

Indy Parks and Recreation

2023 SPECIAL EVENT

Permit Application



Indy Parks has a rich and diverse history of community-based events and entertainment. We are proud to put our parks and amenities on display for the community to enjoy as we celebrate what we believe to be one of the finest cities in the nation in which to live and conduct business.

Indy Parks Mission Statement

We connect communities by providing places and experiences that inspire healthy living, social engagement, and a love of nature.

Permit Process

The Special Event Permit process begins when you submit a Special Event Permit Application to the park management staff. Upon receipt of your application, it will be evaluated for its impact on the park and will be distributed to other city departments for their review, requirements, or conditions. Due to the many changing aspects of an event and its planning process, we recognize that you will need time to provide all the necessary information and documents. Given this fact, the permit might not be physically issued until a few days prior to the event. Upon approval of the event, the event organizer will be provided a permit subject to conditions of operation and a portion of the fee total must be paid.

Submitted applications do NOT guarantee event approval.

Permit applications must be received by the Park Manager **no less than forty-five (45) days in advance of the event.** Generally, a Special Event Permit is required for any organized activity or event, whether organized by a nonprofit entity, private enterprise, individual, or other, which involves the use of, or will have an impact upon, park property, park facilities, sidewalks, Greenway trails or city streets surrounding said areas. (Refer to Indianapolis' Municipal Code Sec. 631-120). It is our goal to assist event organizers in planning a safe and successful event that will create a minimal impact upon the community or neighborhoods surrounding the event. You are encouraged to call the Park's Customer Service Office at (317) 327-PARK x2 with any questions.

Permits from Other Agencies

A Special Event Permit issued by Indy Parks shall be invalid if the permittee has not obtained all other necessary permits or approvals required by law for the special event, including, without limitation, required permits from the State of Indiana, Alcoholic Beverage Control (Excise Police), Business and Neighbor Services (BNS), the Marion County Public Health Department (MCPHD) or any other public agency having jurisdiction over the special event or its location.

Consolidated City of Indianapolis

To plan a safe and successful event while remaining mindful of the needs of the surrounding community, there are various divisions within the department and the City of Indianapolis that review the special event applications. It is intended that this application will provide a simplified process for both the event organizers and the city representatives. However, please be aware that depending upon the nature and size of your event, you, as the event planner, might need to comply with other agencies requirements and possibly federal, state, and county regulations in addition to completing this application.

We appreciate your interest in Indy Parks and conducting a special event in our spaces and thereby adding to our sense of community!

The following pages will help determine if additional permitting will be required by other City & County agencies and will provide you with contact information based on the location and type of event you are planning.

Indy Parks 2023 Special Event Permit Application

PLEASE PRINT

Today's Date: _____

Event Name _____

Date(s) of Event _____ Start Time(s) _____ End Time(s) _____

Location of Event _____

Type of Event _____

Estimated No. of Participants _____ Is the event open to the public? (Anyone can participate) _____

- **If the estimated attendance for your event will exceed 250 guests** or if any public street will be blocked (even partially) complete an application with the Department of Business and Neighborhood Services (BNS) <https://www.indy.gov/activity/special-events-permits>. Depending on your event type, number of attendees and activities being hosted, fees assessed by BNS are in addition to Indy Park fees.
- **AMUSEMENT AND ENTERTAINMENT PERMIT (A&E PERMIT):** Amusement & Entertainment permits are state required and issued by the Indiana Department of Homeland Security. Some of the most common kinds of places and events that require A&E permits are **concerts** and other **shows, amusement rides, and movies**. It is extremely important that the operator of the event applies for the A&E permit in advance of the planned event so that the necessary life safety inspections of the venue can be performed to protect public safety. For additional information go to this state website. <http://www.in.gov/dhs/2795.htm>.

