



## 2022 PARK SPECIAL EVENT/TRAIL EVENT PERMIT APPLICATION PROCESS

### Overview

A Special Event Permit is required if your gathering has any of the following elements:

- 100 or more participants
- Any advertising or sponsorship activities
- Selling and/or distributing food, goods or merchandise (this includes classes or boot camps)
- Admission
- Tents
- Inflatables
- Stages
- Walk/Run/Parade
- Requested exclusive use of a public location not normally allowed to be publicly reserved

To download the application forms for:

- Park Special Event Permit
- Trail Event Permit
- Alcohol Guidelines
- Mobile Stage Rentals

Go to: <https://bloomington.in.gov/parks/rentals/mobile-stages>

### Permit Process

1. Choose a specific location and date for your event. You are encouraged to choose an alternative location and/or date in the event that your first choice is not available. If you are unsure whether or not a permit is required for your event, please email [marlerh@bloomington.in.gov](mailto:marlerh@bloomington.in.gov).
2. Complete all sections of the Bloomington Parks and Recreation Department (BPRD) Event Permit Application. The BPRD will not consider your submittal if the application is incomplete and does not include the \$25 application fee. Applications may be submitted by U.S. mail, delivery in person, or email. If submitting by e-mail please call with credit card information. Submittal of an application does not grant you a permit or confirmation to conduct your planned event; all applications are subject to approval of the BPRD. Completed applications with appropriate fees and requested documentation and/or additional information must be submitted at least six weeks prior to your event; otherwise, applications may be denied or late fees may apply.

**NOTE:** Applications may be submitted starting the first business day of the calendar year for events happening in that calendar year. Applications for events for a future calendar year will not be considered. The BPRD processes applications for permits in order of receipt. The BPRD will not consider your submittal without a completed application and a \$25 application fee.



## 2022 PARK SPECIAL EVENT/TRAIL EVENT PERMIT APPLICATION PROCESS

3. Upon receiving your completed application and \$25 application fee, the BPRD will contact you to inform you of the status of your application. You will be informed of any remaining fees that must be paid along with any additional documentation requirements (i.e. certificate of insurance). The BPRD reserves the right to require additional information or documentation regarding the applicant, applicants company, sponsoring company/organization, cosponsors, event participants, event vendors, event activities, or the event itself. Moreover, the BPRD may postpone approval of event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a park permit.
4. Insurance: During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:
  - a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
  - b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
  - c. Workers' Compensation Insurance in accordance with the statutory requirements of Title 22 of the Indiana Code.

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Indiana. The City of Bloomington, the City, and the officers, employees and agents of each shall be named as an additional insured under the General Liability, Automobile, and Worker's Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the City will be called upon to contribute to a loss hereunder.

5. Amusement and Entertainment Permits: The Indiana Department of Homeland Security requires that certain events be inspected by a representative from the Department of Homeland Security. Amusement and Entertainment permits are required for events at a variety of locations and venues. Some of the most common kinds of places that require amusement entertainment permits are places where the following kinds of events occur: concerts and other shows, amusement rides, movies, dances, and bowling. It is the applicant's 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>.
6. Applicants are required to inform the BPRD in writing of any and all amendments to the original application prior to the event day.
7. Once all of the BPRD requirements have been fulfilled, including receipt of all documents and full payment, a Special Event Permit will be issued.
8. **NOTE:** Costs incurred promoting and marketing events prior to the issuance of an approved Special Event Permit, and changes/modifications relative to the event from the BPRD and/or other City of Bloomington departments is at the sole expense and risk of the Event Organizer.



