

# Indy Parks 2025 Special Event Permit Application

**Submitted applications do NOT guarantee event approval.**

Indy Parks Mission Statement: To provide enriching experiences for all.

## Permit Process

The Special Event Permit process begins when you submit a Special Event Permit Application to the park management staff. Upon receipt of your application, it will be evaluated for its impact on the park and distributed to other city departments for their review, requirements, or conditions. Due to the many changing aspects of an event and its planning process, we recognize that you will need time to provide all the necessary information and documents. Given this fact, the permit might not be physically issued until a few days before the event. Upon approval of the event, the event organizer will be provided a rental permit subject to the conditions of operation and amenities used in the park.

Besides answers to 30 questions, we will also need:

- a certificate of insurance (COI) covering \$1,000,000 in general liability
- a detailed site map or course map
- an emergency action plan (EAP)
- and other documents based on event details

## Permits from Other Agencies

A Special Event Permit issued by Indy Parks shall be invalid if the permittee has not obtained all other necessary permits or approvals required by law for the special event, including, without limitation, required permits from the State of Indiana (Homeland Security), Alcoholic Beverage Control (Excise Police), Business and Neighbor Services (BNS), the Marion County Public Health Department (MCPHD) or any other public agency having jurisdiction over the special event or its location.

Permit applications must be received by the Park Manager **no less than forty-five (45) days in advance of the event.** Generally, a Special Event Permit is required for any organized activity or event, whether organized by a nonprofit entity, private enterprise, individual, or other, which involves the use of, or will have an impact upon, park property, park facilities, sidewalks, Greenway trails or city streets surrounding said areas. (Refer to Indianapolis' Municipal Code Sec. 631-120). It is our goal to assist event organizers in planning a safe and successful event that will create a minimal impact on the community or neighborhoods surrounding the event. You are encouraged to call Indy Park's Customer Service Office at (317) 327-PARK x2 with any questions.

We appreciate your interest in Indy Parks and conducting a special event in our spaces thereby adding to our sense of community! For information on the Special Event permitting process, please get in touch with the park staff or Indy Park's Customer Service at 317.327.7575 option #2.

**Please Print**Today's Date:  \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Start Time(s): \_\_\_\_\_ End Time(s): \_\_\_\_\_

Location of Event: \_\_\_\_\_

Estimated No. of Participants: \_\_\_\_\_ Is the event open to the public? \_\_\_\_\_ (Anyone can participate)

**APPLICANT/SPONSORING ORGANIZATION****Applicant who will be at the event** \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Applicant/2<sup>nd</sup> Contact Person** \_\_\_\_\_ Business Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Will this person be at the event? \_\_\_\_\_

**Sponsoring Organization** \_\_\_\_\_ Non-Profit: YES: \_\_\_\_\_ NO: \_\_\_\_\_

Address \_\_\_\_\_

\*\*Is the City Co-Sponsoring the Event? \_\_\_\_\_ If YES, Department Name: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**SPECIFIC REQUIREMENTS**1. **Have you** (the Event Organizer) **hosted this event in the past?** \_\_\_\_\_2. **Has the event occurred at this park in the past?** \_\_\_\_\_

If yes, when? \_\_\_\_\_ Attendance totals: \_\_\_\_\_

3. **Has the event been hosted at a different location?** \_\_\_\_\_

If yes, when, and where? \_\_\_\_\_ Attendance totals: \_\_\_\_\_

4. Will your event start, finish, or take place during hours in which the park would normally be closed? (Etc. Dusk to Dawn) \_\_\_\_\_ If yes, additional paperwork will be needed such as After Hours and/or Overnight applications.
5. Will social media be used to advertise this event? \_\_\_\_\_
- a. On a closed/private page or public account? \_\_\_\_\_
6. Do you plan to publicize this event? \_\_\_\_\_ If yes, please attach a copy of the proposed flier.
7. Will banners or signs be hung or posted before the event? \_\_\_\_\_
- a. \*Note: Large banners/signs and items hung before day of event need additional approval.
8. Will news crews/media be invited to your event? \_\_\_\_\_
- a. If yes, please attach a copy of the proposed press release
9. Do you plan to film the event and make a profit from the video? \_\_\_\_\_
10. All of our 200+ parks are within 5 miles of an airport. Will any Unmanned Aerial System (UAS, UAV, Drone, etc.), including Balloon, Blimp, etc., be erected at a height greater than 75 feet? \_\_\_\_\_
- a. If yes, additional paperwork will be needed such as a Certificate of Insurance, Indy Parks Photoshoot Agreement, FAA Certification, and a notification to the airport.
- b. The application process for such permissions takes up to two weeks for approval.
11. Will there be an admission charge to attend your event? \_\_\_\_\_
- a. If yes, how are you collecting the money? \_\_\_\_\_
12. Will donations be accepted/solicited during this event? \_\_\_\_\_
- a. If yes, how are you collecting the money? \_\_\_\_\_
13. Will you have vendors at your event? \_\_\_\_\_
- a. If yes, how many will be selling product? \_\_\_\_\_
- b. How many will be informational vendors? (Not selling product) \_\_\_\_\_
14. Will food be served? \_\_\_\_\_ If yes, what will be served? \_\_\_\_\_

