



Elkhart County Parks Special Event Permit Application

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This application must be submitted a minimum of 4 months in advance of the date of the event and can only be accepted as early as Oct 1st the prior year.

- **Event must be open/offered to the general public, including Elkhart County residents.**
- Special events must be organized by a local community non-profit, area service club, Elkhart county school, or other local government agency or business.
- A Special Event is defined as an event, to which the public is invited to watch, listen or participate. Special Events include, but are not limited to concerts, fairs, carnivals, flea markets, 5Ks, walkathons, festivals, summer camps, and bicycle events.
- Organizers will be responsible for renting shelters/parking areas/electric as needed for the event. Non-profit entities may request rental fee reductions or waivers from the park board/director (per Policy #89-1) if there is the need for more than one rental facility.
- Vehicle entry fee of \$3 will be charged at Ox Bow County Park.
- Submitting an application does not grant you permission to hold your event on park property. Park staff will contact you in writing within three weeks in regards to your application.

Please read the Special Event Policy for additional requirements.

Name of Proposed Event: _____

Date of Proposed Event: _____

CONTACT INFORMATION

Organization's Name: _____ Affiliation: _____

Federal Tax ID # or Non-Profit #: _____

Event Manager: _____

Address: _____

City/State/Zip: _____

Daytime Number: _____ Evening Phone: _____ Cell Phone: _____

E-mail address: _____ Website: _____

Fax: _____

EVENT LOGISTICS

Event Start and End Times: _____

Setup & Cleanup Start/End Times: _____

Years this event has existed: _____ First time Where was it held before? _____

Event Description:

Set-up and Clean-up Plan:

Is this event: Free to the Public Admission Fee
 Fundraiser for a local public charity/Pledges taken Fundraiser for the parks

How much is the admission/fundraiser fee/average pledges? _____

Is this event a: (check all that apply)

Run/Walk Bike Ride Festival Musical Event
 Theater/Dance Disc Golf Tournament Cross Country Meet Community Picnic
 Education Program Athletic Field Tournament Fishing Tournament Other: _____

Which park are you requesting the event be held at?

Bonneyville Ox Bow River Preserve Cobus Creek
 Six Span Boat Launch MapleHeart Trail Pumpkinvine Trail Museum Auditorium

IMPORTANT: Which shelters and fields are you interested in reserving for your event and parking? (Please attach the most current Reservation/Fee sheet at the end of this application and check off the areas that you need.):

ALSO: Please attach a map or drawing of the area of the park you are requesting to use and what is the layout of your event (maps are available at elkhartcountyparks.org under each park listing or in the park office)

How many people are expected to attend this event?

25-100 100-250 250-500 500-1000 1000-1500 1500-3000 3000-_____

-Please note that Cobus Creek and River Preserve County Park have very limited parking capacity.

-Large events may require you to rent portable restrooms and washing stations.

Does your event require electricity? _____ (Please note: there are limited sites & amps)

The Park opens at 9am daily. Do you need an early open? _____ (early open fee is \$50 per hour and sites can only be opened as early as 7am – please plan your event set-up and start time accordingly)

Do you need a late closing? _____ (late closing fee is \$50 per hour and park can close as late as 2 hours past closing time which varies by month – please plan your event end-time and cleanup accordingly).

Event Components: *Please check all that you will provide at your event*

- | | | |
|---|---|---|
| <input type="checkbox"/> Tents/Canopies* - # _____ sizes: _____ | <input type="checkbox"/> Stage Erected* | |
| <input type="checkbox"/> Commercial Vendors - # _____ | <input type="checkbox"/> Food Vendors-# _____* | |
| <input type="checkbox"/> Personnel/Volunteers - # _____ | <input type="checkbox"/> Displays/Exhibits - # _____ | |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Portable Restrooms - # _____ | <input type="checkbox"/> First Aid Station/Emergency Plan |

**proper permits are needed for these components and are responsibility of event planner. See policy.*

Additional components Sponsor would like to add to event (*please note that these may need prior approval*):

List of entertainer, musicians, guest speakers, food and commercial vendors etc. that are attending this event (*attach an extra page if necessary*):

EVENT MARKETING

Note: No event can be advertised until it has been formally accepted in writing by the Elkhart County Parks. The Park Department requires that the full name of the park be used in all marketing materials. All copies of news releases, fliers, and other media need to be approved by the Elkhart County Parks prior to release to public.

Is there advertising or media promotion planned for this event? (Please provide details below):

- | | | | | |
|--|---|---|--------------------------------|------------------------------------|
| <input type="checkbox"/> Press Release | <input type="checkbox"/> Paid Advertising | <input type="checkbox"/> TV | <input type="checkbox"/> Radio | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Posters/Brochures | <input type="checkbox"/> Banners | <input type="checkbox"/> Roadside Signs | <input type="checkbox"/> Other | |

May the Elkhart County Parks promote this event on our website or in our activity guide if we feel it meets the mission of our department, space is available and it gives you full credit as event sponsor? Yes No

Office Use Only			
Date received: _____	Date approved: _____	Permit No. _____	
____ Deputy Director of Park Operations	____ Office Staff	____ Director	____ Park Board
____ Security Deposit Needed?			
<input type="checkbox"/> Liability Waiver/Indemnification	Notes:		
<input type="checkbox"/> Health Dept. Permits			
<input type="checkbox"/> Homeland Security Permits			
<input type="checkbox"/> Security Required			
<input type="checkbox"/> Extra Restrooms Required			

AFFIDAVIT OF APPLICANT

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the County’s ordinances and regulations governing this proposed Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Event.

I further certify that I understand that allowing non-permitted or unscheduled activities to occur during my event may result in increased costs to me and/or the Organization/Sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the Organization/Sponsor (for which I have submitted a letter indicating I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to the Elkhart County Parks that are incurred by the County Parks or on behalf of the event.

If I cancel my event, I will notify the County as early as possible so as to cut down on any cost recovery. I understand that I will be charged for County services provided in advance of the event up through the time of notification.

SIGNATURE OF APPLICANT _____ DATE _____

PRINT NAME _____

* This Application MUST be signed prior to submission or it will not be considered completed.

Indemnification Statement

The undersigned represents, stipulates, contracts and agrees that the sponsor of the event permitted pursuant to this Application will jointly and severally indemnify and hold the County harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the sponsor’s activities authorized by the Special Event permit.

Printed Name _____

*Signature _____

Date _____

*Signature of applicant who is authorized representative/agent for the sponsor/organization of the Event.

Due to limited parking – if you have a large event you will be required to rent the closest shelters to the field you are reserving even if those shelters aren't used. Otherwise we are unable to rent them to others due to parking overflow.

Most shelters do not have electric. Electric is included with rental fees of Ox Bow Haus Shelter, Cobus Creek Shelter, Briar Patch Shelter, One Room School House and Feedlot Shelter.