## 2022 PARK SPECIAL EVENT/TRAIL EVENT PERMIT APPLICATION PROCESS

9. Submit the completed Special Event Permit along with the \$25 application fee to:  
Bloomington Parks and Recreation  
ATTN: Hsiung Marler  
401 N. Morton St., Suite 250  
Bloomington, IN 47402

### **Application, Agreement and Guidelines for Park Special Event Permits**

Thank you for considering the City of Bloomington Parks and Recreation Department (BPRD) facilities for your special event. We look forward to having you in the park and ask that you follow these rules to ensure that your event goes smoothly and that park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Best wishes for a safe and successful event!

Return this application and the additional fees/forms to the City of Bloomington Parks and Recreation Department at least six weeks prior to your event. Submitting this Event Permit Application is not a confirmation to conduct your planned event. Your application will be processed and you will receive notice of approval or rejection within two weeks. Once approved, it may be necessary to set up a planning meeting with BPRD staff. Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the park for the events described herein.

### **ALL APPLICATIONS MUST BE COMPLETE AND INCLUDE THE FOLLOWING TO BE ACCEPTED**

- Application for Park Event Permit
- Event Site Plan
- Application Fee \$25/non-refundable
- Event Agenda/Activities

### **Rental/Permit Fees and Damage Deposits and Certificate of Insurance:**

Damage deposits, rental/permit fees and certificate of insurance are required within ten days following approval of permit application and receipt of invoice. Event date will only become final once all payment(s) have been received.

Checks should be made payable to City of Bloomington and dropped off or mailed to:  
Bloomington Parks and Recreation  
ATTN: Hsiung Marler  
401 N. Morton St., Suite 250  
Bloomington, IN 47402

### **Damage Deposit:**

BRPD will return deposits within 30 days after the event. BRPD will issue the refund if the rented area is found to be in the same condition prior to the event. Otherwise, the Department



## 2022 PARK SPECIAL EVENT/TRAIL EVENT PERMIT APPLICATION PROCESS

will confirm in writing how it had to use the deposit (or a portion of it) to clean the area and repair any damage.

### **Refunds:**

The City of Bloomington Parks and Recreation Department will refund 50% of prepaid fees when cancellations are made at least 15 days before the event. Cancellations made less than 15 days before the event will result in the forfeiture of the entire rental fee as well as the damage deposit. Refunds will not be issued due to inclement weather.

### **Insurance:**

During the performance of any and all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:

- General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
- Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- Workers' Compensation Insurance in accordance with the statutory requirements of Title 22 of the Indiana Code.

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Indiana. The City of Bloomington, the City, and the officers, employees and agents of each shall be named as an additional insured under the General Liability Automobile, and Worker's Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the City will be called upon to contribute to a loss hereunder.

### **Amusement and Entertainment Permits:**

Amusement and Entertainment Permits: The Indiana Department of Homeland Security requires that certain events be inspected by a representative from the Department of Homeland Security. Amusement and Entertainment permits are required for events at a variety of locations and venues. Some of the most common kinds of places that require amusement entertainment permits are places where the following kinds of events occur: concerts and other shows, amusement rides, movies, dances, and bowling. 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>.

### **Runs/Walks/Parade approvals:**

1. All routes that include city streets must first receive a parade permit from the Bloomington Police Department (Scott Oldham, 812-349-3309). Upon receiving approval, all applicants must then:



## 2022 PARK SPECIAL EVENT/TRAIL EVENT PERMIT APPLICATION PROCESS

- a. Contact the Department of Economic and Sustainable Development for any street closure approvals at 812-349-3418.
- b. **NOTE:** If use of park land or facilities is requested, applicants must turn in an event permit application or trail event permit application to the Parks and Recreation Department after successfully completing the above mentioned steps. Contact Hsiung Marler [marlerh@bloomington.in.gov](mailto:marlerh@bloomington.in.gov) with questions.

### **Meeting:**

Once the application has been approved, BPRD staff will contact the applicant to determine if a planning meeting is necessary. If deemed necessary, this meeting will be mandatory to work out all the details of the event.