**\*\*NOTE:** A Temporary Food Permit may be required if food items served at your event are NOT prepackaged. Depending on the type of food, you as an event organizer, may need to register your event with the **Marion County Public Health Department 30 days** before the event. You may call **317-221-2256** or go online at <http://marionhealth.org/programs/environmental-health/food-and-consumer-safety-2/>.

15. **How many portable toilets will you be providing?** \_\_\_\_\_ If food is being served you are required to have at least one (1) toilet and one (1) hand washing station for every 250 people.
16. **Will alcohol be served?** \_\_\_\_\_ If yes, what will be served? \_\_\_\_\_
- a. Please complete this three-step process to host an event with alcohol. [Obtaining a one-day permit to serve beer and or wine.pdf](#)
17. **Do you intend to invite government officials to speak or to participate in any way?** \_\_\_\_\_
- a. If yes, whom? \_\_\_\_\_
18. **Will your event include live animals?** \_\_\_\_\_
- a. Events with animals may require additional considerations including the Parks Board.
19. **Will any part of your event require people in or on a body of water?** \_\_\_\_\_
- a. If yes, how many lifeguards/water rescue personnel are you hiring? \_\_\_\_\_
- b. From which organization? \_\_\_\_\_

**AMUSEMENT AND ENTERTAINMENT PERMIT (A&E PERMIT):** Amusement & Entertainment permits are state-required and issued by the Indiana Department of Homeland Security. Some of the most common places and events requiring A&E permits are **concerts** and other **shows, amusement rides, and movies**. The operator of the event must apply for the A&E permit in advance of the planned event so that the necessary life safety inspections of the venue can be performed to protect public safety. For additional information go to this state website. <http://www.in.gov/dhs/2795.htm>.

20. **Will there be tents, canopies, booths, stages, bounce houses, etc. erected during the event?** \_\_\_\_\_
- If yes, please list: \_\_\_\_\_

**\*\*Tents larger than 20'x40' (400 sq ft) and stages higher than 3 feet require additional permitting through the Department of Business and Neighborhood Services (BNS) and Homeland Security.**

**Visit <https://www.indy.gov/activity/tent-and-temporary-structure-permits> for more information.**

**Fees assessed by BNS and Homeland are in addition to Indy Park fees.**

21. **Will any type of sound-amplifying equipment be used in conjunction with this event?** \_\_\_\_\_
- a. If yes, please explain \_\_\_\_\_
22. **Will you be using a generator?** \_\_\_\_\_
- a. If yes, to power what? \_\_\_\_\_
- b. What type and size? \_\_\_\_\_

23. Will propane, compressed gasses, pyrotechnics, or open-flame devices be used for the event, including, but not limited to food preparation, cooking, etc.? \_\_\_\_\_

a. If yes, please explain. \_\_\_\_\_

\*For IFD approval, please fill out the following form: <https://ifdquartermaster.wufoo.com/forms/q3ojw6s0anld27/>

24. Does your parking plan include a flow of traffic, spots designated for handicapped persons, dog park patrons (if applicable), and other recreational users? \_\_\_\_\_

25. Who will be responsible for removing the trash from the park after the event? \_\_\_\_\_

a. Said person's number and email \_\_\_\_\_

b. See Attached Waste Management Plan

26. Will the event impact access to streets, driveways, sidewalks, etc. around the park or trail? \_\_\_\_\_

a. If yes, all affected businesses and/or residences must be notified at least five (5) days in advance.

