

Town of Lapel - Special Event Permit

Applicant Information

Organization:	PAULA LEE	Non-profit:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Street Address:	104 W 14TH ST LAPEL, IN		
Email:	lapelclerk@hotmail.com	Phone:	765-602-4067
Contact Name:	PAULA LEE		

Event Information

Name of Event:	LEE/BUFFINGTON WEDDING	Annual Event:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Date:	9/23/2023	Event Time(s):	7:30PM

Will the Event Include:

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

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

Event Description

WEDDING CEREMONY OF KATHRYN LEE AND JONATHAN BUFFINGTON-ASKING FOR STREET CLOSURE AT 9TH & MAIN TO THE EDGE OF PAX BREWERY FOR WEDDING PARTY AND FESTIVITIES

Event Logistics

Proposed Location:	PAX BREWERY 908 N MAIN ST LAPEL		
Estimated Attendance:	150+	Estimated Number of Vendors:	
Estimated Event Start Date:	9/23/2023	Start Time:	7:00PM
Event End Date:	9/23/2023	End Time:	
Event Set-up Date:	9/23/2023	Set-up Time:	8:00AM
Event Tear Down Date:	9/23/2023	Tear Down Time:	

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

WEDDING PLANNERS WILL HANDLE CLEAN UP

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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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Event Barricades:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Traffic Control:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
EMS Presence:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Fire Inspection (required for tents):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	*Tents over 200 square feet must include "No Smoking" signage and a fire extinguisher. Please contact the Fire Department for
Public Electric Service:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Amperes/Voltage Requested
Public Water Service Connection:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Public Water Supply requires the use of an NSF-approved food grade hose, non-lead connections, and a back flow 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 back flow prevention device that will be used

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

WEDDING WILL BE OPEN BAR/CASH BAR FROM PAX DINNER WILL BE SERVED TO GUESTS

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.

Total Number of Portable Toilets Proposed:	Number of ADA Accessible Portable Toilets:		
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:			
Contact Number:			
Number of Trash Cans w/Lids:	Without Lids:	Recycling Containers:	
Number of Dumpsters w/Lids:	Without Lids:		
Set-Up Date:	Time:	Pick-Up Date:	Time:

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Event Attachments:

Please provide the following as applicable to the event

Event Route/Site Plan	*required <input type="checkbox"/>	Vendor List	Attached <input type="checkbox"/>
Agenda/Proposed Activities	*required <input type="checkbox"/>	Performer List	Please include sound check start/end time(s) Attached <input type="checkbox"/>
Description of Security/Medical Plan	Attached <input type="checkbox"/>	Location of Stages	Attached <input type="checkbox"/>
Parking Plan/Bus Routes	Attached <input type="checkbox"/>	Copy of 501 c(3) Exemption Letter	Attached <input type="checkbox"/>
Copy of Liquor License	Attached <input type="checkbox"/>	Copy of Insurance/Contact Information	Attached <input type="checkbox"/>
Copy of Health Department Approval	Attached <input type="checkbox"/>	Brief Description & Locations of signage/banners proposed	Attached <input type="checkbox"/>
Copy of notice to public/businesses of intended closures	Attached <input type="checkbox"/>	Other Attachments (Please List)	Attached <input type="checkbox"/>
Contact Information for Tent Vendor/Installation	*required for fire inspections <input type="checkbox"/>		Attached <input type="checkbox"/>

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 \$_____.

