

Town of Ellettsville

Mass Gathering Permit Application



It is our goal to assist in planning safe and successful events that create a minimal impact on the community surrounding your event.

The Town of Ellettsville, Indiana, must receive this completed application 45 days prior to the start of your event. Applications may be filed as early as one year prior to your event. Non Refundable Processing Fee: \$50.00 for a Minor Mass Gathering Permit. \$200.00 for a Continuous Minor Mass Gathering Permit every six months. \$250.00 for a Major Mass Gathering Permit. \$1000.00 for a Continuous Major Mass Gathering Permit every six months. Please make checks payable to: The Town of Ellettsville. Please complete and return your application with all necessary documentation to: 200 E. Association Street, Ellettsville, IN 47429. Questions should be directed to the Clerk-Treasurer.

Town of Ellettsville Mass Gathering Application Form

Dear Event Organizer:

Thank you for your interest in holding a Mass Gathering in the Town of Ellettsville. Mass Gatherings can be important ways to build community and celebrate the Town's diversity, heritage, and uniqueness. Depending on the nature of your event, you may need to obtain additional permits or approvals to ensure a well-planned, safe event.

The Process

The permit application process begins when you submit a completed Mass Gathering Permit Application and required attachments, including a detailed map/diagram of your event.

Please note that acceptance of a completed application does not guarantee approval of an event.

Upon submittal of your application, copies are forwarded and reviewed by various departments within the Town of Ellettsville. As part of the approval process you may be required to provide additional information and/or documents (i.e., certificate of insurance, secondary permits, etc.). The Mass Gathering Permit will not be issued until the required conditions (where applicable) are satisfied. Delays in providing information and/or documentation will delay the approval process.

If the event involves the use of a facility or property that does not belong to the Town of Ellettsville it is the applicant's responsibility to contact the appropriate entity regarding the availability and use of the property.

- 1) Submit your completed application (with eleven complete copies) at least 45 days before your proposed event with a check made payable to the Town of Ellettsville for \$50.00 for a Minor Mass Gathering or \$200.00 for a Continuous Minor Mass Gathering Permit (non-refundable processing fee), \$250.00 for a Major Mass Gathering or \$1000.00 for a Continuous Major Mass Gathering Permit (non-refundable processing fee), Town Hall, 200 E. Association Street, Ellettsville, IN 47429.
- 2) You will be sent an email acknowledgement that your application has been received. Your application will then be reviewed by Town Staff, which may take up to three weeks. During this time, you may be contacted by Town Staff for clarification of your event details.
- 3) After a full review of your application, the Town Council will vote on the application and you will receive either a denial letter or a conditions of approval letter. The conditions of approval letter will outline requirements for your event, such as necessary permits, approvals and/or applicable fees.
- 4) Once all the conditions of approval have been met, a "Mass Gathering Permit" will then be issued by the Town of Ellettsville, Clerk-Treasurer. You will be required to have this permit in possession during your event.

This is in compliance with the Town of Ellettsville Municipal Code Article IX General Regulations and Chapter 98, Mass Gatherings. Visit the Ellettsville Municipal Code at: http://www.amlegal.com/ellettsville_in/

We appreciate your time and interest in planning a successful and safe event in Ellettsville. If you need further assistance, please call 812-876-3860.

SECTION 1: CONTACT INFORMATION

Today's Date: _____ Event Title: _____

Event Location: _____

Name of Property Owner: _____

Address of Property Owner: _____

Phone Number of Property Owner: _____

Name of Mass Gathering Operator: _____

Address of Mass Gathering Operator: _____

Phone Number of Mass Gathering Operator: _____

Provide a detailed description of the Mass Gathering:

Day-of-Event Contact: _____ Day-of-Event Phone: _____

Except as to the sole negligence or willful misconduct of the Town, the Applicant/Permittee shall defend indemnify and hold the Town, and its officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense, or cost, including attorneys' fees, which arise out of or is in any way connected with the Mass Gathering authorized herein. By signing this application, the applicant acknowledges that they may be billed for any unanticipated costs for Town services arising from the event as a result of changes to the event or inaccurate application information.

Signature: _____ Date: _____

SECTION 2: EVENT INFORMATION

Setup/Preparation Date: _____ Time: _____ Event Ends Date: _____ Time: _____

Event Starts Date: _____ Time: _____ Dismantle Date: _____ Time: _____

Anticipated Attendance: Total: _____ Per day: _____

Will this event be open to the public? Yes _____ or No _____

Location of the event (please be specific) If privately owned property, attach proof of approval from property owner (& tenant).

Zoning Classification: _____ (The Department of Planning will provide zoning classification).