APPLICANT/SPONSORING ORGANIZATION

Applicant who will be at the event _____ Business Phone _____

Address _____ Cell Phone _____

Email Address _____

Applicant/2nd Contact Person _____ Business Phone _____

Address _____ Cell Phone _____

Email Address _____

Will this person be at the event? _____

Sponsoring Organization _____ Non-Profit: YES: _____ NO: _____

Address _____

**Is the City Co-Sponsoring the Event? _____ If YES, Department Name: _____

Contact Person _____ Phone _____

SPECIFIC REQUIREMENTS

1. **Have you** (the Event Organizer) **hosted this event in the past?** _____
2. **Has the event occurred at this park in the past?** _____
 - a. If yes, when? _____
 - b. Attendance totals: _____
3. **Has the event been hosted at different location?** _____
 - a. If yes, when, and where? _____
 - b. Attendance totals: _____
4. **Will your event start, finish, or take place during hours in which the park would normally be closed?** (Etc. Dusk to Dawn)
 _____ If yes, additional paperwork may be required.
5. **Will social media be used to advertise this event?** _____
 - a. On a closed/private page or public account? _____
6. **Do you plan to publicize this event?** _____
 - a. If yes, please attach a copy of the proposed flier.
7. **Will banners or signs be hung or posted before the event?** _____
 - a. *Note: Large banners/signs and items hung prior to day of event need additional approval.
8. **Will news crews/media be invited to your event?** _____
 - a. If yes, please attach a copy of the proposed press release
9. **Do you plan to film the event and make a profit from the video?** _____
10. All of our 200+ parks are within 5 miles of an airport. **Will any Unmanned Aerial System (UAS, UAV, Drone, etc.), including Balloon, Blimp, etc., be erected at a height greater than 75 feet?**

 - a. If yes, additional paperwork will be needed such as: a Certificate of Insurance, Indy Parks Photoshoot Agreement, FAA Certification, and a notification to the airport.
 - b. The application process for such permissions takes up to two weeks for approval.
11. **Will there be an admission charge to attend your event?** _____
 - a. If yes, how are you collecting the money? _____
12. **Will donations be accepted/solicited during this event?** _____
 - a. If yes, how are you collecting the money? _____
13. **Will you have vendors at your event?** _____
 - a. If yes, how many will be selling product? _____
 - b. How many will be informational vendors? (Not selling product) _____

14. Will food be served? _____

a. If yes, what will be served? _____

****NOTE:** A Temporary Food Permit may be required if food items served at your event are NOT prepackaged. Depending on the type of food, you as an event organizer, may need to register your event with the **Marion County Public Health Department 30 days** prior to the event. You may call **317-221-2256** or go online to <http://marionhealth.org/programs/environmental-health/food-and-consumer-safety-2/>.

15. How many portable toilets will you be providing? _____

a. If food is being served you are required to have at least one (1) toilet and one (1) hand washing station for every 250 people.

16. Will alcohol be served? _____

a. If yes, what will be served? _____

b. Events with alcohol require additional considerations, security, and possible Park Board approval; additional fees and permits will be required.

17. Do you intend to invite government officials to speak or to participate in any way? _____

a. If yes, whom? _____

18. Will your event include live animals? _____

a. Events with animals may require additional considerations including Parks Board and Board of Animal Health approval.

19. Will any part of your event require people in or on a body of water? _____

a. If yes, how many lifeguards/water rescue personnel are you hiring? _____

b. From which organization? _____

20. Will there be tents, canopies, booths, stages, bounce houses, etc. erected during the event? _____

a. If yes, please list: _____

****Tents larger than 20'x40' and stages higher than 3 feet require additional permitting through the Department of Business and Neighborhood Services (BNS) and Homeland Security.**

Visit <https://www.indy.gov/activity/tent-and-temporary-structure-permits> for more information.

Fees assessed by BNS are in addition to Indy Park fees.

21. Will any type of sound amplifying equipment be used in conjunction with this event? _____

a. If yes, please explain _____

22. Will you be using a generator? _____

a. If yes, to power what? _____

b. What type and size? _____

23. Will propane, compressed gasses, pyrotechnics, or open-flame devices be used for the event, including, but not limited to food preparation, cooking, etc.? _____
- a. If yes, please explain. _____

For IFD approval, please fill out the following form: <https://ifdquartermaster.wufoo.com/forms/g3ojw6s0anld27/>

