

# City of Huntington Special Events Application

This form is exclusively for Festivals, Concerts, Races, Walks, and similar special events within the City limits of Huntington.

We are happy that you have chosen to plan a special event within the City of Huntington. A completed application must be filed at least 30 days prior to the first day of your event. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.

**EVENT NAME** \_\_\_\_\_

**EVENT DATE(S)** \_\_\_\_\_

**APPLICANT INFORMATION:**

Organization putting on event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organizations Mailing Address:  
\_\_\_\_\_

If you have a different address you want your deposit check returned to, please list that address below:  
\_\_\_\_\_

Applicant's Contact Information: Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

On-Site Coordinator Name \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**EVENT OPERATIONS:**

Event:  Festival       Concert       Car Show       Parade  
 Race/Walk       Bike Race       Other (please specify) \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ Specific area of City to be used for event: \_\_\_\_\_

Set Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hours: \_\_\_\_:\_\_\_\_ AM or PM to \_\_\_\_:\_\_\_\_ AM or PM

Additional Information: \_\_\_\_\_

Mayor's Office Sent Copies to:	
<input type="checkbox"/>	Administrative / File
<input type="checkbox"/>	Police
<input type="checkbox"/>	Fire
<input type="checkbox"/>	Street
<input type="checkbox"/>	Engineering
<input type="checkbox"/>	Community Development

**\*City Use Only\***

Board of Works Date	Approval	
	Y: <input type="checkbox"/>	N: <input type="checkbox"/>

Amount Paid:	\$
Check	
Cash	
Money Order	
Debit / Credit	

Applicant Sent:	
<input type="checkbox"/>	Request for BPW&S Agenda to City Clerk Treasurer
<input type="checkbox"/>	Route / Map
<input type="checkbox"/>	Proof of Insurance
<input type="checkbox"/>	Event Description
<input type="checkbox"/>	Payment

**Additional Notes:**

**Certificate of Insurance:** In addition to completing the following application form, and paying any fees or deposits, applicant is required to submit an original Certificate of Insurance in an amount not less than one million dollars (\$1,000,000) combined single bodily injury and property damage for each occurrence. Your insurance certificate should list as the Certificate Holder: City of Huntington, 300 Cherry Street, Huntington, IN 46750. See sample certificate attached.

**Clean-up/Litter Management:** You are responsible for all litter, grease, ash and gray water generated by your event. Arrangements should be made with a private power-washing contractor to remove all stains left by your event.

Note: A refundable deposit of \$100.00 is required to ensure clean-up of Special Events. You will be billed separately if the cost to the City for clean-up exceeds your deposit.

**Event Description:** Please attach a narrative detailing all activities that are going to be part of the event.

**Additional Permits - IDHS Amusement & Entertainment Permit:** Your event may require a separate permit from the State of Indiana. You should determine the need for such and obtain a permit if applicable. Visit: <http://www.in.gov/dhs/2795.htm> for more information.

**City Water Service:** Do you need to hook up to a City water source? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If YES - You must contact the City Engineering Department to arrange for a temporary meter. Water usage will be metered and you will be billed separately, in accordance with the City Code.

**Use of City Electric Service:** Will you need to use City electric services? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Available only at limited locations. Applicant must contact the City Department of Public Works & Engineering to determine if electric service is available. A fee may be required, depending on the amount of power used.

**Board of Public Works and Safety Schedule:** Applications are processed in the order they are received typically at the next regular meeting of the City of Huntington Board of Public Works & Safety. The Board meets the first and third Mondays of each month in the City Council Chambers at the City Building.

Note: It is the responsibility of the applicant to contact the City Clerk-Treasurer to have the application placed on the Boards Agenda.

**Alcohol Sales:** Will you have alcohol at this event? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If your event will include the sale of alcohol, you must present an appropriate license for such to the Chief of Police, Chad Hacker. You must arrange for security/police presence. Completion of this step must be communicated by the Chief of Police to the Board of Public Works & Safety at the meeting at which your completed application is considered.

