



City of Jeffersonville

Special Event Application

Any individual, business or organization planning a special event on any property owned by the City of Jeffersonville, or is requesting any type of city services for the event, a Special Event Permit must be issued. The permit application should be submitted at least 60 days prior to the event in order to be considered. This application must be completed in its entirety. Any applications not properly completed will be denied.

The applicant is required to attend a multi-departmental Special Events Committee meeting, which takes place each month at Jeffersonville City Hall on the first Tuesday of the month at 10:00 AM. An invitation to the meeting will be emailed once the application, route plan and/or site plan is received. To be placed on the agenda, email your completed Event Permit Application and documents to: parksinfo@cityofjeff.net

This is the first step in a two-step process. Once the Special Events Committee has reviewed it, it will be taken to the Board of Public Works for final approval.

SITE PLAN

Applications must include a detailed site plan which clearly shows all temporary structures including but not limited to tents, portable toilets, stages, bleachers, dumpsters, fencing, inflatables, etc. at the time of submission.

PERMIT FEE

All events approved by the Committee will be charged a non-refundable permit fee, which will be based on the need for city services and determined at the committee's discretion. The permit fee base rate is \$150, but may be increased based on the need for city services, risk assessment and other factors. This applies to individuals, businesses and non-profit organizations. The fee also is applied for events that are "sponsored" by the City of Jeffersonville or one of its departments. The fee is payable by cash, check, money order, or credit card. Permit fees are **due 14 days after the event is approved**.

INSURANCE

Event host must provide a current Certificate of Insurance that lists the City of Jeffersonville as additional insured. The policy must include at least \$1,000,000 for general liability coverage. Any vendors for said event serving food, beverages, or alcohol must also provide a COI that lists the City as additional insured. The Committee has the right to require additional coverage as it sees fit or terminate an event if requirements are not met. **All COIs are due at least 30 days prior to the event date.** Failure to turn in COIs by the deadline may result in the event permit being revoked.

SECURITY

Most events approved by the Committee are required to have security on-site during all operating hours. The number of guards required will be determined by the committee, based on an event safety assessment – estimated attendance, alcohol service, risk factors, etc. The Committee may

waive the security requirement for small events with minimal risk. Security must be contracted with the companies that are currently approved by the committee, Vigilance Security or Spartan Security. The security contract/invoice must be turned in to the Committee **at least 30 days prior to the event date**.

*The Jeffersonville Police Department does not provide security for events. Their role is limited to enforcing laws and facilitating street closures.

ALCOHOL

Anyone requesting to have alcohol served at an event must use a vendor that has an alcohol catering license and is currently approved by the committee – The Alcove, Ramiro's Cantina or Pearl Street Taphouse. The event must also adhere to the following guidelines:

- ATC Catering Permit for the event on the specified date(s)
- COI listing City of Jeffersonville as *additional insured (must include alcohol liability)

If event is located in the City's DORA district:

- DORA Permit for the event on the specified dates(s)
- Barricades surrounding the POINT OF SALE ONLY (fencing, bike rack, etc.)
 - Alcohol is allowed outside the POS perimeter, must be in a DORA cup
 - Alcohol is only allowed in the DORA district perimeter

If the event is not located in the City's DORA district:

- Barricades surrounding ENTIRE area where alcohol will be *consumed (fencing, bike rack, etc.)
 - Alcohol is not allowed outside the consumption perimeter

*All permits and COIs must be submitted to the Committee **at least 30 days prior to the event date**.

IDHS PERMIT

Amusement and entertainment permits are required for events that include concerts and other shows, amusement rides, movies, and dances. It is the applicant's responsibility to obtain necessary permits from the Indiana Department of Homeland Security. The Special Events Committee does not advise on these requirements. [Click here](#) for the IDHS website to learn more about the permit requirements and application.

NOTES

Due to the amount of city services required, and the restrictions caused to the public, non-city parades will not be approved.

Anyone requesting 5k or other run/walk event, will be advised to use Chapel Lake Park. New requests for run/walk events that require street closures will not be accepted.

BUSINESS/ORGANIZATION INFORMATION

Name:

For Profit Non-Profit Government Neighborhood Assn Other

Address:

Phone:

Website:

Social Media:

Event Contact (name, phone, email):

Phone/Email/Website for Public Inquiries:

List all sponsors affiliated with the event:

EVENT INFORMATION

Name of Event:

Type of Event:

Location:

Date(s):

Event Times:

Setup Time:

Breakdown Time (completed by):

Alternate Date (if applicable):

Private or Public Event:

Estimated Attendance:

Ticketed or Free Event:

Ticket Pricing (if applicable):

Is this a fundraiser for a non-profit organization?

If so, provide name of the organization and contact info:

Detailed Description of Event:

FOOD/ALCOHOL

Will food be served at the event? If so, list vendor(s):

Will alcohol be served at the event? If so, list vendor:

*Note: All vendors are required to provide a Certificate of Insurance that lists City of Jeffersonville as **additional insured**. Vendor COIs are due at least 30 days prior to the event. If alcohol is being served, the policy must include alcohol liability coverage.*

REQUEST FOR STREET CLOSURE

Street Name (include block numbers or cross streets):

Date & Time of Closure:

Date & Time of Reopening:

REQUEST FOR ELECTRICAL SERVICE

The Committee will approve the use of City-provided electrical service as it sees fit. Applicant should plan to use portable generators for all electrical needs unless otherwise advised by the Committee.

Describe the electrical needs for the event:

AMPLIFIED SOUND

The City of Jeffersonville's noise ordinance requires that all amplified sound cease by 10 pm on Sunday-Thursday and 11 pm on Friday-Saturday.

Will amplified sound be used at the event?

If so, provide the name of the company and contact info:

Describe any other use of audio/visual equipment at the event (include company info if different from above):

FACILITIES AND EQUIPMENT

The City does not provide ancillary facilities, equipment, etc. for special events.

List the company and contact info for each of the following that will be used at the event:

FENCING

RESTROOMS

TENTS

REFUSE/RECYCLING

CLEANUP

PROMOTION AND ADVERTISING

How will the event be promoted?

OTHER NOTES

CONSENT OF APPLICANT

Applicant agrees that the contents of the application are complete, true and accurate to the best of their knowledge, information and belief, and agrees to ensure compliance with the policies and regulations set by the Committee.

SIGNATURE & DATE

PRINTED NAME

TITLE

Sections below will be completed by Special Events Committee

COMMITTEE ADVISEMENT

The City of Jeffersonville Special Events Committee hereby

APPROVES

DENIES

this application based on the information provided at the meeting on

_____ (date).

APPROVED BY

Committee Director:

Safety Director:

Police Department:

Fire Department:

Parks Department:

Street Department:

**The Committee reserves the right to rescind approval of this permit at any time if requirements are not met by applicant in a timely manner, or if the event is determined to be a risk to public safety.*