27. Do you have a detailed Site Map/Course Map for your event? \_\_\_\_\_

a. Please include a detailed **reproducible** map of the event including, but not limited to items listed on page 12.

28. Has an Emergency Action Plan been developed, (i.e., medical & fire)? \_\_\_\_\_

a. Please provide a detailed copy of your plan.

b. See Sample Weather & Safety EAP

29. Do you have a Certificate of Insurance, naming the Consolidated City of Indianapolis as additionally insured for the date of your event, with a minimum coverage of \$1,000,000? \_\_\_\_\_

a. Please provide your policy's Declaration Page

30. The name of your Certified Law Enforcement Officer and Law Enforcement Agency:  
\_\_\_\_\_

**Public Safety Contact – (Law Enforcement Officer Requirements)** Event organizers are responsible for hiring Law Enforcement Officers to ensure the public's safety and security while attending events at Indy Parks. A Public Safety Contact is mandatory for events with 500+ attendees (or 250+ if alcohol service or sales are approved).

a. **All officers must be ILEA Certified with arresting powers in Marion County.** Security companies unable to provide such officers may supplement the required ILEA-certified officers contracted by the organizer. Indy Parks strictly prohibits the carrying of firearms by non-ILEA-certified "security" personnel.

b. Organizers may hire Off-duty (Off Duty Employment - ODE) officers from any Police Agency within Marion County. To request Off-duty Officers (ODE) from IMPD, organizers may email their request to [IMPD.PublicAffairs@indy.gov](mailto:IMPD.PublicAffairs@indy.gov)

c. Township Constables are not authorized to work as the designated Public Safety Contact or armed security.

## Special Events – Public Security Verification

The Event Organizer must fill out the top portion of this form and present it to the ILEA (Indiana Law Enforcement Academy) Certified Law Enforcement Officer who has been hired to provide Security for the event for signature. Once completed, the Event Organizer will submit this form to Indy Parks along with the application packet. A Public Safety Contact is mandatory for events with 500+ attendees (or 250+ if alcohol service or sales are approved).

**All officers must be ILEA Certified with arresting powers in Marion County.** Security companies unable to provide such officers may supplement the required ILEA-certified officers contracted by the organizer. Indy Parks strictly prohibits the carrying of firearms by non-ILEA-certified "security" personnel.

- Event Organizer Name: \_\_\_\_\_
- Event Name: \_\_\_\_\_
- Event Dates and Times: \_\_\_\_\_
- Event Location: \_\_\_\_\_
- Expected Attendance: \_\_\_\_\_

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**The information below is to be completed by the ILEA Certified Law Enforcement Officer:**

The undersigned has been contracted by the above Event Organizer to provide the Security required for their event. The number of officers required is contingent on attendance and event type. All required officers **MUST be ILEA Certified** and have arresting powers in **Marion County**. For additional information please contact the IMPD Ranger Unit at 317-327-7615.

Officer's Name (Please Print): \_\_\_\_\_ ID: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Law Enforcement Agency: \_\_\_\_\_

Email Address: \_\_\_\_\_

Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Waste Management Plan

<b>Event Details</b>	
Name of event	
Venue/location	
Event Date(s)	Duration of event (Hours)
Type/style of event	
Maximum size of crowd expected	
Food and other stalls	
Alcohol available	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Bin Infrastructure</b>	
What waste streams are to be collected?	<input type="checkbox"/> Waste <input type="checkbox"/> Recycling <input type="checkbox"/> Compost <input type="checkbox"/> Cardboard <input type="checkbox"/> Container deposit
Where will the <b>bin stations be located</b> across the site? <i>Identify bin stations on site map including where the bins be delivered and collected.</i>	
<b>Waste Strategy</b>	
What actions will be taken to <b>reduce contamination</b> of recycling bins and food & organics bins?	
How frequently will the <b>bins be serviced/emptied</b> during the event? <i>i.e., number of times bins collected per day/night</i>	
<b>What litter management actions</b> to be taken so it doesn't leave the site but also keeps the site clean?	
<b>Who is the waste contractor</b> for the different waste streams? When will bins be taken away? <i>Note: Maybe different contractors for different waste streams for recycling and food organics</i>	

# Parking Plan

Event Name:		
Date(s) of Event:		
Event Coordinator:		
Location:		
Est. Attendance:		

