



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 Downtown Wabash, Inc

Contact Person Shane Waters

Address 189 S. Miami Street, Suite #1

Phone 765-412-0882

E-mail shane@downtownwabash.org

Name of Planned Event First Friday (see attached)

Location of Planned Event* Canal Street, between Miami St & Wabash St

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): Mikka Hunt, 189 S Miami St #1

317-605-8519

Date of Planned Event See attached sheet

Please describe the Event in detail: _____

First Friday: Monthly Street Festival

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

See attached. Canal street between Miami & Wabash.

Reasons for street or alley closings Free events for the community

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: ☒ Barricades – Location to be delivered: Canal Street

From Date and time See attached to Date and time _____

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 Inguard

Agent Kristin Camp

Policy Number EPP0070568 Agent Phone Number: 260-274-6150

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 *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:

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: _____

Chief, Wabash Police Dept

Date: _____

Street Commissioner

Date: _____

Building Commissioner

Date: _____

Wabash County Health Dept

(required if food is served)*

Date: _____

Indiana Dept of Transp.*

If State Hwy is closed)

Date: _____

Park Superintendent

Date: _____

2025 Canal Street Permit
Downtown Wabash, Inc.

First Friday

Event Time: 5-8 p.m.

Close Canal Street at 2 p.m.

Event dates:

- June 6
- July 4
- Aug 1

