



Special Event Policy

I. INTRODUCTION

Special public events enhance the Town of Bargersville's lifestyle and promote a sense of community by providing an opportunity for residents to come together for entertainment and/or celebration. These events may require the Town of Bargersville (hereafter "Town") support to maintain public order and safety. The purpose of this Policy is to:

- A. Define event requirements and responsibilities; and
- B. Set forth the application process required of event sponsors.

II. DEFINITIONS

The following definitions apply to this Policy:

Special Event: A special event is defined as any non-routine activity that:

- Generates unusually high vehicular or pedestrian traffic, or
- Requests temporary closure of streets or public ways; or
- Utilizes public property in a manner other than its normal use

Downtown Bargersville Area – Main Street, Baldwin Street, Harriman Street from Old Plank to Main Street

Event Sponsor: Organization or person requesting, organizing, or managing the special event

Application Fee: A non-refundable filing fee as listed in the Town's Fee Schedule

Expediting Fee: An additional fee, double the amount of the application fee for applications filed between 30 and 59 days in advance of the event.

Town: The Town of Bargersville, Indiana

Town Support: For the purpose of this Policy, Town Support is defined as making available personnel, facilities, and/or equipment for the purpose of providing a venue, traffic control, crowd control, and/or assuring public safety.

A Special Event Application **must** be completed if any of the following apply:

- Your event requires road or public area closure
- Your event includes alcohol sales and/or fireworks
- You are setting up structures such as a tent (larger than 20x20), stage or platform for a public event

A Special Event Application **may** be completed if:

- Your event is open to the public
- Your event occurs on park property or public property

Applications that include a street closure request within the Downtown Bargersville area must be submitted at least ninety (90) days prior to the event. If the Downtown Bargersville Area street closure request falls within the period of March 1 through October 31, it must be submitted prior to March 1 of the year in which the event is to be held.

Applications must be submitted no later than sixty (60) days prior to the date of the event and accompanied by a non-refundable filing fee as listed in the Town's Fee Schedule.

The Town may waive the sixty-day rule in extreme cases. An expediting fee will be required if an application is permitted to be filed between 30 and 59 days in advance of the event. The expediting fee shall be double the amount of the application fee to offset expedited reviews required to be conducted to assure the health, safety and welfare of residents and visitors in a reduced period of time.

III. FEE SCHEDULE

All Special Event associated fees shall be in the Town's adopted Fee Schedule.

IV. STREET CLOSURES, TRAFFIC CONTROL, SIGNAGE

No Parking Signs

- Event Sponsors are responsible for posting and removal of "No Parking" signs in the approved area. "No Parking" signs shall be posted at least 12 hours before and no more than 24 hours before the event
- Event Sponsors are responsible for Removal of "No Parking" signs promptly at the conclusion of the event
- Event Sponsors are responsible for moving pre-built barricades into approved locations and prompt removal after the event is complete.
- The Town of Bargersville will provide "No Parking" signs, available for pickup at Town Hall (24 N Main St), Monday to Friday, 7:30am – 4:30pm. Signs shall be posted utilizing 1" x 48" wooden survey stakes or similar. In areas where grass is not

available, stakes shall be posted in cones and not hammered into concrete expansion joints.

Barricades

- Event Sponsors are responsible for moving pre-built barricades into approved locations and prompt removal after the event is complete.
- The Bargersville Street Department will drop off pre-built barricades on the last business day before the event and pick them up on the first business day following the event's completion.

Traffic Control and Safety

- Event Sponsors are responsible for complying with all traffic control and safety procedures during the event.
- Requirements will be stipulated in the notice of approval and the Town may make additional requirements during the event
- The Town does not permit solicitations of any kind on its streets or the rights-of-way.

Signs and Markings

- Applications shall include a description of the advertising signs proposed to be used.
- Except as expressly approved otherwise by the Bargersville Plan Commission, event signs erected prior to the first day of the event shall be subject to the following restrictions:
 - Advance notice signs must comply with the Town's zoning ordinance
- Any event requiring pavement markings on the trail system, sidewalks, or roadways of the Town shall utilize a temporary chalk-based marking.
 - Placed no earlier than one week prior to the event
- When a more permanent marking is necessary, only chalk-based marking paint shall be used.
- Locations and marking material are subject to approval by the Town.

