

USE A SOUTH BEND CITY PARK TO HOST YOUR SPECIAL EVENT

The Department of Venues Parks & Arts (VPA) is pleased to work with you on hosting your special event in one of our parks. A SPECIAL EVENT is generally defined as an event, whether public or private, using a significant portion of the park or a publicly promoted activity designed to draw **50 or more people**. Single picnic pavilion rentals or athletic field reservations are not treated as special events. Please call (574) 299-4765 or visit sbvpa.org to reserve a pavilion or field. While some parks are better suited for events than others, most parks can accommodate various sizes of special events. Our Events Coordinator is available to help decide which park may be best for your group, including available amenities and dates.

COMMUNITY USE: \$100

Non-commercial events that are primarily for the benefit of the community at large. If an event charges a fee for admission (for vendors or attendees), it will automatically be considered either private or commercial use.

PRIVATE USE: \$500

Any event that is outside commercial use definition, but primarily private. Examples could include weddings, family reunions, organizational picnics, ticketed events, etc.

COMMERCIAL USE: \$1,000

Any of the following could qualify an event as commercial use: For-profit event, non-resident entity, 1,000+ attendees, major infrastructure setup (large tents, staging, etc.), food & beverage sales/catering, multiple vendors, or any other use deemed commercial by the VPA Executive Director or Board of Parks Commission.

The above rates are for a single day event, lasting up to 8 hours. Setup and tear down are expected to occur in the same day as the event. Multiday events will be subject to additional usage fees. The Department of Venues Parks & Arts reserves the right to assess additional fees for events that require a significant use of city resources or result in atypical wear and tear to the park property.

SCHOLARSHIPS: The Department of Venues Parks & Arts has a limited amount of resources available to scholarship events by offering discounted fees. To qualify for a discounted, scholarship rate, you must submit a completed scholarship form at the time of application. These are available on a first-come/first-served basis for events that help positively influence VPA's impact drivers. In general, scholarships will be capped at a **50% discount**.

DEPOSIT: A minimum 10% non-refundable deposit is required at the time of application. Payment can be made by credit card online at sbvpa.org or over the phone by calling 574-299-4765. Check and cash payments can be made by visiting the O'Brien Center at 321 E. Water St., South Bend IN, 46614.

EXCLUSIVITY: Exclusive access to an entire City of South Bend parks is not guaranteed. In some instances, it is not possible to restrict public access to various amenities, including parking, restrooms, playgrounds, water features, or bodies of water.

SECURITY: As part of the application process, the VPA Events Coordinator will help determine mandatory security requirements to help keep your event safe and logistically sound.

RENTAL AGREEMENT: Please review rental agreement for all insurance, liability, and other park use policies.

HAVE EVERYTHING YOU NEED?

MAKE SURE YOU SUBMIT EVERYTHING NEEDED FOR APPROVAL

AT LEAST 8 WEEKS BEFORE EVENT:

- Application signed and dated
- Indemnity & Hold Harmless Agreement
- Submit VPA Deposit
- Event Layout/Map
- Resource / Scholarship 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 TWO WEEKS BEFORE EVENT:

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

SEND COMPLETED APPLICATION TO:

PARKRENTAL@SOUTHBENDIN.GOV | 321 E. WALTER ST, SOUTH BEND, IN 46614

APPLICATION FOR RENTAL OF SOUTH BEND PARKS

SECTION 1 - APPLICANT INFORMATION

Date of Application: _____

Applicant (Contact) Name: _____

Applicant (Contact) Phone: _____ Alt. Phone: _____

E-Mail: _____

Address: _____ City/State/Zip: _____

Organization Name: _____

SECTION 2 - EVENT INFORMATION

Event Name: _____

Is this a return event? Yes No Previous Date: _____ Previous Venue: _____ Previous Attendance: _____

Type of Event: Private (Invite Only/Guest List) Public (Open for Public/Anyone can Attend)

Type of Event: Community/Neighborhood Picnic/Fair Large Festival/Fair Service or Meeting Fundraiser 21+ Only
(Select all that apply)

Processional Event (Walk/Run) Other (Please specify: _____)

Name of Park Requesting: _____ Specific Site in Park: _____

Event Date Requesting: _____ Rain Date/Alt Date: _____

Anticipated Attendance Range: 1 - 75 75 - 150 150 - 500 500 - 1,000 1,000+

Event Start Time: _____ Event End Time: _____

Set-Up Date: _____ Set-Up Time: _____

Tear-Down Date: _____ Tear-Down Time: _____

Is the event ticketed? Yes No If yes, how much are tickets? \$ _____

How can the public purchase tickets? Before the event only Before the event and at the door At the door only

Is the applicant working on behalf of another organization? Yes No
 If yes, organization name: _____

Will the event require use of electric? Yes No Will the event require use of water? Yes No
Note: Water and electric are not guaranteed in any park. Water turn-on is dependent on season and weather conditions.

