



2022 PARK SPECIAL USE EVENT PERMIT APPLICATION

Date of Application: _____

Date of Proposed Event: _____

Description of Event: _____

APPLICATIONS MUST BE COMPLETE AND INCLUDE THE FOLLOWING

- Application for Rental Agreement
- Event Site Plan
- Application Fee \$25/non-refundable
- Event Agenda/List of Activities

Note:

- Park and trail operating hours are 5 a.m. to 11 p.m.
- Permit applications must be submitted to the Department at least **six weeks prior** to event
- An application for Special Use shall not become a permit until it has been approved and signed by the Department.
- An application for Special Use shall not become a permit until it has been approved and signed by the Department. Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Applicant Information

Contact Name: _____

Contact Phone: _____ Mobile Phone: _____

Title/Position: _____

Organization: _____

Address: _____

City, State, Zip: _____

Contact Email Address: _____

Organization Email and URL: _____

Organization Phone Number: _____

Event Information

Name of Event: _____

Type of Organization:

- Governmental
- Non-Profit Tax ID# _____
- Private User

Type of Event: Concert Cultural Reunion Entertainment

Fundraiser Parade Sports Walk/ Run



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Festival Public Info Other _____

NOTE: All Events: A map detailing placement of event (site map) will be required for all events. GIS maps are available on line at <http://bloomington.in.gov/maps/>. A copy of your proposed route must be attached to this application. If you are requesting that any public street be partially closed/blocked off, contact the City of Bloomington Economic and Sustainable Development Department 812-349-3700.

1. Is this event open to the public? Yes No
2. Event Description: _____
3. Requested date(s) and time(s) for event:

Event Activity	Setup Date/Time	Event Starting Date/Time	Event Ending Date/Time	Dismantle Complete Date/Time

4. Is there a designated date for inclement weather? (rain date) Yes No
If yes, date _____
5. Total number of anticipated participants (i.e. volunteers, spectators, participants, etc.):
Total: _____ Peak Attendance: _____ at time: _____
6. Requested Event Location: Park Name _____
7. Facilities in Park (e.g. shelter, park, grounds, etc.) _____
If event is on park grounds or more than one facility is being used, please provide map showing parking, activity venues, first aid, etc.
8. How do you plan to publicize this proposed event? _____
If available, please attach a copy of the proposed publicity plan or flyer. Please list event website if available.

NOTE: DO NOT PRINT FOR PUBLICATION UNTIL YOUR EVENT IS APPROVED BY CITY OF BLOOMINGTON PARKS AND RECREATION.

9. Will any signs, banners or flyers be hung or posted? Yes No
If yes, describe the proposed locations of the banners, etc. _____

NOTE: Due to city ordinances regarding signage, additional permission may be required to hang banners/signs in advance of the event. Contact the City of Bloomington Planning Department at 812-349-3423.



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10. Do you plan to erect temporary structures such as tents, booths, tables, etc. for this event?

Yes No

a. If yes, describe the proposed locations of the banners, etc.

Item	Size	Quantity

NOTE: Tents may not be staked without prior approval. All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides.

b. If contracting with a company that will be providing any of the above, list information below:

Company Name: _____ Contact Person: _____
 Address: _____ Telephone Number: _____

Company Name: _____ Contact Person: _____
 Address: _____ Telephone Number: _____

11. Does your event require an Indiana Department of Homeland Security Amusement & Entertainment Permit? Yes No

NOTE: It is your responsibility to contact the Department of Homeland Security to see if your event requires an Amusement and Entertainment Permit and an inspection. The Department of Homeland Security can be reached at (317) 232-2222 or online at <https://www.in.gov/dhs/2795.htm>.

12. Please list accommodations you are providing for persons with special needs: (parking, transportation, accessibility) _____

13. Will donations/contributions be accepted during this event? Yes No

a. If yes, please explain how these donations will be generated or collected.

14. Will there be an admission charge to attend/participate? Yes No

a. If yes, Type Fee(s): _____ Fee Amount: _____



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15. Do you plan to sell, distribute or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, Art, etc.)? Yes No
- a. If yes, List Type and Number of Booths:

Type	Quantity

NOTE: Bloomington Parks and Recreation will charge a \$25-\$35 vending fee for each vendor/booth selling food/merchandise and/or any admissions charges or monies collected while on park property.

NOTE: A temporary Food permit must be obtained from the Monroe County Health Department if you are planning to sell food (e.g. hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact the Monroe County Health Department at 812-349-2543. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.

16. Do you plan to sell or distribute alcohol? Yes No
- a. If yes, explain: _____

NOTE: Alcohol sales in City-owned parks, trails, and spaces require the approval of the Board or Parks Commissioners and the Director of Parks and Recreation. Please see the "2020 Guidelines for Requesting/Approval of Alcohol Sales with an Approved Event Permit.

