

**CITY OF FRANKFORT
SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION
AND AGREEMENT**

DIRECTIONS

Step One:

- If this request involves closing a street
Contact Frankfort Police – 765-654-4245

- If this request involves renting the Neighborhood Center or Park Facilities
Contact Frankfort Parks Department for availability–765-659-3422

Step Two:

- Complete and submit this application to Frankfort Police Department -201 W
Washington Street, Frankfort, Indiana 46041/765-654-4245

User Information

Date of Function: _____ Time: From: _____ am/pm to: _____ am/pm

Name: _____ Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact person(s): _____ Phone Number(s): _____

Email: _____

Event Description: _____

Caterer: _____ Caterer's Phone Number: _____

This event will utilize the following venues (circle all that apply):

- Neighborhood Center
- Veterans Park
- City Parks
- City Right-of-way
- City Street Sidewalk
- Other _____

This event will include the following elements (circle all that apply):

Anticipated Attendance: _____

- Street/Sidewalk/Right-of-way restriction or closure
- Food or Beverages
- Restroom Facilities (required for events 4+ hours)
- Tents/Canopies
- Alcohol (security is required)

- Security (required when serving alcohol)
- Amusement & Entertainment Permit # _____
Not sure if you need an A&E Permit? Go to: <http://www.in.gov/dhs/2795.htm>
- Stage
- Fireworks
- Outdoor cooker/grill
- Other _____

Optional Equipment & Services:

- Traffic Control: barricades, **No Parking** signs, \$25 each

Timetable (Minimum # days. Advanced planning is encouraged; sequence remains the same)

Begin	Pre-planning		Notices	Event Preparation			Event
	1st Week	2nd Week	3rd Week	4th Week	5th Week	6th Week	
	First Contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

Application submittal checklist

- Application
- Pre-event meeting (if required)
- Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- Letter of request to Board of Works
- Receipt – payment made to City of Frankfort or Frankfort Parks Department

- Neighborhood Center Fee \$75.00 up to 3 hours and \$25 for every additional hour
- Certificate of Insurance
- Indiana Amusement & Entertainment Permit # _____ (if required)
 Not sure if you need an A&E Permit? Want more information? Go to: <http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- Traffic Control / Public Safety / Emergency Plan
- User Agreement
- Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Frankfort, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Frankfort, its officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, or Old Stoney. I agree on my own behalf, and on behalf of the group or organization, I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

(Name of Organization)

By: _____
Signature

Printed: _____
Name/Title

Date: _____

SPECIAL EVENT PERMIT RULES AND REGULATIONS

Scheduling of street closures and special events on public property is done on a first come, first served basis, with priority given to Government sponsored events. Public spaces cannot be reserved or closed for any function without prior review and/or approval by the Frankfort Police Department and Frankfort Board of Works and Public Safety.

- Any event involving a street closure request must first contact **Frankfort Police Department –765-654-4245** before filing an application.
- Any event using the Neighborhood Center or Prairie Creek Park must contact **Frankfort Parks Department, 765-659-3422** to check availability.
- A User Application and Agreement form for scheduling special events is available from the Frankfort Police Department and online at <http://www.frankfort-in.gov/> Submit complete applications to the Frankfort Police Department.

The following rules and regulations herein apply to the use of the Neighborhood Center, Old Stoney; Frankfort city streets, public rights-of-way and public properties and are intended for the safety of all persons.

Prior to consideration by the Board of Works, all requests are reviewed by the Frankfort Police - and Frankfort Fire Department due to street closures and events involving traffic safety, fire safety. All other departments will review requests for other concerns. All Special Event requests should complete an application and submit it to the Frankfort Police Department. Following an internal review the request will be heard by the Board of Works.

A signed Application and Agreement form for use of any Frankfort public properties implies that the applicant has read and agrees to abide by these rules and regulations and will be responsible for those attending the designated event. Please read the rules and regulations carefully.

SECTIONS:

01 Definitions

02 City or State Permit - Required

03 Eligibility/Criteria

04 Exempt Activities

05 Permit – Application

06 Permit - Review & Procedure – Prairie Creek Park/Neighborhood Center/Old Stoney

07 Permit - Review & Procedure - All Other Outdoor/Street Closure Events

08 Traffic Control/Public Safety/Emergency Plan

09 Permit – Denial

10 Permit - Approval – Issuance

11 Alcoholic Beverages

12 Restroom Facilities & Handwashing Stations

13 Parking

14 Insurance Requirements

15 Damage Deposit/City Services and Use Fees

16 Cleanup/Damage Charges
17 Security
18 Duties of Event Holder

01 DEFINITIONS:

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, movies, dances, and bowling. It is extremely important that the owner of the property or the operator of the event applies for the A&E permit well 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> (see **02 - CITY OR STATE PERMIT - REQUIRED** for information and requirements necessary when preparing a plan).

