M<sup>c</sup>Cordsville

# 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	1		Annual Event Yes	No
	Nam	e 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, r	ock walls, etc		Yes	No
Concessions			Yes	No
Fireworks, lasers, pyrot	technics		Yes	No
Alcohol			Yes	No
Signs or banners prior to the event			Yes	No
Portable restrooms			Yes	No

#### **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 Yes Yes	No
Traffic control		No
EMS presence	Yes	No
Electricity	Yes	No
	res	INO

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)				

Signature

Date