24. Does your parking plan include flow of traffic, spots designated for handicap persons, dog park patrons (if applicable), and other recreational users? _____
- a. See Attached Sample Parking Plan
25. Who will be responsible for removing the trash from the park after the event? _____
- a. Said person's number and email _____
- b. See Attached Waste Management Plan
26. Will the event impact access to streets, driveways, sidewalks, etc. around the park or trail? _____
- a. If yes, all affected businesses and/or residences must be notified at least five (5) days in advance.
27. Do you have a detailed Site Map/Course Map for your event? _____
- a. One of the MOST important parts of the application is the Site Map. Please include a detailed **reproducible** map of the event including, but not limited to items listed on page 6.
28. **Security** - The Event Organizer is responsible for hiring Security for events with 250+ people. **The number of officers is contingent on attendance and the event type. **All required officers MUST be ILEA Certified and have arresting powers in Marion County.** For additional information or questions please contact the IMPD Ranger Unit at 317-327-7615.
- a. Certified Law Enforcement Officer's name: _____
- b. Law Enforcement Agency: _____
- c. Additional information must be included on the attached Security Verification Form
29. Has an Emergency Action Plan been developed, (i.e., medical & fire)? _____
- a. Please provide a detailed copy of your plan.
- b. See Sample Weather & Safety EAP
30. Do you have a Certificate of Insurance, naming the Consolidated City of Indianapolis as additionally insured for the date of your event, with a minimum coverage of \$1,000,000? _____
- a. Proof of insurance is required for all events opened to the public.
- b. Please provide your policy's Declaration Page
- c. See Sample COI

For information on the Special Event permitting process, please contact the Indy Park's event location or Indy Park's Customer Service at 317.327.7575 option #2 or <https://www.indy.gov/activity/indy-parks-policies-and-procedures>.

Event Site Map or Race Route

Please include:

- An outline of the entire event location, including: The names of all streets or areas that are part of the venue and surrounding area; If the event involves a moving route of any kind (parade, walk, march, etc.) indicate the direction of travel, all street or lane closures and locations where event volunteers and security will be posted.
- The location of barriers, fences and/or barricades. Indicate removable fencing/barriers for emergency vehicle access.
- Event route Start / Finish points
- Stage and sound equipment placement
- First aid / medical sites
- Vendors.
- Generator locations and/or sources of electricity.
- Parking
- Exit locations for outdoor events that will be fenced.
- The map should include a legend.

	GREEN STAGE
	RED STAGE
	DELTA AIR LINES BLUE STAGE
	TIVOLI AUDIO ORANGE STAGE
	BEVERAGES
	FOOD
	COMFORT STATIONS / LOST & FOUND / FESTIVAL INFORMATION
	PARTNER AREAS
	RESTROOMS
	VIP AREAS
	PLATINUM AREA



Special Events - Security Verification

The Event Organizer must fill out the top portion of this form and present it to the ILEA (Indiana Law Enforcement Academy) Certified Law Enforcement Officer that has been hired to provide Security for the event for signature. Once completed, the Event Organizer will submit this form to Indy Parks along with the application packet.

Event Organizer Name: _____

Event Name: _____

Event Dates and Times: _____

Event Location: _____

Expected Attendance: _____

The undersigned has been contracted by the above Event Organizer to provide the Security required for their event. The number of officers required is contingent on attendance and event type. All required officers **MUST** be **ILEA Certified** and have arresting powers in **Marion County**. For additional information please contact the IMPD Ranger Unit at 317-327-7615.

Information to be entered by ILEA Certified Law Enforcement Officer:

Officer's Name (Please Print): _____

Cell Phone Number: _____

Email Address: _____

Law Enforcement Agency: _____

Officer's Signature: _____ Date: _____

Parking Plan

Event Details:

Event Name:	
Date(s) of Event:	
Event Coordinator:	
Location:	
Est. Attendance:	

Available Parking – Location #1: _____

Free parking is available to the public at the following locations within walking distance of the event location:

- Parking lot between _____ has _____ stalls available
- Parking lot adjacent to _____ has _____ stalls available
- Parking lot in front of _____ has _____ stalls available
- Street parking along _____
- Street parking along _____
- Street parking along _____

Available Parking – Location #2: _____

Free parking is available to the public at the following locations within walking distance of the event location:

- Street parking along _____ Streets
- Street parking along _____ Avenues

Notification of Parking Locations -

Event Parking will be identified to the participants and the public in the following ways:

- Event signage to direct vehicles to parking locations
- Parking options will be communicated using the attached map &/or text in following locations:
 - Local newspaper
 - Event website
 - Event registration confirmations to participants
 - Emails to participants
 - Event social media (Facebook, Twitter, etc.)

