

HAVE EVERYTHING YOU NEED?

USE THIS CHECKLIST FOR A SMOOTH APPROVAL PROCESS.

AT LEAST FIVE WEEKS PRIOR TO EVENT:

- Application, signed and dated
- Indemnity & Hold Harmless Agreement
- Pay Deposit
- Event Layout/Map
- In-Kind Sponsorship Application [if applicable]
- VPA Rental Application [if applicable]
- Schedule a walk-thru with VPA staff [if needed]
- Public Works Application [if needed]
- Attend Park Board meeting [if applicable]

AT LEAST ONE WEEK PRIOR TO EVENT:

- Insurance Certificates
- Approved St. Joe County Health Department Permit
- Approved ATC Beer and Wine Permit
- Rental agreements with outside companies (tents, equipment, AV, portable restrooms, etc.)
- Insurance certificates from any outside companies for inflatables, entertainment, etc.
- Pay Park Usage Fee

Send completed materials to parkrental@southbendin.gov | 321 E Walter Street, South Bend