

Town of Lapel - Special Event Permit

Applicant Information

Organization:	Lapel Community Associate	Non-profit:	Yes
Street Address:			
Email		Phone:	
Contact Name:	Lindsay Washmuth		

Event Information

Name of Event:	Christmas in Lapel	Annual Event:	Yes
Event Date:	12/2/2023	Event Time(s):	4pm-830pm

Will the Event Include:

Concert(s)/Live Music:	Yes	No	5k/Run/Etc.:	Yes	No
Tents*:	Yes	No	Inflatables, obstacles, rock walls, etc.	Yes	No
Concessions*:	Yes	No	Fireworks, lasers, pyrotechnics	Yes	No
Alcohol*:	Yes	No	Bingo, drawings, lottery, similar:	Yes	No
Signs or Banners prior to event:	Yes	No	Massage or similar activities:	Yes	No
Additional Lighting, décor or similar:	Yes	No	Portable restrooms*:	Yes	No

*Please see page 2 for additional information required for these activities

Event Description

Tree lighting at the Post Office, live nativity in Central Park, Christmas Crafts with the Library, Santa and Mrs. Claus, gingerbread decorating contest and vendor booths.

Event Logistics

Proposed Location:	Downtown Lapel
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Estimated Attendance:	400	Estimated Number of Vendors:	20
Estimated Event Start Date:	12/2/2023	Start Time:	4pm
Event End Date:	12/2/2023	End Time:	830pm
Event Set-up Date:	12/2/2023	Set-up Time:	1pm
Event Tear Down Date:	12/2/2023	Tear Down Time:	9pm

PLEASE DESCRIBE YOUR PLAN FOR CLEANUP AND REMOVAL OF TRASH DURING AND AFTER THE EVENT

We will use 4-6 trash rings provided by LCA during the event. Lindsay Washmuth will provide clean up of full bins during the event and empty/return all bins to LCA storage area after the event.

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Public Services Requested

Identify any public services including street closures, electric service, etc. that you may need for the event:

Street or Alley Closure:	Yes	Main Street from 8th St to 10th, with 10th staying open. 9th Street from School St to the alley behind the Lodge on Main.
Event Barricades:	Yes	
Traffic Control:	No	
EMS Presence:	No	
Fire Inspection (required for tents):	No	*Tents over 200 square feet must include "No Smoking" signage and a fire extinguisher. Please contact the Fire Department for
Public Electric Service:	No	Amperes/Voltage Requested
Public Water Service Connection:	No	

Public Water Supply requires the use of an NSF-approved food grade hose, non-lead connections, and a backflow prevention device suited to the vendor's intended use. If carbonated drink systems will require a connection to the public water system, please indicate below the type of backflow prevention device that will be used

No water connections are needed.

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

No alcohol served at this event. Coffee and food trucks to be available. Restaurants in town will be open during this event.

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

Public restrooms are available during the time of this event, on all 4 ends of the street.

Total Number of Portable Toilets Proposed: 0

Number of ADA Accessible Portable Toilets: 0

Portable Restroom Facility Provider:

Contact Number:

Set-Up Date:

Time:

Pick-Up Date:

Time:

You are required to provide adequate trash services for the event. Please provide the contact information for the sanitation/recycling company that will provide clean-up services:

Trash/Sanitation Company Name: Trash bin use donated by LCA, Lindsay Washmuth to oversee return of bins.

Contact Number: 317-457-7504

Number of Trash Cans w/Lids: 0

Without Lids: 10

Recycling Containers: 0

Number of Dumpsters w/Lids: 0

Without Lids: 0

Set-Up Date: 12/2/23

Time: 3pm

Pick-Up Date: 12/2/23

Time: 9pm

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Event Attachments:

Please provide the following as applicable to the event

Event Route/ Site Plan Required	Main Street and 9th events being held, no route	Vendor List Attached	
Agenda/Proposed	See Attached	Performer List	School choirs/show choirs

Description of Security/Medical	N/A	Location of Stages	N/A
Parking Plan/Bus	N/A	Copy of 501 c(3) Exemption Letter	On file w/town
Copy of Liquor	N/A	Copy of Insurance Contact Information Attached	N/A
Copy of Health Department	N/A	Brief Description & Locations of signage/banners	N/A
Copy of notice to public/businesses of intended closures	Attached	Other Attachments (Please List)	N/A
Contact Information for Tent Vendor/Installation	N/A		

The applicant is responsible for ensuring that the following regulations are met at all times. Failure to meet any of the following will result in denial or revocation of this permit and possible enforcement action being taken as outlined by the Town of Lapel code of ordinances.

All Applicants shall be required to submit to the Town of Lapel proof of insurance and for general liability that states that the Town of Lapel, Indiana, is listed as an additional co-insured. The minimum insurance requirement shall be \$1,000,000 per occurrence; \$300,000 per person; and \$50,000 for legal. Amusement rides, inflatables, moving vehicles, rock walls, etc. will require proof of additional coverage. Special Event Permits are required for any obstruction, use, or activity within a public right-of-way, Town property, or Town easement. Any applications for encroachments must include a site plan that details specifically the number and location of encroachments. Site plans should detail uses planned for each section or route. In cases where the proposed activities will interfere with traffic flow on streets, the application will be assessed by the Lapel Police, Fire, and Street Departments to determine the number of necessary Town personnel and/or equipment. Fees will be assessed on a case-by-case basis based on the personnel needed and total time of the event. Under no circumstance does this permit give the applicant permission to set up any activity, staging area, or other event-related feature on private property. The undersigned shall notify the Town 30 days prior to the event to ensure availability of resources. The applicant shall hold harmless and indemnify the Town of Lapel from, for, and against any claim of any person in tort, contract, or otherwise arising out of the act or omissions of the applicant, their agents, representatives, participants, etc. Based upon the size, location, and nature of your event, additional Town resources may be required. These resources will be assessed and required by various Town personnel and the cost will be reflected in your total permit fee. The base permit fee is \$_____.

Christmas in Lapel
Lapel Community Association

17th November 2023

EL 5 DE MAYO
815 MAIN ST.
LAPEL, IN 46051

This letter is to inform you of the closure of Main St from 8th Street to 10th Street on Saturday, December 2nd 2023. The road closure will be from approximately 1pm-9pm. We would love to invite you to participate in our event, Christmas in Lapel, during this time. If there is any dinner or drink special you would like to advertise, we would be happy to put this on our schedule of events. We will also have quite a few vendors that will set up with booths if you would like to do this as well. Vendor space is a cost of \$25 and we would need you to provide your own lighting if needed. We are very excited for this event and hope to make this an annual activity the whole town can enjoy. If you would like to participate, please let us know as quickly as possible. Sincerely, Christmas in Lapel Committee, a part of the Lapel Community Association.

Sincerely,



Lindsay Washmuth
Christmas in Lapel
Lapel Community Association

