



# SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

## DIRECTIONS

### Step One:

- If this request involves closing a street  
Contact Lafayette Police - Traffic Division / 765-807-1293
- If this request involves renting the Big Four Depot - Community Room  
Contact Lafayette Parks Department for availability / 765-807-1500

### Step Two:

- Complete and submit this application to Lafayette Engineering Department  
City Hall, 2<sup>nd</sup> floor, 20 N 6<sup>th</sup> Street, Lafayette, IN / 765-807-1050



Do not use for contractor vehicle permit

8a-10pm Rental

### User Information

Date of Function: 9/16/17 Time: From: 11:00 am/pm to: 4:00 am/pm

Name: Karie Rodenberger Organization: \_\_\_\_\_

Street Address: 2757 Euclid Heights Blvd #6

City: Cleveland Heights State: OH Zip Code: 44106

Contact person(s): Karie/Gwen Phone Number(s): Karie: 219-242-4227  
Gwen: 765-412-8161

Email: KatRodenberger@gmail.com, GRodenberger@gmail.com

Event Description: Wedding and Reception

Caterer: D + R Catering Caterer's Phone Number: 765-449-4000

### 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):

Anticipated Attendance: 90 people

- 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)
- Amusement & Entertainment Permit # \_\_\_\_\_ <http://www.in.gov/dhs/2795.htm>
- Stage     Fireworks     Outdoor cooker/grill     Other \_\_\_\_\_

**Optional Equipment & Services:**

Traffic Control: barricades, **No Parking** signs, \$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 out prior 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 or Lafayette Parks Department
  - Damage Deposit: \$ 100 (required only when renting Depot)
  - Permit Fee: \$ \_\_\_\_\_ (fee waived when renting Depot)
  - Rental Fee: \$ 400
  - 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)

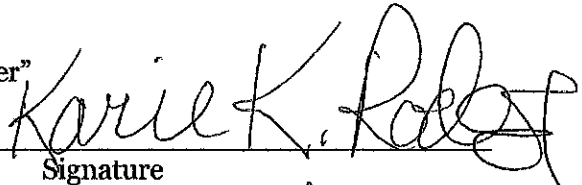
**USER AGREEMENT:**

**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, its 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: \_\_\_\_\_

"User"  
By:   
Signature

Printed: Karie Rodenburger

Date: 4/25/17

**ADDITIONAL INSURED - SPECIAL EVENT ENDORSEMENT  
(SECTION II)**

Policy Number: 70-C7-Y076-6

Named Insured: RODENBERGER, KARIE & GRANAT, KYLE

Name of Additional Insured: THE CITY OF LAFAYETTE INDIANA &  
LAFAYETTE PARKS AND RECREATION DEPARTMENT  
ITS OFFICERS, AGENTS, REPRESENTATIVES, EMPLOYEES, AND VOLUNTEERS

(Person or Organization)

Additional Insured Interest: WEDDING

Location of Event: 200 NORTH 2ND STREET  
LAFAYETTE IN 47904

Coverage L Limit of Liability: \$300,000

Coverage period begins and ends at 12:01 A.M. Standard Time at the above designated location.

Effective Date: 09/16/17 Expiration Date: 09/17/17

The definition of **insured** in this policy includes the person or organization named above as an Additional Insured, but only with respect to **bodily injury** or **property damage** caused by the activities of the named insured in the use of the location designated above while it is rented by or leased to the named insured. This coverage is subject to the following provisions:

1. This coverage does not apply to **bodily injury** to any employee, or to **property damage** incurred by any employee, arising out of or in the course of the employee's employment by the Additional Insured;
2. This coverage does not apply to **bodily injury** or **property damage** for which the Additional Insured may be held liable:
  - a. as a person or organization engaged in manufacturing, distributing, selling, or furnishing alcoholic beverages if such liability is imposed by reason of:
    - (1) any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages; or
    - (2) the furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol or which causes or contributes to the intoxication of any person;
  - b. as an owner or lessor of premises used for manufacturing, distributing, selling, serving or furnishing alcoholic beverages if such liability is imposed by reason of any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages;
3. This coverage does not apply to **bodily injury** or **property damage** arising from products manufactured, sold or distributed by the Additional Insured, including reliance upon a representation or warranty made at any time with respect to such products;
4. The Coverage L limit of liability shown above applies only:
  - a. for damages as may be covered under this endorsement; and
  - b. during the coverage period designated above;
5. We will not be liable for an amount greater than the above stated Coverage L limit of liability; and
6. There will be no refund of premium in the event this endorsement is cancelled.

All other policy provisions apply.

MISCELLANEOUS PAYMENT RECPT#: 288168  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

MISCELLANEOUS PAYMENT RECPT#: 288178  
City of Lafayette, IN  
20 N 6th St  
Lafayette IN 47901

DATE: 05/03/17 TIME: 15:54  
CLERK: sscott DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: PLAZA EVENT

DATE: 05/03/17 TIME: 15:57  
CLERK: sscott DEPT:  
CUSTOMER#: 999  
MISC CUSTOMER  
COMMENT: WEDDING

CHARGES:  
DDR1 WEDDING/RECEIPT 400.00  
AMOUNT PAID: 400.00

CHARGES:  
DDR1D DEPOT RENTAL(DE 100.00  
AMOUNT PAID: 100.00

PAID BY: KARIE RODENBERGER  
PAYMENT METH: CREDIT CARD  
V#3543 E 0322

PAID BY: KARIE RODENBERGER  
PAYMENT METH: CREDIT CARD  
V#3543 EX 0322

REFERENCE:

REFERENCE:

AMT TENDERED: 400.00  
AMT APPLIED: 400.00  
CHANGE: .00

AMT TENDERED: 100.00  
AMT APPLIED: 100.00  
CHANGE: .00

CITY OF LAFAYETTE IN - PARKS ZOO  
20 N 6TH ST  
LAFAYETTE, IN 47901  
765-807-1000  
Merchant ID: 16008583  
Record Num: 0582

### Phone Order Sale

XXXXXXXXXXXX3543 Exp: XX/XX  
VISA Entry Method: Keyed CNP

Total: \$ 500.00

05/03/17 15:45:11

Invl#: 0000008 Appr Code: 00351D

Apprvt: Online Batch#: 000253

ANS Code: Z

CW2 Code: M

TRN Ref #: 38712371110692

Validation Code: 97EN

Rewards Program: 503979

THANK YOU!  
PLEASE COME AGAIN!  
CARDHOLDER COPY  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION