



CITY OF MISHAWAKA PARKS & RECREATION DEPT. PUBLIC EVENT USAGE APPLICATION



Thank you for requesting the use of a Parks Department facility for your event. In order to properly evaluate your request, please fully complete this application. Once complete, the application can be returned via email to Yvonne Teeter at yteeter@mishawaka.in.gov.

Applications are reviewed on a first-come, first-serve basis. Past approval of an organization or event does not guarantee future approval. Definite beginning and ending event dates for requested support must be indicated on the application.

The following requirements must be met in order for your organization's request to be considered:

- The event must be open to and beneficial for all community members.
- Completed application must be received and on file in Park Office in order for event to take place.
- If requesting a waiver of fees for a facility, a letter addressed to the Mishawaka Park Board is required to be included with application.
- A Certificate of Liability (\$1,000,000.00/\$2,000,000.00) naming the City of Mishawaka as an additional insured is required and must be on file at least two (2) weeks prior to scheduled event.
- Event must be contained within the Park. If public streets or sidewalks are needed, a letter must be presented to the Board of Public Work prior to event. Approval letter must be submitted to Yvonne Teeter at least three weeks prior to event.
- If event requires Riverwalk to be restricted or closed down at any point, a letter must be submitted to Board of Public Works for approval. Approval letter must be submitted to Yvonne Teeter at least three weeks prior to event.
- **Not-for-profit Organizations:** A copy of the organization's 501(3)(c) is required to be included with application.

Organization Name: _____ Date: _____

Contact Name: _____ Contact Date of Birth: _____ Phone #: _____

Address: _____ City/State/Zip: _____

Email Address: _____

Website: _____

Mission Statement of Organization:

Type of Event: Free to the Public ☐ Admission Fee ☐ Will alcohol be served during your event? Yes ☐ No ☐ Type of alcohol being served? _____

Will items or food be given/sold/served at the event? Yes ☐ No ☐ If yes, explain:

Name of Park(s): _____ Site in Park: _____

Type of Event: _____ Event Date: Begin _____ End _____

Single Event Only Date: _____ Start Time: _____ End Time: _____

Is set-up/Clean-up Time needed? Anticipated set time? _____ Anticipated clean up time? _____

Expected Attendance: _____ Prior Year Attendance: _____ Estimated # of Vendors: _____

Estimated # of Support Staff: _____ Estimated # of Volunteers: _____ Estimated # of Media: _____

If renting Kamm Island, will Island need to be shut down? Yes ☐ No ☐ If yes, what hours: _____

List specific requests need for above event:

Is someone or a company providing entertainment or games? Yes ☐ No ☐ If yes, who? _____

Will a company be providing equipment? Yes ☐ No ☐ If yes, who? _____

Electric needed? Yes ☐ No ☐ If yes, explain needs in detail: _____

Water needed? Yes ☐ No ☐ If yes, explain needs in detail: _____

Will there be tents/canopies? Yes ☐ No ☐ If yes, who's providing them? _____

How will the organization promote event? Check all that apply.

Media Type: Will the Mishawaka Parks & Recreation Dept. be included in the following?

- ☐ Radio ads, total # _____
- ☐ Radio mentions, total # _____
- ☐ TV ads, total # _____
- ☐ TV mentions, total # _____
- ☐ Direct mail pieces, total # _____
- ☐ Print ads, total # _____
- ☐ Billboards, total # _____
- ☐ Newsletters/Eblasts, total # _____
- ☐ Social Media, total # _____
- ☐ Inclusion in press release
- ☐ Inclusion on website
- ☐ Other Media options _____

Hospitality: Will the Mishawaka Parks & Recreation Department receive any of the following?

- ☐ Product for promotional giveaway
- ☐ Tickets to event/activity
- ☐ List other Hospitality options:

Collateral: Will the Mishawaka Parks & Recreation Dept. be included on the following?

- ☐ Event Ticket/Passes
- ☐ Ads in Program
- ☐ Approved Merchandise
- ☐ Approved Merchandise with other logos
- ☐ Shirts
- ☐ Giveaways/Gift bags
- ☐ List other collateral options

Additional Benefits:



CITY OF MISHAWAKA
PARKS & RECREATION DEPT.
PUBLIC EVENT USAGE RULES & REGULATIONS



The following procedures are those which must be followed to request the use of a city park for an event that is open to the public.

