

CITY OF CARMEL SPECIAL EVENT/FACILITY USE POLICY

City of Carmel, Indiana (“City”) residents and organizations may host special programs/events, request street closings, or use certain City facilities or properties (“Facility”), including the Civic Square Fountain Area, Civic Square Gazebo, Japanese Garden, Midtown Plaza, Monon & Main Plaza, Reflecting Pool (excluding the area known as Veteran’s Plaza) and Sophia Square, in accordance with this Special Event/Facility Use Policy. Veteran’s Plaza is not available for use, as it is considered a solemn memorial honoring living and deceased American Veterans. Due to the wide variety of events and activities for which facilities may be requested, the City, by and through its Board of Public Works and Safety (“Board”), reserves the right to require additional terms and conditions as circumstances dictate.

SPECIAL EVENT/FACILITY USE REQUEST PROCEDURES

A. **APPLICATION DEADLINE:** Applicant shall complete the online Special Event/Facility Use Request Form and Acknowledgement Agreement, and attach any additional documents (if applicable) as described below, **a minimum of 60 days prior to the planned date of the event or activity.** Approval of the request must be granted by the Board, which meets on the first and third Wednesday of each month. The Board will not generally consider any application which does not meet the deadline. **Applicant will be notified of approval or denial by US mail.**

B. **SECURITY DEPOSITS AND EVENT FEES:**

- A **refundable Security Deposit in the amount of \$100 is due upon submission** of the Special Event/Facility Use Request for any applicant located or residing inside of Carmel city limits, wishing to reserve a Facility.

The security deposit will be refunded to the extent it is not used to pay for repairs, costs or clean-up associated with the use of the Facility.

- A **non-refundable event fee in the amount of \$150 is due upon submission** of the Special Event/Facility Use Request for any applicant located or residing outside of Carmel city limits, wishing to reserve a Facility.

All applicants remain liable for repairs, costs or damages that exceed the amount of the security deposit or fee. Final determination of damages shall be made by the City Facilities Manager or his designee.

Applications will not be processed until security deposit and/or event fee payments have been received. Payment may be made online using a credit or debit card by [clicking here](#)

and entering PLC number A0026j, by calling 1-888-604-7888 (give them PLC#) or by certified check or money order made payable to the "City of Carmel" and mailed or delivered to

Carmel City Hall
Attn: Lobby Reception Desk
One Civic Square
Carmel, IN 46032

GENERAL TERMS AND CONDITIONS

- A. **PRIORITY OF APPROVAL:** Use of a City facility for a City-sponsored function shall take priority over its use for all other purposes, regardless if any prior approval for another purpose has been obtained. In addition, an annual or ongoing event shall be given preference over a one-time event. Otherwise, all requests will be granted on a first-come, first-served basis. Requests may be submitted to the Board up to twelve (12) months in advance of the activity or event date.
- B. **CONFORMITY OF PURPOSE:** The requested use of a City facility must conform to the design and intended function of the facility.
- C. **COMPLIANCE TO APPLICABLE LAWS:** The requested use of the City facility shall comply with all applicable Federal, state and local laws and must not be injurious to the public health, safety or general welfare.
- D. **ADMISSION FEES:** Applicant shall not charge an admission fee for an activity or event without prior Board approval. Voluntary donations may be solicited.
- E. **USE OF POLICE OR FIRE EMERGENCY MEDICAL SERVICES (EMS):** Any event requiring the use of either Police and/or Fire Emergency Medical Services (EMS) is required to be coordinated in writing with the Carmel Police Department, Special Events Coordinator and Assistant Police Chief; and/or the Carmel/Clay Fire Department, Planning Chief and EMS Chief. The purpose of this coordination is to allow off duty police or fire personnel to be hired for the event prior to the event sponsor contracting with any other private services. Coordination letters shall include contact information for the event sponsor or coordinator. A copy of the coordination letter is required to accompany the Facility Use Request Form for the Board of Public Works and Safety to consider as a part of the approval process.

Carmel Police Department
Three Civic Square
Carmel, IN
(317) 571-2500

Carmel Fire Department
Two Civic Square
Carmel, IN
(317) 571-2600

- F. **NOTIFICATION OF AFFECTED PARTIES:** In the event of a street closure, Applicant is responsible for **notifying all residential units, and/or business enterprises in the area, or along the event route.** Proof of notification shall be submitted with the application. Examples include an approval letter or email from the affected Home Owners Association, a copy of an email to residents and/or businesses in the area, copies of flyers or signs, etc.
- G. **CLEAN UP:** Applicant shall immediately clean the City facility/property **at the conclusion of the event or activity,** and restore the facility to the condition it was in immediately prior to use. Signs, banners, tables, chairs or other equipment must be removed at the end of the event. Clean-up is the sole responsibility of the event organizer.
- H. **STREET BARRICADES:** Only police and fire **approved emergency accessible barricades** may be used to block streets. These are available through the

Carmel Street Department
 3400 W. 131st St.
 Carmel, IN
 (317) 733-2001

- I. **TENTS: Tents of any size** require a permit from the Carmel Building & Code Services. Go to <http://www.carmel.in.gov/department-services/community-services-planning-and-zoning/building-code-services/temporary-use-permit-applications> and click on Temporary Permit Application.

Tents larger than 199 s.f. are subject to inspection by the Carmel Fire Marshal.

Carmel Building & Code Services
 One Civic Square
 Carmel, IN
 (317) 571-2444

Carmel Fire Marshal
 Two Civic Square
 Carmel, IN
 (317) 571-2600

- J. **OUTDOOR STAGES:** The State of Indiana has regulations regarding the use of outdoor stages. Please refer to <http://www.in.gov/dhs/3861.htm>. **All applications containing outdoor stage equipment** are subject to these regulations.
- K. **ROUTE MAPS, SIGNAGE AND MARKINGS:** Events such as walks, runs, bicycle rides and block parties **must include an easy-to-read, color map of the area/route to be used.** The route must be submitted with the Special Event/Facility Use Request Form and be approved through City Engineering. If construction does not allow for the proposed route, a new route must be developed.

“H” signs may be used to mark routes beginning **no earlier than 48 hours prior** to the start of the event, and must be removed before the start of business the following day. Signs cannot be co-located on existing street, directional or informational signs. Requests for **use of street paint** must receive special approval from and adhere to all guidelines set by the

Carmel Street Department
3400 W. 131st St.
Carmel, IN
(317) 733-2001

- L. **VENDORS:** If vendors will be included in the event or activity, the application must include a **list identifying each vendor** including their name, address, telephone number and email, **plus** copies of any **pertinent licenses/permits** from the Hamilton County Health Department and/or other governmental agencies, the items they will be selling, and the times each vendor will be at the City facility to set-up and dismantle its booth or display.

Hamilton County Health Department
18030 Foundation Drive
Suite A
Noblesville, IN
(317) 776-8500

- M. **ALCOHOL:** If alcohol will be served, a **plan for safe distribution** must be included with the application. A licensed bartender is required and a **temporary alcohol permit** must be completed and approved by the Sheriff of Hamilton County. The permit request can be found here: <https://www.in.gov/atc/2409.htm> (Select Temporary Beer and Wine Permit Application.)

Send the application to the address below. Following that approval, obtain final approval from the Sheriff of Hamilton County.

Indiana Excise – District 3
279 W. 300 North
Crawfordsville, IN 47933
765-362-88156

Hamilton County Sheriff
18100 Cumberland Road
Noblesville, IN
(317) 773-1872

- N. **LOCATION OF VEHICLES:** Vehicles may not be parked or driven on the grass or sidewalks around any City facility. Vehicles loading or unloading must remain on a street or other paved area. Vehicles may not block the handicap accessible area from the street surface

- O. **USE OF STAKES OR RODS IN GROUND:** Applicant shall not drive any stakes or rods into the grounds of any City facility. Restriction of these devices is required in order to avoid damage to underground wiring and irrigation systems.

- P. **USE OF NAILS, TACKS, ETC.:** Applicant shall not use nails, tacks or any similar devices to attach booths or displays, to hang decorations or signs or to otherwise attach anything to any surface of a City facility or a City sidewalk or street without permission of the City's Facilities Manager or his designee.

- Q. **USE OF PUBLIC FIREWORKS:** (City Ordinance D-1968-09) Fireworks used outside of City Parks are subject to the City noise ordinance and **are not allowed except for the following days and times:**
 - a. Between the hours of 5:00 p.m. and two hours after sunset on June 29, June 30, July 1, July 2, July 3, July 5, July 6, July 7, July 8 and July 9;
 - b. Between the hours of 10:00 a.m. and 12:00 midnight on July 4;
 - c. Between the hours of 10:00 a.m. on December 31 and 1:00 a.m. on January 1.**Commercial fireworks companies** must contact the State Fire Marshal for a **display permit**.

Indiana Department of Homeland Security
<https://www.in.gov/dhs/3340.htm>
 (317) 232-2391

Approval is also required by the

Carmel Fire Marshal
 Two Civic Square
 Carmel, IN
 (317) 571-2600

- R. **CERTIFICATES OF INSURANCE (COI):** Individuals and non-profit or for-profit organizations/businesses are required to provide a COI that includes the City of Carmel as an additional insured. The minimum amount will be \$1,000,000 per occurrence, \$300,000 per person and \$50,000 for legal unless the Board of Public Works decides to reduce or increase the amounts. The COI is **due no later than 10 days prior to the event**.

In addition, **if an organizer hires off-duty city employees** (police, fire, EMS or others), the organizer must show proof of Workman's Compensation Insurance to cover off-duty city employees.

- S. **NON-DISCRIMINATION:** Applicant shall comply with all laws that prohibit discrimination against any employee, applicant for employment or sub-contractor (including vendors)

in the performance of any duty associated with the activity or event, with respect to hire, tenure, terms, conditions, privileges of employment and/or any matter directly or indirectly related to employment or subcontracting, because of race, religion, color, sex, handicap, national origin, ancestry, age, disabled veteran status or Vietnam era veteran status. The City reserves the right to collect a penalty as provided in IC 5-16-6-1 for any person so discriminated against.

- T. **RIGHT OF REFUSAL OR REVOCATION:** The Board reserves the right to deny or revoke, in its sole discretion and for any lawful reason, any request to use a City facility, and applicant agrees to hold the City, the Board, and their respective officers, officials, employees and agents, harmless from any damages, costs or expenses that applicant may incur as a direct or indirect result of such denial or revocation.

- U. **CONTACT:** Any questions regarding the City's Special Event/Facility Use Policy should be directed to **(317) 571-2400**.