



CITY OF SOUTH BEND



SPECIAL EVENTS APPLICATION INSTRUCTIONS

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I. Overview

City Ordinance 10628-18 has re-codified the application process for “Special Events” held in the City of South Bend. Special Events are defined as temporary events planned to be held on public property within the public right-of-way (ROW), such as streets and sidewalks, that are intended to attract people (see the appendix for a diagram of South Bend’s right-of-way). Examples of Special Events include block parties, parades, processions, festivals, street fairs, concerts, organized walks/runs/rides, or similar events.

For any person or organization to plan and conduct a special event, they must apply for and obtain a permit from the City’s Special Event Committee. Applicants must submit an application that corresponds to their event’s classification (Neighborhood or City/Regional), as explained below.

Note: For special events that intend to close a city park in addition to, or separate from, a public right-of-way closure, applicants must complete a VPA park or pavilion event application as well. VPA applications can be found at sbvpa.org/get-involved/.

II. Application Types

The special events application has two classifications:

Neighborhood Events – These events attract attendees within the neighborhood. Examples include block parties and neighborhood celebrations. These events have an anticipated attendance of 500 persons or fewer and may close one block of the city right of way, defined as a section of one city street bounded by its two nearest cross streets.

City and Regional Events – These events attract attendees from all parts of the city and region. Examples include races, walks, concerts, festivals, processions, and parades. These events have an anticipated attendance of greater than 500 persons and may close more than one block of the city right of way.

After determining the classification of your proposed special event, applicants must complete and submit the corresponding application. City and Regional events share a joint application, while Neighborhood special events require a separate application.

Where to Find, How to Submit, How to Pay

Applications for Neighborhood Events and City and Regional Events can be found in fillable PDF form on the Special Events Committee webpage, listed under Boards & Commissions on the city website. Applicants may sign their application with an e-signature and save application progress if they download the document with Adobe Acrobat DC (free third-party software). Appropriate attachments can be found in the submission checklist, listed in Section VI below.

Submit the Application: After reviewing the attachment checklist in the special event application guidelines, applicants should attach the completed application and attachments to an email and send to sbspecialevents@southbendin.gov.

Determine Fees for Submission: Review the fee schedule below (**Timeline and Fees**) to determine the event’s non-refundable application fee, based on expected attendance and date of

submission. If the event has alcohol sales, the applicant will also need to submit a \$400 refundable deposit, paid by card or check (made to City of South Bend), with the application.

Note: Cost recovery fees will be assessed separate from the application submission process. For more details, please see the Cost Recovery section below.

Submit Payment: After determining the event's total payment amount (application fees and deposit amounts), applicants must submit payment (card or check) to the South Bend Streets Department, either in person or by mail. Checks must be made to the City of South Bend.

The Streets Department is located at **731 S Lafayette Blvd, South Bend, IN 46601.**

III. Timeline and Fees

Please submit your application as early as possible. Submission deadlines and application fees are listed below (fees are non-refundable). Completed applications AND fees must be submitted by the dates provided:

Neighborhood Events – Schedule for application and fee submission:

- a) 45 to 180 days prior to event: \$25
- b) 44 to 14 days prior to event: \$50
- c) Fewer than 14 days prior to event: City cannot accept applications
- d) Greater than 180 days prior to event: City cannot accept applications

City and Regional Events - Schedule for application and fee submission:

- a) 60 to 360 days prior to event: \$50
- b) 59 to 30 days prior to event: \$100
- c) Fewer than 30 days prior to event: City cannot accept applications
- d) Greater than 360 days prior to event: City cannot accept applications

IV. Cost Recovery

Proposed City and Regional Events that close the public right-of-way may be subject to cost recovery fees, depending on the use of city services involved with the event. During the application process, the Special Events Committee (“the committee”) will provide the applicant or event organizer with an estimated Cost Recovery Invoice, detailing all costs and charges above the non-refundable application fee. Event organizers may also request a cost recovery estimate prior to application submission (see instructions below).

If you would like to get an estimate for cost recovery prior to submitting an application, contact Marcia Qualls at mqualls@southbendin.gov and include ‘Event Cost Recovery Inquiry’ in the subject line. Include a brief description of your event and its proposed street closures in the email.