Town Facilities Do you plan to hold your event at a Town building or park? Yes _____ or No _____

If you answered yes, what facility? _____

Have you reserved the facility yet? Yes _____ or No _____

Is this event a block party? Yes _____ or No _____

Will this event require any Town streets to be closed? Yes _____ or No _____

If yes, which streets (please specify cross-streets)? Include a route site map.

Will you have off-site parking? Yes _____ or No _____

If yes, please attach a statement from the property owner of the off-site parking acknowledging and approving the use of their property for parking.

Does this event involve a parade? Yes _____ or No _____

Does your event include food concessions and/or preparation areas? Yes _____ or No _____

If yes, please describe how food will be served and prepared. Include copy of permit from Monroe County Health Department.

Specify cooking method: ___ Gas ___ Electric ___ Charcoal ___ Other (specify)

Portable Restrooms

You are required to provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both American with Disabilities Act (ADA) and accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Ellettsville requires one portable toilet for every 150 people who attend your event. The event shall have at least one ADA accessible toilet facility for every 450 people who attend your event.

Do you plan to provide portable restroom facilities at your event? Yes _____ or No _____

If yes, total number of portable toilets: _____ Number of ADA-compliant portable toilets; _____

Lighting and Sound

Will you be using any amplified sound (i.e. public address system (P.A.)? Yes _____ or No _____

Limit amplified sound use from 6 a.m. to 11 p.m.

Will this event use any lighting? Yes _____ or No _____

If yes, please describe:

Miscellaneous

Will anything be sold? Yes _____ or No _____

If yes, please describe

Will donations be taken at the event? Yes _____ or No _____

If yes, please describe:

Will this event involve a car wash? Yes _____ or No _____

If yes, please describe:

Will you be using a tent, canopy, or other temporary structure? Yes _____ or No _____

If yes, please describe- include size of structure (square feet) and what you plan to do inside the structure:

SECTION 3: SITE MAP

Please provide a site plan/route map for your event. Attach additional sheets as necessary. The map should include:

_____ An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (such as a parade), indicate the direction of travel, including the starting location and ending destination.

_____ Any street or lane closures and parking tow zones.

_____ The locations of fencing, barriers or barricades. Include any removable fencing for emergency access.

_____ The location of first-aid facilities.

_____ The location of all stages, platforms, booths, cooking areas, trash containers, tents/canopies, etc.

_____ Food booths and cooking area configuration including all vendors cooking with flammable gases or barbeque grills.

_____ Generator locations and/or source of electricity.

_____ Placement of vehicles or trailers used for the event.

_____ Anticipated parking locations. ADA parking locations.

_____ Placement of promotional signs or banners. (Please see Director of Planning for sign permits).

_____ Placement of portable toilets/restroom facilities.

_____ Exit locations for outdoor events that have fences.

_____ Event headquarters/Command Post.

_____ Lost Child Station.

_____ Booths, tents, canopies, exhibits, displays, enclosures.

_____ Stages, platforms, scaffolding, bleachers, grandstands or related structures.
_____ Rides and amusements (games).

_____ Trash containers/dumpsters/recyclable containers.

_____ Locations of all other event activities.

Are admissions, vendor, or other fees required? Yes _____ or No _____

If yes, please provide Admission fees:

Adult\$ _____ Senior\$ _____ Child\$ _____

Vendor fees: For Profit\$ _____ Non-profit\$ _____

Number of vendors: _____

How many vendors are for profit? _____

How many vendors are non-profit? _____

Other fees: Yes _____ or No _____

Describe: _____

All vendors must possess one of the following: 1) Transient Merchant License, 2) Peddler License or 3) Solicitor License with the Town of Ellettsville. This business license must be displayed at all times during the event. Please list all Vendors and their business license numbers on the attached sheet. (If one of your vendors needs to secure a business license, contact the Town of Ellettsville Clerk Treasurer at (812) 876-3860.