17. Will there be displays, literature, or other types of solicitation? Yes No
18. Are you providing additional portable toilets for your event? Yes No
- a. If yes, how many? _____ Location (show on map): _____

NOTE: The City of Bloomington Parks and Recreation Department requires you to have 1 (one) rest room facility for every 500 participants. If number needed exceeds what park has available, it will be the organization's/event organizer/s responsibility to acquire the necessary number. Proof of payment will be required with application.

- b. Do you request restrooms access at the Allison-Jukebox Community Center? Yes No

NOTE: There is a minimum charge of \$35/hr to open the Allison-Jukebox for restroom use. For other uses of the Allison-Jukebox Community Center additional fees apply.

- c. Do you request restrooms access at the Switchyard Park Pavilion? Yes No

NOTE: There is a minimum charge of \$35/hr to open the Switchyard Park Pavilion for restroom use. For other uses of the Switchyard Park Pavilion additional fees apply.



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19. Please describe how you plan to remove trash from the event site:

Person Responsible: _____
Contact Number: _____ Relationship to Organization: _____

Security/Safety:

20. What are you plans for severe weather?

21. Do you have a scheduled rain date or location? [] Yes [] No

a. If yes, please list: _____

22. Who will be the on-site person responsible for making weather/emergency decisions?

In the event of an emergency at your event, please notify Bloomington Parks and Recreation 812-349-3742 or marlerh@bloomington.in.gov within 24 hours of the emergency.

Contact Person: _____ Contact Phone Number: _____

23. What are your plans for providing security, traffic and/or crowd control:

Contact Person: _____ Contact Phone Number: _____

24. What are your parking plans? Overflow Parking?

25. What are your plans for providing emergency/medical services?

Event Entertainment:

26. Do you plan on providing musical entertainment for this event? [] Yes [] No

a. If yes, describe: _____

27. Will any type of sound amplifying equipment or devices be used in conjunction with this event? [] Yes [] No

a. If yes, describe:

Table with 2 columns: Type, Quantity

b. If musical entertainment is used, please list contact information for sound technicians:

Contact Person: _____

Company Name: _____ Contact Phone Number: _____



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NOTE: The sponsoring organization’s Event Coordinator must comply with all City of Bloomington’s Ordinances regarding acceptable noise levels. (Please refer to the City’s Noise Ordinance, Title 14, Chapter 14.09 of the City of Bloomington Municipal Code.) It is the event organizer’s/applicant’s responsibility to be in compliance with all federal and state copyright laws.

- 28. Do you plan to provide other entertainment for this event? [] Yes [] No
a. If yes, attach planned program: _____
29. Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event? [] Yes [] No
30. Are you providing a generator as a power source? [] Yes [] No
31. Electrical Needs: _____
32. Do you plan on grilling? [] Yes [] No

NOTE: Grilling in parks is only allowed where grills have been permanently installed by the Parks Department. Personal grills of any kind are not permitted. The dumping of hot coals or grease on Park property is not allowed. If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit. Fire-pits are not allowed.

- 33. Are there any special provisions pertaining to your event that have not been addressed on this application? [] Yes [] No
a. If yes, please list: _____

By signing and submitting this application, the permit applicant agrees to abide by the rules and regulations of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the City of Bloomington Parks and Recreation Department Rental Agreement.

Please Read Carefully:

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Bloomington Parks and Recreation park. The applicant agrees that while renting the park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person’s race, color, sex, religion, creed, sexual orientation, national origin or ancestry, age or handicap. Under this Special Event



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Permit, the applicant assumes all responsibility for proper conduct in the park as outlined above, including assuring there is no consumption of alcoholic beverages.

I _____, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the City of Bloomington, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

Signature

Date

Due with Application

Application Fee: \$25/non-refundable

\$ _____

To be completed by Bloomington Parks and Recreation Staff.

Renters will receive an invoice for the total amount due.

***Certain Parks locations may have an additional rental fee.**

Fees, Charges and Deposits Schedule:

Permit Fee: \$150/day

\$ _____

Deposit: \$75/day/refundable

\$ _____

Vending: \$25-\$35/day per vendor selling food/merchandise/
fundraising

\$ _____

Set-up Fee: 50% of base event day rent per day

\$ _____

This fee will be charged for any set up that is done prior to the day of the event.



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- Tear-down Fee: 50% of base event day rent per day \$ _____
This fee will be charged for any equipment, rental or personal, left on park property. (Incl. Sundays)
- Other staffing charges: \$20-\$30/hour \$ _____
- Vending: \$25-\$35/day per vendor selling food/merchandise/fundraising \$ _____
- Misc. (additional charges as deemed necessary due to the size and scope of event and impact on park/facility) \$ _____

PARK USE ONLY

Date Received: _____ **Fees Charged:** _____
Partnership: _____ **Parks Event:** _____ **Permit #:** _____
Scheduled for Special Use Meeting Date: _____ **Approved:** _____