



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 Wabash County Museum

Contact Person Teresa Galley

Address 36 E Market St, Wabash, IN

Phone 260-563-9070

E-mail tgalley@wabashmuseum.org

Name of Planned Event Museum Under the Stars

Location of Planned Event* ~~36~~ E Market St, in front of Museum

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): Teresa Galley - 260-563-3977

Date of Planned Event Sat, Sept 20, 2025

Please describe the Event in detail: a fundraiser event with
live music, food trucks, seating on the
street, and drinks

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

Huntington St / Market St intersection to Wabash St / Market St intersection
Sept 20, 2025 from 12:01 am to 11 pm

Reasons for street or alley closings the event takes place on
the street

MIAMI STREET CLOSING:

**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.

BARRICADES:

I will need: 8 Barricades – Location to be delivered: Museum
pm of

From Date and time 9-19-25 to Date and time midnight
9-20-25

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.

***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 Westfield Insurance

Agent Inguard

Policy Number Pending rider Agent Phone Number: 866-563-8821

Will there be an admission fee? ☒ Yes ☐ No

The Planned Event Will Include the Following:

☒ **VENDING OF ALCOHOLIC BEVERAGES*** *The Franklin from MSG*

☒ **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** *Contact Rich Molfield @Wabash County Health Dept. 260-563-0661, Ext. 1249

☐ 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.)

☐ Pyrotechnics

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

possibly ☒ Erection of Tents and canopies *Pop up tents. Nothing large.*

☐ Fireworks

☒ Live Musical Entertainment

☒ Temporary stages including platforms, trailers, risers and bleachers *mchillip trailer*

☐ Other (Explain)

Does Your event involve:

Motor vehicles being escorted through: ☐ the City ☐ the County ☐ Both

Route you will be taking: _____

*Contact Information for the following:

Indiana Department of Transportation (if your event closes Hwy 13, 15 or Business 24 for more than 3 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: 3-14-25



Chief, Wabash Police Dept
Date: 3/17/25



Street Commissioner
Date: 3/13/2025



Building Commissioner
Date: 3/13/25

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

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

Park Superintendent
Date: _____