WASTE MANAGEMENT PLAN

Event Details		
Name of event		
Venue/location		
Event Date(s)		Duration of event (Hours)
Type/style of event		
Maximum size of crowd expected		
Food and other stalls		
Alcohol available	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Bin Infrastructure		
What waste streams are to be collected?	<input type="checkbox"/> Waste <input type="checkbox"/> Recycling <input type="checkbox"/> Compost <input type="checkbox"/> Cardboard <input type="checkbox"/> Container deposit	
Where will the bin stations be located across the site? <i>Identify bin stations on site map including where the bins be delivered and collected.</i>		
Waste Strategy		
What actions will be taken to reduce contamination of recycling bins and food & organics bins?		
How frequently will the bins be serviced/emptied during the event? <i>i.e., number of times bins collected per day/night</i>		
What litter management actions to be taken so it doesn't leave the site but also keeps the site clean?		
Who is the waste contractor for the different waste streams? When will bins be taken away? <i>Note: Maybe different contractors for different waste streams for recycling and food organics</i>		

Emergency Action Plan (EAP)

Weather & Safety Plan

I. **Event Name & Date:** _____

II. **Weather Related Concerns:**

Indoor events are held rain or shine. For outdoor events, every attempt will be made to get the event in on the scheduled date. The events cannot occur, as scheduled, if the following conditions prevail:

- a. Lightning
- b. High Winds

All staff, volunteers and vendors will be advised of safety protocols prior to the event through the distribution of this documentation. The safety of the spectators and event participants is a vital concern to _____ (event organizer). This document will address the procedure to be utilized if a weather emergency arises during the day.

III. **Severe Weather/Lightning/Evacuation Plan:**

Forecast Consistently Monitored by _____ who will monitor the weather forecasts, satellite radar readings and the weather radio for Indianapolis and specifically the Marion County, in advance of the event in order to be advised of the possibility of storm activity. In addition, the weather forecast will be monitored throughout the day via cell phones and weather radio.

IV. **Suspension of Event Schedule:**

Should lightning occur that is within a 20-30-minute range of the event site, all programming will be suspended until the lightning/storm activity has passed.

V. **Evacuation of Festival Site**

If severe inclement weather is observed on the satellite radar systems and such severe weather is approaching within 20 to 30 minutes of the event site or if the severe weather pattern is clearly discernible, then the event site will be evacuated. The decision to evacuate will be made by _____ in consultation with IMPD and IFD.

VI. **Police Department/Traffic Flow**

Once the decision to evacuate the event site has been made, IMPD (if not already cognizant of the decision) must be immediately notified so that police officers will be able to facilitate traffic moving from the area.

VII. **Notice to Participants/Spectators:**

The decision to evacuate the event site will be communicated as follows:

- a. Loudspeaker announcements over public address system.
- b. Event personnel/volunteers will canvas the event area to advise the evacuation order and direct to evacuation sites.
- c. The Safety and Evacuation Plan will be provided, in advance of the event to all volunteers and to each staff member and Vendor.
- d. _____

VIII. **Evacuation Sites (Must be event specific):**

IX. Restarting Event:

The decision to resume the event will be made by _____ in consultation with IMPD and IFD. In most cases, current radar data will need to be available showing that the dangerous weather has passed and there is no potential for further cells to pass through the area.

The decision to resume event activities will be communicated as follows:

- a. Event specific radio stations will make announcements
- b. Updating our website, texting, email and other social media platforms to communicate "all clear".
- c. Loudspeaker announcements over public address system.

X. Modification of Event Schedule Due to Lightning or Storm Activity:

Every effort will be made to adhere to the established event schedule. A 30-min delay will occur after the last lightning strike. Should a delay occur due to lightning or storm activity; and the delay is so lengthy as to render adherence to the original event schedule impossible, then _____, in consultation with the police and fire, will modify the schedule.

IV. Suspicious Objects or Behavior

The safety and security of our citizens is our highest priority. We will emphasize the importance of reporting suspicious activity to the proper state and local law enforcement authorities.

