

SPECIAL USE Event APPLICATION

This application is to be filled out if your event is open to the public, seeks commercial sales or will have a large number of people, AND/OR is any other **out-of-the-ordinary use of the parks**, such as festivals or concerts; races, runs, rides, or walks; benefits/fundraisers that are open to the public; film/photo shoots; large corporate functions, athletic events, tournaments, church picnics, weddings; or events that draw an amount of people that exceeds the established facility capacity. **Events that involve commercial sales or which are commercial events are subject to Goshen Park and Recreation Board approval. All other special events are subject to approval by the Superintendent as authorized by the Goshen Parks and Recreation Board.** If the individual's or group's request is denied by the Superintendent, an appeal may be submitted to the Goshen Parks and Recreation Board for consideration. (Ord. No. 4294, § 11, 6-7-2005) 7.1.1.12 Solicitations, commercial sales and commercial photography prohibited. Sec. 12 No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area **without the express written permission of the Goshen Board of Parks and Recreation Department.** The person must conspicuously post such permission at the site of such activity.

Please fill out this application as completely as possible. You do not have permission for your event until your application has been approved, all deposits and rental fees paid in full, and a permit is issued to you from the Park Department.

Name of Organization or Group organizing the event: _____

1. Name of Event: _____ Type of Event _____

2. Main Contact Person _____

3. Mailing Address _____

Street City State Zip Code

4. E-mail Address: _____

5. Office/Home Phone #: _____ Day-of-Event Cell Phone #: _____

6. Fax #: _____ Website for organization: _____

7. 1st Event Date: _____ 2nd Event Date: _____ 3rd Event Date: _____

Desired Park: _____ Is your event open to the general public _____

8. Event Time (Approximate start/end; including set up & clean up)

Day 1: _____ Day 2: _____ Day 3: _____

9. Please check the box for the type of Permit you are requesting according to the expected attendance. Expected attendance _____

Special Event Permit (up to 250 people) \$25 fee payable to City of Goshen

Special Event Permit (251-1000 people) \$100 fee payable to City of Goshen

Special Event Permit (over 1000 people) \$250 fee payable to City of Goshen

Event [Certificate of Liability](#) - If your event qualifies as “**Special Event Usage**”, please obtain and submit a copy of your or your organization’s “Certificate of Liability” or “One Day Event Insurance” that indicates proof of General Liability Insurance, and that lists City of Goshen, Parks and Recreation Department, 524 E Jackson St, Goshen, IN, 46526, as “additional insured”, \$1,000,000 Bodily Injury liability and \$1,000,000 Property Damage liability Each Occurrence. This coverage is specific to your event only. A certificate of liability can be obtained with your insurance provider. If you do not carry insurance, event insurance can be purchased independently with an event insurance provider. The City of Goshen does not provide event insurance.

Once you’ve obtained your Certificate of Liability or Event Insurance Certificate, please submit it to the Goshen Parks and Recreation Department via e-mail: goshenparks@goshencity.com, fax: 574-349-6672, US Mail: 524 E Jackson St, Goshen 46526, or in person.

Please describe the event are you proposing:

Please describe the requested location/s within the park, or provide a map of the space requested and/or of the Walk/Run/Ride Route:

COMMERCIAL EVENT OR COMMERCIAL PRODUCTS:

Do you plan to sell tickets ahead of time? _____ If so, according to Ordinance 4294, Rules and Regulations for Parks and Other Recreational Areas in the City of Goshen, Section Twelve, “Solicitations, Commercial Sales and Commercial Photography Prohibited”: **No person shall solicit, advertise, sell, photograph or promote for sale any commercial product or commercial event within any park or other recreational area without the express written permission of the Goshen Board of Parks and Recreation.** The person must conspicuously post such permission at the site of such activity.

Parks Reservation System – Pavilion/Trail/Open space/Athletic Field or Court Reservations

524 E Jackson St, Goshen, Indiana, 574-534-2901.

1. Request a Facility or Location
2. Request a Date(s)
3. Once your application has been submitted your chosen location(s) will be put on a hold till review and or approval
4. After approval you will be invoiced all fees

- How and what media will be utilized to promote your fundraiser/benefit?

- A certificate of insurance is required for all fundraisers/benefits/events.

- If a private fundraiser/benefit non-profit rates for facility rental would apply .Mon.- Thurs.

6. Do you have a Non-Profit Status? _____

- Attached is Non-Profit supporting certificates with Federal ID #)

7. If your event is before April 15th, or after October 15th, Open Air Pavilions and restrooms are winterized and/or not maintained during this period (Enclosed pavilions with restrooms are still available during the winter).

8. **PLEASE NOTE:** Your organization may be required to rent additional facilities in order to account for the parking your event requires. See "Parking/Shuttles" section below for details.

9. If you would like to rent the Shanklin Swimming Pool please contact us directly for venue specific regulations and availability. For pool rental fees and lifeguard requirements refer to "Shanklin Pool Rental".