APPLICANT/EVENT HOLDER (APPLICANT): Any person or organization that seeks a special event permit from the City to conduct or sponsor an event governed by this section. An applicant must be twenty-one (21) year of age or older. When members of the group or organization making application are under 21 years of age, at least one adult supervisor for each 15 participants under 21 is required. Applicant is responsible for setting up and taking down any equipment or other items used to conduct the event.

SPECIAL EVENT: a temporary event or gathering, including but not limited to a parade, procession, street dance, rally, social gathering, wedding and wedding reception, race, concert, festival or cultural event, exhibition or show, celebration, carnival, and circus that involves one or more of the following activities:

1. Use of public property or facility;
2. Closing a public street;
3. Blocking or restricting access of public property;
4. Blocking or restricting access to private property of others;
5. Sale of merchandise, food, or beverages on public property;
6. Erection of a tent or shelter on public property (staked tents are not permitted in City right-of-way);
7. Temporary installation of a stage, band shell, truck, trailer, van, portable building, booth, grandstand, or benches on public property;
8. Placement of portable toilets on public property or placement of temporary no-parking, directional, oversized or identification signs or banners in or over a public right of way.
9. Use of fireworks, outdoor cookers or grills;
10. An event requiring an amusement & entertainment permit.

TRAFFIC CONTROL/PUBLIC SAFETY/EMERGENCY PLAN: (here-after the Traffic/ Emergency Plan) a map to show sections of street/public right-of-way closed to vehicular and/or pedestrian traffic and/or location/type of traffic control used during a special event. Street closures may not interfere with necessary traffic circulation or police and fire emergency routes. ***Applicants of events may be required to hire off-duty City Police officers, off-duty Frankfort Firefighters, or provide a city approved security plan for traffic control/emergency routes and/or security during an event.***

Determination to require off-duty City Police or security is made at the discretion of the Frankfort Police Department. Additional provisions for emergency routes are made at the discretion of the Frankfort Fire Department. The Frankfort Board of Works and Public Safety must approve all security and emergency measures prior to granting approval for the event and has the authority to request that additional measures be taken prior to approval of the permit. (see **08 - TRAFFIC CONTROL/PUBLIC SAFETY/EMERGENCY PLAN** for information and requirements necessary when preparing a plan).

02 CITY OR STATE PERMIT - REQUIRED:

1. **CITY PERMIT** - Any event that uses public property or causes any portion of a city street, sidewalk or public property within the city's right-of-way to be restricted or closed, requires a special event permit and proof of General Liability coverage; \$1,000,000 for not-for-profits organizations and commercial groups or \$300,000 for individuals (see **11 - ALCOHOLIC BEVERAGES** for additional insurance requirements when serving alcohol). Frankfort Board of Works approval is required for all special event permits.
2. **STATE PERMIT** - Amusement & Entertainment permits are state required and issued for events at a variety of locations and venues. Some of the most common kinds of places that require A&E permits are: concerts and other shows, amusement rides, movies, dances, and *bowling*. *It is extremely important to apply for the A&E permit well in advance of the planned event so that the necessary life safety inspections of the venue can be performed to protect public safety.* Go to this Indiana Department of Homeland Security website for additional information. <http://www.in.gov/dhs/2795.htm>

03 ELIGIBILITY/CRITERIA:

1. A public property or right-of-way may be used for recreational, social, educational, civic and other appropriate activities as determined on a case by case basis for non-commercial purposes with review and/or approval from Frankfort Police Department, Frankfort Fire Department, all other city departments and the Board of Works and Public Safety.
2. Streets may be temporarily closed if it does not interfere with necessary traffic circulation or police and fire emergency routes. **Street closure requests that block police or fire department emergency routes will be denied.**

04 EXEMPT ACTIVITIES:

A special event permit is not required for a wedding or funeral procession on the street. If unsure, contact the Frankfort Police Department to confirm a permit is not needed.

05 PERMIT - APPLICATION:

A Special Event Permit Application is a required part of the permitting process. Copies are available from the City website at <http://www.frankfort-in.gov> or Frankfort Police Department. Permit fees can be paid to the City Clerk's Office.

