



CITY OF GARY SPECIAL EVENT PERMIT APPLICATION (OPEN AIR PERMIT)

GENERAL EVENT INFORMATION

PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED THIS APPLICATION MUST BE COMPLETED & SUBMITTED **30** CALENDAR DAYS PRIOR TO EVENT.
\$55.00 fee for application / **\$155.00** for Marches, Parades, or Walks

Name of Applicant:

Applicant's Address:

Phone Number:
()

Alternate Phone Number:
()

Email Address:

SPECIAL EVENT DETAILS

Sponsoring Organization:

Location of Event (Please specify):

Date of Event:

Hours of Event: _____ to _____

First time event? Yes ___ No ___

Describe Event (Please specify):

Block Party _____
Church Revival _____

Parade _____
Car Show/Motorcycle Show _____

Carnival _____
Other _____

Estimated Attendance:

Last years actual attendance:

Name of Carnival Company (If Applicable.
(Must obtain required permits from Building Dept.)

STREET CLOSURE INFORMATION

Example: BROADWAY 3RD (n) 5TH (n) 6/1/14-6/1/14 8 A.M.-11 A.M.

Street:

From:

To:

Date(s)

Time(s)

Barricades Needed? Yes _____ No _____ How Many? _____

If this is an athletic event, please attach a course map and a written description of route.

PUBLIC SAFETY INFORMATION

City of Gary Police Escort/Presence is limited and based upon availability.
Residents must obtain private security if needed for an event, unless it is otherwise determined by application.

EMERGENCY CONTACT INFORMATION

Name of Emergency Contact:

Phone Number: ()

Applicant Signature:

Office Use Only

Fire Chief	Approved _____	Denied _____	Signature _____	Date _____
Police Chief	Approved _____	Denied _____	Signature _____	Date _____
Traffic Engineer	Approved _____	Denied _____	Signature _____	Date _____
Public Works Director	Approved _____	Denied _____	Signature _____	Date _____
Mayor	Approved _____	Denied _____	Signature _____	Date _____

Site Plan

Please use this Site Plan to illustrate the layout of your event. If you need additional space, please attach a separate sheet.

If applicable the following must be included:

- Location of food/alcohol vendors
- Location of garbage and recycling receptacles
- Show walk, run and bike routes if athletic
- Location and number of barricades
- Location of fire lane
- Public entrances and exits
- Location of residential streets surrounding event

Clean Up Plan

Please use this Clean Up Plan to illustrate how the event will be cleaned up?



2016 Application Check List

Before you submit your special event application, please make sure that the following steps have been completed:

GENERAL APPLICATION (Must be completed in full & submitted 30 days prior to the date of your event)
HAVE YOU?

- Completed all the necessary general information?
- Signed and dated your application?
- Attached a site plan?
- Attached insurance? **Insurance is required if event is held on City of Gary property.**
- Signed a Hold Harmless Agreement?
- For Parades have you submitted your parade application to the Department of Public Works?

BLOCK CLUB PARTY

HAVE YOU?

- Notified neighbors of the event?
- Provided a list of signatures from neighbors agreeing to event and attached them with application?

PARK/PAVILION/BEACH EVENT

HAVE YOU?

- Contacted the Gary Parks Department?
All events held in City of Gary Parks or on the beach should contact Linda Meadows at (219) 886-2814 to check for availability or to make a reservation. The Park Department charges a \$150.00 Special Events Fee.

FOOD APPLICATIONS

HAS THE VENDOR?

- Contacted the City of Gary Health Department for vendors providing food at festivals or by food trucks?
- Attached a copy of health cards.

LIQUOR APPLICATION

HAVE YOU?

- Contacted the Indiana State Excise Police at (317) 541 -4100 for liquor licenses?
Required if liquor is being served at your event.
- Attached a copy of your insurance?

AMUSEMENT AND ENTERTAINMENT PERMITS

HAVE YOU?

- Reviewed the attached forms to ensure that you will not need a state required Amusement & Entertainment permit? **Please only apply for Amusement & Entertainment license if you are holding events such as (festivals, carnivals, nightclub events, car or motorcycle shows, events with large stages or tents). Please see attached list for examples.**
- Have you applied for an Amusement and Entertainment permit?

**CITY OF GARY, INDIANA SPECIAL EVENT PERMIT
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

Permittee is encouraged to purchase comprehensive general liability insurance as it deems necessary. Regardless of insurance coverage, Permittee shall indemnify, defend, save and hold harmless, the City of Gary, Indiana and its departments, agencies, boards, commissions, officers, officials, agents, and employees (hereinafter referred to as "City") from and against any and all claims, actions, liabilities, damages, losses, expenses, costs, attorneys' fees, and charges (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Permittee or any of its owners, officers, directors, agents, employees, subcontractors, guests, participants, or associates while performing activities within the scope of the permit. This indemnity includes any Claims arising of the failure of Permittee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the City shall be indemnified by Permittee from and against any and all Claims, except for Claims arising solely from the negligent or willful acts or omissions of the City.

Permittee further agrees to the extent any losses or damages to public property caused by any negligent or willful acts or omissions of the Permittee or associates, guests, employees, subcontractors, participates, and other agents while performing activities within the scope of the permit, which is not covered by insurance, such property will be repaired or replaced at the sole cost and expense of Permittee. This shall be done to the satisfaction of City within fourteen (14) calendar days after special event activities have ceased. Permittee shall reimburse City for all costs and expenses (including but not limited to attorneys' fees and court costs) incurred by the City in enforcing the provisions of this Agreement. This Agreement shall apply whether or not such insurance policies have been determined to be applicable to any of such damages or claims for damages.

Please indicate your acceptance of the foregoing by signing and printing your name in the space provided below.

Name of Event: _____

Date(s) of Event: _____

Permittee Name (Print): _____

Permittee Signature: _____

Date Signed: _____