



**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 / 765-807-1272
- 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: **_15 August 2020_** Time: From: **_8:00am_** to: **_12:00 am Sunday the 16th_**

Name: **_OUTfest_** Organization: **_Pride Lafayette_**

Street Address: **_640 Main Street_**

City: **_Lafayette_** State: **_IN_** Zip Code: **_47901_**

Contact person(s): **_Ashley Smith_** Phone Number(s): **_765-337-1790_**

Email: **smashd6@aim.com**

Event Description: **_Street fair/vendors; Family activity area, Beer & wine garden_**

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 _____

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

- Estimated Attendance: 4-5,000_ 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 # **_7931972_** <http://www.in.gov/dhs/2795.htm>
- 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, picnic tables, 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 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
 - Damage Deposit: \$ _____ (required only when renting Depot)
 - Permit Fee: \$ 25.00 (fee waived when renting Depot)
 - Rental Fee: \$ 25.00
 - Equipment & Services: \$ 25.00 (optional)
- Certificate of Insurance
- Amusement & Entertainment Permit # 7931972 (last year's permit, will be renewed)
 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: Margy C Deverall
Signature

Printed: Margy C Deverall

Date: 5 March 2020

Pride Lafayette

*Your proud link to Lafayette's
Gay, Lesbian, Bisexual, Transgender, & Ally Community*

To: Lafayette Board of Works
From: Margy Deverall
Re: 2020 OUTfest Event

10 March 2020

Dear Board Members,

Pride Lafayette is requesting Lafayette Board of Works approval to stage the 13th annual OUTfest Festival on Saturday August 15th from 4:00pm to 12:00am, using the Farmers Market block on 5th Street, downtown Lafayette. OUTfest is a major outreach event for Pride Lafayette and will draw approximately 4-5,000 people to downtown. We respectfully request the following street closures:

Street Closure

We ask for the closure of the following streets and public access areas starting at 8:00am and 1:00pm on Saturday August 15th 2020 until 2 AM Sunday August 16th 2020 for the purpose of setting up, staging and striking the OUTfest event.

- Main Street, 4th to 6th Streets: 8:00am, Sat 8/15/20 -- 2:00am, Sun 8/16/20
- 5th Street, Main to Ferry Streets: 8:00am, Sat 8/15/20 -- 2:00am, Sun 8/16/20
- 5th Street Columbia to Main (Farmers Market): 1:00pm, Sat 8/15/20 - 2:00am, Sun 8/16/20

We are working with the Lafayette Police, Lafayette Fire, Lafayette Street, and Lafayette City Engineer's Departments; Tippecanoe Emergency Management, and Greater Lafayette Commerce/Farmers Market to make sure everyone is informed and all concerns are addressed.

We have contacted and are waiting to hear back from Cpt. Will Carpenter, Lafayette Police Department. We plan to schedule a meeting with the Lafayette Fire Department and Lafayette Police Department to review the Emergency Action Plan and to ensure ample safety and security measures are in place as we have in past years.

OUTfest 2020 will feature food vendors, organizations and sales booths, a beer and wine garden, one stage and a family/children's activity area. Permits are under review through the Department of Homeland Security and the Indiana Alcohol and Tobacco Commission and will be submitted to the Clerk's Office when we receive them in May. A certificate of insurance for the event will be provided to the Clerk's office in early August once it is issued.

A copy of the Good Neighbor Letter distributed to residents and businesses affected by the closures and even is included with the application. All other paperwork is filled out and attached.

Street Cleaning

To ensure we leave the site clean and ready for use again, on Sunday August 16th we request the service of the city street department to assist our cleaning crews by sweeping the streets on 5th, Main, and Columbia following the event. We will pick up and remove all trash, and strike the stages and fencing on site by 2 AM.

Thank you for considering our request. Please contact me if you have any questions.

Margy Deverall,
OUTfest 2020 – community volunteer
mcdeverall@gmail.com, 765-491-6357

Pride Lafayette

*Your proud link to Lafayette's
Gay, Lesbian, Bisexual, Transgender, Intersex, & Ally Community*

6 March 2020

Hello Downtown Neighbor,

Pride Lafayette is requesting Lafayette Board of Works approval on for the annual OUTfest Festival on Saturday August 15th 2020 from 4:00pm to midnight, using the Farmers Market block on 5th Street and adjacent streets, downtown Lafayette.

As requested, Main St from 4th to 6th, and 5th St from Main to Ferry will be closed on August 15th starting at 8:00am; and on 5th St. from Columbia to Main Streets at 1:00pm when the Farmers Market closes. All streets will reopen by 2am on Sunday August 16th. OUTfest is a major fund raising and outreach event for Pride Lafayette and will draw approximately 4-5,000 people.

Below are details of the event and a contact should you have any questions. Thank you for your cooperation. We hope to see you at the event!