Non-profit organizations are eligible for up to 32 hours of South Bend police officer time and up to 8 hours of other City personnel time, including traffic and lighting staff. Past this threshold, the non-profit organization is responsible for all other costs and expenses. Please note that non-

profit organizations may NOT use their officer time allocation for event security, which is required for events that will have alcohol service.

All other organizations / organizers cannot receive in-kind benefits from the city and are subject to the full cost recovery provisions determined by the committee.

The City has the right to assess additional costs for litter and refuse collection to the extent that the applicant or event organizer fails to meet the obligations set forth in the clean-up plan, as well as bill for additional charges set forth in the final cost recovery invoice.

V. Application Instructions

i. Neighborhood Special Event

Below is a section-by-section guide to the Neighborhood Special Event application, including descriptions for unclear items and submission instructions.

Section A – Applicant Information - Fill out all applicant contact information

Date of Application – Indicate the date you are submitting this application.

Section B – Event Information - Provide event planning details here.

Requested Street Closure - List the name of the street that you would like to close.

Cross Street - List the two streets perpendicular to the closed street that will form the boundary of the block party.

Brief Description – Provide a brief description of the event that you are planning.

Dates – Provide dates and times for the event's setup, start, finish, and completed cleanup.

Notification – All neighbors on the closed right of way must be notified in advance of the event date. Provide a copy of the distributed flyer/notification sheet in the attachments to this application.

Signatures – Applicant must receive signatures from two thirds (2/3) of the homes affected by the right of way closure. Scan and return this sheet with the completed application.

Affected Households - Provide both the number of affected homes on the proposed street and the number of households represented on the signature sheet.

Music – Indicate whether there will be any type of music being played at the event (live or otherwise).

Section C – Alcohol -If the event will have alcohol sales, the event coordinator must obtain the relevant permits from the Indiana Alcohol and Tobacco Commission. Applications cannot be processed without the permit and deposit.

Temporary Alcohol Permit – Event coordinators must apply for and receive a temporary beer and wine license to have alcoholic beverage sales the proposed event. Temporary beer and wine permits applications must be submitted to the Indiana ATC for approval. Indiana ATC forms and instructions are located at in.gov/atc/2409.htm. (Temporary Permits are near the bottom of the form list.)

Deposit for Alcohol Sales – Event coordinators must submit a \$400 refundable deposit by card or check (checks made to City of South Bend) with the special events application. The deposit will be returned upon inspection of the event area following the event.

Security – Events with alcohol sales must provide security. If your event will be hiring a security company, provide its contact information in sub-section (a) of Section F. Otherwise, list the names, phone numbers, and qualifications (e.g. off-duty police officer, professional security guard, or event applicant) of three (3) security guards in sub-section (b).

Map – Applicant must submit a map or of the event area with clear markings for the serving area, a fence separating the service area from the rest of the event, and trash receptacles.

Section D – Food - If the event will have food sales, the event coordinator and food vendors must obtain the relevant permits from the St. Joseph County Health Department.

Temporary Event Permits - Event Coordinators must apply for and receive a Temporary Event Permit from the county Health Department. Permits must be filed with the county 30 days prior to the event date. Documentation, Instructions, and Event Coordinator responsibilities can be found at the St. Joseph County Health Portal sjchd.org/food-service.

Temporary Vendors – All temporary vendors must also apply for and receive a Temporary Food Sales Permit, which must be filed at least seven (7) days prior to the special event. Forms and instructions can be found at the St. Joseph County Health Portal: sjchd.org/food-service.

Food Sales Types – Indicate food sales types available at the event.

Food Service – Describe how food will be cooked and served.

Section E – Indemnity and Hold Harmless

Indemnity – Complete, sign, and attach the completed indemnity and hold harmless agreement.

Section F – Permit and Agreement

Permit and Agreement - Review, complete, and sign.

Submission – Email

After reviewing the application checklist for completeness, attach the fillable PDF application to an email with all relevant attachments (see attachment checklist in Section VI below) and submit to sbspecialevents@southbendin.gov.

ii. City and Regional Special Event

Below is a section-by-section guide to the City and Regional Special Event application, including descriptions for any unclear items and submission instructions.

Section A – Applicant Information – Provide applicant and applicant organization (if appropriate) contact information.

Primary Contact Information - Fill out all applicant contact information, including whether the applicant is an organization or group. If applying as a group, provide the organization's contact address.

