

2024 PARK SPECIAL USE PERMIT APPLICATION

Submission Date:

Organizer Name:

Event Name:

Event Location:

Organization:

Contact Name:

Address:

Phone:

Email:

Description/Type of Event/Activity:

Event Date(s)	Setup Start	Event Start	Event End	Exit
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APPLICATIONS MUST BE COMPLETE AND INCLUDE THE FOLLOWING

- ☐ Application for Rental Agreement
 ☐ Event Site Plan/Map
- ☐ Application Fee \$25/non-refundable
 ☐ Event Agenda/List of Activities
- ☐ (if applicable) Noise Permit

Note:

- Park and trail operating hours are 5am to 11pm.
- 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.
- Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Event Information

Type of Organization:

- ☐ Governmental
 ☐ Non-Profit Tax ID# _____
 ☐ Private User
- Type of Event:
 ☐ Concert
 ☐ Cultural
 ☐ Reunion
 ☐ Entertainment
- ☐ Fundraiser
 ☐ Parade
 ☐ Sports
 ☐ Walk/ Run
- ☐ Festival
 ☐ Public Info
 ☐ Other _____



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SITE PLAN/MAP

A map detailing placement of event and set up (site map) is required for all events. GIS maps are available on line at <http://bloomington.in.gov/maps/>. Google or other maps are acceptable. For runs/walks a route map must also be included. If organizer is requesting that any public street be partially closed/blocked off, contact the City of Bloomington Economic and Sustainable Development Department 812-349-3700.

CERTIFICATE OF EVENT LIABILITY INSURANCE

The event organizer shall maintain comprehensive general liability insurance in the amount of One Million Dollars (\$1,000,000) for bodily injury per person in any one occurrence and Two Million Dollars (\$2,000,000) in any one occurrence for all persons in that occurrence. Property damage shall be in the amount of One Hundred Thousand Dollars (\$100,000) per occurrence. The policy shall name the City of Bloomington Parks and Recreation Department and the renter as additional insured parties, and the organizer shall provide Parks with a certificate of insurance at least two (2) weeks before the event. If the organizer, applicant, or their guests will be driving onto Parks property, each automobile must have Automobile Liability Insurance.

General Information

1. Is the event open to the public? ☐ Yes ☐ No
2. Estimated attendance: (volunteers, spectators, participants, etc.)
Total: _____ Peak Attendance: _____ at time: _____
3. List any Park facilities or structure requested (e.g. shelter, park, grounds, etc.)

4. Describe marketing for event: (advertisements, social media, website, etc.)

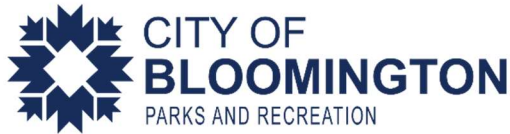
NOTE: DO NOT BEGIN MARKETING EVENT UNTIL PERMIT IS APPROVED BY CITY OF BLOOMINGTON PARKS AND RECREATION.

5. Describe any signs, banners or flyers to be displayed at event: (locations indicated on map)

NOTE: Signage on Park property is allowed day of event only.

6. Describe any displays, literature, pamphlets, or other types of solicitation:

7. Describe any temporary structures such as tables, tents, booths, inflatables, etc. at the event: (include type and quantity) _____



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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. No structures may block trails or sidewalks.

8. Does the event require an Indiana Department of Homeland Security Amusement and Entertainment Permit? ☐ Yes ☐ No

NOTE: It is the responsibility of the organizer to [contact the Indiana Department of Homeland Security](#) to verify if event requires an Amusement and Entertainment Permit and inspection.

9. Describe any admissions fees to be accepted during the event:

10. Describe any donations/contributions to be accepted during the event:

11. Do you plan to sell, distribute or give away refreshments and/or merchandise (e.g. food, beverage, T-shirts, CDs, art, etc.)? ☐ Yes ☐ No

a. If yes, describe: _____

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. \$25 is the non-profit rate (requires proof of non-profit status).

NOTE: A food permit must be obtained from the Monroe County Health Department if the event is planning to sell food (e.g. hot dogs, nachos, candy, etc.). 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.

12. Is the event requesting to sell or distribute alcohol? ☐ Yes ☐ No
- a. If yes, describe: _____

NOTE: Alcohol sales in City-owned parks, trails, and spaces require the approval of the Board of Park Commissioners and the Director of Parks and Recreation. Please see the [2022 Guidelines for Requesting/Approval of Alcohol Sales with an Approved Event Permit](#).

13. 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. Is the event requesting restroom access at the Allison-Jukebox Community Center?
☐ Yes ☐ No



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NOTE: There is a minimum charge of \$30/hr to open the Allison-Jukebox for restroom use. For other uses of the Allison-Jukebox Community Center, additional fees apply.

