



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 Founders Festival

Contact Person Chris Benson / Kim Osborne

Address 4348 S 50 E Wabash

Phone Chris: 260-571-9391 Kim: 260-571-4670

E-mail Chris: ck.benson51@gmail.com Kim: Pizzalady08@yahoo.com

Name of Planned Event Founders Festival

Location of Planned Event* Downtown Wabash

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): Chris/ Kim same as above

Date of Planned Event September 12, 4:00-9:00 September 13, 10am-5pm

Please describe the Event in detail:

Bill Osborne Memorial Cruise - in - see attached
Festival Merchant Vendors / Food Vendors - see attached
Kid Zone - See attached
Parade - see attached

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

Market Street - Wabash - Huntington 9/12 3-9 pm & 1:00-4:00 9/13
Market/Cass/ Canal/ Parade route - 1- After parade 1
Huntington St - Parade line up 1-4 pm 9/13
Miami from Market - Canal Sat. 9/13 10-2 Kid Zone

Reasons for street or alley closings Cruise in on 9/12
Parade on 9/13 & Kid Zone on 9/13

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 "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 all damage to the street, the barricades, and the town, etc. to your event. If you are not responsible for the damage, you will be charged with the cost of the damage. If you are responsible for the damage, you will be charged with the cost of the damage.*

BARRICADES:

I will need: _____ Barricades – Location to be delivered: We will work with Police

From Date and time _____ to Date and time Street Department
on this

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 _____

Agent _____

Policy Number _____ Agent Phone Number: _____

Will there be an admission fee? ☒ Yes _____ No for booth vendors but no one else.

The Planned Event Will Include the Following:

↓ Possible but not confirmed "The Franklin" from MSG during cruise +11
___ 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 *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

☒ Erection of Tents and canopies

___ Fireworks

___ Live Musical Entertainment

☒ Temporary stages including platforms, trailers, risers and bleachers

___ Other (Explain)

Does Your event involve: NO

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.

THANK YOU FOR YOUR COOPERATION
City of Fort Wayne, 200 E. 10th Street, Fort Wayne, IN 46802, 731-503-1111

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

_____	_____	_____
Chief, Wabash Fire Dept	Chief, Wabash Police Dept	Street Commissioner
Date: _____	Date: _____	Date: _____

_____	_____	_____
Building Commissioner	Wabash County Health Dept	Indiana Dept of Transp.*
Date: _____	(required if food is served)*	If State Hwy is closed)
	Date: _____	Date: _____

Park Superintendent

Date: _____

FOUNDERS FESTIVAL 2025

BILL OSBORNE MEMORIAL CRUISE-IN

The 2nd annual Cruise-in will take place on Friday evening, September 12, from 5-8 p.m. We request that Market Street between Huntington and Wabash Streets be blocked off from 3 p.m. – 9 p.m. The Cruise-in will consist of cars, motorcycles, karaoke and a few food trucks. Fun prizes will be awarded to 12 participants. ADD FRNKLIN

VENDOR VILLAGE

We would like permission to use the City Hall parking lot on Saturday, September 13. We would like our merchandise vendors to set up from 7 a.m., ready to sell 9 a.m. and remain on the lot until 5 p.m., after the parade.

FOOD FARM

We would like permission to set up Food Vendors in the Museum Parking Lot on Friday Evening, September 12, from 4 – 8 p.m. and Veteran's parking lot from 10 a.m. – 5:00 p.m. on Saturday, September 13. During the Cruise-in there is a possibility that Market Street Grill will bring "The Franklin" but that is not confirmed.

KID ZONE

We are asking permission to block off Miami Street between Market and Canal Streets from 9 a.m. until after the parade on Saturday, September 13. We have scheduled bouncy houses and kid games from 10 a.m. – 2 p.m.

PARADE

We have been working with the City of Wabash Police Department and the Emergency Management Team to create a new parade route that will provide a better route for residents to have access to the South Side of Wabash.

The parade route will have check in at the red barn on Fulton Street. Parade staging will take place on Fulton and Huntington Streets, using the streets as well as the Metal recycling parking lot and Southwest Paradise Spring parking lot.

The Police and EMA have requested that Carroll Street remain open for access to the South Side. Therefore, the parade will begin at the corner of Huntington and Canal Streets, go North to Market Street, West on Market to Cass Street, South on Cass Street to Canal Street and Canal Street back to Huntington Street where the parade will end. Because we only have one State Highway (Wabash Street – Hwy 13 and 15) we will not block any streets. All through traffic will be directed by our Police Force as always.

NEW!!! Parade Route has CHANGED!!!

Parade Information and etiquette – please read and share with the parade participants in your group!

- The Parade will start on Huntington Street, to Market, to Cass, to Canal Street and back to Huntington Street.
- If your entry is an **EVEN number**, please throw candy on Canal Street
- If your entry is an **ODD number**, please throw candy on Market Street

This will ensure that everyone gets candy!

REVIEWING STANDS: There will be two reviewing stands. One will be in front of the museum (where judges will be). The other is East of the Lighthouse Mission. Please keep your unit moving as you pass the reviewing stands.

DURING THE PARADE: Please keep 3 car lengths between you and the unit in front of you. This will give everyone time to look at your entry and understand your message. So many times people get so close to the entry in front of them, It looks like you are all one entry!!

Parking for participants will be along Fulton Street, leaving Huntington Street open for parade units.

Parade awards: Parade awards will be presented at the Museum reviewing stand ½ hour following the parade.