Event Organizer Contact - If your event is using a professional event organizer that is authorized to work on your behalf to plan, produce and/or manage your event, list contact information in this section.

Section B – Event Information – Provide information on structure, timing, size, and logistics for your event.

Event Name – Provide an official name for your event.

Event Type – Provide a description of the organization of your event. Ideal responses to this field would be: festival, race, parade, etc.

Event Classification – Indicate the organizing party's group type. (Non-profit, for-profit, civic sponsored, etc.) If your event classification does not fall under these categories, select other and describe. Note that the Special Events Committee may request proof of non-profit status, which may include a copy of the organization's IRS 501(c)-3 confirmation letter.

Event Description – Provide a brief overview of your event's plans, timeline, and structure. Since a detailed map plan will be required in Section H of the application, provide a brief description in the field below.

Dates / Times – Provide the dates and times for each step in the event process, including setup, start, ending and cleanup.

Attendance – Provide an estimate of total event attendance. For parades and other processional events, provide an estimate of participants in the field provided.

Right of Way Closure – Indicate whether your event will require a closure of a public sidewalk, street, or both.

Ticketing – Indicate whether your event will be ticketed or include any fees for participation. If your event does have these classifications, list them in the field provided.

Partnered Sponsorships – Indicate whether your event will have any partnered sponsorships. If so, name the sponsors and sponsorship groups.

Returning Events – Indicate whether you have held a substantially similar event to the one described in this application, or whether this event is part of a series. If yes, list the previous location, date, and estimated attendance of past special events or future series events.

Section C – Parades, Races, and other Processional Events – Complete this section only if your event moves (or processes) over time. Examples include parades, races, runs or walks.

Attendance – Provide an estimate of the number of individuals who the event organizer anticipates will view the special event. Keep in mind that this estimated total is separate from the participant field above.

Sound Amplification – Describe the sound amplification (if any) that your processional event will have.

Participant Categories – Describe whether your event will have participant categories (if any) and provide a list of estimated participants per category.

Processional Groups – What is the approximate number and type(s) of animals, vehicles, and floats participating in the parade? (Note: If using animals in a parade, event organizers are responsible for cleaning all animal waste left on the parade route.) Describe parade groups in the field provided.

Section D – Equipment, Setup and Logistics – Questions related to entertainment, waste management and miscellaneous items.

Inflatables, Entertainment and Games – If your event is hiring a company to provide inflatables, entertainment, or games, describe services provided. Companies hired to provide entertainment must submit proof of insurance three (3) weeks prior to the event.

Staking - If your event will have tents, inflatables, portable toilets, or other items that require sub-ground staking, you must provide proof of locates (locate number) two (2) weeks prior to your event. Applicants can find locates by dialing 811.

Fireworks – If your event will use fireworks, rockets, lasers or other pyrotechnics, provide a description of the event's fire-related entertainment. Depending on the potential fire risk, applicants may need to receive approval of the South Bend Fire Department (process facilitated by event coordinator).

Musical Entertainment – If your event will have any live musical performances, provide the musician/group names, music genre, and the schedule for sound check or performances.

Section E – Food - If the event will have food sales, the event coordinator and food vendors must obtain the relevant permits from the St. Joseph County Health Department.

Temporary Event Permits - Event Coordinators must apply for and receive a Temporary Event Permit from the county Health Department. Permits must be filed with the county 30 days prior to the event date. Documentation, Instructions, and Event Coordinator responsibilities can be found at the St. Joseph County Health Portal at sjchd.org/food-service.

Temporary Vendors – All temporary vendors must also apply for and receive a Temporary Food Sales Permit, which must be filed at least seven (7) days prior to the special event. Forms and instructions can be found at the St. Joseph County Health Portal at sjchd.org/food-service.

Food Sales Types – Indicate food sales types available at the event.

Food Truck Company - If your event will be hosting a food truck company to serve, provide the company name.

Food Service – Describe how food will be cooked and served.

Section F – Alcohol -If the event will have alcohol sales, the event coordinator must obtain the relevant permits from the Indiana Alcohol and Tobacco Commission.

Temporary Alcohol Permit – Event coordinators must apply for and receive a temporary beer and wine license to have alcoholic beverage sales at the proposed event. Temporary beer and wine permits applications must be submitted to the Indiana ATC, and special events applications cannot proceed without a copy of the license.