## Available Parking – Location #1: \_\_\_\_\_

Free parking is available to the public at the following locations within walking distance of the event location:

- Parking lot between \_\_\_\_\_ has \_\_\_\_\_ stalls available
- Parking lot adjacent to \_\_\_\_\_ has \_\_\_\_\_ stalls available
- Parking lot in front of \_\_\_\_\_ has \_\_\_\_\_ stalls available
- Street parking along \_\_\_\_\_
- Street parking along \_\_\_\_\_
- Street parking along \_\_\_\_\_

## Available Parking – Location #2: \_\_\_\_\_

Free parking is available to the public at the following locations within walking distance of the event location:

- Street parking along \_\_\_\_\_ Streets
- Street parking along \_\_\_\_\_ Avenues

## Notification of Parking Locations -

Event Parking will be identified to the participants and the public in the following ways:

- Event signage to direct vehicles to parking locations
- Parking options will be communicated using the attached map &/or text in the following locations:
  - Local newspaper
  - Event website
  - Event registration confirmations to participants
  - Emails to participants
  - Event social media (Facebook, X, etc.)



# Emergency Action Plan (EAP)

## Weather & Safety Plan

I. **Event Name & Date:** \_\_\_\_\_

### II. **Weather-Related Concerns:**

Indoor events are held rain or shine. For outdoor events, every attempt will be made to get the event in on the scheduled date. The events cannot occur, as scheduled if the following conditions prevail:

- a. Lightning
- b. High Winds

All staff, volunteers and vendors will be advised of safety protocols before the event through the distribution of this documentation. The safety of the spectators and event participants is a vital concern to \_\_\_\_\_ (event organizer). This document will address the procedure to be utilized if a weather emergency arises during the day.

### III. **Severe Weather/Lightning/Evacuation Plan:**

Forecast Consistently Monitored by \_\_\_\_\_ who will monitor the weather forecasts, satellite radar readings and the weather radio for Indianapolis and specifically the Marion County, in advance of the event in order to be advised of the possibility of storm activity. In addition, the weather forecast will be monitored throughout the day via cell phones and weather radio.

### IV. **Suspension of Event Schedule:**

Should lightning occur that is within a 20-30-minute range of the event site, all programming will be suspended until the lightning/storm activity has passed.

### V. **Evacuation of Festival Site**

If severe inclement weather is observed on the satellite radar systems and such severe weather is approaching within 20 to 30 minutes of the event site or if the severe weather pattern is clearly discernible, then the event site will be evacuated. The decision to evacuate will be made by \_\_\_\_\_ in consultation with IMPD and IFD.

### VI. **Police Department/Traffic Flow**

Once the decision to evacuate the event site has been made, IMPD (if not already cognizant of the decision) must be immediately notified so that police officers will be able to facilitate traffic moving from the area.

### VII. **Notice to Participants/Spectators:**

The decision to evacuate the event site will be communicated as follows:

- a. Loudspeaker announcements over public address system.
- b. Event personnel/volunteers will canvas the event area to advise the evacuation order and direct to evacuation sites.
- c. The Safety and Evacuation Plan will be provided, in advance of the event to all volunteers and to each staff member and Vendor.
- d. \_\_\_\_\_

VIII. **Evacuation Sites (Must be event specific):** \_\_\_\_\_

**IX. Restarting Event:**

The decision to resume the event will be made by \_\_\_\_\_ in consultation with IMPD and IFD. In most cases, current radar data will need to be available showing that the dangerous weather has passed and there is no potential for further cells to pass through the area.

The decision to resume event activities will be communicated as follows:

- a. Event specific radio stations will make announcements
- b. Updating our website, texting, email and other social media platforms to communicate "all clear".
- c. Loudspeaker announcements over public address system.

**X. Modification of Event Schedule Due to Lightning or Storm Activity:**

Every effort will be made to adhere to the established event schedule. A 30-min delay will occur after the last lightning strike. Should a delay occur due to lightning or storm activity; and the delay is so lengthy as to render adherence to the original event schedule impossible, then \_\_\_\_\_, in consultation with the police and fire, will modify the schedule.

**IV. Suspicious Objects or Behavior**

The safety and security of our citizens is our highest priority. We will emphasize the importance of reporting suspicious activity to the proper state and local law enforcement authorities.

