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 9th 2022 Time: From: 2 am/pm to: 5 am/pm

Name: Meagan Wykoff Organization: Tippecanoe County Health Department

Street Address: 1950 South 18th St.

City: Lafayette State: IN Zip Code: 47905

Contact person(s): Meagan Wykoff Phone Number(s): (765) 610-2270

Email: mwykoff@tippecanoe.in.gov

Event Description: Community Health Block Party event will be at LTHC and Salvation Army will need 12th Street between Salem and Union closed

Caterer: _____ Caterer's Phone Number: _____

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 _____

Spoke with officer Scott Anderson

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

Estimated Attendance: _____ ☐ 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:

☐ Amusement & Entertainment Permit #_____ http://www.in.gov/dhs/2795.htm

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

Optional Equipment & Services:

- [x] 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

- [x] Application
- [ ] Pre-event meeting (if required)
- [x] Good Neighbor letter to neighboring properties (**send or deliver to neighbors 7 days <u>prior</u> to Board of Works hearing**)
- [x] 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: $ 25 (fee waived when renting Depot)
  - Rental Fee: $ _____
  - Equipment & Services: $ 25 (optional)
- [ ] Certificate of Insurance coming
- [ ] 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
- [x] User Agreement
- [x] 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: Meagan Wykoff
Signature

Printed: Meagan Wykoff

Date: 06/17/2022

ppecanoe County Health Department

1950 S 18th St
Lafayette, IN 47905
765-423-9221

June 21ST, 2022

To whom it may concern,

This letter is to inform you that the Tippecanoe County Health Department is having a Community Health Block Party on July 9th from 2-5pm. The event will be in the parking lots of Lafayette Transitional Housing (LTHC) and Salvation Army. This is a request to close the road between them, N 12th St., from Salem St. to Union St. during the event. The event is focused on community health and community resources. The event will be open to the public. There will be plenty of free food, games, activities, free STD testing, free healthcare checkups, and prizes.

Please reach out if you have any questions or concerns.

Thank you for your time,

Meagan Wykoff

HIV Prevention Public Relations Specialist

(765) 423-9221

mwykoff@tippecanoe.in.gov

ppecanoe County Health Department

1950 S 18th St
Lafayette, IN 47905
765-423-9221

June 17, 2022

Dear Resident(s),

This letter is to inform you that the Tippecanoe County Health Department is having a Community Health Block Party on July 9th from 2-5pm. The event will be in the parking lots of Lafayette Transitional Housing (LTHC) and Salvation Army. The road between them will be closed too, from Salem St. to Union St. during the event. You are welcome to go to the event. There will be plenty of free food, games, activities, free STD testing, free healthcare checkups, and prizes.

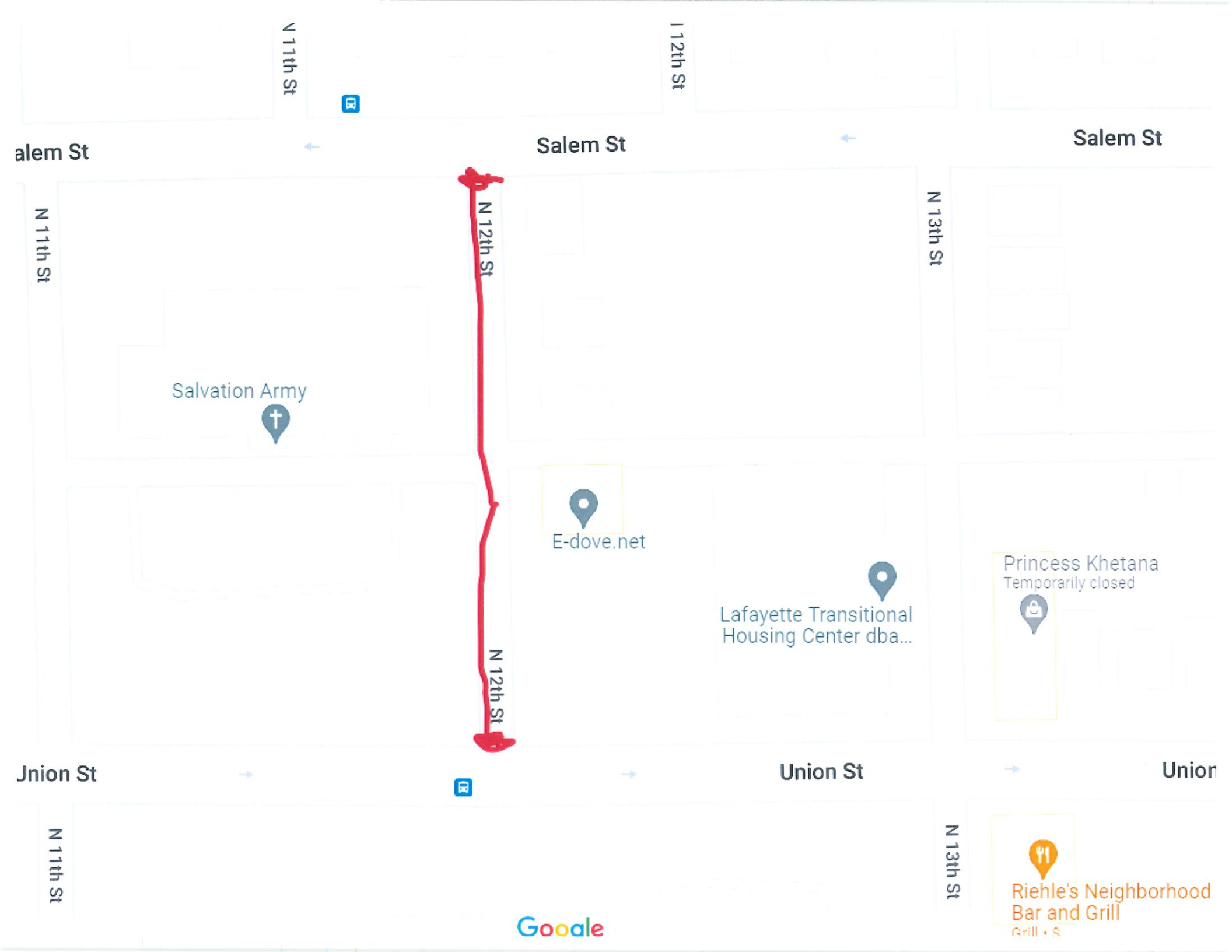
Please reach out if you have any questions or concerns. We hope to see you there!

Meagan Wykoff

1950 South 18th St, Lafayette, IN 47905

(765) 423-9221

mwykoff@tippecanoe.in.gov


N 11th St
I 12th St
alem St
Salem St
Salem St
N 11th St
N 12th St
N 13th St
Salvation Army
E-dove.net
Lafayette Transitional
Housing Center dba...
Princess Khetana
Temporarily closed
N 12th St
Jnion St
Union St
Union
N 11th St
N 13th St
Riehle's Neighborhood
Bar and Grill
Google