



CITY OF MISHAWAKA  
PARKS & RECREATION DEPT.  
ADDITIONAL PERMITS



It is the responsibility of the Permit Holder to ensure that they acquire all permits and licenses applicable to hosting a public event before the scheduled event date. Proof of permits and licenses must be turned into the Parks Department Office at least two (2) weeks prior to your scheduled event. If you do not provide proof of permits and licenses (as applicable) two (2) weeks prior to your scheduled event, you will not be permitted to host your event. Refunds will not be granted for events that are cancelled as a result of not being properly permitted.

**SECTION 1 – TEMPORARY STRUCTURES**

**Will you be putting up temporary structures such as tents in the park or on park property? Yes  No**

*If yes, you will need to apply for a Special Endorsement for the Amusement and Entertainment Permit with the State Fire Marshall's Office. See Appendix A.*

*If yes, you will need to fill out Anchorage Documentation for Installation of each tent. See Appendix B.*

*If yes, you will need to fill out a tent permit with the City of Mishawaka. See Appendix C.*

*If yes, you will need to call 411 and indicate where you intend to set up your tent to avoid cutting lines. Rules for tent set up, spacing, and exiting are in Appendix D.*

*If yes, you will need to provide proof of insurance and list the City of Mishawaka as Additional Insured.*

**SECTION 2 – TEMPORARY STAGING, SOUND AND LIGHTING**

**Will you be putting up a temporary stage in the park or on park property? Yes  No**

*If yes, you will need to apply for a Special Endorsement for Amusement and Entertainment Permit with the State Fire Marshall's Office. See Appendix A.*

*If yes, you will need to provide proof of insurance and list the City of Mishawaka as Additional Insured.*

**Will you be putting up sound equipment or lighting on a stage? Yes  No**

*If yes, you will need to apply for a Special Endorsement for Amusement and Entertainment Permit with the State Fire Marshall's Office. See Appendix A.*

**Will you be using sound or speakers for your event in the park or on park property? Yes  No**

*If yes, you will need to review the Noise Ordinance for the City of Mishawaka. If your event will be in violation of any feature of the Ordinance, you will need to submit a variance request to the Board of Public Works. The Noise Ordinance for the City of Mishawaka is outlined in Appendix E. How to submit a variance request to the Board of Public Works is outlined in Appendix F.*

**SECTION 3 – INFLATABLE DISPLAYS, BOUNCE HOUSES, & SIMILAR DEVICES**

**Will inflatables, bounces houses, or similar devices be used at your event? Yes  No**

*If yes, please review the Inflatable Attraction Guidelines. See Appendix G.*

*If yes, you will need to provide proof of insurance and list the City of Mishawaka as Additional Insured.*

**SECTION 4 – DUMPSTER/GARBAGE REMOVAL**

For larger events, you may be required to provide a dumpster at your own expense. If the refuse from your event will be more than the park trash receptacles can hold, you will be required to provide a dumpster (at your own expense). The dumpster may be placed up to 48 hours in advance of the event and must be removed within 48 hours of the event. The location of the dumpster must be approved by Park Staff.

## SECTION 5 – PORTABLE RESTROOMS

If you elect to put up portable restrooms in the parks, the location must be approved by Park Staff.

## SECTION 6 – EVENT NARRATIVE, TIMELINE & SITE PLAN

To ensure the appropriate review of your event, a detailed narrative and/or timeline of the event, including a description of activities, schedule of entertainment, or other pertinent information must be provided to better assist the city in reviewing the components of your event.

A detailed site plan should include, but is not limited to the following:

- Maps of staging areas for parades/races
- Route maps for parades/races
- Trash receptacles/recycling bins
- Portable restrooms
- Food, beverage, and retail vendors
- Beer gardens
- Amusement rides/inflatables
- Tents
- Portable stages

## SECTION 7 – VENDORS, CONCESSIONAIRES, BEER & WINE SALES

**Will food be sold inside your event boundary? Yes  No**

*If **yes**, you need to make sure to submit a Temporary Event Plan and Review to the St. Joseph County Health Department at least thirty (30) days prior to your event. See Appendix H.*

**Will alcohol be sold inside your event boundary? Yes  No**

*If **yes**, you need to make sure to submit a Beer/Wine Permit with Indiana Excise. Note: this is usually the responsibility of the party providing/dispensing/serving the alcohol. Be sure that this permit is acquired for your event, whether it is you as the Event Coordinator or your alcohol vendor. See Appendix J.*

## SECTION 8 – ADA ACCESSIBILITY

As required by federal Americans with Disabilities Act of 1990, as amended, all events, workshops, conferences, hearings or any other activities held on City Property (city facilities, including buildings and parks, and public right-of-way) must be accessible to the people with disabilities.

## SECTION 9 – INSURANCE

Events are required to have **Commercial General Liability Insurance** in which the City of Mishawaka, its' elected and appointed officials, employees and volunteers" are listed as additional insured. This policy must be a minimum of one million dollars (\$1,000,000) with an aggregate amount of one million dollars (\$1,000,000). Additional insurance may be required dependent upon the event size and any high risk activities. Coverage must be maintained for the duration of the event including set-up and dismantle dates. Event insurance will be primary; any city insurance will be non-contributory.

The Certificate Holder for all events shall be: City of Mishawaka, 600 E. 3<sup>rd</sup> St., Mishawaka, IN 46544

## SECTION 10 – AFFIDAVIT OF APPLICANT

**[ ] BY CHECKING THIS BOX AND FILLING THE LINES BELOW, I UNDERSTAND AND AGREE TO ALL OF THE ABOVE**

I, \_\_\_\_\_, am authorized to represent and bind the Host Organization. The Host Organization represents and certifies as follows:

1. That the information contained in this Additional Permits Form is true and correct to the best of my knowledge.
2. The Host Organization understands that it is the sole responsibility of the Host Organization to submit and pay for any permits required for their event.

3. That the Host Organization has read, understands and agrees to comply with the ordinances governing the proposed special event as set forth in the City Code of the City of Mishawaka, 2019, as amended.
4. To comply with all other laws, rules, regulations and requirements of the City, County, State and Federal Governments, and any other applicable entity which may pertain to or govern the use of the event venue and the overall conduct of the special event.
5. The Host Organization acknowledges that the acceptance of any plans required as part of the Additional Permits Application does not constitute an approval or an acknowledgment by the City of Mishawaka of the adequacy of the information contained in the plans.
6. In accord with City Code, to pay any costs and fees for city services that are incurred by or on behalf of the special event within sixty (60) days of billing by of billing by the City.
7. Cancellation Policy: Refunds will be granted only if function is cancelled a minimum of thirty (30) days prior to scheduled date. No refunds will be given due to inclement weather.

Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Title of Organization Contact: \_\_\_\_\_

Contact's Signature: \_\_\_\_\_ Date: \_\_\_\_\_