10. If your organization would like to request use of sport fields see "Athletic Field Use".

Please List all facilities and locations you will be using:

Athletic Field Use - If your event will occupy the athletic fields adjacent to or nearby your Enclosed and/or Open Air Pavilion/Event area, or you specifically require the use of said fields, you will be required to rent those fields according to usage at the rates indicated below. There are many sports leagues that use the athletic fields, therefore, necessary arrangements will need to be coordinated with the GPRD Sport Leagues Director.

1. Which athletic fields will your event require?

Softball / Baseball Diamonds \$25 + tax per two hour game:

Shanklin Park Diamond #1____Diamond #2 ____Diamond #3____ Time of use _____ - _____

Rogers Park Baseball Diamond_____ Time of use _____ - _____

Athletic Field/Court \$40.00 + tax per (2) two hour rental:

Pringle Soccer Field #1____#2____Pringle Football Field____ Time of use _____ - _____

Pringle Park Sand Volleyball Courts #1____#2____#4____#5____#6____ Time of use _____ - _____

Rogers Park Sand Volleyball Court #1____#2____ Time of use _____ - _____

[Parking/Shuttles](#) - If your event will require additional parking beyond the spaces designated to your Enclosed and/or Open Air Pavilion/Field space, or your event parking encroaches on other park facility parking areas that you haven't rented, rendering them unavailable for other potential renters, we may require that you rent additional facilities. In some cases, you may need to organize a shuttle service to and from a remote location in order to account for all of your parking needs.

Parking on the grass is only allowed with special permission from the City of Goshen Parks and Recreation Department and only during favorable ground/weather conditions. Parking on grass, if approved, will require a \$25/ per hour or \$100.00 for a day event permit, 7am. – 10 pm.

1. How many volunteers will work parking at your event? _____

2. Please describe below or attach a description of your parking plan if your event requires more parking than is available at the facility(s) that you have rented? _____

[Pool Rental – Special Event Usage:](#) **There must be at least one adult attending per 10 youth in your group.**

Pool rentals are offered on Saturdays and Sundays, from 10:00 AM - 12:00 PM, or 7:00 PM - 9:00 PM.

Rental Date Requested: _____ Total number of guests _____
Day Month, Date, Year

[Rules and Regulations](#)

[The Permittee:](#)

1. Must have a "**person in charge**" over the age of 18 available onsite for the entire event.
2. Must perform all required maintenance and clean-up of entire site during and after the event.
3. All Special Use Events are carry-in/carry-out, which means you must take your trash out of the park; we do not provide dumpsters or trash cans for Special Use Events.
4. Is responsible for payment for costs related to event and any damages to area or equipment.
5. Must possess Special Event Usage Permit during the event.

Logistics Summary & Checklist

1. Please check each box as you complete, or put an "NA" in boxes that are not applicable.
2. Please fill out this application as completely as possible.
3. You do not have permission for your event until a Permit is approved and issued to you from the Parks Department.
4. Please submit your completed application, via fax: 574-349-6672, email: goshenparks@goshencity.com, US Mail: 524 E Jackson St, Goshen, Indiana 46526, or in person.
5. The "Special Event Application" is available at the City of Goshen Parks and Recreation Department. To obtain other pertinent information about event-organizing, please contact the Goshen Parks and Recreation Department, 524 E Jackson St, Goshen, Indiana 46526, 574-534-2901.

Event Details

Please provide the details and specifics for your event so that the on-site Facility Coordinator/Staff can best prepare for, facilitate, and accommodate your event. This summary should include ANY pertinent or relevant details, specifics, information, requests, needs, or requirements that will help make your event run as smoothly as possible.

(Attach a separate sheet if necessary)

1. **Timeline/Schedule for Event** - Please provide us with the basic timeline of your event, including arrival time for set up, walk/run/activities start time, factoring in clean up, and departure time.

Please note that any early arrivals (i.e. before 7 am) must be specifically discussed and confirmed with Goshen Parks and Recreation Department Facility Coordinator, Phone: 574-534-2901. -

2. **Map/Layout of your Event** - Please provide us with a map or description that outlines items such as the space you plan to use, the route of your walk/run, and the placement of tents, Porta-Johns, dumpsters, etc.

Please note that the City of Goshen Parks and Recreation Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.

Vendors - Any vendors performing commercial activity in the park (food, goods, or other items) need to apply for a Single Day Special Sales Permit (information booths do not apply)

1. If your event has multiple/many vendors, you may submit one application on their behalf that includes a list of all vendors, their contact information, any relevant Health Permits, and then submit one payment to cover all Single Day Special Sales Permit Fees.
2. Once you or the Vendors have completed this application, please submit it to the Goshen Parks and Recreation Department via fax: 574-349-6672, email: goshenparks@goshencity.com, US Mail, or in person.
3. Please attach a list of any Vendor/s with this application and the items they plan to sell.
4. Please enter the number of Single Day Special Sales Permits you are requesting in the box below, according to the expected attendance.

Single Day Special Sales Permit (events up to 500 people): Number of Vendors_____ at \$100 per day.

Single Day Special Sales Permit (events btwn 501-1500 people): Number of Vendors_____ at \$150 per day.

Single Day Special Sales Permit (events over 1500 people): Number of Vendors_____ \$250 per day.

