

A Special Event Permit application shall be on a form provided by the Town (see attachment). At a minimum, the application shall contain the following information:

1. The name of the special event organizer and the organizer's contact person (if different);
2. A list of the special event permits requested by the organizer in the previous 12 months;
3. A detailed description of the proposed special event (including the hours it is to be conducted);
4. The location of the proposed special event;
5. A precise diagram of the venue area and floor plan (if applicable) for the proposed special event;
6. A description of any special equipment or temporary buildings and structures, including tents, stages, "bounce machines," and vendor's booths, and their estimated delivery and set-up times;
7. The anticipated number of workers, participants and spectators at the proposed special event;
8. A traffic control plan (including any necessary directional devices and street closures) for the proposed special event.
9. Water facilities and sanitary measures (including toilets and trash containers) for the proposed special event;
10. A collection, recycling and disposal plan for garbage generated by the event;
11. A description of an arrangement to provide adequate parking for the people attending the event;
12. Security measures for the special event.

The Town may waive any of the above items if they find them inapplicable to the proposed event.

### Insurance Requirements

The requirements of this paragraph shall be a condition of approval for any special event permit for a special event on Town-owned property. As a condition of permit approval, the special event permit holder shall obtain insurance, as required by the Town as set forth in this paragraph. The permit holder shall provide the Town with an endorsement showing that the Town has been added as an additional insured to the required insurance. The permit holder shall also sign an indemnification clause agreeing to defend and hold the Town of Culver, its officers, agents, employees, and volunteers, harmless from any claims, liabilities, losses or expenses arising from the special event. The permit holder shall submit the documents required by this paragraph no later than 10 business days prior to the special event.

**TOWN OF CULVER  
SPECIAL EVENT PERMIT**

DATE OF EVENT: \_\_\_\_\_ TIME :( Start to Finish) \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

Number of People anticipated: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Name & Address of Individual of Sponsoring Organization:  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Please describe YOUR PLAN for the following: (Attach separate sheets if necessary)

PARKING:

STREET BLOCKAGE OR CLOSURE:

WILL ALCOHOL BE SERVED?

CLEAN-UP: (is REQUIRED BY TOWN OF CULVER.)

FIRST AID:

Do you anticipate using sound amplification equipment? If so, please describe:

Your Permit will be approved only after receipt of documentation showing that the Town of Culver has been added as an additional named insured to your insurance policy for this event. This normally requires an endorsement. A certificate showing only that you have insurance is not sufficient.

Fax or mail your completed form to Town Hall at 574-842-3633, 200 E. Washington St. Culver, IN. 46511. Thank you.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant

REVIEWED BY:

Department	Name	Date	Comments
Street			
Water			
Sewer			
EMS			
Town Manager			

APPROVED BY:

\_\_\_\_\_  
Chief of Police

Date \_\_\_\_\_

\_\_\_\_\_  
Town Council President

Date \_\_\_\_\_