We will remind our people to monitor the immediate area for suspicious objects or behavior at day-to-day operations or any of our events. By being observant, we could drastically minimize the chance of danger and help to keep people safe.

**Suspicious behavior:** Be aware of unusual or out-of-place activity for your transportation and community environment.

**Suspicious packages, bags or vehicles:** Be aware of unaccompanied packages or bags placed in a discreet location or other obscured area, or unoccupied vehicles parked close to buildings, bridges, stations, terminals, or other critical structures.

The City of Indianapolis – Marion County Community Emergency Response Team (CERT) program helps train people to be better prepared to respond to emergency situations in their communities. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site.

All will be encouraged to keep Indianapolis a safe and secure environment by reporting unattended packages and suspicious activity at 1-877-226-1026. Never assume someone else will make the call. If you feel immediate attention is necessary, please call 911. Tell them what you saw and why it struck you as odd.

# EAP - Event Command

## Event Command Center

The \_\_\_\_\_, (Address/Location) will serve as the Event Command Center. This will be the meeting place for the Command Group in the event of inclement weather conditions or any safety related incidents on the route that may cause postponement or cancellation of the event.

The Event Operations Committee will be located at \_\_\_\_\_(Location). This will be used as a meeting place and distribution of event (Equipment/Assignments/Information) for event staff/volunteers. (Other information relevant to the Event Operations Command)

### Command Group:

Name / Organization	Contact Phone

**Event Authority:** Explanation of event chain of command in regards to Cancelation, Postponement and/or Evacuation of the Event Site/Venue

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## EAP – Emergency Operating Procedures

- **Calling for Medical Assistance** Medical calls from Event Staff and volunteers will be directed to \_\_\_\_\_ (an Event Area Supervisor) identified by \_\_\_\_\_ or Uniformed Security Units. Event Area Supervisors/Uniformed Security Units receiving information of a Medical Emergency will contact Event Command with the information.

- **For Event Staff:** Radio – “Your Name to Command” “I have a Medical Emergency in Area (Specify what area or zone the Medical Emergency is located)”. If you are not with the subject needing Medical Attention you should be moving to their location while contacting Command.
- **Command** – If IEMS personnel are not on location at the Event Venue, have Control contact Fire/EMS dispatch to dispatch the appropriate units to the location. If IEMS is on station have them respond appropriately to the location notified.
- **Ambulance** IEMS will have an ambulance positioned on site \_\_\_\_\_(Location).
- **Medical Cart Team** IFD will have One (Two...etc.) EMS Cart Team on site mobile or stationed at (Location). Command will dispatch these units when needed.
- **First Aid Station(s)** One (Two) first aid station(s) is located at \_\_\_\_\_  
The first aid station(s) will have direct contact with IEMS. The First Aid Station located at \_\_\_\_\_ (Location) will also act as “Lost Persons” or “Meet Me” location.
- **Incident Reports** An Incident Report needs to be filled out and filed with Event Command for every Medical Incident associated with the Event.

**EAP - Event Timeline & Agenda**

Set Up will begin at: \_\_\_\_\_

Activities will take place: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The event will end at: \_\_\_\_\_

## Sample Event Site Map or Race Route

An outline of the entire event location, including the names of all streets or areas that are part of the venue and surrounding area; If the event involves a moving route of any kind (parade, walk, march, etc.) indicate the direction of travel, all street or lane closures and locations where event volunteers and security will be posted. Include a legend.

- The location of barriers, fences and/or barricades. Indicate removable fencing/barriers for emergency vehicle access.
- Event route Start / Finish points
- Stage and sound equipment placement
- First aid / medical sites
- Vendors.
- Generator locations and/or sources of electricity.
- Parking
- Exit locations for outdoor events that will be fenced.



