



SPECIAL EVENT APPLICATION

☐ If this event is to be held on Park property, please check the box and the application will be forwarded to the Park Board for approval by the City of Wabash Parks Board.

Please note: 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) Allow at least 4 weeks to obtain.

Name of Applicant BABE of Wabash County

Contact Person Katey Till

Address 88 W Hill St, Wabash IN 46992

Phone BABE OFFICE: 260.274.0158

E-mail Katey.till@babeofwabashcounty.org

Name of Planned Event Independence Day Children's Parade

Location of Planned Event* Hill Street from Cass to Wabash St.s

Name, address & Phone # for Event Contact (Event Contact 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): KATEY TILL 260.213.6784
88 W. HILL ST

~~DO NOT~~ WABASH, IN 46992

Date of Planned Event July 6, 2024 (SATURDAY)

Please describe the Event in detail: WE WOULD LIKE TO HAVE A CHILDREN'S PARADE WHERE FAMILIES CAN WALK DOWN HILL STREET. AFTERWARDS, THE BUSINESSES + CHURCHES ALONG HILL ST WE WOULD LIKE TO HAVE A BLOCK PARTY-STYLE FESTIVAL. NO ADMISSION WILL BE CHARGED. THE EVENT IS DESIGNED TO HELP FAMILIES CELEBRATE INDEPENDENCE DAY HOLIDAY WEEKEND.

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

7-6-24: Hill St from Cass to Wabash Sts. from 8am to 2pm

Reasons for street or alley closings Pop up booth along
street and childrens parade on street

MIAMI STREET CLOSING: n/a

**If planned event includes closing down Miami Street between Market & Canal, a \$100 Maintenance Fee* will be charged. Fee is due with the application. Make check payable to "The City of Wabash".*

*Maintenance Fee covers the following:

Posting of "No Parking" signs on Miami Street

Vehicle Removal to clear the street for your event

Restroom usage at Charley Creek Inn, Modoc's Market and Chapmans

Barricades provided for blocking the street off. PLEASE NOTE: you are responsible for setting up and taking down the barricades. Someone from your organization must remain at the street closing until all vendors, entertainment and other activities are safely removed from the street.

On Hill Street: BARRICADES: I will need: 8 Barricades - Location to be delivered: Base of Wabash @ or
3 intersections & affected.
From Date and time July 6 by 8am to Date and time July 6 after 2pm

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 event coordinator has contacted Gretchen Tounds, Wabash Division Manager at 260-493-5355:

(i) 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. n/a

**The above ruling does not apply to events held at Paradise Spring Park.*

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

**If Yes, please provide Insurance Company, Policy Number, Agent and Phone Number below:*

Insurance Company AUTO OWNERS

Agent CRAIG DURKES

Policy Number 091040101 Agent Phone Number: 574, 893. 4399

Will there be an admission fee? ☐ Yes ☒ No

The Planned Event Will Include the Following:

No VENDING OF ALCOHOLIC BEVERAGES*

No CONSUMPTION OF ALCOHOLIC BEVERAGES*

No 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.**

nla Vending of Food and Beverage *Contact Rich Molfield @Wabash County Health Dept. 260-563-0661, Ext. 1249

nla Vending of Merchandise _____ Athletic Events _____ Machinery Demonstrations

☒ Interactive Attractions (animal displays, moonwalk, dunk tank, inflatables carnival rides, etc)

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

nla Pyrotechnics

_____ Campfire, Gas Burners, Grills, or Other Open Flames

_____ Erection of Tents and canopies

nla Fireworks

_____ Live Musical Entertainment

_____ Temporary stages including platforms, trailers, risers and bleachers

_____ Other (Explain)

Does Your event involve:

Motor vehicles being escorted through: _____ the City _____ the County _____ Both (NO)

Route you will be taking: HILL ST : CASA OFFICE TO LIBRARY

*Contact Information for the following:

Indiana Department of Transportation: All your travel plans May 15-16 at Business 24 for more than 2 hours.

Contact: Linda Langston, Fort Wayne Office: 260-969-8255

Wabash County Health Department

Contact: Rich Molfeld, Wabash County Health Officer – 260-563-0661 Ext. 1249

When your Application has been presented to the Board of Works, you will be notified by the Board Secretary of the status of the application.

PLEASE RETURN FORM TO:

Office of the Mayor, 202 S Wabash St, Wabash, In 46992 260-563-4171

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



Chief, Wabash Fire Dept

Date: 5-16-24



Chief, Wabash Police Dept

Date: 5-16-24



Street Commissioner

Date: 5/16/2024



Building Commissioner

Date: 5/16/24

Wabash County Health Dept
(required if food is served)*

Date: _____

Indiana Dept of Transp.*
If State Hwy is closed)

Date: _____



Park Superintendent

Date: 5/16/24