



Special Event Permit Application: Rules and Regulations Policy

142 East Main Street, Suite 310
New Albany, IN 47150
812-948-5333

www.cityofnewalbany.com

WELCOME

The City of New Albany welcomes the citizens and friends of our community to our public facilities and venues in New Albany for gatherings, meetings, and other opportunities for communal interaction. This policy is designed to make access to city-owned or managed facilities as easy and efficient as possible, while at the same time allowing the City administration to preserve, protect, and maintain the City's assets for future generations.

A. DEFINITIONS

Host Organization - The Host Organization is legally and financially responsible for the overall permitting process, management and implementation of an event and its associated dynamics.

Host Organization Event Representative - The Event Representative will be the main point of contact for all planning activities and day-of activities.

B. POLICY

1. General Policy Statement

The City of New Albany's policy is to open its venues to the community as much as possible, so long as such use is consistent with responsible stewardship, maintenance and preservation of the City's precious public assets. Reservation and temporary use of City facilities and City venues is free. In order to help support the cost of maintaining its facilities for the benefit of all, the City accepts donations for the use of its spaces.

The City of New Albany reserves the right to deny use of facilities for any lawful reason e.g., because the request poses undue risks, conflicts with or would disrupt other events or city business, or does not further this Policy's purposes of fostering community engagement and interaction.

If the proposed event requires changes to traffic flow or temporary road closures, the City reserves the right to modify the event course based upon known construction, safety, public convenience or other traffic related matters in the vicinity of the event. If such a change is required, the City will provide notice to the Host Organization's Event Representative as soon as possible.

Use of City facilities by any group does not constitute the City's endorsement of that group or its goals or policies. The City of New Albany does not discriminate on basis of race, religion, color, sex, national origin, ancestry, sexual orientation, gender identity, ability, housing status or status as a veteran, age, marital status or any other legally-protected classification.

2. VENUES AND DESCRIPTIONS

A. Riverfront Amphitheater.

- Located along the City of New Albany's Shoreline (www.newalbanyshoreline.com)
- Ideal for large gatherings: concerts, commencements ceremonies, etc.
- Equipped with: electrical outlets located on each side of the stage and stage lighting.
- The City of New Albany has restrooms on site at the Riverfront Amphitheater. The restrooms at the amphitheater are available, upon request, **March 1st to October 31st** each year.
- Venue is handicap accessible.

B. Bicentennial Park.

- Located at 118 E Spring Street in historic downtown New Albany.
- Ideal for smaller gatherings: yoga, small wedding ceremonies, etc.
- No restrooms on site. Host Organization must provide portable restrooms. Please include provisions for people with varying abilities.
- Venue is handicap accessible.

C. City Square.

- Located at 202 E Market Street in historic downtown New Albany.
- Ideal for medium-sized gatherings: luncheons, pumpkin decorating contests, showcases, etc.
- No restrooms on site. Host Organization must provide portable restrooms. Please include provisions for people with varying abilities.
- Venue is handicap accessible.

C. RESERVATION PROCEDURES

1. Date Reservation and Event Confirmation Procedures

Individuals or organizations desiring to hold an event on public property within the City of New Albany corporate limits, must submit a Special Event Permit Application at least **60 days prior** to the event. The Special Event Permit application is required in order to conduct an event at Bicentennial Park, the Riverfront Amphitheater, City Square or any non-parks public space. Permits are issued on a first-come, first-served basis. All events are subject to review by the City of New Albany legal department, the Board of Public Works, and may require additional terms not set forth in the rules and regulations listed.

Once the application is submitted, the City of New Albany legal department will present the application to the Board of Public Works comprised of staff from city departments critical to successful event logistics. Unless alcohol will be served at the event, individuals or the Host Organization's Event Representative are not required to attend the meeting.

City of New Albany Board of Public Works and Safety Meeting
Every Tuesday at 10:00am
142 E Main Street, First Floor Council Chambers
New Albany, IN 47150

After the meeting, the Host Organization's Event Representative will receive a written or email notification of the approval or denial.

Please Note: Applicants are greatly discouraged from promoting **any** proposed event to the public **until it has been approved**. If the Host Organization choose to promote proposed event in any way, they must assume all risk that the proposed event may not be approved, or that the event application may be revoked if the applicant does not meet all responsibilities.

