



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: _____ Email: _____

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, 4th Floor, County-City Building, 227 W. Jefferson Blvd., South Bend , Indiana. Yes No
 - c. Certificate of Insurance
 - d. Maps, drawings and setup plan of the area Yes No
 - e. A copy of a flyer or door hanger that has been distributed to all affected property owners. Yes No
3.
 - 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. There is/are resident(s) affected by the event that may need ADA transportation assistance to their residence. Yes No
- h. **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

IF ALCOHOL IS TO BE SERVED OR SOLD

Alcoholic beverages will be served Alcoholic beverages will be sold

Certified Check or Money Order for \$400.00 must be submitted with application.

- Application cannot be processed without deposit.
- Deposit will be returned upon inspection of event area by the Board of Public Works.

Names and phone numbers of THREE security guards

- To monitor underage drinking.
- Qualifications must be listed (e.g. Off-duty police officer, professional security guard, or event APPLICANT).

A drawing must be submitted showing:

- Fencing around serving area
- Trash receptacles.
 - Ample trash receptacles must be provided to ensure proper disposal of refuse.

Temporary liquor license.

- Call the Alcohol & Tobacco Commission at (317) 234-4315 for more information.
- Application cannot be processed without a copy of this license.



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. All residents and businesses within the affected area must be notified of this event. The APPLICANT must obtain signatures from and/or has made an attempt to notify all residents that reside on the block. **A copy of a brochure or door hanger distributed to all affected residents/businesses describing the event purpose, date, and time must be included with the application.**
4. The applicant is responsible, prior to the event, for determining if there are any residents or business owners affected that could potentially need assistance in accessing their property. **The applicant is responsible for providing said resident/business owner transportation to their property.**
5. The APPLICANT shall reimburse the Board for the actual cost to the City for the event, if deemed necessary.
6. APPLICANT shall include a flyer or letter describing the details of the event.
7. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Board of Public Works.
8. 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.
9. 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.
10. 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.
11. 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).
12. 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.

13. **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.
14. 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

President

Member

Member

Member

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