



## Special Event Permit Application Special Event Rules and Regulations

311 Hauss Square Room 316

New Albany, IN 47150

(812) 948-5333

[www.cityofnewalbany.com](http://www.cityofnewalbany.com)

### Welcome

Individuals or organizations desiring to hold an event on public property within the City of New Albany corporate limits, must submit an Event Permit Application at least **60 days prior** to the event. A Special Event permit application is required in order to conduct an event at Bicentennial Park, the Riverfront Amphitheater, City Square or any non-parks public space. Permits are issued on a first-come, first-served basis. All events are subject to review by the City of New Albany legal department, the Board of Public Works, and may require additional terms not set forth in the rules and regulations listed. The City of New Albany will not discriminate on basis of race, color, religion, sex, national origin, ancestry, age or disability against any person seeking a special event.

Once the application is submitted, the City of New Albany legal department will present the application to the Board of Public Works comprised of staff from city departments critical to successful event logistics. Unless alcohol will be served at the event, individuals or host organization's event representative are not required to attend the meeting.

City of New Albany Board of Public Works Meeting  
Every Tuesday at 10:00am  
311 Hauss Square—THIRD FLOOR ASSEMBLY ROOM  
New Albany, IN 47150

After the meeting, the host organization's event representative will receive written or email notification of the approval or denial.

No host organization has the right to exclusivity for any proposed event, and no host organization has the right to expect that their event will be approved in future years on the basis that an event was previously approved.

If the proposed event requires changes to traffic flow or temporary road closures, the Board of Public Works reserves the right to modify the event course based upon known construction, safety, public convenience or other traffic related matters in the vicinity of the event. If such a change is required, the city will provide notice to the host organization's event representative as soon as possible.

Applicants are greatly discouraged from promoting any proposed event to the public until it has been approved. If the host organization chooses to promote proposed event in any way, they must assume all risk that the proposed event may not be approved, or that the event application may be revoked if the applicant does not meet all responsibilities.

Neither the host organization nor any event sponsors may assert that the City of New Albany sanctions, endorses, or sponsors the proposed event simply because the event application is approved.

The city has the right to deny future special event applications from a host organization if the host organization has failed to meet its obligations, financial or otherwise, for a past New Albany event.

## Event Permit Criteria

The Board of Public Works may issue a permit for a proposed event based upon the following conditions:

- The Event Permit Application was completed and submitted within the required time frame (**60 days prior** to the event).
- The City of New Albany will consider health, welfare and safety of the New Albany community.
- The event is not being held for the primary purpose of advertising products, goods or services.
- The event site or route will not cause too great a disturbance to surrounding residents and businesses.
- The concentration of persons, equipment, vehicles or animals at the event or assembly sites will not substantially interfere with adequate fire and police protection of, or emergency medical service to, areas near such sites.
- The date and location of the event is not in direct conflict with an existing event.
- The potential impact that the event may have on staffing and the ability to provide the necessary city services, while at the same time conducting the daily responsibilities of the respective city department. The Board of Public Works has the right to decline an event permit application based upon limited city staffing, limited sites, or an undue burden being placed on residents. An event may also be declined based upon the number of events already scheduled.
- The impacts of construction projects contiguous to the event known at the time of application.
- All event-related forms are completed and all necessary information and supporting documents have been turned in to the City's legal department.
- The host organization complies with the city requirements for a pre-event neighborhood and/or business community mailing of event information as specified below.
  - A. The proposed pre-event information mailing shall be submitted with the permit application.
  - B. The city will notify the host organization's event representative of any necessary changes to the draft mailing list at the time of the permit application approval.
  - C. The host organization, at its expense, will distribute the city-approved document by first class mail or by hand delivery to all affected households and/or businesses **14 days prior** to the event.
  - D. The required mailing/hand delivered document shall include the following information:
    1. Dates and times of the event
    2. Street closures, parking modifications, traffic detour routes
    3. Times when the closed roads/parking areas will be re-opened
    4. Applicant contact information for additional information
    5. Pertinent maps of impacted areas
- Bike/leisure trails may not be closed nor have any access restricted by the proposed event.

## **Traffic Control and Road Closures**

Approval for use of New Albany streets, alleys, sidewalks and parking lots is generally provided via the Board of Public Works. A parking plan for use of public and/or private lots should be included along with the days/times they are needed. If a shuttle will be used, indicate the route, and pick-up/drop off points. For New Albany staff to allow for a road closure, the following must be considered:

- Resident/business impact
- Detour routes
- Signage
- Notification
- Set up of barricades/directional signage
- Traffic control
- Safety

## **Road Closures/Lane Restrictions**

The host organization is responsible for maintaining a minimum 12 foot wide fire and emergency lane through all areas. If roads are to be closed or access to certain residences or businesses restricted, the event organizer is responsible for preparing, printing and distributing a notification letter to all affected residents and businesses. Police officers and/or Public Service Department personnel may be required on-site to help with traffic control. Temporary “no-parking” signs, traffic cones, road barricades, etc., to secure the road closure will be made available by New Albany staff. All road closure and lane restriction signs will be set up and removed by New Albany staff.

In order for an host organization to request that a New Albany road be closed or lane be restricted, the organizer must indicate its intention on the Event Permit Application. The following requirements must be met to ensure a road closure:

- A list of the roads to be closed and corresponding intersections;
- A legible map of the closure areas and/or event site including placement of volunteers and personnel (please note that event personnel are required to wear safety vests or brightly colored apparel if they will be working on or near a public roadway);
- Proposed times and dates of the closure and reopening; and
- Any request for removal of on-street parking.