D. Event Permit Requirements

1. Board of Public Works

The Board of Public Works may issue a permit for a proposed event based upon the following conditions:

- The Special Event Permit Application was completed and submitted within the required time frame (**60 days prior** to the event).
- All necessary information and supporting documents were turned in to the City's legal department within the required time frame (**60 days prior** to the event).
- The event satisfies all health and safety guidelines set by the federal, state, and local governments.
- The event is not being held for the primary purpose of advertising products, goods, or services.
- The event site or route will not cause too great a disturbance to surrounding residents and businesses.
- The concentration of persons, equipment, vehicles, or animals at the event or assembly sites will not substantially interfere with adequate fire and police protection of, or emergency medical service to, areas near such sites.
- The date and location of the event is not in direct conflict with an existing event.
- The potential impact that the event may have on staffing and the ability to provide the necessary city services, while at the same time conducting the daily responsibilities of the respective city department. The Board of Public Works has the right to decline an event based upon limited city staffing, limited sites, or an undue burden being placed on residents. An event may also be declined based upon the number of events already scheduled.
- The event does not impact contiguous construction projects.
- The Host Organization complies with the city requirements for a pre-event neighborhood and/or business community mailing of event information as specified below.

E. Event Requirements and Logistics

1. Insurance

Host Organizations holding certain events may be required to have a Certificate of Insurance naming the City of New Albany as an additional insured. The Certificate of Insurance must accompany the Special Event Permit Application.

If insurance is required, the insurance provided shall be General Liability with a minimum combined single limit of one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) aggregate. The policy shall stipulate that the insurance will operate as a primary insurance and that no insurance of the City's will be called upon to contribute to a loss arising out of or resulting from the use of the premises.

In exchange for the City's agreement to permit use of City facilities or premises, the City will ask all Host Organizations who are holding events to agree to release, hold harmless, and indemnify the City of New Albany and its officers, employees, agents, and assigns from any and claims, causes of action, suits, proceedings, or demands ("Claims") that may relate to or arise the use of the City's facilities or premises and the event.

2. Security and Safety Services

New Albany staff will identify general security issues to consider at the event. The New Albany Police will work with the host organization to determine their specific security needs.

3. First Aid and Emergency Services

The Host Organization is responsible for making arrangements for first aid and emergency services to be provided on-site, if necessary.

4. Trash plan

The Host Organization is responsible for having a trash plan. All set-up and clean-up must be completed in the time outlined on the permit. The Host Organization is responsible for maintaining the event in a clean and orderly condition both during and after the event. No dumpsters or trash receptacles are provided by the City of New Albany. All areas must be left in the same or better condition at the end of all events. All trash and decorations are to be gathered and disposed of by the host organization. Any trash left behind or damage to public property may result in fees and/or inability to use public spaces in the future.

5. Food and Beverage

Health and licensing requirements apply to all food/beverage sales. A permit must be obtained from the Floyd County Health Department when a sale is associated with the exchange of food or beverages. Food served free of charge or free with the option to donate an unidentified amount may still require a permit or license. For further information on food and beverage guidelines, contact the Floyd County Health Department at (812) 948-4726.

6. Alcohol

A Special Events Liquor Permit must be obtained from the Indiana and Tobacco Commission. For further permit information, contact the Indiana and Tobacco Commission at (317) 232-2430 or www.in.gov/atc/. Please attach a copy of the permit and/or the license to the Event Application.

No alcohol sales can be served within the New Albany right-of-way or on city-owned property without the express consent of Board of Public Works. Such consent must be obtained **60 days prior** to the scheduled event.

7. Entertainment and Sound

Events with live entertainment will require an Amusement and Entertainment permit through the Indiana Department of Homeland Security. For more information, contact the Indiana Department of Homeland Security at (317) 232-2222 or www.publicsafety.dhs.in.gov.

Amplified sound is allowed only at the discretion of the Board of Public Works. Unamplified sound is allowed at all parks with no special permission. All City Ordinances (96.01 – 96.99) regarding noise and sound must be followed.

8. Decorations, Tents and Structures

When staging decorations please keep the environment in mind. Do not put nails or staples into trees/structures or stake anything into the ground. Any apparatus such as a canopy must be free weighted. Seeds, rice and confetti are strictly forbidden. Flower petals are acceptable. All decor must be removed at the end of the event. *All temporary structures must be inspected, please contact the City Fire Marshall for further details.*

F. Road Closure Request

1. Requirements. In order for a Host Organization to request that a street (partial or full), alley, sidewalk or parking lot be closed, the Event Representative must indicate this intention on the Special Event Permit Application. The following requirements must be met to request a road closure:

- A list of the roads to be closed and corresponding intersections
- Proposed times and dates of the closure and reopening
- A legible map of the closure areas and/or event site including placement of volunteers and personnel (*Event staff and volunteers are required to wear safety vests or brightly colored apparel if they will be working on or near a public roadway*)
- A route map (if event is parades, bike or foot race).

