



## SPECIAL EVENT APPLICATION

(Events on Park Property Require an Application from the Park Department and Separate Approval Process through Park Commissioner/Park Board)

(Some events will also require a State Issued Amusement and Entertainment Permit (Contact Indiana Department of Homeland Security for Details; online application can be found at: [www.in.gov/dhs/2795.htm](http://www.in.gov/dhs/2795.htm)) Allow *at least* 3 weeks to obtain.

Name of Applicant \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Name of Planned Event \_\_\_\_\_

Location of Planned Event \_\_\_\_\_

Name, address & Phone # for Charge Person (Charge Person must be at the event the **ENTIRE** time and can make decisions or take action in the event of a weather or other public safety emergency): \_\_\_\_\_

Date of Planned Event \_\_\_\_\_

Name, location, date and time of any street or alley closings you are requesting:

\_\_\_\_\_

Reasons for street or alley closings \_\_\_\_\_

\_\_\_\_\_

If the Special Event is to include any vehicles, pedestrians or other objects, hereinafter "participants", crossing a railroad right-of-way, or if the event is to occur within 150 feet of a railroad right-of-way, the event is not finally approved until:

(i) In the case of the event participants crossing the railroad right-of-way, the applicant provides evidence that the railroad has been advised of the time, location and nature of event participants that will be crossing the railroad tracks and submits a plan with the

application as to what steps the applicant has or will take to prevent the possibility of a train colliding with participants; and

(ii) In the case of the event occurring within 150 feet of the railroad right-of-way, the applicant submits a plan with the application on how to minimize any event participants from crossing, blocking or otherwise being in the railroad right-of-way while attending or waiting to attend the Special Event, which plan, depending on the nature of the event, may or may not include notification to the railroad.

(iii) In all cases covered by this subparagraph, the applicant must also certify that the event will not include the use of any device that sounds similar to the warning bells, horns, or other audible devices commonly used by railroad companies to warn others of an approaching train.

DO YOU, OR THE SPONSORING AGENCY, HAVE A GENERAL LIABILITY INSURANCE POLICY TO COVER THIS EVENT?  Yes  No

Will there be an admission fee?  Yes  No

The Planned Event Will Include the Following:

**VENDING OF ALCOHOLIC BEVERAGES\***

**CONSUMPTION OF ALCOHOLIC BEVERAGES\***

**DEMONSTRATIONS INVOLVING ALCOHOLIC BEVERAGES\***

**\* ALCOHOL IS PROHIBITED ON CITY OWNED PROPERTY WITHOUT SPECIAL EXCEPTION FROM THE BOARD OF WORKS AFTER APPEARING BEFORE THE BOARD. IF THIS APPLICATION IS APPROVED, YOU WILL BE REQUIRED TO PURCHASE LIQUOR LIABILITY INSURANCE.**

Vending of Food and Beverage

Vending of Merchandise

Interactive Attractions (Carnival rides, animal displays, moonwalk, dunk tank, etc)

Live Animals (Petting zoo, animal rides, animal displays, hayrides, etc.)

Athletic Events

Erection of Tents and Canopies

Campfire, Gas Burners, Grills, or Other Open Flames

Fireworks or Other Pyrotechnics

Machinery Demonstrations

\_\_\_\_ Live Musical Entertainment

\_\_\_\_ Other (Explain)

Briefly explain your planned event. Discuss any of the planned activities checked above. Please outline any planned activities not covered in the above checklist. Use additional pages if necessary.

This application has been reviewed and approved by the undersigned Department Heads:

\_\_\_\_\_  
Chief, Wabash Fire Dept.  
Date: \_\_\_\_\_

\_\_\_\_\_  
Chief, Wabash Police Dept  
Date: \_\_\_\_\_

\_\_\_\_\_  
Street Commissioner  
Date: \_\_\_\_\_

\_\_\_\_\_  
Wabash County Health Dept  
(required if food is served)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Indiana Dept of Transp.  
(if State Hwy is closed)  
Date: \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner  
Date: \_\_\_\_\_

PLEASE RETURN TO:  
The Office of the Mayor  
202 S Wabash Street  
Wabash IN 46992  
(260) 563-4171