## **Parades, Processions, Bike and Foot Races**

Requests for road closures for the use of parades, processions, bike and foot races, etc., must be indicated on the Event Permit Application and accompanied by a detailed suggested route map. The Chief of Police or designee will have final approval of the route.

The Event Permit may be refused or cancelled if:

1. The time, place, size or conduct of the parade, bike or foot race, including the assembly areas and route would unreasonably interfere with the public convenience and safe use of the streets and highways.
2. The parade, bike or foot race would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection to the community.
3. The parade, bike or foot race route or staging areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of New Albany.
4. The parade, bike or foot race route or staging areas would unreasonably interfere with another event for which a permit has been issued.
5. The information contained in the application is found to be false, misleading or incomplete in any material detail.
6. An emergency such as a fire or storm would prevent the proper conduct of the parade, bike or foot race.

## Payment

While there is no fee to reserve at any non-parks public location, donations are accepted to help maintain our park system.

## Insurance

Some events may also require insurance not available through the City of New Albany. The host organization must carry liability insurance in the amounts of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and workers compensation limits consistent with state legal requirements and must provide a certificate of insurance naming the City of New Albany as additional insured.

## Security and Safety Services

New Albany staff will identify general security issues to consider at the event. Police officers may be required for traffic control on public roadways to address safety concerns. A private security company may be hired for events on private property. The New Albany Police will work with the host organization to determine their specific security needs.

## First Aid and Emergency Services

The host organization is responsible for making arrangements for first aid and emergency services to be provided on-site, if necessary.

## Sanitation

Sanitation and maintaining an orderly, safe event is the responsibility of the host organization.

- Restrooms

The host organization is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or deemed not adequate by the Board of Public Works for the estimated size of your attendance. Please include provisions for people with disabilities.

- Trash Plan

The host organization is responsible for having a trash plan. All set-up and clean-up must be completed in the time outlined on the permit. The host organization is responsible for maintaining the event in a clean and orderly condition both during and after the event. **No dumpsters or trash receptacles are provided by the City of New Albany.** All areas must be left in the same or better condition at the end of all events. All trash and decorations are to be gathered and disposed of by the host organization. Any trash left behind or damage to public property may result in fees and/or inability to use public spaces in the future.

## Food & Beverage

Health and licensing requirements apply to all food/beverage sales. A permit must be obtained from the Floyd County Health Department when a sale is associated with the exchange of food or beverages. Food served free of charge or free with the option to donate an unidentified amount may still require a permit or license. For further information on food and beverage guidelines, contact the Floyd County Health Department at (812) 948-4726.

## Alcohol

A Special Events Liquor Permit must be obtained from the Indiana Alcohol & Tobacco Commission. For further permit information, contact the Indiana Alcohol & Tobacco Commission at (317) 232-2430 or [www.in.gov/atc/](http://www.in.gov/atc/). Please attach a copy of the permit and/or the license to the Event Application.

No alcohol can be served within the New Albany right of way or on city-owned property without the express consent of Board of Public Works. Such consent must be obtained **60 days prior** to the scheduled event.

## Storage of Items

The City of New Albany will not be responsible for the storage of any items related to a project or special event. Storage of any items is strictly the responsibility of the coordinating organization.

## Entertainment and Sound

*Please note events with live entertainment will require an Amusement & Entertainment permit through the Indiana Department of Homeland Security.*

Amplified sound is allowed only at the discretion of the Board of Public Works. Unamplified sound is allowed at all parks with no special permission. All City Ordinances regarding noise and sound must be followed. (96.01—96.99)

## Signage

In accordance with City Ordinance, signage promoting any event may not be placed in public right of ways. Any signs in right of ways are subject to disposal by the City of New Albany. (156.079; L)

## Decorations, Tents and Structures

When staging decorations please keep the environment in mind. **Do not put nails or staples into trees/structures or stake anything into the ground. Any apparatus such as a canopy must be free weighted.** Seeds, rice and confetti are strictly forbidden. Flower petals are acceptable. All décor must be removed at the end of the event. *All temporary structures **must** be inspected, please contact the City Fire Marshall for further details.*

## Banner Policy and Permit

Please contact the City Clerk's Office for more information regarding the banner policy and banner permits.

### City of New Albany Clerk's Office

311 Hauss Square, Rm 332

New Albany, IN 47150

Phone: 812-948-5336

## Revocation of an Event Permit (Prior to Event Occurrence)

An Event Permit may be revoked at the discretion of the Board of Public Works upon consultation with the appropriate public safety forces when the health and safety of the public is threatened by an emergency, disorder or other unforeseen condition which has arisen.

## Revocation of an Event Permit (During Event Occurrence)

An Event Permit may be revoked during an event. If an Event Permit is revoked, the event must be cancelled and activities must be terminated immediately. The Board of Public Works has the responsibility to recommend the revocation of a permit for reasons of health, inclement weather, or public safety.

**Event Organizer Compliance with Other Laws**

The granting of an event permit required by this policy shall not eliminate:

- Requirements for any business license or any other permits which may be necessitated by any other federal, state or local statutes, ordinances, rules or regulations.
- Compliance with any other applicable federal, state or local statutes, ordinances, rules or regulations including all applicable noise ordinances.

Completed Special Event Permit Applications may be mailed or delivered in person to:

**City of New Albany, ATTN: Krystina Jarboe  
311 Hauss Square, Room 316  
New Albany, IN 47150**

Completed Special Event Permit Applications may also be emailed to Krystina Jarboe at [kjarboe@cityofnewalbany.com](mailto:kjarboe@cityofnewalbany.com)

I have read and agree to the terms set forth in the City of New Albany’s Special Event Rules and Regulations. I understand that failure to comply with any of these rules and regulations may result in the cancelation or denial of my event and/or future events.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

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