Street Closure:

Closure of the following streets and public access areas as follows, starting on Saturday August 15th 2019 for the purpose of setting up, staging and striking the OUTfest event.

- 5th Street Columbia to Main (Farmers Market) 1:00am Sat 8/15 – 2:00am Sun 8/16
- 5th Street, Main to Ferry Streets – 8:00am Sat 8/15 – 2:00am Sun 8/16
- Main Street, 4th to 6th Streets – 8:00am Sat 8/15 – 2:00am Sun 8/16

Thank you for sharing your space. Please contact us if you have any questions.

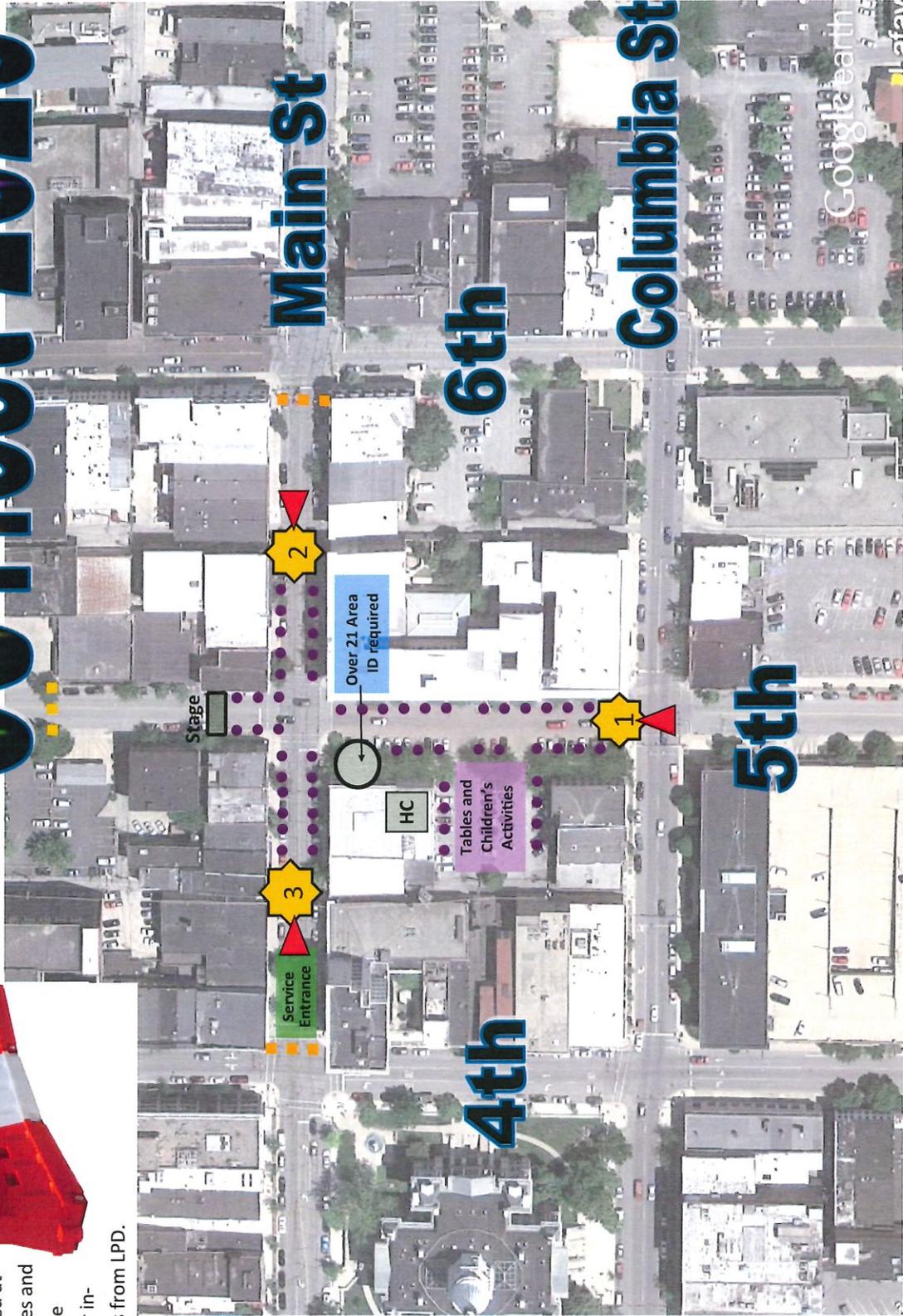
Ashley Smith, OUTfest 2020 chair
pridelafayetteinc@gmail.com
765-337-1790 (Feel free to text)

OUTfest 2020

Notes:



Water filled Jersey barriers will be used at ticket gates and behind the stage. Per instructions from LPD.



- Entrance Gates - 3
- Emergency Exits - 3
- HC Headquarters - Shook Agency Conf Rm.
- Stage, raised platform
- Vendor spaces
- Water-filled Street Barricades