We will remind our people to monitor the immediate area for suspicious objects or behavior at day-to-day operations or any of our events. By being observant, we could drastically minimize the chance of danger and help to keep people safe.

Suspicious behavior: Be aware of unusual or out-of-place activity for your transportation and community environment.

Suspicious packages, bags or vehicles: Be aware of unaccompanied packages or bags placed in a discreet location or other obscured area, or unoccupied vehicles parked close to buildings, bridges, stations, terminals, or other critical structures.

The City of Indianapolis – Marion County Community Emergency Response Team (CERT) program helps train people to be better prepared to respond to emergency situations in their communities. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site.

All will be encouraged to keep Indianapolis a safe and secure environment by reporting unattended packages and suspicious activity at 1-877-226-1026. Never assume someone else will make the call. If you feel immediate attention is necessary, please call 911. Tell them what you saw and why it struck you as odd.

EAP - Event Command

Event Command Center

The _____, (Address/Location) will serve as the Event Command Center. This will be the meeting place for the Command Group in the event of inclement weather conditions or any safety related incidents on the route that may cause postponement or cancellation of the event.

Event Operations Center

The Event Operations Committee will be located at _____ (Location). This will be used as a meeting place and distribution of event (Equipment/Assignments/Information) for event staff/volunteers. (Other information relevant to the Event Operations Command)

Command Group:

Name / Organization	Contact Phone

Event Authority: Explanation of event chain of command in regards to Cancellation, Postponement and/or Evacuation of the Event Site/Venue

Media

Regarding any emergency event, _____ (event representative) should speak to the media as a representative for _____ (Event Organization). All City communications should be directed to (PIO or designee for the event).

Event Timeline & Agenda

Date: _____

Set Up will begin at:

Event will end at:

EAP – Emergency Operating Procedures

Calling for Medical Assistance

Medical calls from Event Staff and volunteers will be directed to _____ (an Event Area Supervisor) identified by _____ or Uniformed Security Units. Event Area Supervisors/Uniformed Security Units receiving information of a Medical Emergency will contact Event Command with the information.

For Event Staff: Radio – “Your Name to Command” “I have a Medical Emergency in Area (Specify what area or zone the Medical Emergency is located)”. If you are not with the subject needing Medical Attention you should be moving to their location while contacting Command.

Command – If IEMS personnel are not on location at the Event Venue, have Control contact Fire/EMS dispatch to dispatch the appropriate units to the location. If IEMS is on station have them respond appropriately to the location notified.

Ambulance

IEMS will have an ambulance positioned on site _____(Location).

Medical Cart Team

IFD will have One (Two...etc.) EMS Cart Team on site mobile or stationed at (Location). Command will dispatch these units when needed.

First Aid Station(s)

- One (Two) first aid station(s) is located at _____
- The first aid station(s) will have direct contact with IEMS
- The First Aid Station located at _____(Location) will also act as “Lost Persons” or “Meet Me” location.

Incident Reports

An incident Report needs to be filled out and filed with Event Command for every Medical Incident associated with the Event.

GENERAL CONDITIONS FOR SPECIAL EVENTS:

Please read and initial each condition:

- ____ 1. **Deadline for Application:** The completed and signed Special Event Permit Application shall be submitted to the Park Manager no later than forty-five (45) days prior to the date of the event.
- ____ 2. **Revocation/Modification:** Except as otherwise provided in the terms and conditions to a Special Event Permit, the City may revoke a Special Event Permit with ten (10) days' notices. The City may modify or change these general conditions and any special terms and conditions imposed on the Special Event Permit at any time.
- ____ 3. **Penalties for Non-Payment of Fees or Costs:** Failure to pay permit fees when due may result in rejection of future applications and denial of permits.
- ____ 4. **Assignment:** No person or organization, other than the permittee's authorized agent, is allowed to conduct the special event for which the permit is issued. The Special Event Permit shall not be transferred or assigned; any such transfer or assignment shall void the permit.
- ____ 5. **Permits from Other Agencies:** A Special Event Permit issued by Indy Parks shall be invalid if the permittee has not obtained all other necessary permits or approvals required by law for the special event, including, without limitation, required permits from the State of Indiana, Alcoholic Beverage Control (Excise Police), or any other public agency having jurisdiction over the special event or its location.
- ____ 6. **Responsibility for Restoration and Repair:** The permittee is solely responsible for any necessary restoration and repair of City-owned property resulting from the special event.
- ____ 7. **Responsibility for Cleanup:** The permittee and person named on the application as such are solely responsible for cleaning the park property affected by the special event, and shall remove entirely and dispose of all refuse, litter and rubbish from park property affected by the conduct of the special event. The affected property shall be clean and appear as it was before the special event.
- ____ 8. **Costs of Special Event:** Unless otherwise stated in the permit, or a separate written agreement, all costs incurred for the special event shall be borne entirely by the permittee. The permittee hereby waives all claims for indemnification or contribution from the City for any costs associated with the special event.
- ____ 9. **No Precedent Established:** The issuance by the City of a Special Event Permit shall not establish a precedent and shall not obligate the City in any way to issue subsequent permits for the same or similar events or to the same permittee.
- ____ 10. **Responsibility to Maintain Event Structures and Materials:** The permittee agrees, by acceptance of the Special Event Permit, to properly maintain any and all event structures and materials used or required during the time of the event or at any prior or subsequent time during which work or any other activities are being performed under the Special Event Permit.
- ____ 11. **Cancellation of Rights:** The permitted special event may be canceled, postponed or terminated at any time if, in the opinion of the park staff, IMPD Rangers Unit or Fire Marshals, they are conditions at the park that present unacceptable hazards. This may include, but not limited to, wind, fire, rain, snow, and ice.
- ____ 12. **Restriction on Throwing Candy, etc., during Parade:** Participants in a parade may distribute candy or other attractive objects to roadside spectators **only by hand-to-hand**. No other kind of distribution will be allowed, including, without limitation, throwing, tossing, dropping, etc.

- _____ 13. **Responsibility for Damage; Indemnification:** The permittee shall indemnify and defend the City of Indianapolis and all its elected officials, officers, agents, employees and volunteers, from any and all claims, losses, suits, actions, damages, and liability for damages, including attorney's fees and other costs of defense incurred by the City of Indianapolis whether for damage to or loss of property or injury to or death of person, including, without limitation, the permittee, persons acting on behalf of the permittee, persons employed by the permittee, persons attending or participating in the special event on properties of the City of Indianapolis and injury to or death of City of Indianapolis elected officials, officers, agents, employees and volunteers, arising out of, or resulting from the special event, or arising out of the failure on the permittee's part to perform his obligations under any permit, or from any cause whatsoever during the special event, or at any prior or subsequent time during which work or other activities are being performed under the obligation provided by and contemplated by the special event permit or other permit.
- The permittee waives any and all rights to any type of expressed or implied indemnity against the City of Indianapolis, its elected officials, officers, agents, employees and volunteers, from any and all claims, suits or actions as set forth above regardless of the existence of degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, acting on behalf of the permittee, or persons attending or participating in the special event.
- The permittee furthermore releases and forever discharges the City and their respective agents, officers, and employees, from all claims, demands, damages or claims for relief on account of any and all injury which may exist or may hereafter arise from this permit.
- _____ 14. **Security:** If the City requires the permittee to have uniformed security personnel present during the special event, unless otherwise set forth in a written agreement with the City, the permittee shall provide, at the permittee's expense, an ILEA Certified Officer, either (1) employed by a company licensed and bonded with arresting powers in Marion County or (2) as Off-Duty Officer of a Law Enforcement Agency in Marion County.
- _____ 15. ***Film Production Guidelines:**
- ✓ Applicants for a Special Event Permit for film production shall provide a copy of the shooting script and location schedule no later than forty-eight (48) hours prior to filming. The Department of Parks and Recreation shall determine if special parking restrictions, restrictions on the hours of film production, or special notification of residents/businesses requirements are necessary.
 - ✓ All vehicles, including, without limitation, equipment rental vehicles used by a film production crew shall be visibly identified with the name of the film company. Identification shall be placed in the windshield of the vehicle while at the permitted location.
 - ✓ To the greatest extent possible, film production shall not interfere with the normal activities of the persons living or working in an area affected by the film production. Filming crews and equipment shall not interfere with street sweeping or refuse collection. No littering is permitted, and the area affected by the film production shall be cleaned and returned to its appearance prior to the film production before the film company leaves the area. Unless prior authorization is given, the public shall not be deprived of egress and ingress to private or public property.
- _____ 16. **American with Disabilities Act:** The permittee understands and agrees that he/she will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the special event, and further agrees to indemnify, save harmless and defend the City of Indianapolis, its elected officials, officers, agents, employees and volunteers, from any claims or liability arising from the Americans with Disabilities Act.
- _____ 17. **Incorporation of Conditions:** The Application for a Special Event Permit may be subject to further terms and conditions as specified by various City departments, and those special conditions along with the general conditions outlined above, are hereby incorporated within the Special Event Permit.
- _____ 18. **Federal Civil Rights Law:** The permittee and its representatives, as part of the consideration for the Special Event Permit, hereby covenant and agree that no person on the grounds of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the conduct of the special event.
- _____ 19. **Insurance Requirements:** All special events are subject to a determination by the Indianapolis Park's Risk Manager that insurance may or may not be necessary. All required insurance shall be procured by the applicant for each special event and shall provide liability insurance which, among other requirements, shall name the Consolidated City of Indianapolis as additional insureds. **Failure to provide evidence of sufficient insurance may be grounds to either not issue the permit or to cancel the permit if it has been issued.**