Deposit for Alcohol Sales – Event coordinators must submit a \$400 refundable deposit paid by card or check (made to City of South Bend) with the special events application. The deposit will be returned upon inspection of the event area, and special events applications cannot proceed without a copy of the license.

Security – Events that will have alcohol sales must provide security. If your event will be hiring a security company, provide its contact information in sub-section (a). Otherwise, list the names, phone numbers, and qualifications (e.g. off-duty police officer, professional security guard, or event applicant) of three (3) security guards in sub-section (b).

Section G – Contingency and Strategic Planning – In this section, provide detailed descriptions of your event’s contingency and cleanup plans.

Emergency Safety Plan – This plan should describe the event’s prescribed action that will be taken in the event of an emergency. It should also include:

- Numbers of Indiana Law Enforcement Academy certified officers, fire, and emergency medical personnel.
- Need to use the city’s public safety or emergency response services.
- Presence of a security service. If hiring security, provide contact information and number of personnel.
- Proposed internal communications and public address systems.

Proposed Cleanup Plan – The cleanup plan should include steps that will be taken to gather the special event’s waste. If your event is hiring a trash collection service, provide the company’s contact information. If not, describe your event’s disposal plans.

Inclement Weather Plan – Provide an overview of what steps or actions will be taken in the event of a tornado warning, tornado watch, thunderstorm, and extreme temperatures

Proposed Lost and Found Plan – Special Events must have plans in place to resolve lost and found issues (children, personal items, etc.). Provide a description of the event’s proposed use of signage, public address announcements or pre-event handouts.

Section H – Site Plan / Route Map

For parades, races and other processional events:

Processional event organizers must select from the South Bend Police Department’s pre-approved race routes (see links on Application site) or provide sufficient evidence of event participation if the applicant is proposing a different route through South Bend.

If your event will not be using a pre-approved race route, the proposed event map should include a route plan clearly identifying the timing and locations of proposed street closures, the direction of parade movement, and the locations where traffic security officers will be necessary.

For all events:

Provide an attached map with the geographic locations of all event items listed below.

The map must include:

- Outline of entire event venue including the names of all affected streets and areas.
- Clear markings for street closures and a schedule for each.
- Location of fencing, barriers, and/or barricades. Indicate any removable fencing and exit locations for emergency purposes.

- Location of all stages, platforms, bleachers, grandstands, tents, booths, cooking areas, trash containers, dumpsters, vehicles, trailers, and other temporary structures. **Applicants should also clearly mark locations of food and alcohol serving or sales, if applicable.**
- The location(s) and number of all portable toilets and wash stations.
- The location of generators or any source of electricity.
- Traffic plan and map, including proposed loading/drop off areas, barricades, secured areas, vehicle and bicycle parking areas, and considerations for TRANSPO bus route changes

Section I - Mitigation of Impact – Organizers for Special Events closing the right of way must notify affected business owners and residents. Event organizers must:

- Present your event concept to the surrounding stakeholders (residents, businesses, and neighborhood groups) that represent the venue area.

Attach a copy of the brochure or door hanger distributed to all affected

residents/businesses/neighborhood groups describing the event purpose, date, and time.

Section J – Insurance – Applicants must present a Certificate of Insurance (copy) confirming the existence of a liability policy (General Liability and Automobile Liability) of not less than \$700,000 per occurrence and \$1,000,000 aggregate, which specifically names the City of South Bend, IN as an additionally insured for the event must be submitted. The Certificate of Insurance copy must be submitted two (2) weeks prior to the date of the event.

Sections K & L – Indemnity & Hold Harmless Agreement and Permit & Agreement

To receive a special events permit, applicants must review and agree to the terms of both the indemnification and event agreements.

Submission Instructions – Email

To submit a completed application, attach the fillable PDF application to an email, along with all relevant attachments, and submit sbspecialevents@southbendin.gov.