Police officers and/or other city personnel may be required on-site to help with traffic control. Temporary “no parking” signs, traffic cones, road barricades, etc. to secure the road closure will be made available by New Albany staff. All road closure and lane restriction signs will be set up and removed by New Albany staff.

2. Affected Household and Businesses - Letters and Distribution for Requested Road Closure. The Host Organization is responsible for preparing, printing, and distributing a notification letter to all residents and businesses affected by the road closure(s).

- A. The notification letter shall be submitted with the permit application to be approved by the Board of Works.
- B. The required mailing/hand delivered document shall include the following information:
 1. Dates and times of event
 2. Street closures, parking modifications, traffic detour routes
 3. Times when closed roads/parking areas will re-open
 4. Applicant contact information for additional information
 5. Pertinent maps of impacted areas.
- C. The Host Organization, at its expense, will distribute the city-approved document by first class mail or by hand delivery to all affected households and/or businesses **14 day prior** to the event.

3. Non-Approval and Cancellation of Requested Road Closure. The Special Event Permit may be not be approved or may be cancelled if:

- The time, place, size or conduct of the parade, bike or foot race, including the assembly areas and route would unreasonably interfere with the public convenience and safe use of the streets and highways.
- The the parade, bike or foot race would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection to the community.
- The parade, bike or foot race route or staging areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of New Albany.
- The parade, bike or foot race route or staging areas would unreasonably interfere with another event for a which a permit has been issued.
- The information contained in the application if found to be false, misleading or incomplete in any material detail.
- An emergency such as a fire or storm would prevent the proper conduct of the parade, bike or foot race.

H. MISCELLANEOUS

1. The City of New Albany will not be responsible for the storage of any items related to a project or special event. Storage of any items is strictly the responsibility of the Host Organization.
2. In accordance with City Ordinance, signage promoting any event may not be placed in a public right-of-way. Any signs in a right-of-way are subject to disposal by the City of New Albany. (156.079; L)
3. No Host Organization has the right to exclusivity for any proposed event, and no host organization has the right to expect that their event will be approved in future years on the basis that an event was previously approved.
4. Neither the Host Organization nor any event sponsors may assert that the City of New Albany sanctions, endorses or sponsors the proposed event simply because the event application is approved.
5. The city has the right to deny future special event applications from a Host Organization if the organization has failed to meet its obligations, financial or otherwise, for a past New Albany event.

Revocation of an Event Permit (Prior to Event Occurrence)

An Event Permit may be revoked at the discretion of the Board of Public Works upon consultation with the appropriate public safety forces when the health and safety of the public is threatened by an emergency, disorder or other unforeseen condition which has arisen.

Revocation of an Event Permit (During Event Occurrence)

An Event Permit may be revoked during an event. If an Event Permit is revoked, the event must be cancelled and activities must be terminated immediately. The Board of Public Works or other appropriate City Official have the responsibility to recommend the revocation of a permit for reasons of health, inclement weather or public safety.

Event Organizer Compliance with Other Laws

The granting of an event permit required by this policy shall not eliminate:

- Requirements for any business license or any other permits which may be necessitated by any other federal, state or local statues, ordinances, rules or regulations.
- Compliance with any other applicable federal, state or local statues, ordinances, rules or regulations including all application noise and health and safety ordinances.
- Compliance with any other applicable federal, state or local statues, ordinances, rules or regulations including all health and safety ordinances.

Banner Policy and Permit

Please contact the City Clerk's office for more information regarding the banner policy and banner permits.

**City of New Albany Clerk's Office
142 East Main Street, Suite 114
New Albany, IN 47150**

Phone: (812) 948-5336

**Completed Special Event Permit Applications may be mailed or delivered in person to:
City of New Albany, ATTN: Krystina Jarboe
142 East Main Street, Suite 310
New Albany, IN 47150**

**Completed Special Event Permit Applications may also be emailed to Krystina Jarboe at:
kjarboe@cityofnewalbany.com**

I have read and agree to the terms set forth in the City of New Albany's Special Event Rules and Regulations. I understand that failure to comply with any of these rules and regulations may result in cancelation or denial of my event and/or future events.

Name (printed): _____

Signature: _____

Date: _____, 2022