**INSURANCE REQUIREMENTS
FOR USE OF INDY PARK FACILITIES AND TRAILS
(Fax this document to your insurance company)**

The City of Indianapolis requires the following three items to fulfill the insurance requirement:

- 1) **Certificate of Insurance.**
- 2) **Additional Insured Endorsement – The Consolidated City of Indianapolis**
- 3) **Evidence of primary language** either by endorsement or the actual page(s) of the policy typically found in the “Other Insurance” section of the policy.

Minimum Limits of Insurance

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage and \$2,000,000 aggregate.
2. Full Liquor Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If liquor, beer or wine is available for consumption, **and money is transacted in any form** (i.e., for donation, for a ticket, for a meal, for entry to the event, for the beverage), then full liquor liability coverage shall be supplied.

Other Insurance Provisions

1. Certificate holder shall be: Consolidated City of Indianapolis, **200 East Washington Street, Indianapolis, IN 46204** or **1200 Madison Ave, Indianapolis, IN 46225** or the Indy Park location address.
2. A waiver of subrogation on the general liability policy.
3. The City of Indianapolis, its officers, officials, employees, and volunteers are included as Additional Insured. The City will not accept a blanket Additional Insured Endorsement. The Endorsement must name the Consolidated City of Indianapolis as additionally insured. You may include a reference to the rental of a specific park location, building, area, trail or event.
4. Insurance coverage must be **primary** insurance. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess or secondary of the insurance and shall not contribute with it. **The City needs either a Primary Endorsement or a copy of the actual policy that shows the event sponsor’s insurance is primary.**
5. Coverage shall not be canceled except after thirty (30) days’ prior written notice has been given to the City.
6. We DO NOT ACCEPT endorsements or certificates with the wording, “but only in the event of a named insured’s sole negligence.”

Verification of Coverage

A certificate evidencing such insurance shall be supplied to the City no less than ten (10) days prior to the use of the facility.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/4/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Company	CONTACT NAME: Emily Colwell
	PHONE (A/C No. Ext): (317) 464-5000 FAX (A/C No): (317) 464-5001
	E-MAIL ADDRESS: emilyc@mcgowaninc.com
	INSURER(S) AFFORDING COVERAGE
	NAIC #
INSURED Event Sponsor	INSURER A: Cincinnati Insurance Company 10677
	INSURER B: Cincinnati Casualty Company
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: **13 Casualty** REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			Policy #	1/25/2013	1/25/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			Policy #	1/25/2013	1/25/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
A	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			1/25/2013	1/25/2014	N/A	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 RE: Celebrate Irvington, May 11, 2013. The Consolidated City of Indianapolis is listed as Additional Insured for this event.

CERTIFICATE HOLDER Must be included: Consolidated City of Indianapolis 1200 Madison Avenue Suite 100 Indianapolis, IN 46225	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Emily Colwell/EMILY <i>Emily Colwell</i>