Please indicate which items you are requesting:

- | | |
|--|--|
| <input type="checkbox"/> Rock Climbing Wall - \$125/hr. | <input type="checkbox"/> Bleachers (3 Row) - \$175 |
| <input type="checkbox"/> Stage (12'x24' - 24'x32') - \$500 | <input type="checkbox"/> Trash Containers - \$50 |
| <input type="checkbox"/> Red Spinning Chairs - \$50 | <input type="checkbox"/> White PVC Fencing - \$250 |
| <input type="checkbox"/> Gray Picnic Tables - \$125 | <input type="checkbox"/> Sandbags - \$100 |
| <input type="checkbox"/> Gray Benches - \$125 | <input type="checkbox"/> Other: _____ |

Brief Description of Event:

SECTION 3 - EVENT LOGISTICS

1) FOOD:

- Will an outside company or caterer be preparing and/or serving food in the park for this event? Yes No

IF YES:

- The event must apply for any necessary health permits and submit proof of approved permit to SBVPA within 1 (one) week of event. Each food vendor must also obtain necessary permits to serve on-site and must display these permits at the event.
- **Health Department Contact: (574) 235-9723 and/or visit www.sjchd.org.**

2) ALCOHOL:

- Will there be beer and/or wine served at the event? Yes No

IF YES:

- The event must purchase an alcohol permit from the Indiana State Excise Department and submit proof of approved permit to Venues Parks & Arts no later than 1 (one) week before the event.
- **Excise Contact: (574) 264-9480 and/or visit www.in.gov/atc.**

3) RENTALS:

- Will a company be providing any entertainment, equipment, portable restrooms, AV, stages, tents, or inflatables? Yes No

IF YES:

- Companies providing inflatables or other large-scale entertainment pieces must be approved by SBVPA. Once approved, the company must provide a certificate of insurance naming the City of South Bend, South Bend Venues Parks & Arts, and the Park Board of Commissioners as Certificate Holder.
- Final rental agreements with list of equipment from all hired companies must be submitted to SBVPA least 1 (one) week prior to the event.
- **NOTE:** Staking of any tents or other equipment is **NOT** permitted in any South Bend park.

SECTION 4 - PUBLIC WORKS

Will the event require the closure of any streets or use of any public sidewalks?

- No, the event will be entirely contained within the park (*If no, continue to Section 5*)

- Yes, the event will need to close a street or use a public sidewalk

IF YES:

Approval for park use is contingent upon the Board of Public Works approval. 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.

Phone: 574-235-9251
Fax: 574-235-9171
Email: publicwks@southbendin.gov

SECTION 5 - INSURANCE

A Certificate of Insurance (General Liability and Automobile Liability for \$1,000,000.00 each), naming each of the following MUST be received 1 week prior to your event:

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

Is the event interested in purchasing insurance through the City of South Bend?

- No, the event has its own insurance company that will provide insurance
- Yes, the event would like to learn more about purchasing insurance through the City of South Bend
IF YES: A SBVPA staff member will contact the applicant to discuss insurance options through the City of South Bend.

SECTION 6 - EVENT LAYOUT

A rough event layout should be submitted within 1 (one) week of event to SBVPA. Event layouts can be created using Google Maps or other aerial view software, hand drawn, or created in a design application. The event layout should include:

1. Outline of entire event venue including name of all streets/areas that are part of the venue and surrounding areas
2. Indication of any closed streets
3. The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency purposes.
4. Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers, dumpsters, and other temporary structures
5. The location of generators and/or source of electricity
6. Placement of vehicles and/or trailers
7. Exit locations, including any emergency routes and emergency action plan.

