



Special Event Application

Must be submitted a minimum of 60 days prior to event.

A Special Event Permit is required for an event that will be held on or require the use of either Town of Greentown owned property, public streets, right of ways, and/or any special event on commercial/business property that would fall outside of the normal day to day operations of the business.

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.

Applicant Information - Organization

Address

Email

Contact Name *(must be present at event)*

Phone Number

Event Information

Name of Event

Date of Event

Will your event include:

Closure of Public Streets or Public Property
If yes, provide detailed site plan map

 Yes No

Concerts / Live Music
If yes, provide proof of license if using copyrighted music

 Yes No

Tents
If yes and greater than 10x10', contact DHS

 Yes No

Inflatables, obstacles, rock walls, etc
If yes, must be listed on insurance

 Yes No

Food Service
If yes, must be inspected by Howard County Health Dept.

Yes

No

Fireworks, lasers, pyrotechnics
If yes, contact Greentown Volunteer Fire Dept

Yes

No

Alcohol
If yes, contact ATC

Yes

No

Portable Toilets
If yes, no dumping into Greentown WWTP collection system

Yes

No

Electricity/Generator

Yes

No

Event Description:

Event Logistics

Location

Estimated Attendance

Estimated Number of Vendors

Event Start Date

Start Time

Event End Date

End Time

Setup date & time

Tear down date & time

Please describe your plan for cleanup and removal of trash during and after your event.

Public Services Requested

Please identify any public services including street closures and traffic control, electric service, etc. that you may need for your event:

- | | | |
|-------------------------|------------------------------|-----------------------------|
| Street or alley closure | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Event Barricades | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Traffic control | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| EMS presence | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please describe any food or concession prep areas and/or alcohol sales and consumption planned for your event and attach a copy of your liquor license to the application.

You are required to provide portable restroom facilities at your event, unless you can substantiate the availability of both ADA accessible and non-accessible facilities in the immediate area which will be available to the public during your event. If you will not be providing portable restrooms, please attach a description of the facility plan.

Event Attachments (please attach and check the required documentation applicable to your event.)

	Attached	N/A
Event Route/Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
Vendor List	<input type="checkbox"/>	<input type="checkbox"/>
Agenda/Proposed Activities	<input type="checkbox"/>	<input type="checkbox"/>
Performer List	<input type="checkbox"/>	<input type="checkbox"/>
Security Plan	<input type="checkbox"/>	<input type="checkbox"/>
Location of Stage	<input type="checkbox"/>	<input type="checkbox"/>
Parking Plan	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Alcohol Beverage permit	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Insurance with Town listed as co-insured	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Health Department Approval (if serving food)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of notice to public of intended closures	<input type="checkbox"/>	<input type="checkbox"/>
Description & Locations of Signage/Banners	<input type="checkbox"/>	<input type="checkbox"/>

Other attachments: (please list)

Parade/Escort

If your event will include motor vehicles being escorted through the Town of Greentown, please attach the route.

Signature *(must be present at event)*

Date

RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT BETWEEN
THE TOWN OF GREENTOWN
AND

THIS RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT

("Release") is executed as of ____ day of _____, 20__ between the Town of Greentown (Town/Releasees) whose address is 112 North Meridian Street, Greentown, IN 46936 and the _____ (hereinafter Organizer & Participants/Releasors) whose address is _____.

1. We, the Organizers and Participants, (Releasors) hereby release the Town of Greentown, Indiana, its officers, employees, volunteers, agents, contractors, and representatives ("Releasees") from any and all actions, claims, or demands that we, Releasors, our assignees, heirs, distributes, guardians, next of kin, spouse and legal representatives now have, or may have in the future, for injury, death, or property damage, related to (i) our participation in these activities, (ii) the negligence or other acts, whether directly connected to these activities or not, and however caused, by any Releasee, or (iii) the condition of the premises where these activities occur, whether or not we are then participation in the activities. We, Releasors, also agree that we, our assignees, heirs, distributes, guardians, next of kin, spouse and legal representatives will not make a claim against, sue, or attach the property of any Releasee in connection with any of the matters covered by the foregoing release.

2. Releasors agree to indemnify and save and hold harmless, the Town of Greentown, against any and all claims by or on behalf of any person, firm. or corporation arising out Organizers staff or participants activities on Town Property, Town or State Right of Way or in Town Buildings or any breach or default in the performance of Organizers obligations hereunder. Further, Releasor covenants at all times to save and hold harmless Town of Greentown, from any loss, damage or injury to person or property, incurred by any person, persons, or corporation upon the Town Premises, which injury, loss, or damage from any negligent acts of Organizer and Participants, its servants, agents or employees.

Dated this _____ day of _____, 202__.

Organizer: _____

By: _____

Printed: _____

Title: _____