented to Park Board on _____

Approved: ___ Yes ___ No

Copies to (when applicable):

Kara Wood, Venues Parks & Arts	Approval _____
Elizabeth Leachman, Venues Parks & Arts	Approval _____
John Martinez, Facilities & Grounds	Approval _____
Jim Byers, Operations Manager	Approval _____
Ray Comer, Athletics Dept.	Approval _____
Maurice Scott, MLK Center	Approval _____
Cynthia Taylor, CBL Center	Approval _____
Rose Kauffman, HP Senior Center	Approval _____
Garry Harrington, Rum Village Nature Center	Approval _____
Marcia Qualls, Public Works	Approval _____
Marcy Dean, Potawatomi Zoo	Approval _____
Joe Hart, Four Winds Field	Approval _____

Comments or Recommendations (before or after event):