GENERAL INFORMATION: Reservations must be made through the Parks & Recreation Dept. Administrative Office. Reservations may be made up to one (1) year in advance from current date. Payment in full is due at time of reservation.

PARK HOURS: Park hours are 7 am to 10 pm. Enough time must be allocated for tear down to be completed by 10 pm.

TENTS/TEMPORARY STRUCTURES: Tents, canopies, bleachers, staging, portable displays, and inflatables are permitted with prior approval. A site plan is required for approval, and must specify measures to prevent destruction of turf/park property. The Event Coordinator must fill out the "Additional Permits" form as part of approval. No staking is allowed. Lead, sand, and concrete weights are permitted.

RESTROOMS/TRASH: The Parks & Recreation Dept. **DOES NOT SUPPLY** restrooms with toilet paper, soap or paper towels. Permit Holder is responsible for supplying these items at event. The event organizer is responsible for providing an adequate number of portable restrooms, trash receptacles, and hand sinks when applicable. Existing park facilities, including portable restrooms, permanent restrooms, and trash receptacles are for the general public to use and should not be used in place of or to supplement event requirements. If your event is large enough to require more than the general public use, the event organizer is responsible for renting additional restrooms and dumpster. All trash should be placed in receptacles. The area must be left in satisfactory condition for the next user. Large events **MUST** supply a dumpster.

PORTABLE RESTROOMS: The Mishawaka Parks & Recreation Dept. recommends two (2) chemical or portable restroom for every 250 people who attend your event. A minimum of ten percent (10%) but never less than one (1) of these must be ADA accessible.

DISPOSAL OF WASTE MATERIAL: All waste material must be properly disposed of at the conclusion of the event, either in a permanent trash receptacle or dumpster or removed from the site by the event organizer. The Parks & Recreation Dept. recommends one (1) trash receptacle per 500 people. This does not include existing facilities. You may need to rent a dumpster for appropriate waste disposal.

SMOKING: No smoking is allowed on premises. Smoking shall be prohibited by all persons in public places and parks owned and operated by the City of Mishawaka. Smoking shall be allowed **ONLY** in outdoor parking lots away from the green-space of the park.

EQUIPMENT: No equipment is provided (i.e. stage, tables, sound, etc.)

PUBLIC ACCESS: All Mishawaka Parks are open to the public, including the Riverwalk, during your scheduled event.

DESTRUCTION OF PROPERTY: It is unlawful for any person, other than authorized park personnel, to injure, deface, destroy, sever or remove any park property.

EVENT ORGANIZER: Event Organizer or his/her designee must remain onsite until all vendors have left the area and breakdown/clean-up is complete.

ATTENDEE CONDUCT: The Permit Holder is responsible for his/her actions, and the actions of the gathering attendees.

ALCOHOL USAGE: Per Indiana state law, a temporary Beer/Wine Permit or a Catering Permit is required for any event occurring in a business or public place where alcoholic beverages will be served. Any person wishing to have or serve alcoholic beverages must contact the Indiana State Excise Police District 1 Office at 574-264-9480 or e-mail dist1@atc.in.gov to obtain a Temporary Beer/Wine Permit. The requirements for this permit and for a Catering Permit are below:

TEMPORARY BEER/WINE PERMIT: A temporary permit is good for beer and wine only not liquor. If you want to have liquor served at your event, you must have a licensed alcoholic beverage caterer. A temporary permit is valid for on premises consumption only. Carry-out sales are not permitted and persons are not allowed to bring alcoholic beverages into the temporary function. The fee is fifty (\$50.00) dollars per day. The fee must be paid by

business check, money order, certified check or cashier's check. Cash will only be accepted if the application is hand-delivered to the ATC in Indianapolis.