Vendor List (Attachment) make additional copies of this page if necessary

For each merchandise vendor, please include the following information:

Vendor Name: _____

Address: _____

Phone/Cell #: _____

Business License#: _____

Type of Merchandise: _____

Vendor Name: _____

Address: _____

Phone/Cell #: _____

Business License#: _____

Type of Merchandise: _____

Vendor Name: _____

Address: _____

Phone/Cell #: _____

Business License#: _____

Type of Merchandise: _____

Vendor Name: _____

Address: _____

Phone/Cell #: _____

Business License#: _____

Type of Merchandise: _____

Vendor Name: _____

Address: _____

Phone/Cell #: _____

Business License#: _____

Type of Merchandise: _____

Vendor Name: _____

Address: _____

Phone/Cell #: _____

Business License#: _____

Type of Merchandise: _____

Vendor Name: _____

Address: _____

Phone/Cell #: _____

Business License#: _____

Type of Merchandise: _____

SECTION 4: NARRATIVE

Please provide a description of your event, including activities, timeline and sequence of events:

Please describe where event participants are expected to park their vehicles with a plan showing the internal vehicle circulation within the Mass Gathering area:

Please describe your security plan, including crowd control and contact information:

In order to comply with the American with Disabilities Act, describe how your event will be accessible to people with disabilities:

Please describe your emergency medical plan, including your communications procedures:

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event:

Notification

You may be required to notify surrounding residents, businesses, organizations, etc. that may be impacted by your event.

As a condition of the event, you may be required to provide a copy of the notice and a proposed list of recipients.

Electrical Access

A licensed electrician must be used for all electrical work associated with the event.

Electricians Name: _____

License Number: _____

Phone: _____ E-mail: _____

Mailing Address: _____

Day-of-Event Contact: _____ Day-of-Event Phone: _____

Lighting

If this is an evening event, please state how the event and surrounding areas will be illuminated to ensure the safety of the participants and spectators.

Medical Facilities

Are you planning to provide on-site first aid? Yes _____ or No _____

If yes, who will be providing first aid services (example: EMT, Paramedic, Registered Nurse)

Provide contact information:

Noise

Event organizers must be certain that all event activities comply with the local laws applicable to noise abatement.

Is there any musical entertainment related to your event? Yes _____ or No _____

Date: _____ from _____ AM/PM to _____ AM/PM
Date: _____ from _____ AM/PM to _____ AM/PM
Date: _____ from _____ AM/PM to _____ AM/PM
Date: _____ from _____ AM/PM to _____ AM/PM

Sound amplification:

Date: _____ from _____ AM/PM to _____ AM/PM
Date: _____ from _____ AM/PM to _____ AM/PM
Date: _____ from _____ AM/PM to _____ AM/PM
Date: _____ from _____ AM/PM to _____ AM/PM

NOTE: If multiple groups, bands, etc. will provide musical entertainment, please provide contact name, telephone number and address for each and attach to this application.

Group Name: _____

Contact person's name: _____

Phone Number: _____ Cell phone number: _____

Contact person's address: _____

Number of stages: _____, Height: _____, Depth: _____, Width: _____ Number of bands: _____

Describe sound equipment that will be used

Will sound checks be conducted prior to the event? Yes _____ or No _____

If yes, please list the date and times: Date: _____ from _____ AM/PM
to _____ AM/PM

Will aerial fireworks, theatrical pyrotechnics or other regulated special effects be used?

Yes _____ or No _____

If yes, please describe

Name of pyrotechnic company: _____

Phone Number: _____ Company Contact: _____

Title: _____ Operator: _____

License No.: _____

Event Promotion

Will this event be promoted, advertised or marketed in any manner? Yes _____ or No _____

If yes, please explain

Will there be live media coverage during your event? Yes _____ or No _____

If yes, please explain:

Will any signs, banners, decorations or special lighting be used? Yes _____ or No _____

If yes, please explain

Insurance/Indemnification Requirements

Insurance Required- General Liability, Automobile Liability, Workers Comp./Employer's Liability, comprehensive form, including liquor liability (where applicable). \$1,000,000 per occurrence, naming the Town of Ellettsville as additional insured. Sponsor shall furnish original Certificates of Insurance and separate attached additional insured endorsements (affecting coverage required by the change) signed by a person authorized to bind coverage on its behalf.

Hold Harmless and Indemnification Agreement (Required)

The permittee shall defend, indemnify, and hold harmless the Town of Ellettsville, their officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town.

Signature: _____ Date: _____

Please Print Name: _____ Title: _____

Advance Cancellation Notice Required

If this event is cancelled, notify the Clerk-Treasurer at least 48 hours in advance.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the Mass Gathering Events under the Ellettsville Municipal Code, and that I understand that this application is made subject to rules and regulations established by the Town of Ellettsville Town Council. I agree to comply with all permit conditions and with all other requirements of the Town, County, State and federal governments and any other applicable entity that may pertain to the use of the event premises and the conduct of the event. I agree to abide by these rules and further certify that I, on behalf of the organization, am also authorized to commit that organization and, therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the Town of Ellettsville.

Signature of Applicant/Representative: _____

Date: _____

Print Name: _____

Thank you for completing your Mass Gathering permit application.

Please use this sheet for additional information.
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