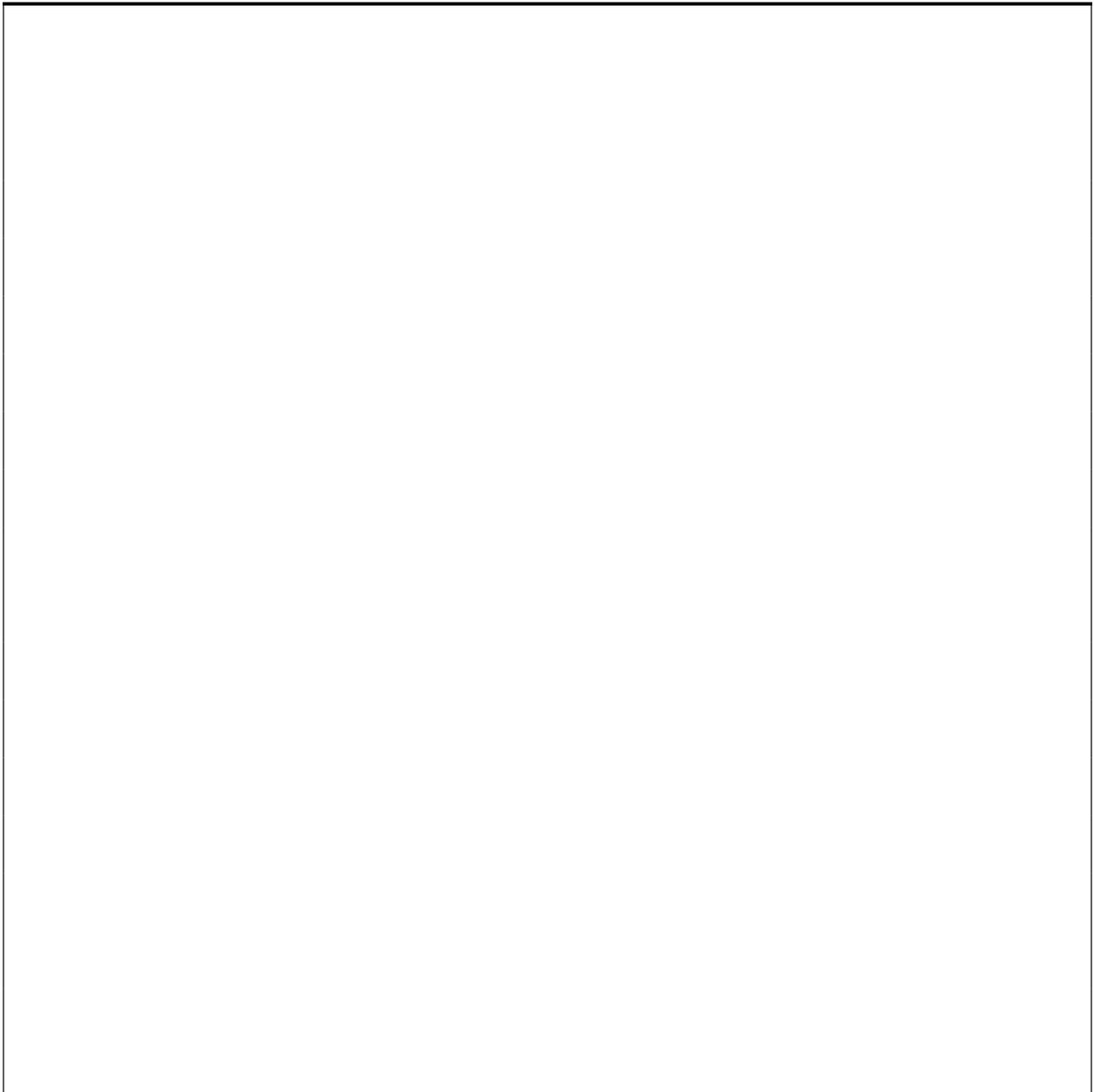
**Street Closures:** Do you need any streets blocked off and closed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If you have requested street closures, it is your responsibility to notify the following people of your event details such as the dates, times and streets AND the date you will be presenting to Board of Works. Each must approve and communicate that approval to the Board of Public Works & Safety at the meeting at which your completed application is considered:

- Huntington County Combined Dispatch- 260-356-7110
- Huntington Fire Department, Fire Chief, Tony Johnson - 260-356-3620
- Huntington Police Department, Chief of Police, Chad Hacker - 260-358-2308
- Parkview Huntington Hospital- 260-355-3000
- City Services Department Superintendent, Tim Bischoff 260-356-4720

## **SITE/ROUTE MAP:**

### **Event Site Map should include:**

- An outline of the entire event venue including names of all streets or areas that are part of the venue and the surrounding area. If the event is a parade/race, indicate the direction of travel.
- The location of all stages, fencing, barricades, scaffolding, tents, portable restrooms, booths, cooking areas, trash dumpsters, grease/ash containers, gray water containers, and other temporary units.



## CHECK LIST/MATERIALS/ACKNOWLEDGMENT/HOLD HARMLESS/SIGNATURE

Your responsibilities are gathered into the checklist below. All were explained in detail on the second and third page of this application. Please reference those pages if you have any questions or call the Mayor's Office if further explanation is needed.

- 1)  Certificate of Insurance
- 2)  \$100 Clean-Up Deposit
- 3)  Event Site Map or Route Map
- 4)  Event Description
- 5)  Additional Permits if needed
- 6) Approvals:
  - City Water and/or Use of City Electric Services – Engineer's Office Y\_\_\_ N\_\_\_
  - For the Event – Clerk's Office to get on Board of Works Schedule Y\_\_\_ N\_\_\_
  - For Alcohol Use – Police Department Y\_\_\_ N\_\_\_
  - For Street Closure –
    - Huntington County Dispatch Y\_\_\_ N\_\_\_
    - Fire Department Y\_\_\_ N\_\_\_
    - Police Department Y\_\_\_ N\_\_\_
    - Huntington Hospital Y\_\_\_ N\_\_\_
    - Street Department Y\_\_\_ N\_\_\_

**Please Review your application carefully, read the paragraph below and sign before returning this application.**

The undersigned, individually and as the duly authorized representative of the organization referenced herein, on behalf of undersigned and that organization certify (1) that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed event will be permitted by the City of Huntington; (2) indemnify and hold harmless the City of Huntington from any claims brought against it relating to the event and to meet all other conditions of the City; (3) I have read and understand this application and the conditions under which my request will be considered; and (4) the risk of promoting an event before permission is granted is the sole responsibility of the applicant.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Individually and as the duly authorized representative of the organization referenced herein

**Printed Name:** \_\_\_\_\_

### Return this application to:

Mayor's Office, Administrative Assistant- 3<sup>rd</sup> floor, City Building, 300 Cherry Street, Huntington, IN 46750