City Contacts:

Frankfort Police Department

201 W Washington Street
Frankfort, Indiana 46041
Ph: 765-654-4245 Fax: 765-654-9197

Building Services Department

301 E Clinton Street
Frankfort, Indiana 46041
Ph: 765-654-5278

Frankfort Street Department

905 Burlington Ave
Frankfort, Indiana 46041
Ph: 765-659-2912 / Fax: 765-659-6799

Frankfort Fire Department

201 S Clay Street
Frankfort, Indiana 46041
Ph: 765-654-4326

Frankfort Parks Department

1 Adrian Marks Drive
Frankfort, Indiana 46041
Ph: 765-659-3422 / Fax: 765-659-6792

06 PERMIT - REVIEW & PROCEDURE:

Prairie Creek Park/Neighborhood Center/Old Stoney:

Discuss event needs: facilities, site, dates, security, street closures, etc. (see check list on User Application & Agreement form)

- Events using the Neighborhood Center or Park Facilities must work with the Parks Department, confirm availability and submit an application to the Building Services Department. For rental information contact Parks Department to discuss your event request 765-659-3422. Submit an application, proof of insurance and pay permit and rental fees to the Clerk's (or Building Services) office no less than 45 days prior to the event for review.
 - **Access** – Facilities are available from 8:00 am to 10:00 pm
 - **Rental Rates** – Old Stoney rental options
 - 8:00 am–2:00 pm \$300.00
 - 4:00 pm–10:00 pm \$400.00
 - 8:00 am–10:00 pm \$450.00
 - Security Deposit * \$100.00
 - Early Access ** \$50.00 per hour
 - Late Charges *** \$25.00 per 15 minutes
 - **Restrooms** – There are restrooms in the Neighborhood Center and Old Stoney available for use by those who rent these facilities. For more information below see section **12 RESTROOM FACILITIES & HANDWASHING STATIONS.**
 - **Food and Clean-up** – Food may be brought into the Neighborhood Center and Old Stoney for any event. Users may either bring in their own food or it may be

catered. **The event organizer is responsible for the removal of all trash and clean-up of the facilities. If proper clean-up does not occur, the User will be responsible for paying any clean-up cost.** This includes any grease and stains on the brick paver or other surfaces. Do not pour grease into any drain. For more information below see section **15 CITY SERVICES AND USER FEES.**

- **Amenities** – The Neighborhood Center is equipped with many amenities including
 - chairs
 - tables
 - Kitchenette with sink, refrigerator and microwave oven
 - Handicapped accessible
- **Additional Information** – See sections below for **11 ALCOHOLIC BEVERAGES, 14 INSURANCE REQUIREMENTS 17 SECURITY** and **18 DUTIES OF EVENT HOLDER.**

07 PERMIT - REVIEW & PROCEDURE:

ALL OTHER OUTDOOR /STREET CLOSURES AND SPECIAL EVENTS:

Discuss event needs: facilities, site, dates, security, street closures, etc. (see check list on application)

- Events requiring street closure must contact Frankfort Police Department.
- Events affecting a state road must also contact INDOT- Crawfordsville District
 - **Street closures:** Contact Frankfort Police Department (FPD) and discuss your event request 765-654-4245. Schedule a pre-event meeting with a FPD Patrol Captain and staff through the police department at least one week prior to submitting a Special Event Permit application. Submit an application, Traffic/Emergency Plan (show type of traffic control expected for the event, see **08 – TRAFFIC CONTROL/PUBLIC SAFETY/ EMERGENCY PLAN** for additional information), Board of Works letter, and Good Neighbor notification letter, proof of insurance and paid receipt for the permit fee to the Traffic Department no less than 45 days prior to the event for review. *Complete applications submitted to the Frankfort Police Department no later than Friday by 12:00 PM will be placed on the Board of Works agenda for the following Tuesday**
 - **State Road restrictions** -Contact the Indiana Department of Transportation, Crawfordsville District Office – Permits Depart 765-362-3700
- 1. Contact all residential and commercial businesses properties affected with written notification of the event prior to the Board of Works hearing and no less than 30 days before the special event or street closure (see Board of Works proceedings in packet).

Good Neighbor Notification: Applicant is required to provide written notice to all residential, nonprofit and commercial properties, specified organization and agencies affected by the event or closures including all businesses and homes within a one (1) block radius. Notice to the public must be provided prior to the Board of Works hearing and no less than thirty (30) days in advance of the event. The notice must state the name of the applicant, the streets or

public property or right-of-way affected by the event, date(s) of the event, state the time street or other closures or restrictions will occur, the schedule of activities (entertainment, outdoor sales, food etc.), a contact person and phone number, City Clerk's Office contact number and approximately when the applicant expects the request to go before the Board of Works for approval. Provide Frankfort Police Department with a copy of the written notification when submitting the permit application. Questions or concerns from residents, business or property owners can be submitted to Applicant or Frankfort Police Department either prior to or at the Board of Works hearing and will be addressed by Applicant when the request comes before the Board of Works, before approval of the request is granted.