In order to receive a temporary permit, you must submit the following to the Commission:

- A completed application containing all required signatures. (see below)
- A floor plan submitted on 8 ½ x 11 sheet of paper. (Floor plans must be legible and if a family room is to be utilized, it must be specified on the floor plan.)
- The proper fee.
- The signature of approval from an officer of the Mishawaka Police Department having authority over the location and subject matter.
- The signature of the Excise Police Officer who has jurisdiction over the location. (THIS SIGNATURE MUST BE OBTAINED LAST)
- When obtaining Excise approval signatures, if you do not know the local Excise district for your event, you can obtain this information from our website at <http://www.in.gov/atc/2409.htm>.

An Excise Officer reserves the right to hold the application for review if he/she deems necessary. The temporary permit may be revoked for good cause.

The completed application must be submitted to the Local Excise Office at least fifteen (15) days prior to the event. Failure to do so may result in denial of the application.

You must have individuals (at least 21 years of age) who are licensed servers and bartenders to serve at the temporary function. Temporary Employee permits are available that can only be used during the temporary function. Temporary Employee Permit applications can also be downloaded at <http://www.in.gov/atc/2409.htm>.

- If you have any questions, contact Nicole Anderson at the ATC at (317) 234-4315, or the ATC main office at (317) 232-2430.

PARKING: Parking is allowed only in designated parking areas. No parking is allowed on the grass or in the park. Absolutely NO vehicles of any kind are allowed on the Riverwalk, including Kamm's Island. This includes, but is not limited to golf carts, utility carts, ATV's, commercial vehicles, etc. Special exceptions may apply for car shows and food trucks.

RUN/WALK STAGING: The Parks & Recreation Dept. is favoring the use of Robert C. Beutter Riverfront Park as a launching area for run/walk events ("Beutter Park").

RUN/WALK COURSE MARKING: Spray paint or items that may be destructive to the property are not permitted for marking the run/walk route.

SPRAY PAINT/CHALK: Spray chalk can be used on gravel/dirt surfaces with prior approval. Paint is not permitted.

AMPLIFIED SOUND: If using amplified equipment for the event, you must submit a noise ordinance variance request with the Board of Public Works.

FIRES/GENERATORS/GRILLS: Grills and generators must be placed on hard surfaces, such as a sidewalk or parking lot. If this is not possible, place a barrier between the grass and the generator or gas grill to collect spillage of gasoline or grease. Open fires are not permitted in the parks.

CLEAN UP: Permit Holder assumes full responsibility of assuring the area will be cleaned up upon conclusion of the event. If event is not carried out in the manner in which represented to the Park Board & Park Staff, Park Staff reserve the right to shut down the event immediately and can terminate any further events held in Mishawaka Parks.

SIGNAGE: Event signs may be posted at approved points within the parks on the day of the event for the purposes of notifying the public that the event is taking place. Please note, these signs are not meant for advertising the event. Parks & Recreation staff will instruct you as to where signs may be placed.

ADDITIONAL COSTS: Any additional costs related to security, enforcement or utility service is the responsibility of the Permit Holder.

PROHIBITED ACTIVITIES: Prohibited activities included, but not limited to aircraft, alcohol, fireworks, golf (except on designated golf courses), petting zoo, projectile items such as airplanes, and rockets, weapons such as knives, firearms, bows and arrows, martial art weapons. Drone use may be permitted with prior approve from the Parks & Recreation Dept.

PENALTY/VIOLATION FEES: Penalty and violation fees may apply for a violation of any park rule and/or when any of the following incidents occur: driving unauthorized vehicles on unapproved space, i.e. grass, fields, trails, sidewalks, the Riverwalk, greenways, or service roads, dumping or failure to remove trash, damage to any park property, misrepresentation of event, failure to sufficiently clean the venue, any use of paint to mark a paved surface or permanent structure, staking in any park, smoking in non-designated areas, and/or unapproved use of alcoholic beverages. The Parks & Recreation Dept. Superintendent reserves the right to fine the event organizer a fine that reflects the cost of addressing any of the above listed violations.

REFUNDS: Refunds will be granted only if function is cancelled a minimum of thirty (30) days prior to scheduled date. No refunds will be given due to inclement weather.

RULES & REGULATIONS: Full list of rules and regulations listed in Permit.

