



CITY EVENT PERMIT APPLICATION

For events, block parties, parades, walks, runs and public gathering

Submit prior to event: Jeffersonville Parks Department, 500 Quartermaster Ct., Jeffersonville, IN 47130
Or ParksInfo@CityofJeff.net or fax 812-285-6481 to be placed on City Events Planning Board meeting agenda

EVENT NAME: _____
Official name of festival or event

CONTACT/PRODUCER: _____
Applicant &/or Producer/Planner to be contacted regarding event

CONTACT INFO: _____
Phone 1 Phone 2 E-mail

EVENT INFORMATION

Event location address: _____

Start Date: ___/___/___ Time: ___:___ M End Date: ___/___/___ Time: ___:___ M

Total attendance expected: _____ Rain Date _____

Contact/Producer is to present event to City Event Planning board monthly meeting prior to event date.
Please read and adhere to all rules and regulations listed on page 2 of this permit application.
Permit Fee \$150 to be paid at time of meeting, made payable to Jeffersonville Parks Department. Other fees may apply.
Please check: Block Party ___ Parade ___ Motorcade ___ Public Gathering ___ Other/Describe _____

Additional Information **REQUIRED** from event producer/planner/contact:

- Provide a map showing streets to be blocked, route map if run/walk and site plan layout of requested area
- Notify affected business and residents of planned event, and applicable street closures
- Provide a Certificate of Insurance listing the City of Jeffersonville as an additional Insured for \$1,000,000
- Provide a cleanup plan. Producer/Planner is required to leave City property and surrounding area clean and litter free after the event

HOLD HARMLESS AND IDEMNIFICATION CLAUSE

The applicant/Event Producer/Planner shall indemnify, hold harmless and defend the City of Jeffersonville and the Jeffersonville Parks & Recreation Department, their elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Applicant/Event Producer's (or Applicant/Event Producer's subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss of expenses is:(1) attributable to personal injury, bodily injury, sickness, death, or to injury or destruction of property, including the loss of use resulting there from, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the City of Jeffersonville or the Jeffersonville Parks & Recreation Department, their elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of the Small Event Permit Application.

Only applicants in good standing with the City of Jeffersonville will be considered for Approval. Any misrepresentation in this application or deviation from the final approval specifications and activities described herein or failure to abide by all Federal, State and City of Jeffersonville laws, ordinances, policies and procedures may result in the immediate revocation of the approved permit and/or refusal to issue a permit in the future.

X _____ / / _____
SIGNATURE REQUIRED Date Receipt #

Police Fire Public Works/Street Parks Safety

CITY EVENT PERMIT APPLICATION RULES AND REGULATIONS

1. Applicant will be held to mean the contact/producer, director, chaperone, or representative of the organization in its use of facilities.
2. The use of facilities will be confined to areas designated or included in the permit. The applicant will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity for which the facility is being used.
3. Alcoholic beverages or their possession must be approved by the City Events Planning Board.
4. No furniture or equipment shall be used or moved without expressed approval on the permit.
5. The City of Jeffersonville and/or board of Parks & Recreation and its employees shall not be responsible for injuries, damage to or loss of property upon park premises sustained by the applicant, participants, or patrons of any program or event.
6. No nails, screws, tape or other materials may be used in or on floors, walls, curtains, wood work, blinds, window glass, shelter/pavilion or equipment without written approval on the permit. Fires or open flames prohibited.
7. Smoking inside city buildings or facilities or within 8 feet of entry or on sport field is prohibited.
8. No organization may use facility for special rehearsals or any other use except on the exact date and hours contracted. No public parties, by party promotion companies or event services, applicant cannot charge admission at the door or sell tickets and no promotion or fundraiser usage without prior approval of the City Events Planning Board.
9. If the nature of the event demands special police, special parking attendants or security, any expense and liability involved is the obligation of the applicant.
10. All properties or equipment brought in to the facility or park property by the applicant must be removed the same date unless otherwise approved by the City Events Planning Board.
11. All concession rights are retained by Jeffersonville Parks and Recreation Department unless otherwise arranged.
12. Damage or misuse of the facilities and equipment shall be paid for in full by the organization and/or applicant. The appraisal of the Park Director, or his agent, shall be the final determinant in all cases.
13. Food or drinks shall be confined to designated concession areas.
14. No refunds shall be granted due to inclement weather or failure to comply with rules and regulations.
15. Applicant allowed possession of premises 15 minutes prior to the event for set up and 15 minutes after for cleanup, unless otherwise approved.
16. Gambling is not permitted on Park property.