14. What are the plans to remove trash from the event site:

Security/Safety:

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

Contact Person: _____ Phone Number: _____

NOTE: In the event of an emergency at the event, notify Bloomington Parks and Recreation at 812-349-3961 or marlerh@bloomington.in.gov within 24 hours of the emergency.

16. What are the plans for inclement weather? (include rain date/location)

17. What are the plans for providing security, traffic flow, crowd control, etc.:

18. What are the plans for parking, including potential additional parking?

19. What are the plans for providing emergency/medical services?

20. Describe any inclusivity accommodations: (parking, transportation, accessibility, etc.)

Event Entertainment:

21. Is the event also applying for a Noise Permit? ☐ Yes ☐ No

NOTE: The organizer 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 responsibility to be in compliance with all federal and state copyright laws. Obtaining a Noise Permit does not exempt an organizer from being in violation of ordinances or laws.

22. Describe any musical entertainment?

23. Describe any sound amplification equipment that will be used:

24. Will there be a sound technician on-site? ☐ Yes ☐ No

Contact Person: _____ Phone Number: _____



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25. Events with animals may require additional considerations and Animal Control approval.

Will event include animals?

☐ Yes

☐ No

26. Describe any other entertainment at the event:

27. Are you providing a generator as a power source?

☐ Yes

☐ No

28. List any other electrical needs:

29. Do you plan on grilling?

☐ Yes

☐ No

NOTE: Grilling in parks is only allowed where grills have been permanently installed by Parks. 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.

30. Describe any additional activities, situations, provisions, etc. pertaining to your event that have not been addressed.

The possession of alcoholic beverages, drugs and other illegal controlled substances is strictly prohibited in any park or park facility. 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.

Pursuant to Indiana Code 35-47-11.1-2 and 3, the City is prohibited from enforcing its former policy on firearms in public parks and city facilities as of July 1, 2011. However, per Indiana Code 35-47-11.1-4(10), a person or organization who rents space in a Parks facility may develop and implement, at its own discretion, rules of conduct or admission regarding the possession, carrying, and storage of firearms, upon which attendance at and participation in its activities is conditioned. If a person or organization who rents space in a Parks facility develops such a policy for its activities, it will be responsible for implementation and enforcement of such a policy, and it shall provide a copy of the policy to the City which shall be attached to this Agreement as Exhibit ____.

The Parties understand and agree that due to the ongoing COVID-19 pandemic, there may be limitations and restrictions enacted that will affect the ability of the Parties to perform as required under this Agreement. The Parties agree that, in the event a limitation or restriction is enacted which prevents performance of the terms of the Agreement, Parks may terminate the



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Agreement in its sole discretion if it determines that there is no reasonable alternative means of performance under the Agreement. Parks shall notify [Contractor/Partner/Agency] of any such termination and the reasons therefore in writing.

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.

Read Carefully:

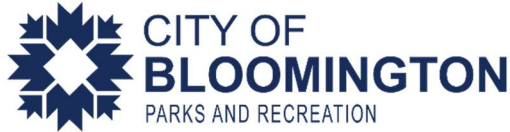
I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use 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 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



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Appendix: Schedule of potential fees

If the permit is approved a final invoice will be sent to organizer. Other than the permit application fee no other fees are due at the time of submission.

Park Special Use Permit Application Fee (due upon permit application)	\$25
Park Damage Deposit	\$75/day
Permit Fee	\$150/day
Vending Fee (non-profit rate)	\$25/vendor
Vending Fee (standard rate)	\$35/vendor
Alcohol Permit Fee	TBD
Switchyard Park	
Main Stage Damage Deposit	\$125/day
Main Stage Rental non-profit	\$250/day
Main Stage Rental	\$400/day
Main Stage Fencing	\$240
Main Stage Rehearsal (non-performance)	\$50/hr
Secondary Lawn Rental	\$90/day
Activity Lawn Rental	\$90/day
Picnic Shelter Rental)	\$120/day
Pavilion Lawn Rental	\$120/day
Waldron, Hill and Buskirk Park	
Stage Rental without lights (non-profit)	\$100/day
Stage Rental with theatrical lights (non-profit)	\$125/day
Stage Rental without lights	\$125/day
Stage Rental with theatrical lights	\$156/day
Stage Refundable Damage Deposit	\$50/day
Stage Rehearsal Fee	\$25/hr
Allison-Jukebox Restrooms Rental	\$30-\$50/hr
Misc. (additional charges as deemed necessary due to the size and scope of event and impact on park/facility)	TBD