VI. Application Submission Checklists

All Applications

1. Completed Application – Neighborhood or City/Regional Special Event
2. Application Fee
 - a. Neighborhood Events
 - i. \$25 application fee if filed 30 days or greater in advance of event
 - ii. \$50 expedited application fee if filed 14-29 days in advance of event
 - b. City and Regional Events
 - i. \$50 application fee if filed 60 days or greater in advance of event
 - ii. \$100 expedited application fee if filed 30-59 days in advance of event
3. (If Alcohol Sales) Refundable Deposit – \$400 card payment or check made out to City of South Bend

Neighborhood Event Application Attachments Checklist

	Condition	Attachment Needed	Section
<input type="checkbox"/>	Right of Way use	Door hanger, letter or flyer used to notify residents	B
<input type="checkbox"/>	Alcohol Sales or Service	Copy of ATC Permit	C
<input type="checkbox"/>	Alcohol Sales or Service	Map/drawing of serving area and trash receptacles	C
<input type="checkbox"/>	Right of Way use	Signatures of Neighbors	See Webpage

City and Regional Event Application Attachments Checklist

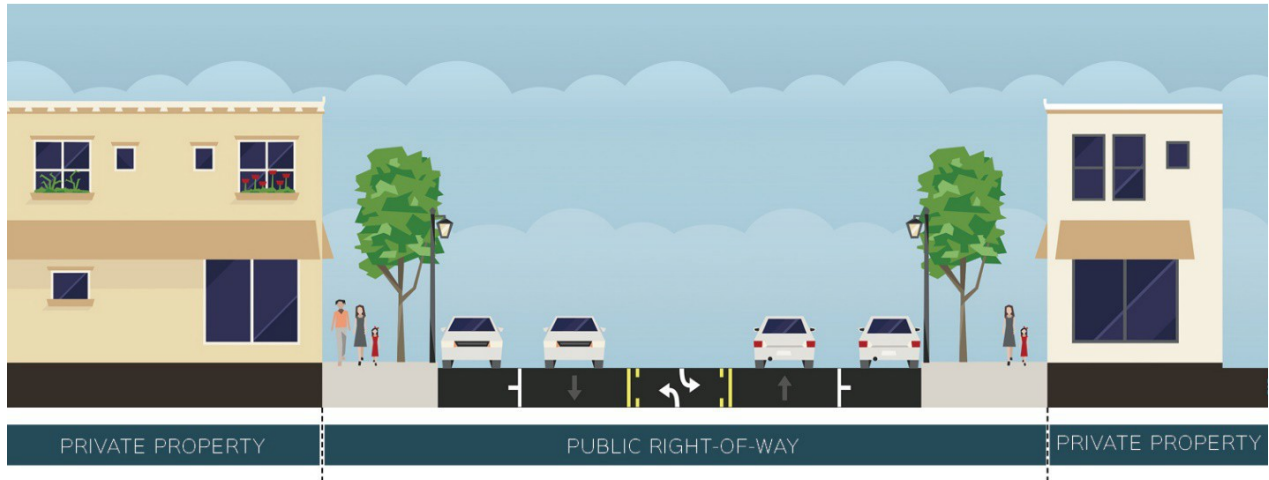
	Condition	Attachment Needed	Section
<input type="checkbox"/>	Entertainment/Inflatables Rental Company Used	Copy of Company's proof of insurance	D
<input type="checkbox"/>	Staking (Tents, inflatables, portable restrooms)	Proof of locates	D
<input type="checkbox"/>	Food Vendors/Service	St Joseph County Health Permits (Organizer and Vendors)	E
<input type="checkbox"/>	Alcohol Sales or Service	Copy of Permit	F
<input type="checkbox"/>	Right of Way Closure	Site Plan / Route Map	H
<input type="checkbox"/>	Public sidewalk / Right of Way closure	Brochure or other notification documentation for affected residents, businesses, and neighborhood groups	I
<input type="checkbox"/>	Insurance	Copy of certificate of insurance	J

Appendix A: Right of Way Diagram

Below is a visual representing the divisions of South Bend's right-of-way (ROW), which includes streets and sidewalks.

Neighborhood Events may apply to close a segment of the ROW on a stretch bounded by the segment's two nearest perpendicular cross-streets.

City and Regional Events may apply to close connecting portions of the ROW if organizers can provide sufficient proof of both event incompatibility on City pre-approved routes and event attendance.



Created with Streetmix

Appendix B: Sample Parade or Race Route Map

A Sample Parade or Race Route Map is shown below. Preferably, diagrams should be drawn on a true map (shown below) or other computer-drawn cartographic image, but the committee may accept a hand-drawn diagram if sufficient information is provided.

