



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 Cody Flager-Lee

Address 36 E. Market St, Wabash

Phone 260.563.9070

E-mail cflager-lee@wabashmuseum.org

Name of Planned Event Final Four Fan Jam w/ "Talkin' Sports"

Location of Planned Event* 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): Cody (above) 260.571.8019

Teresa Galley, tgalley@wabashmuseum.org, 260.568.3777

Date of Planned Event June 6, 2025

Please describe the Event in detail: Fan Jam is a mobile pop-up event truck. Visitors can take photos with the NCAA Championship trophy, practice shooting, and go home with fun giveaways. Fan Jam is part of the Road to the Final Four in Indiana because the NCAA Basketball Final Four is happening in Indiana this year.

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

6-6 at noon
until 10pm

Close Market St from west of Family Video / Huntington
St Alley (Zotman Lane) to East of Web St intersection

Reasons for street or alley closings

Fan Jon will set up b-ball courts in 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: 6 Barricades - Location to be delivered: Web Co Museum

From Date and time _____ 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: n/a

(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 hguard / Kristin Comp

Policy Number 3940918 Agent Phone Number: 260 274-6150

Will there be an admission fee? ☐ Yes ☒ No

*For Jon will also provide a certificate of 2 insurance w/ the City named.

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.**

NO Vending of Food and Beverage *Contact Rich Molfield @Wabash County Health Dept. 260-563-0661, Ext. 1249

NO Vending of Merchandise Athletic Events Machinery Demonstrations

NO Interactive Attractions (animal displays, moonwalk, dunk tank, inflatables carnival rides, etc) just basketball

NO Live Animals (Petting zoo, animal rides, animal displays, hayrides, etc.)

NO Pyrotechnics

NO Campfire, Gas Burners, Grills, or Other Open Flames

YES Erection of Tents and canopies

NO Fireworks

NO Live Musical Entertainment

NO Temporary stages including platforms, trailers, risers and bleachers

NO Other (Explain)

Does Your event involve:

Motor vehicles being escorted through: the City the County Both NO

Route you will be taking: n/a

*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:

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|---|---|--|
|  _____ 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: _____