2. During the pre-event meeting with the Frankfort Police Department and Frankfort Fire Department, applicant will be instructed to supply both departments with a copy of the Traffic/Emergency Plan. In addition, applicant may be instructed to contact one or more of the following departments or agencies if they are affected by the request;
 - Frankfort Building Services: 765-654-5278
 - Community Schools of Frankfort: 765-654-5585
 - Clinton County Sheriff's Office: 765-659-6396
3. Submit a letter directed to the Board of Works requesting the special event and/or street closure. The letter should include who, what, when, where and why the request is being made or street closure is needed. Applicant or representative is encouraged to be present and available at the Board of Works meeting to answer questions from Board members. Failure to appear could result in denial of the request, tabling of the permit application or other such action that the Board deems appropriate under the circumstances.

08 TRAFFIC CONTROL/PUBLIC SAFETY/EMERGENCY PLAN:

All special event applications that include a request to close a public street, block or restriction public property or block or restrict access to private property of others must provide a map to the Frankfort Police Department and Frankfort Fire Department to show:

- Sections of street/public right-of-way closed to vehicular and/or pedestrian traffic
- Location/type of traffic control used during a special event.
- Additional information as instructed by the police or fire department staff during the pre-event meeting.

Street closures may not interfere with necessary traffic circulation or police and fire emergency routes. The Frankfort Board of Works and Public Safety must approve all security and emergency measures prior to granting approval for the event and has the authority to request that additional measures be taken prior to approval of the permit. ***Applicants of events may be required to hire off-duty City Police officers, off-duty Frankfort Firefighters or provide a city approved security plan for traffic control/emergency routes and/or security during an event.*** Determination to require off-duty City Police or security is made at the discretion of the Frankfort Police and Fire Departments. Additional provisions for emergency routes are made at the discretion of the Frankfort Fire Department. ***Events where alcohol is served are required to have police officers based on attendance.*** (see 17 –SECURITY for additional information).

09 PERMIT - DENIAL:

An application request may be denied at the discretion of the Police or Park Departments or the Board of Works and Public Safety. **Failure of an applicant to submit complete paper**

work or to appear at the scheduled Board of Works meeting could also result in denial of a request, tabling of the permit application or other such action that the Board deems appropriate under the circumstances. Requests for street closures that block emergency routes will be denied.

10 PERMIT - APPROVAL - ISSUANCE:

Upon Frankfort Board of Works approval, a letter from the Clerk's Office is sent to the applicant along with a copy of the signed application confirming approval of the request.

11 ALCOHOLIC BEVERAGES:

Alcohol is permitted at Special Events on city streets, rights-of-way and public property as per regulations of the Indiana Alcohol and Tobacco Commission (ATC). Any event where spirits, beer and wine are served must hire an alcohol beverage caterer holding a 3-way license. Any event where beer and wine is served must either hire an alcohol beverage caterer or obtain a one day permit and use individuals who also hold valid permits. It is the sole responsibility of the organizer to provide the city with proof that all the above requirements and permits issued through the Indiana Alcohol and Tobacco Commission (ATC) have been secured (see www.in.gov/atc/).

12 RESTROOM FACILITIES & HANDWASHING STATIONS:

Events anticipated lasting more than four (4) hours must provide portable toilets based on the following circumstances:

- 1 portable toilet for each 250 attendees
- Any event must have 1 handicap accessible portable toilet or a minimum of one for every ten standard toilets.

Events that include food require vendors to meet the Clinton County Health Department standards and must provide hand washing stations for their workers based on those standards. It is the sole responsibility of the applicant or food vendors to comply. Organizers of events that include food and require portable toilets must provide hand washing stations for the public based on the following circumstances:

- 1 hand washing station per 6 portable toilets

13 PARKING:

Public parking lots and facilities may be used in or adjacent to the area included in the proposed event or street closure. Public parking facilities are open to the public for free or for a fee depending on the location and time of day/day of week. Applicants should work with the City's Street Department and Code Enforcement staff. Private parking facilities and spaces are reserved for tenants and are not open to the public.

