



SPECIAL EVENT POLICY (As approved by the McCordsville Town Council on Aug. 11, 2020)

A Special Event Permit is required for an event that will be held on or require the use of either Town of McCordsville owned property, public streets and/or any special event on commercial/business property that would fall outside of the normal day to day operations of the business or that seeks a noise adjustment greater than that found in [Chapter 93.01](#) of the McCordsville Code of Ordinances.

Applicant Information - Organization

Address

Email

Contact Name & Phone Number

Event Information

Annual Event Yes

No

Name of Event

Non-Profit

Yes

No

Will your event include:

Concerts/Live Music	Yes	No
Concerts/Live Music Over Noise Limitations	Yes	No
Tents	Yes	No
Inflatables, obstacles, rock walls, etc.	Yes	No
Concessions	Yes	No
Fireworks, lasers, pyrotechnics	Yes	No
Alcohol	Yes	No
Signs or banners prior to the event	Yes	No
Portable restrooms	Yes	No

Event Description:

Event Logistics

Location

Estimated Attendance

Estimated Number of Vendors

Event Start Date

Start Time

Event End Date

End Time

Setup date & time

Tear down date & time

Please describe your plan for cleanup and removal of trash during and after your event.

Public Services Requested

(Please identify any public services including street closures and traffic control, electric service, etc. that you may need for your event:

Street or alley closure	Yes	No
Event Barricades	Yes	No
Traffic control	Yes	No
EMS presence	Yes	No
Electricity	Yes	No

Please describe any food or concession prep areas and/or alcohol sales and consumption planned for your event and attach a copy of your liquor license to the application.

You are required to provide portable restroom facilities at your event, unless you can substantiate the availability of both ADA accessible and non-accessible facilities in the immediate area which will be available to the public during your event. If you will not be providing portable restrooms, please attach a description of the facility plan.

Event Attachments (please provide and check the following as applicable to your event.)

Event Route/Site Plan

Vendor List

Agenda/Proposed Activities

Performer List

Security Plan

Location of Stage

Parking Plan

Copy of Alcohol Beverage permit

Copy of Insurance

Copy of Health Department Approval (if serving food)

Copy of notice to public of intended closures

Copy of notice to public if noise or music above the Town's Noise Ordinance

Description & Locations of Signage/Banners

Other attachments: (please list)

Crissy Quenichet
Signature

Date