



**APPLICATION**  
**FOR USE OF, AND BLOCKING OF ACCESS TO, THE PUBLIC**  
**RIGHT-OF-WAY FOR NON-RESIDENTIAL BLOCK PARTIES**

The Board of Public Works must have **FOUR (4)** weeks prior notice of the event.  
**A NON-REFUNDABLE APPLICATION FEE OF \$125.00, IN THE FORM OF A CERTIFIED CHECK OR MONEY ORDER, PAYABLE TO THE CITY OF SOUTH BEND, MUST BE INCLUDED WITH APPLICATION.**

Fee Paid \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

This application is made to the City of South Bend, Indiana, Board of Public Works, for the use of the specified public right-of-way by Applicant for the holding of the hereinafter described event:

**Event Name** \_\_\_\_\_

**Location** \_\_\_\_\_  
(Describe Area/Route)

**Street Closure** Name of Street \_\_\_\_\_  
From \_\_\_\_\_  
To \_\_\_\_\_

**Date of Event** \_\_\_\_\_ 20 \_\_\_\_

**Time:** Registration/Setup \_\_\_\_\_  a.m.  p.m. Start \_\_\_\_\_  a.m.  p.m. End \_\_\_\_\_  a.m.  p.m.

**Approximate Number of Attendees** \_\_\_\_\_

**Answer the following appropriately:**

1. This event will have music (live or other).  Yes  No
  - a. I understand the Noise Ordinance described in the Agreement/Permit  Yes  No
2. Required Information to Accompany Application
  - a. Certified Check or Money Order in the Amount of \$125.00, or:
  - b. For Certified Nonprofit Organizations: Copies of the 501(c)(3) Internal Revenue Exemption Status Document and a current copy of Form 990 of Form 990-EZ are included with this application, and additionally filed with the Office of the City Clerk, 4<sup>th</sup> Floor, County-City Building, 227 W. Jefferson Blvd., South Bend , Indiana.  Yes  No
  - c. Certificate of Insurance
  - d. Maps, drawings of the area and setup plan  Yes  No
3. Street Closures Specifically:
  - a. This event involves City streets  Yes  No
  - b. This event involves County roads  Yes  No
  - c. This event involves State highways  Yes  No
  - d. This event involves the use of the sidewalk  Yes  No

- e. This event is a local/regional/national event (Please circle the appropriate event type)  Yes  No
- f. Affected property/business owners have been notified of this event.  Yes  No
- g. **I understand that I must arrange a meeting with all affected governmental agencies to organize the above event** (Call Marcia Qualls, Customer Service Manager, 235-5939 to organize meeting).  Yes  No

## City of South Bend, Indiana • Board of Public Works



### PERMIT AND AGREEMENT FOR THE USE OF THE RIGHT-OF-WAY FOR NON-RESIDENTIAL BLOCK PARTIES

The Non-residential Block Party will be permitted to take place under the following terms and conditions:

1. Pursuant to Local Ordinance No. 10224-13, there is a \$125.00 non-refundable fee for non-residential Block Parties. Non-profit organizations meeting Section 501(c)(3) of the Internal Revenue Code are exempt from the fee provided copies of the 501(c)(3) Internal Revenue Exemption Status Document and a current copy of Form 990 or Form 990-EZ are filed with this application and with the Office of the City Clerk, 4th Floor, County-City Building, 227 W. Jefferson Blvd., South Bend, Indiana.
2. The APPLICANT must comply with all terms and conditions of this Permit and Agreement.
3. The APPLICANT shall reimburse the Board for the actual cost to the City for the event, if deemed necessary.
4. APPLICANT shall include a flyer or letter describing the details of the event.
5. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Board of Public Works.
6. The APPLICANT shall provide to the Board a Certificate of Insurance showing a liability policy in full force and effect with limits of \$300,000.00 per occurrence and \$5,000,000.00 aggregate and the City of South Bend listed as an additional named insured for this event.
7. The APPLICANT assumes full responsibility for providing ample disposal containers for refuse/recycling and assures the area will be cleaned up upon the conclusion of the event.
8. Barricades will be delivered and picked up at the event location. The APPLICANT is responsible for seeing that all cones are maintained and returned undamaged.
9. The APPLICANT will follow the City of South Bend Noise Ordinance, which 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).
10. The APPLICANT assures the City that the area will be closed during the times indicated on the application only. Event end times are pursuant to the recommendations of the South Bend Police Department.
11. **IF ALCOHOL IS TO BE SERVED OR SOLD** a Certified Check or Money Order for \$400.00 must be submitted with application. The application cannot be processed without a deposit. The deposit will be returned by the Board of Public Works upon inspection of the event area after the event, and provided there is no damage to the area. Names, phone numbers, and qualifications (e.g. Off-duty police officer, professional security guard, or event APPLICANT) of THREE security guards to monitor underage drinking, must be submitted with the application. A drawing must be submitted showing fencing around serving area, and trash receptacles. For a temporary liquor license call the Alcohol and Tobacco Commission at (317) 234-4315 for more

information. Application cannot be processed without a copy of this license.

12. APPLICANT agrees to indemnify, defend and hold harmless the Civil City of South Bend, Indiana, 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 activity, arising out of the approval of this request by the Board of Public Works to close a portion of the public right-of-way for the event described above.

I have read the Application and Permit and the Agreement for the "Use of Right-of-Way for Special Events" and I understand and agree to the above rules and regulations. I also understand that this application may be denied based on any false or incomplete information.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

APPLICANT Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

**BOARD OF PUBLIC WORKS APPROVAL**

\_\_\_\_\_  
Gary A. Gilot, President

\_\_\_\_\_  
David P. Relos, Member

\_\_\_\_\_  
Kathryn E. Roos, Member

\_\_\_\_\_  
Michael C. Mecham, Member

\_\_\_\_\_  
Mark W. Neal, Member

\_\_\_\_\_  
Date

**RETURN FORM TO:**  
Board of Public Works  
1316 County-City Building  
227 West Jefferson Boulevard  
South Bend, IN 46601

Phone: (574) 235-9251 • Fax: (574) 235-9171 • E-Mail: [publicwks@southbendin.gov](mailto:publicwks@southbendin.gov)