



Special Event Permit Application

311 Hauss Square Room 316, New Albany, IN 47150
812-948-5333
www.cityofnewalbany.com

Name of Organization: _____

Name of Applicant: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone : (____) _____ Email: _____

Onsite event day contact person: _____ Phone: _____

Event Information

Type of Event			
<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Rally	<input type="checkbox"/> Parade	<input type="checkbox"/> Wedding Ceremony/Photos
<input type="checkbox"/> Fair	<input type="checkbox"/> Concert	<input type="checkbox"/> Picnic	<input type="checkbox"/> Other (Specify) _____

Event Title: _____

Event Date: _____ Estimated Attendance: _____

Requested Park: Bicentennial Park Riverfront Amphitheater City Square
 Other (Specify) _____

Event Hours: _____ AM/PM - _____ AM/PM

Set Up Hours: _____ AM/PM - _____ AM/PM Tear Down Hours: _____ AM/PM - _____ AM/PM

Please indicate all of the following that apply to your event

Yes No

- FOOD CONCESSIONS
- ALCOHOLIC BEVERAGES
- FIRST AID FACILITY AND AMBULANCE
- TABLES AND CHAIRS SET UP, IF YES HOW MANY _____
- FENCING, BARRIERS, BARRICADES
- ELECTRICITY REQUIRED, IF YES SOURCE _____
- BOOTHS, EXHIBITS, DISPLAYS

___ ___ CANOPIES, TENTS, STRUCTURES (must be approved by building commissioner/ fire marshal)

___ ___ VEHICLES, TRAILERS, IF YES HOW MANY _____

___ ___ TRASH CONTAINERS, DUMPSTERS

___ ___ PORTABLE TOILETS

___ ___ ENTERTAINMENT, IF YES PLEASE DESCRIBE _____

___ ___ INFLATABLES, AMUSEMENT, IF YES PLEASE DESCRIBE _____

Voluntary Donations

While there is no fee for the use of our non-parks public spaces, donations are accepted for the use of the City of New Albany Bicentennial Park, Riverfront Amphitheater, City Square or any other non-parks public space. Contributions support a broad array of recreational activities for residents and visitors, as well as helping to maintain our ever evolving park system. Donations made to New Albany Parks and Recreation Department are tax deductible.

Other permits

All components of the event are subject to Board of Works approval and may require approval by and/or permits from other agencies. Board of Works approval permits use of the specified space under the terms of the permit and does not constitute permission from other agencies. Events that impact other agencies must seek proper approval and permitting from said agencies. It is the express responsibility of the applicant to secure all necessary permissions and paperwork.

Insurance Requirements

Proof of insurance may be required before final permit approval. Each event is evaluated on its risk and exposure. The City of New Albany is not responsible for any accidents to persons or property resulting from the issuance of this permit.

Affidavit of Applicant

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations listed on this and all applicable forms, including City of New Albany ordinances, as they pertain to the requested usage. Applicant agrees and understands any significant damage to city property will be the sole responsibility of the applicant. By signing this application, the applicant agrees to follow all rules and regulations and city ordinances. The permit, if granted, is not transferrable and is revocable at any time at the absolute discretion of the New Albany Board of Public Works. All programs and facilities of the City of New Albany are open to all citizens regardless of race, sex, age, color, religion, national origin or handicap.

For any questions regarding special event permitting, please contact Courtney Lewis at clewis@cityofnewalbany.com or 812.948.5333.

Name of Applicant: _____ (please print)

Signature: _____ Date: _____

Office Use Only			
___ Approved	Notes:		
___ Denied	Signed:		Date: _____
(Board of Works President)			