# GENERAL CONDITIONS FOR SPECIAL EVENTS

Please read and initial each condition:

1. **Deadline for Application:** The completed and signed Special Event Permit Application shall be submitted to the Park Manager no later than forty-five (45) days before the date of the event. \_\_\_\_\_
2. **Revocation/Modification:** Except as otherwise provided in the terms and conditions of a Special Event Permit, the City may revoke a Special Event Permit with ten (10) days' notice. The City may modify or change these general conditions and any special terms and conditions imposed on the Special Event Permit at any time.  
\_\_\_\_\_
3. **Penalties for Non-Payment of Fees or Costs:** Failure to pay permit fees when due may result in the rejection of future applications and denial of permits. \_\_\_\_\_
4. **Assignment:** No person or organization, other than the permittee's authorized agent, is allowed to conduct the special event for which the permit is issued. The Special Event Permit shall not be transferred or assigned; any such transfer or assignment shall void the permit. \_\_\_\_\_.
5. **Permits from Other Agencies:** A Special Event Permit issued by Indy Parks shall be invalid if the permittee has not obtained all other necessary permits or approvals required by law for the special event, including, without limitation, required permits from the State of Indiana, Alcoholic Beverage Control (Excise Police), or any other public agency having jurisdiction over the special event or its location. \_\_\_\_\_
6. **Responsibility for Restoration and Repair:** The permittee is solely responsible for any necessary restoration and repair of City-owned property resulting from the special event. \_\_\_\_\_
7. **Responsibility for Cleanup:** The permittee and person named on the application as such are solely responsible for cleaning the park property affected by the special event, and shall remove entirely and dispose of all refuse, litter and rubbish from park property affected by the conduct of the special event. The affected property shall be clean and appear as it was before the special event. \_\_\_\_\_
8. **Costs of Special Event:** Unless otherwise stated in the permit, or a separate written agreement, all costs incurred for the special event shall be borne entirely by the permittee. The permittee hereby waives all claims for indemnification or contribution from the City for any costs associated with the special event. \_\_\_\_\_
9. **No Precedent Established:** The issuance by the City of a Special Event Permit shall not establish a precedent and shall not obligate the City in any way to issue subsequent permits for the same or similar events or to the same permittee. \_\_\_\_\_
10. **Responsibility to Maintain Event Structures and Materials:** The permittee agrees, by acceptance of the Special Event Permit, to properly maintain any and all event structures and materials used or required during the time of the event or at any prior or subsequent time during which work or any other activities are being performed under the Special Event Permit. \_\_\_\_\_
11. **Cancellation of Rights:** The permitted special event may be canceled, postponed or terminated at any time if, in the opinion of the park staff, IMPD Rangers Unit or Fire Marshals, they are conditions at the park that present

unacceptable hazards. This may include, but not limited to, wind, fire, rain, snow, and ice. \_\_\_\_\_

12. Restriction on Throwing Candy, etc., during Parade: Participants in a parade may distribute candy or other attractive objects to roadside spectators only by hand-to-hand. No other kind of distribution will be allowed, including, without limitation, throwing, tossing, dropping, etc. \_\_\_\_\_
13. **Responsibility for Damage; Indemnification:** The permittee shall indemnify and defend the City of Indianapolis and all its elected officials, officers, agents, employees and volunteers, from any and all claims, losses, suits, actions, damages, and liability for damages, including attorney's fees and other costs of defense incurred by the City of Indianapolis whether for damage to or loss of property or injury to or death of person, including, without limitation, the permittee, persons acting on behalf of the permittee, persons employed by the permittee, persons attending or participating in the special event on properties of the City of Indianapolis and injury to or death of City of Indianapolis elected officials, officers, agents, employees and volunteers, arising out of, or resulting from the special event, or arising out of the failure on the permittee's part to perform his obligations under any permit, or from any cause whatsoever during the special event, or at any prior or subsequent time during which work or other activities are being performed under the obligation provided by and contemplated by the special event permit or other permit. \_\_\_\_\_
14. The permittee waives any and all rights to any type of expressed or implied indemnity against the City of Indianapolis, its elected officials, officers, agents, employees and volunteers, from any and all claims, suits or actions as set forth above regardless of the existence of degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, acting on behalf of the permittee, or persons attending or participating in the special event. \_\_\_\_\_
15. The permittee furthermore releases and forever discharges the City and their respective agents, officers, and employees, from all claims, demands, damages or claims for relief on account of any and all injury which may exist or may hereafter arise from this permit. \_\_\_\_\_
16. **Security:** If the City requires the permittee to have uniformed security personnel present during the special event unless otherwise set forth in a written agreement with the City, the permittee shall provide, at the permittee's expense, an ILEA Certified Officer, either (1) employed by a company licensed and bonded with arresting powers in Marion County or (2) as Off-Duty Officer of a Law Enforcement Agency in Marion County.  
\_\_\_\_\_
17. Film Production Guidelines:
  - a. Applicants for a Special Event Permit for film production shall provide a copy of the shooting script and location schedule no later than forty-eight (48) hours before filming. The Department of Parks and Recreation shall determine if special parking restrictions, restrictions on the hours of film production, or special notification of residents/businesses requirements are necessary. \_\_\_\_\_
  - b. All vehicles, including, without limitation, equipment rental vehicles used by a film production crew shall be visibly identified with the name of the film company. Identification shall be placed in the windshield of the vehicle while at the permitted location. \_\_\_\_\_
  - c. To the greatest extent possible, film production shall not interfere with the normal activities of the persons living or working in an area affected by the film production. Filming crews and equipment shall