You are responsible for scheduling a “walk-through” of your event with park staff to review your site plan. This should take place once the application has been approved and no less than two weeks prior to the date of your event. The purpose of the walk-through is to make you completely aware of all site guidelines and to answer any additional questions you may have. Contact Hsiung Marler [marlerh@bloomington.in.gov](mailto:marlerh@bloomington.in.gov).

### **Vehicles and Parking:**

Vehicles are not allowed on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline will result in a loss of deposit. Parking is permitted in designated park parking lots.

### **Food and Drink:**

Alcohol is not permitted in any park. Absent explicit consent from the Director of Parks and Recreation and the Park Board of Commissioners, consumption of alcoholic beverages in parks is prohibited. Persons observed consuming alcohol in violation of any law, regulation, ordinance or rule are subject to arrest. Any rental group given explicit consent to consume alcoholic beverages in the park must do so in compliance with all state and federal regulations. In addition to state and federal regulations, groups must also employ security to be present during the entire event at which alcohol is to be served. To request the guidelines for requesting approval of alcohol sales, contact Hsiung Marler [marlerh@bloomington.in.gov](mailto:marlerh@bloomington.in.gov).

Non-catered events serving food or beverages must place a protective material around serving areas to prevent staining and/or the contamination of Park grounds. Monroe County Health Department requirements apply for any groups planning to sell food.

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.



## 2022 PARK SPECIAL EVENT/TRAIL EVENT PERMIT APPLICATION PROCESS

### **Trash Removal/Recycling:**

You are responsible for securing additional receptacles or having your trash hauled away if park containers won't accommodate the needs for your event. Bagged trash (10 bag maximum) may be placed next to a park trash receptacle after an event for park staff to remove. You are responsible for providing trash bags and any additional trash receptacles as needed. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. Dumpsters are to be placed in designated areas or as approved by park staff. You are responsible for taking any recycling to the recycle center.

### **Portable Toilets:**

You are responsible for securing the appropriate number of portable toilets for your event (1 per 500 attendees). They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends. BPRD takes no responsibility for any damage to portable toilet prior to removal. Portable toilets are to be placed in designated areas or as approved by park staff. If portable toilets require hoses for a water source, the vendor must supply the hose.

### **Tents/Displays:**

Bloomington Parks and Recreation is not responsible for any tents or items set up for your event. You are responsible for scheduling security to watch over your area. Staking tents is not permitted without approval. You are responsible for contacting the Parks Operation Department (Mark Marotz 812-349-3498) to confirm the location of irrigation lines before any tent is staked. It is the responsibility of the renter to contact Indiana811 (800-382-5544) to locate any utility lines prior to staking any tents in any parks. All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides.

### **Child Supervision:**

If children under the age of 18 are part of the event, it is your responsibility to provide adequate supervision.

### **Safety:**

The possession of alcoholic beverages, drugs and other illegal controlled substances is prohibited in any park or park facility. In addition, pursuant to Bloomington Municipal Code 14.20.020, the discharge of a firearm is strictly prohibited within the City's jurisdiction. Amplified music, or the promotion or sale of any article is expressly prohibited without a Special Use Permit.

The individual or group is totally responsible for the behavior and actions of those individuals attending their event and shall take reasonable care to ensure that its participants, spectators or employees do not bring prohibited items into the event.

### **Copyright:**

It is the applicant's responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.



## 2022 PARK SPECIAL EVENT/TRAIL EVENT PERMIT APPLICATION PROCESS

### **Noise Permits:**

It is the responsibility of the applicant to secure proper noise permits from the Department of Public Works. Applicants can call 812-349-3410 for additional information.

### **Violations:**

Park facilities must be used solely in accordance with the City of Bloomington Parks and Recreation policies and procedures; BPRD retains the right to revoke a special use permit any time upon violation of your agreement or the risk or threat of a violation of your agreement. Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities or are in violation of state law and local ordinances. Sleeping (overnight camping) in parks, golf courses, or any other park premises is prohibited.