

McCordsville Special Events Permit Policy

Adopted by the McCordsville Town Council on Aug. 11, 2020

- I. For the purpose of this policy, a special event is defined as an event which requires pre-approval and advisement by appropriate Town of McCordsville staff for a pre-planned activity sponsored by an individual(s), group(s), and/or organization(s) proposed to be held in the Town of McCordsville. Special events are any events which would significantly impact public property, normal vehicle and pedestrian traffic, and/or the safety of citizens and visitors. Specific activities requiring a Special Event Permit include but are not limited to: festivals, street parties, 5Ks or bike races, for-profit events, sporting event, tent party, musical performance/concert, etc., 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 the normal day to day operations of that business**. Any use of non-permanent structures, temporary tents, shelters, stages, street barricades or temporary lighting may require a Temporary Use/Structure permit from the Town of McCordsville's Planning & Building Department.
The Special Events Permit application is found here:
https://www.mccordsville.org/egov/documents/1598282384_52179.pdf
- II. **Exceptions:** non-profit or charitable entities, schools, religious organization(s), and residential properties, **excluding residential clubhouses**, unless the listed exempted descriptions require temporary public road closures and/or requesting a variance to the Town's Noise Ordinance. Town sponsored events are defined as events/programs that are solely or partially coordinated or funded through the Town of McCordsville or as directed by the Town Council. Such events that are solely coordinated or funded through the Town of McCordsville shall be exempt from fees that are set-forth in this policy. The Town shall reserve the right to levy or waive fees expressed in this policy when partnering with outside organization(s) to coordinate or fund events/programs. Residential properties seeking to hold garage sales, children's roadside stands, and the like, while not required to seek a Special Event Permit, should refer to § 154.061 of the [Town's Code of Ordinances](#) for applicable restrictions. Should there arise a conflict between the provisions of this Ordinance and the provisions of Section 154.061, the provisions of 154.061 shall be considered as controlling.
- III. **Permit Applications:** applications will be accepted no more than six months prior to the date of the proposed event. A person or persons wishing to hold a special event must file a Special Event Permit Application with the Town at least thirty (30) days prior to the date of the proposed event. Notwithstanding the preceding, the Town may accept a special event permit application less than 30 days in advance if the Town determines that there is adequate time for review of the application. The Town of McCordsville reserves the right to deny the Special Event Permit application to applicant(s) who fail to submit the Special Event Permit Application within the time frame specified above or pay the applicable fee. The application shall provide relevant event information specified in the permit application, included but not limited to: alternatives for location, route, date, private security measures (if applicable), event hours, location, traffic control plan and a description of any special equipment or temporary buildings and structures, including tents, stages, bounce-houses,

- and vendor booths. In addition, all applications must be accompanied by the point-of-contact for the on-site decision maker in the event of an emergency. As a condition of the Special Event Permit application all applicants are responsible for providing a specific and accurate representation of the necessary Town services required for the event including but not limited to public works or town police officers. As a condition of the Special Event Permit application, the applicant shall be required to provide proof of insurance by submitting a current Certificate of Insurance, covering the specific dates of the special event. The applicant will acknowledge that an approved permit also constitutes as an Agreement to Defend, Indemnify, and Hold Harmless, and to ensure that the Town of McCordsville is not held responsible for any incidents of lawsuits that are indirectly or directly related to the Special Event. If the Town of McCordsville is made a party to any claim or lawsuit arising out of any incident related to the special event, then the applicant shall be responsible for and pay to the Town of McCordsville an and all costs, expenses, and attorney fees incurred by the Town of McCordsville as a result of being made a party to any such action. The applicant will be held responsible for damage, theft, or destruction of Town property.
- IV. Applicants desiring to close a street, whether public or private, must submit a site map with the application showing barricade locations and notation that the barricade can be easily removed for emergency access. Barricades will be delivered by the Public Works Department at locations approved by the Public Works Department. Petitioner must install barricades at the specified time and locations noted on the site map. Non-permitted barricades include vehicles and other large heavy objects which are difficult and cumbersome to remove in an emergency as well as objects which do not clearly indicate a street closure. Please note –this section is dependent upon staff and equipment resources.
- V. Fireworks displays by Indiana State Code may require additional regulations as set forth by the Town under [Chapter 93.04 \(C\) \(4\) of the McCordsville Code of Ordinances](#): Such regulations will be set forth in the approval conditions.
- VI. Applicants wishing to serve beer or wine must adhere to the State of Indiana’s Alcohol Beverage Permit procedures (Beer/Wine Authority/Type 118). If beer/wine is to be served on Town property, approval must also be obtained from the Town Manager. **All State alcohol laws apply.** Links to the Community Room and Park Shelter rules and reservations can be found at www.mccordsville.org – “**I Want to**” tab at the top, documents drop-down, forms and applications.
- Applicants desiring to place a temporary sign or banner on private property must adhere to the Town’s Temporary Sign Guidelines located in § 154.145 of the Town’s Code of Ordinances. Signs or Banners within the Town right-of-way must be approved by the Town of McCordsville’s Town Manager, following departmental review, as part of the Special Events permit process.

FEES

The Permit Application Fee is \$75, non-refundable, payable to the Town of McCordsville and must be submitted at the time of submission of Permit Application.

Public Personnel Fees (if applicable or requested):

Police Officers Hourly Rate - To be determined per event
Public Works Employees - To be determined per event

NOISE/MUSIC ADJUSTMENTS

The Town of McCordsville will allow a maximum of six (6) special events per address, per calendar year, where music or noise is permitted to be over the limits allowed under Chapter 93.01 of the Town of McCordsville Code of Ordinances. Each calendar day constitutes an event (i.e., a music festival that runs from Thursday to Sunday is a four-day event). These events shall adhere to all Town requirements, with the following exception: the sound level limits shall be 80 dB(A) **at the property line** during the hours of noon to 11:00 p.m. Friday and Saturday and noon to 9:00 p.m. Sunday through Thursday. An application for an event permit that would increase the decibel level must include an aerial photograph or plot plan of the subject property indicating the location where the noise or music will be played and shall be submitted to the Town Manager 30 days prior to the event for internal review and approval. The Planning & Building Department, following consultation with the Town Manager, reserves the right to deny a permit that places the source of the music closer to another property than necessary. For an event for which a noise adjustment as described is requested, the applicant will notify Residents prior to the event by available means that an event will occur which will allow for an increase in the decibel level. The applicant must also provide the manner in which residents will be informed to the Town Manager five days prior to the event.

FAILURE TO APPLY FOR A PERMIT

The Town is not responsible for any event that exceeds the noise ordinance limits and are held without obtaining the required permit. If an event which exceeds the noise ordinance limits without a permit is held without notifying the Town, the event organizer(s) will be responsible for all appropriate fees and fines pursuant to Section 93.99 of the McCordsville Code of Ordinances. Further, the McCordsville Police Department reserves the right to shut-down an Event that did not acquire the appropriate permit.

Please note, approval of a noise adjustment is not approval for a temporary use or temporary structure as defined by the Town's Code of Ordinances. If you are planning a large gathering or event, please refer to Section 4.02 to review applicability. If you still have questions regarding whether or not your gathering or event needs a temporary use or temporary structure permit, please contact the Planning & Building Department at 317.335.3604 or building@mccordsville.org.

To report a noise ordinance violation, please call the Hancock County Emergency Communications Center (Dispatch) at 317-477-4400.

PERMIT SUSPENSION – The Town of McCordsville reserves the right to prohibit further special events if a permittee is found to have violated any portion of this policy.