SECTION 7 - INDEMNITY & HOLD HARMLESS AGREEMENT

**City of South Bend Venues Parks & Arts Department Contract
Indemnity & Hold Harmless Agreement**

Date: _____ Event Date: _____

Event Name: _____

Organization: _____

Applicant (Contact) Name: _____

Applicant (Contact) Phone: _____ Alt. Phone: _____

E-Mail: _____

Address: _____ City/State/Zip: _____

Park Location: _____

Length of Event (Days/Times): _____

Insurance Amount: 1 million dollars – one day insurance rider naming City of South Bend, Board of Park Commissioners and South Bend Venues Parks & Arts.

Waiver:

Organization Name: _____ will release and discharge the City of South Bend and the Board of Park Commissioners, Parks Department, and all organization volunteers from any and all liabilities due to any damage, injury, or loss of property. I agree to this written contract and will abide by the rules set forth.

Authorized Organizer Signature

Printed Name and Title

Signed on this Date: _____ 20_____

SECTION 8 - REGULATIONS & AGREEMENT

The following procedures are those which must be followed to request the use of a city park for a special event outside of a pavilion or facility rental. **This does not include reserving a picnic site or renting a pavilion.**

1. **PARK BOARD:** New events must make a formal presentation in front of the Park Board. The Board generally meets the third Monday of the month at the O'Brien Center at 5:00 pm. Returning events do not need to appear before the Park Board unless there are changes (such as routes or park) or as requested by the Board.
2. **INSURANCE:** Proof of liability insurance must be provided at least one week in advance of the event. 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. **UTILITIES:** Electricity is not guaranteed in any park. Water is turned off October through April (weather dependent).
4. **RENTALS FROM SBVPA:** Items requested for rental are not guaranteed. Rental is based on a first-come, first-served basis. See rental application for list and fees of available rental items.
5. **STAKING:** Staking of tents, bounce houses, or any other equipment is not permitted in any South Bend park.
6. **POST-EVENT:** Applicant assumes full responsibility of assuring the area will be cleaned up upon conclusion of the event. A post-event evaluation form may be completed and will focus on items such as clean-up of park space, damages, and/or security concerns. Additional costs may be incurred, and/or future park use requests may be denied if park is left in poor condition as determined by the Director of Facilities & Grounds.
7. **NOISE ORDINANCE:** 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).
8. **RESPONSIBILITY:** If your event is not carried out in the manner in which you represent it to the Board of Park Commissioners, the event may be terminated immediately and can jeopardize any future events held in South Bend Parks.
9. **INDEMNIFY & HOLD HARMLESS:** Applicant agrees to indemnify, defend and hold harmless the Civil City of South Bend, Indiana, and the Board of Park Commissioners 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.

10. **EXCLUSIVITY:** The event is not guaranteed exclusive access to the park being requested. The event cannot restrict access to utilities to the public, including restrooms, playgrounds, and water. Exclusive use of a parking lot is not guaranteed.

11. **APPROVAL:** All requests are processed on a first-come-first-serve basis, and no date will be confirmed until all materials, including payment, are submitted and approved. There is no legal or binding commitment between the parties until you receive an official rental permit.

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.

Date: _____

Applicant Signature: _____

Printed Name: _____

VENUES PARKS & ARTS RESOURCES/SCHOLARSHIP APPLICATION

APPLICANT & EVENT INFORMATION

This application is to request the use of certain resources from VPA. Not all requests are guaranteed to be granted and scholarships will be made available primarily for events that help positively influence our impact drivers. A VPA staff member will respond to your application within five business days of submission. If applicable, please submit the request at the time of your original special event application.

Date: _____ Event Date: _____

Event Name: _____ Location: _____

Organization: _____

Is this a registered non-profit? Yes No If yes, what is the non-profit ID? _____

Applicant (Contact) Name: _____

Applicant (Contact) Phone: _____

E-Mail: _____

Address: _____ City/State/Zip: _____

What is the mission of your organization? _____

How would in-kind resources from Venues Parks & Arts positively influence Venues Parks & Arts impact drivers (Social Equity, Health & Wellness, or Ecological Integrity)?

Please indicate which items you are requesting for scholarship:

- Reduced Park Usage Fee
- Rock Climbing Wall - \$125/hr.
- Stage (12'x24' - 24'x32') - \$500
- Red Spinning Chairs - \$50
- Gray Picnic Tables - \$125
- Gray Benches - \$125
- Bleachers (3 Row) - \$175
- Trash Containers - \$50
- White PVC Fencing - \$250
- Sandbags - \$100
- Other: _____

SUBMIT THIS APPLICATION TO:

South Bend Venues Parks & Arts | parkrental@southbendin.gov | 321 E. Walter St., South Bend, IN 46614