not interfere with street sweeping or refuse collection. No littering is permitted, and the area affected by the film production shall be cleaned and returned to its appearance before the film production before the film company leaves the area. Unless prior authorization is given, the public shall not be deprived of egress and ingress to private or public property. \_\_\_\_\_

18. **American with Disabilities Act:** The permittee understands and agrees that he/she will comply with the obligations of Titles II and III of the Americans with Disabilities Act of 1990 in the conduct of the special event, and further agrees to indemnify, save harmless and defend the City of Indianapolis, its elected officials, officers, agents, employees and volunteers, from any claims or liability arising from the Americans with Disabilities Act. \_\_\_\_\_

19. **Incorporation of Conditions:** The Application for a Special Event Permit may be subject to further terms and conditions as specified by various City departments, and those special conditions along with the general conditions outlined above, are hereby incorporated within the Special Event Permit. \_\_\_\_\_

20. **Federal Civil Rights Law:** The permittee and its representatives, as part of the consideration for the Special Event Permit, hereby covenant and agree that no person on the grounds of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the conduct of the special event. \_\_\_\_\_

21. **Insurance Requirements:** All special events are subject to a determination by the Indianapolis Park's Risk Manager that insurance may or may not be necessary. All required insurance shall be procured by the applicant for each special event and shall provide liability insurance which, among other requirements, shall name the Consolidated City of Indianapolis as additional insureds. **Failure to provide evidence of sufficient insurance may be grounds to either not issue the permit or to cancel the permit if it has been issued.** \_\_\_\_\_



We appreciate your interest in Indy Parks and conducting a special event in our spaces and thereby adding to our sense of community! For information on the Special Event permitting process, please contact the Indy Park's event location or Indy Park's Customer Service at 317.327.7575 option #2.



**INSURANCE REQUIREMENTS  
FOR USE OF INDY PARK FACILITIES AND TRAILS  
(Fax this document to your insurance company)**

The City of Indianapolis requires the following three items to fulfill the insurance requirement:

- 1) **Certificate of Insurance.**
- 2) **Additional Insured Endorsement – The Consolidated City of Indianapolis**
- 3) **Evidence of primary language** either by endorsement or the actual page(s) of the policy typically found in the “Other Insurance” section of the policy.

**Minimum Limits of Insurance**

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage and \$2,000,000 aggregate.
2. Full Liquor Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If liquor, beer or wine is available for consumption, **and money is transacted in any form** (i.e., for donation, for a ticket, for a meal, for entry to the event, for the beverage), then full liquor liability coverage shall be supplied.

**Other Insurance Provisions**

1. Certificate holder shall be: Consolidated City of Indianapolis, **200 East Washington Street, Indianapolis, IN 46204** or the Indy Park location address.
2. A waiver of subrogation on the general liability policy.
3. The City of Indianapolis, its officers, officials, employees, and volunteers are included as Additional Insured. The City will not accept a blanket Additional Insured Endorsement. The Endorsement must name the Consolidated City of Indianapolis as additionally insured. You may include a reference to the rental of a specific park location, building, area, trail, or event.
4. Insurance coverage must be **primary** insurance. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess or secondary of the insurance and shall not contribute with it. ***The City needs either a Primary Endorsement or a copy of the actual policy that shows the event sponsor’s insurance is primary.***
5. Coverage shall not be canceled except after thirty (30) days’ prior written notice has been given to the City.
6. We DO NOT ACCEPT endorsements or certificates with the wording, “but only in the event of a named insured’s sole negligence.”

**Verification of Coverage**

A certificate evidencing such insurance shall be supplied to the City no less than ten (10) days before the use of the facility.