



## Special Event Permit

### Special Event Rules and Regulations

311 Hauss Square Room 316, New Albany, IN 47150

812-948-5333

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

#### Permits

A Special Event permit is required in order to conduct an event at Bicentennial Park, the Riverfront Amphitheater, City Square or any non-parks public space. Permit applications must be submitted at least thirty (30) days prior to the event. Permits are issued on a first-come, first-served basis.

#### Payment

While there is no fee to reserve space at any non-parks public location, donations are accepted to help maintain our park system. Some events may also require insurance not available through the City of New Albany. **Any events serving alcohol will be subject to a refundable one hundred and fifty dollar (\$150) deposit due one week prior to the event. Events serving alcohol will also require a representative from their organization to attend the Board of Public Works meeting at least thirty (30) days in advance to answer any questions regarding their event.**

#### Access

Bicentennial Park will be unavailable Fridays, May 15 – October 31 and all major holidays. Bicentennial Park may only be reserved for one (2) hour block of time. The Riverfront Amphitheater will be unavailable July 3, Saturday evenings in September and the Saturday before Halloween. City Square will be unavailable Saturdays May – October before 1:00 pm and Wednesdays June – September before 7 pm.

#### Services

Special Event permitting only reserves the public space indicated. The City of New Albany does not provide planning, on site event management or rental services of any sort. All tables, chairs, portable restrooms, fencing, catering and other rental needs must be procured through properly permitted and insured vendors. There are no onsite restroom facilities available at Bicentennial Park or City Square.

#### Scheduling

Scheduling begins the first business day of January for all events occurring in that year. All scheduling is first-come, first-served. Permitting for use of Bicentennial Park, The New Albany Riverfront Amphitheater, City Square and all non-parks public spaces are at the discretion of the New Albany Board of Public Works.

Bicentennial Park may be booked for a maximum of one, two (2) hour block of time).

#### Set Up/ Clean Up

The City of New Albany does not provide resources for set-up or clean-up for any event. Arrangements must be made through private vendors for any tables, chairs, canopies, catering needs, etc. **All set-up and clean-up must be completed in the time outlined on the permit. Trash receptacles are not provided by the City of New Albany. All trash is to be collected and disposed of by the event host.**

## Parking

Parking for all Bicentennial Park functions should be routed to the Public Parking Garage located at the corner of State and Market Streets. There are two (2) lots at the Riverfront Amphitheater available for parking. On street parking is available at City Square on a first-come, first-served basis.

## Decorations

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.

## Trash

No dumpsters or trash receptacles are provided by the City. 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 removed.** Any trash left behind or damage to public property may result in fees and/or inability to use public spaces in the future. **All set-up and clean-up must be completed in the time outlined on the permit. Trash receptacles are not provided by the City of New Albany. All trash is to be collected and disposed of by the event host.**

## Sound

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.

## Photos

Your ceremony permit allows you to have photos taken at the reserved space as well as permitting use of photos in city publications.

## Anti-Discrimination

The City of New Albany does not discriminate on the basis of race, creed, color, sex, marital status, sexual orientation, political ideology, age, religion, ancestry, national origin or the presence of any sensory, mental or physical disability.

## ADA Compliance

Within the limitations of each site, the City of New Albany will, upon request, make reasonable accommodations for persons with disabilities.

For any questions regarding special event permitting, please contact

Courtney Lewis at [clewis@cityofnewalbany.com](mailto:clewis@cityofnewalbany.com) or 812.948.5333.



## Special Event Permit Application

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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

Run/Walk     Rally     Parade     Wedding Ceremony/Photos

Fair     Concert     Picnic     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](mailto:clewis@cityofnewalbany.com) or 812.948.5333.

**Name of Applicant:** \_\_\_\_\_ (please print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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