CITY OF LAFAYETTE

SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

DO NOT USE FOR
* Contractor vehicle permit
OR
* Single Day Temporary Parking Restriction Request

DIRECTIONS

Step One:

- If this request involves closing a street
  Contact Lafayette Police – Special Operations Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room, Riehle Plaza, or John T. Myers Pedestrian Bridge
  Contact Facilities Department for availability / 765-807-1323

Step Two:

- Complete and submit this application to Lafayette Clerk's Office
  City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1021

User Information

Date of Event: July 4, 2022 Time: From: 10 (am)/pm to: NOON am/pm

Name: 4th of July Parade Organization: City of Lafayette

Street Address: 20 N. 6th

City: Lafayette State: In Zip Code: 47901

Contact person(s): Cindy Murray Phone Number(s): 807-1021

Email: cmurray@lafayette.in.gov

Event Description: Independence Day Parade

Caterer: ~~0~~ Caterer's Phone Number: ~~0~~

This event will utilize the following venues (check all that apply):

☐ Big 4 Depot - Community Room ☐ Riehle Plaza ☐ John T. Myers Bridge

☒ City Right-of-way ☒ City Street ☐ Sidewalk ☐ Other _____

This event will include the following elements (check all that apply):

Estimated Attendance: 600 ☐ Private Trash Hauler (must be removed by 8am following day)

☒ Street/Sidewalk/Right-of-way restriction or closure ☐ Food or Beverages

☐ Restroom Facilities (required for events 4+ hours) ☐ Tents/Canopies

☐ Alcohol (security is required) ☐ Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:
http://www.in.gov/dhs/2795.htm

☐ Amusement & Entertainment Permit #_____

☐ Stage ☐ Fireworks ☐ Outdoor cooker/grill ☐ Other _____

Optional Equipment & Services:

☒ Traffic Control: barricades, ***No Parking*** signs, water barriers, ***Road Closed*** Signs $25

☐ City Equipment: Trash totes, other $25

Timetable *(Minimum # of days. Advanced planning is encouraged; sequence remains the same)*

0	7 days		14 days	21 days			42 days
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

Application submittal checklist

☑ Application

☑ Pre-event meeting (if required)

☑ Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days <u>prior</u> to Board of Works hearing**)

☑ Letter of request to Board of Works (omit if only using Big Four Depot community room)

☐ Receipt – payment made to City of Lafayette

- Damage Deposit: $ _____ (required only when renting Depot)
- Permit Fee: $ _____ (fee waived when renting Depot)
- Rental Fee: $ _____
- Equipment & Services: $ _____ (optional)

☑ Certificate of Insurance

☐ Amusement & Entertainment Permit # _____

Not sure if you need an A&E Permit? Want more information? Go to: http://www.in.gov/dhs/2795.htm and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**

☑ Traffic Control / Public Safety / Emergency Plan

☑ User Agreement

☑ Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, it officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: _____

Date: _____

"User"

By: Cindy Murray
Signature

Printed: Cindy Murray

Date: June 6, 2022

Stars and Stripes

June 10, 2022

Parade Participants,

The Stars and Stripes Committee is organizing a July 4th. parade for 2022. It will be held on Sunday, July 4, at 11 am with line-up beginning at 10:00 am. We have had many requests over the years to have an Independence Day Parade, so we felt this year would be a great year to do so. Our theme this year will be *Honoring Our Local Heroes!*

The parade route will begin at 16th and Alabama and will proceed onto Main Street. It will turn onto Wallace Avenue by the Frozen Custard and proceed to Park Ave and immediately turning into the entrance of Columbian Park, where it will conclude. The road closures will begin at 10:00 am and should reopen immediately following the parade.

The parade should not last any longer than 30-45 minutes depending on the number of participants. We have met with LPD, LFD and city officials to finalize our plans. We hope you will join us and attend our parade to recognize our local heroes. Please decorate in Red ,White and Blue!

If you have questions please feel free to contact me.