By making the reservation and payment, Permit Holder agrees to release the City of Mishawaka from liability.

By signing below, Permit Holder agrees everything list on the Public Event Usage Application is correct. Nothing on Application can be changed without written notice requesting changes at least eight (8) weeks prior to event.

I have read and agree to the rules and regulations listed above. I understand this request may be denied based on any false or incomplete information.

☐ **BY CHECKING THIS BOX AND FILLING THE LINES BELOW, I UNDERSTAND AND AGREE TO ALL OF THE ABOVE**

Organization Name: _____ Contact Name: _____

Contact's Signature: _____ Date: _____

Assumption of Risk and Waiver of Liability Related to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. The City of Mishawaka and its Parks Department ("City") have put in place preventative measures to reduce the spread of COVID-19; however, the City cannot guarantee that you will not become infected with COVID-19. Further, attending the City events could increase your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the _____ and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the _____ may result from the actions, omissions, or negligence of myself and others, including, but not limited to, City employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the City venue or participation in the City programming ("Claims").

On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the City, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any City program.

☐ **BY CHECKING THIS BOX AND FILLING THE LINES BELOW, I UNDERSTAND AND AGREE TO ALL OF THE ABOVE**

Organization Name: _____ Contact Name: _____

Contact's Signature: _____ Date: _____



CITY OF MISHAWAKA PARKS & RECREATION DEPT. FEES FOR PUBLIC EVENTS



Rental of Public Parks Fee Structure:

Battell Park Bandshell: Non-profit: \$55/day | For-profit: \$100/day

Beutter Park (non-wedding | non-run/walk event): Non-profit: \$350/day | For-profit: \$550/day

*Only available for large events

Central Park: Non-profit: \$750/day | For-profit: \$1,000/day

*Only available for large events

Central Park Stage: Non-profit: \$200/2-hours | For-profit: \$300/2-hours

Kamm Island: Non-profit: \$900/day | For-profit: \$1,200/day

*Only available for large events

Riverwalk (run/walk): Non-profit: \$200/4-hours | For-profit: \$300/4-hours

*Only available for Run/Walk events. All Run/Walk events must pay this fee in addition to use of Battell or Central Park.

Additional Services

Central Services

If Permit Holder is requesting additional services such as: picnic tables, trash receptacles, barricades, etc. for the proposed event, it is the responsibility of the Permit Holder to arrange this with the Parks Dept. Staff at least two (2) month prior to the event. Fees associated must be paid ahead of time directly to the Parks Dept.

Below is the breakdown for additional services provided by Central Services:

Barricade Rental: \$50/10 sets of barricades

Trash Receptacle Rental: 10 free trash receptacles with rental

Picnic Table Rental: \$100/10 sets of picnic tables

*Note: Add'l picnic tables are not permitted at Central Park.

Electric

If Permit Holder is requesting temporary electric panels for the proposed event, Mishawaka Utilities requires a lineman to be present at all times. It is the responsibility of the Permit Holder to contact Mishawaka Utilities Electric Dept. to arrange any additional panels and lineman staffing. Fees associated with the panels and staffing must be paid ahead of time directly to the Mishawaka Utilities Electric Dept.

Below is the breakdown for the temporary electric panels and lineman staffing:

Temp. Panels: \$304.74 for 1st panel, \$152.37 for each additional

Lineman staffing: \$47.98/hour/journeyman during working hours, \$70.42/hour/journeyman after working hours

Security

The City of Mishawaka Police Dept. requires an officer be present at all times when alcohol is on the premises. An alcohol fee of \$35 per hour, per officer must be paid in advance at the time of rental. Officers are paid separately, and depending on the number of guests, will determine the number of officers needed at the event. It is the responsibility of the Permit Holder to arrange this with the Parks Dept. staff at least two (2) months prior to the event. Failure to do so could result in loss of your deposits, your event to be shut down, if security is not present.

Note: Any additional services requested must be noted on application to be considered.

For Office Use Only:

Date: _____ Payment made by: ☐ Cash ☐ Check _____ ☐ Money Order ☐ CC

Receipt # _____ Amount Paid: \$ _____