V. EVENT SPONSOR REQUIREMENTS AND RESPONSIBILITIES

Liability Insurance – All Special Event Sponsors will carry liability insurance with coverage of at least \$1,000,000 per occurrence. An Event Sponsor shall be required to provide a valid Certificate of Insurance (COI) prior to the event naming the Town of Bargersville as an additional insured. The Town may require higher levels of insurance based on risk factors, hazard classifications, and past experience.

Special Protections for Events - The Town may require specific protections for any event. These required protections may include specific staffing levels for police, fire, emergency

medical services, municipal services, or other personnel. Expenses for these requirements will be billed to the sponsor under the terms of this Policy.

Food Vendors – Food vendors are required to comply with all Johnson County Health Department rules and regulations for temporary food license facilities.

Alcohol –

1) Special Events located within a DORA (Designated Outdoor Refreshment Area) must follow all rules and regulations as established by the Town of Bargersville.

2) Special Events that include the furnishing and/or consumption of alcohol outside of a DORA must provide security, proof of compliance of Indiana Alcoholic Beverage Laws and Regulations, as well as the name of the alcohol permit holder, a copy of permit and license, and proof of insurance that includes Liquor Liability coverage. The event must also have the approval of the Park Board and/or Town Council, Town Manager, and Bargersville Chief of Police.

Participant/Attendee Waiver of Liability and Event Sponsor Indemnification – The Event Sponsor shall be responsible for obtaining any and all signed waivers of liability from event participants and attendees as required by the Town of Bargersville in advance of the event.

The Event Sponsor also shall be required to provide a Certificate of Insurance, naming the Town of Bargersville as an additional insured. The specific requirements of each event will be indicated in the Town's approved Event Permit.

Non-exclusive Use of Public Facilities and Event Clean-up

Event sponsors shall be prepared to provide suitable waste and trash receptacles for their participants and be responsible for the clean-up of the event area upon conclusion. Public trash and recycling receptacles placed throughout Town cannot typically accommodate the high volume generated by special events involving a significant number of participants. The Town asks Event Sponsors to require that participating vendors not use the public receptacles thus leaving their capacities for use by the general public and event attendees.

Adherence to Local Ordinances – Event Sponsors shall ensure that vendors and active participants obey all local ordinances except those which may have been waived to accommodate the event. This includes but is not limited to REFERENCE INFO governing illicit discharge of materials to the storm sewer, creek, streams, waterways, and water bodies of the Town of Bargersville. At no time shall the dumping of any material other than potable water be allowed to be dumped into the storm drain system.

State of Indiana Department of Homeland Security Permits – The Event sponsor is responsible for determining whether or not additional State permits or licenses are required for the event. The Event Sponsor is responsible for applying for the additional permit or license well in advance of the planned event so that the necessary documentation and safety inspections can be completed to protect public safety. Additional permit or

license may include, but not limited to, the Amusement & Entertainment permit and Music and Public Performance Licensing as required.

Event Inspections

State and/or local inspections shall include review of the emergency action/evacuation plan, safety plan, and all applicable permits. Tents, canopies, membrane structures, and stages require site inspections prior to the event. All applicable state and local regulations will need to be adhered to.

APPLICATION AND REVIEW PROCESS

Applications

Special Event Applications are on the Town's website. The Town will provide a complete review of any Special Event application, including consultation with the applicant as may be necessary to resolve problems. This application does not supersede any building or fire codes. All federal, state, and local laws, codes or ordinances will be enforced.

Event Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Event Sponsors must be considerate of the neighborhood and compliant with the Noise Ordinance.

If two or more Special Event applications are received for the same date and time, prior to the approval of either event, the date and time that each application was received by the Town shall determine the order of preference.

If an event is annual, the current year's application will include the following year's proposed dates. Listing such dates shall not constitute approval of the following year's event, which must have its own timely application submitted. The Town will not approve dates more than one year in advance.

Review Process

The application will be assessed by the Bargersville Chief of Police and Street Supervisor, Director of Parks and Recreation, Town Manager and the Bargersville Fire Protection District Chief, or their designees, review all special event applications. Other department leaders shall be included as needed.

The Town may impose special conditions on Event Sponsors. A member of the Town or public safety officials shall be available to meet with Event Sponsors to review the special conditions to ensure that all conditions are met before the event begins. The Town has the authority to cancel or stop an event if the special conditions required for approval of the event are not met. In addition, public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety, or welfare would be better served with additional restrictions.