Sincerely,

Cindy Murray
765-807-1021
cmurray@lafayette.in.gov

Stars and Stripes

Neighbors,

The City of Lafayette is teaming up with the Stars and Stripes Committee to put together a July 4th parade for 2022. It will be held on Monday, July 4 at 11:00 am with line-up beginning at 10:00 am.
The parade route will begin at 16th and Alabama and will proceed onto Main Street. It will turn onto Wallace Avenue by the Frozen Custard and proceed to Park Ave and immediately turning into the entrance of Columbian Park, where it will conclude. The road closures will begin at 10:00 am and should reopen immediately following the parade.

The parade should not last any longer than 30-45 minutes depending on the number of participants. We have met with LPD, LFD and city officials to finalize our plans. We hope you will join us and attend our parade, wave an American flag and show your pride and patriotism as we recognize our local heroes.

If you have any questions, please feel free to contact me (see below) or attend the Board of Works meeting on June 21, 2022 at 9:00 am in the City Council Chambers.

Sincerely,

Cindy

Cindy Murray
765-807-1021
cmurray@lafayette.in.gov

MapQuest
STAGING
10:00am
Begin Parade
11:00am
Jackson St
Sherman St
Scott St
Grant St
Lincoln St
Grove St
Center St
Shortridge Dr
Everett St
Perdue St
Congress St
Main St
Columbian Park
Finish
Brice St
Park Ave
Kossuth St
Virginia St
Adams St
Franklin St
Central St
Lamb St
S 14th St
S 15th St
S 16th St
S 17th St
S 18th St
S 19th St
S 20th St
S 21st St
S 22nd St
S 24th St
S 25th St
S 26th St
N 24th St
Valley St

Independence Day Parade

July 4th Parade Registration for Monday, July 4th, 2022

Parade Information **START TIME- 11:00am**

Lineup at 10:00 AM - Assemble at 16th and Alabama in Lafayette Parade starts 11:00am !

Parade usually takes 30 minutes - depending on the number of participants.
We appreciate participants who walk but please consider any personal limitations.
Participants should arrange for pick up in Columbian Park.
All parade participants must pre-register using the form below.

For more information about the parade please contact: Cindy Murray, cmurray@lafayette.in.gov 765-807-1021.

Please mail or email:

2022 Parade Participation Registration Only Form
Forms due no later than June 24th, 2022

Parade Lineup: 10:00 a.m. – Assemble 16th and Alabama Streets -Parade Begins at 11:00am

Name of Participating Unit _____

Contact Person _____ Phone_____

Address _____

Approximate number participating _____ Number of Vehicles _____

This unit will (mark all that apply): Walk _____ Have a float _____ Ride in vehicles _____

Mail this form to: **Cindy Murray, Lafayette City Clerk**
20 N. 6th Street
Lafayette, In 47901

Or, email to cmurray@lafayette.in.gov; Online: https://tippecanoeco.seamlessdocs.com/f/Registration.

***Disclaimer : Each participant participates at their own risk. The City of Lafayette or Stars and Stripes Committee is not responsible for any loss or injury that occurs on account of their participation at this event. Initials_____**

Entries designed only for publicity or political statement purposes cannot be accepted, please help us keep to the spirit of the July 4th Independence Parade.
Please display your patriotic spirit in your parade entry.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Henriott Group, Inc.
Renaissance Place
250 Main Street, Suite 650
Lafayette IN 47901-1287

CONTACT NAME: Marci Kuhlman
PHONE (A/C, No, Ext): (765) 429-5000 FAX (A/C, No): (765) 423-2599
E-MAIL ADDRESS: mkuhlman@henriott.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Cincinnati Insurance	10677
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Stars and Stripes INC
PO Box 962
Lafayette IN 47902-0962

COVERAGES CERTIFICATE NUMBER: 2021-2024 Liability REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			ENP 0619930	07/01/2021	07/01/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			ENP 0619930	07/01/2021	07/01/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Lafayette
20 North 6th Street
Lafayette IN 47901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Marci Kuhlman

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