14 INSURANCE REQUIREMENTS:

General Liability coverage in the amount of \$1,000,000 for not-for-profit organizations and commercial groups or \$300,000 for individuals is required with a Special Events permit application. A Certificate of Insurance must be part of the application request to show proof of coverage for the date of the event. The City of Frankfort, IN and Frankfort Parks Department must be named as Certificate Holders. A Special Event Permit will not be issued without the Certificate of Insurance. Applications that include the sale of alcohol must have separate Liquor Liability Insurance and obtain necessary permits and approval through the Indiana Alcohol and Tobacco Commission (ATC) (see www.in.gov/atc/). The caterer must provide a copy of its liquor license, proof of Liquor Liability Insurance and Certificate of Insurance with the event permit

application. The proof of Liquor Liability and Certificate of Insurance shall name the City of Frankfort and Frankfort Parks & Recreation Department as an additional insured.

15 DAMAGE DEPOSIT/CITY SERVICES AND USE FEES:

- Damage Deposit (as required) \$100 (refundable following inspection)
- Special Event/Street Closure permit fee \$25 (fee waived when renting Depot)
- Traffic Control Fee (if needed for larger events) \$25

16 CLEANUP/DAMAGE CHARGES:

Applicant is responsible for the removal of all trash and clean-up leaving the public property, facility or right-of-way and street in the same condition as before the event. When events include food vendors, it is the vendor's responsibility as well as the applicant to remove all packaging and food waste. Filling public trash receptacles in the vicinity of the event is not permitted. Applicant shall be responsible to supervise proper trash removal. Failure to meet this requirement will result in a charge to the applicant based on current city man hours and equipment expense necessary to clean up after the event.

Charges for City clean-up of a special event is based on actual man hours, material and equipment costs as follows:

EQUIPMENT AND MANPOWER RATES (per hour)

(Average cost per hour)

Labor	\$27.65	Street Sweepers	\$75.00
1 Ton Trucks	\$50.00		
Garbage Packers	\$75.00		

17 SECURITY

Applicants of an alcohol-free event may be required to hire off-duty City Police officers, off-duty Frankfort Firefighters or provide a city approved plan for security during an event. Determination to require off-duty City Police, Firefighters or security is made at the discretion of the Frankfort Police Department on a case by case basis. The Frankfort Board of Works and Public Safety must approve all security and measures prior to granting approval for the event and has the authority to request that additional measures be taken prior to approval of the permit.

Events where alcohol is served are required to have police officers based on attendance as follows:

<u>Attendees</u>	<u># of Police Officers</u>
0-50	none (unless required to by Frankfort Board of Works or Police Dept.)
51-200	two police officers
201-300	three police officers
301+	Frankfort Police Department will recommend the required number of police officers

18 DUTIES OF APPLICANT/EVENT HOLDER:

Board of Works & Public Safety (BOW) hearing. Applicant is strongly encouraged to attend the BOW meeting when the permit request is heard. Procedure is as follows:

- Submit your **Special Event** application and all completed paperwork to the appropriate office. Allow two (2) weeks for city review. Once review is complete, the request will be placed on the board's agenda for the following Wednesday. **Incomplete applications will not be accepted and request will not be placed on the board's agenda until paperwork is complete and reviewed.**
- On Wednesday of BOW hearing, applicant or representative is encouraged to attend the meeting at 2:00 PM held in the BOW room, 301 E Clinton Street;

Volunteer provisions. Applicant is required to supply its participants with provisions such as water, medical assistance, etc., and must be readily accessible during event at all times.

Food or Beverages. If food or beverages are served to the public, it shall be the responsibility of the applicant and/or food vendors to contact the Clinton County Health Department and obtain required permits and/or arrange for food handling training.

Alcoholic Beverages. To serve or sell alcoholic beverages it is the responsibility of the applicant to hire an alcohol beverage caterer or obtain the proper permits, licenses and training from the Indiana Alcoholic and Tobacco Commission (ATC) subject to Board of Works approval. If alcohol is to be sold, Liquor Liability Insurance is also required.

Public safety and security. It is the responsibility of the applicant to provide EMS, Public Safety Plan, and a site plan which includes the event layout, structures, stages, tents, cooking arrangements etc. and other procedures as required by the Police and Fire Departments.

Emergency evacuation plans. Applicant shall provide a traffic control and emergency plan as required by the Frankfort Police and Fire Departments. Applicant is required to schedule and attend a pre-event meeting including both departments before approval of the event is granted.

Safety briefing. When off-duty City Police or security are required at an event; applicant and applicant's key staff are required to attend a briefing with security personnel on the day of the event prior to it starting.

Barricades. These may be provided by the City and are required to be staffed by an adult (18 years or older) during vendor setup and take down and during event operation hours.

Traffic Control. Some signage may be provided by the Frankfort Street Department, 765-659-2912. Additional signage can be purchased or leased through any local sign company.