Health Department Permit to Operate a Temporary Food Service Establishment

Is your organization or any vendors providing food to the public (donated OR selling OR providing for free)___yes___no? If yes please consult the Elkhart County Health Department to determine if you need to fill out a "Health Department Permit to Operate a Temporary Food Service Establishment". **This process excludes pre-packaged, sealed, individually-Pre-wrapped, or single-serving items like bottled water, pop, bags of chips, granola bars, etc.**

1. For "Food at Events Guidelines" to determine if you might need to obtain a "Permit to Operate a Temporary Food Service Establishment," Contact Elkhart County Health Department at 574-523-2283.
2. Once you or your food providers obtain your Elkhart County Health Dept Permit, please submit, or have the Vendor submit, a copy to the City of Goshen Parks and Recreation Department by email: goshenparks@goshencity.com , via fax 574-349-6672, US Mail, or in person.
3. Please attach a list, with this application, of any group/groups that will be providing, selling, or giving food to members of the general public and the foods they plan to provide.

Special Event Use - Trash and Recycling Policy

All Special Event Use is "Carry In, Carry Out", which means that your group/organization is responsible for the trash and recycling generated during your event. There are no trash cans or dumpsters available at the parks for Special Event Use trash disposal.

1. Who is your dumpster provider or trash-management partner? _____

2. When will your dumpster/s be dropped off and picked up for your event? (Same day is ideal. If not, there is no guarantee that general parks users will not use your Dumpsters.)

3. Where will your dumpsters be placed during your event? (Pavement and/or high, dry ground are strongly recommended) Contact Park Facility Coordinator for approval of placement. Facility Coordinator name and contact information will be provided at permitting.

Alcohol Policy

No Alcohol permitted at any time in the Goshen Parks or its facilities.

Bathrooms & Porta-Johns

If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate the total number of attendees. Also, if your event is before April 15th or after October 15th, some bathroom facilities are closed during this period and may be unavailable for use during this off-season.

- In either of the above situations, you may be required to rent Porta-Johns.
- Should you be required to rent Porta-Johns, please include the following information:

1. How many Porta-Johns will you rent for your event? _____ Supplier: _____

People Attending	Number Of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
50	1	1	1	1	2	2	2	2	2	
100*	2	2	2	2	2	3	3	3	3	
250*	3	3	3	3	4	4	4	6	6	
500*	2	4	4	5	6	7	9	9	10	12
1000*	4	6	8	8	9	9	11	12	13	13
2000*	5	6	9	12	14	16	18	20	23	25
3000*	6	9	12	16	20	24	26	30	34	38
4000*	8	13	16	22	25	30	35	40	45	50
5000*	12	15	20	25	31	38	44	50	56	63
6000*	12	15	23	30	38	45	53	60	68	75
7000*	12	18	26	35	44	53	61	70	79	88
8000*	12	20	30	40	50	60	70	80	90	100
10,000*	15	25	38	50	63	75	88	100	113	125

*(1) unit provides approximately 200 uses
These are the standards from the Portable Sanitation Association International

2. When will your Porta-Johns be dropped off and picked up? (Same day is ideal. If not, there is no guarantee that general parks users will not use your Porta-Johns.)

3. Where will your Porta-Johns be set up? (Pavement and/or high, dry ground are strongly recommended.) Contact Park Facility Coordinator for approval of location, Facility Coordinator name and contact information will be provided at permitting.

Tent Policy- Tents can only be put up in conjunction with a facility or a shelter rental. Tents without stakes DO NOT require a permit. All other tents require a permit.

In most cases there is room and solid ground available for tents. However, tents may not be feasible in certain locations. There is an impact fee if you will set up tents larger than (1) 10x10 pop-up. You may be asked to arrange for utility locates and be responsible for any charges attached to utility locates.

1. Who is your Tent provider? _____

• Tent(s) are to be erected and dismantled the day of the event unless prior arrangements are made and approved by the Facility Coordinator.

2. What Time will the tent(s) be erected:_____ What time will the tent(s) be dismantled:_____

3. Where will your tents be set up? (Depending on ground conditions, the Park Staff may require alternate tent placement.) Contact Park Facility Coordinator for placement approval. Facility Coordinator name and contact information will be provided at permitting.

4. Please enter the number of tents and sizes you plan to have at your event in the boxes below.

Provided by others:

Small Tent (121 sq ft up to 900 sq ft.) \$40 impact fee for each tent. # of Tents = _____ Size of tent(s) _____

Large Tent (over 900 sq ft.) \$100 impact fee for each tent. # of Tents= _____ Size of tent(s) _____

Recreation Activities Equipment

1. Who is/are your recreation activity provider/s? _____

2. When will your Recreation Activities be dropped off/set up and taken down? (Same day is ideal.)

3. Where will the recreation activities be set up? _____

Contact Park Facility Coordinator for approval of placement.

4. Please enter the number of Recreational Activities of each kind you plan to have at your event in the box/es below, and fill in the total fees amount in the space to the right. **Any recreational Activity equipment is only permitted in conjunction with facility or shelter rental.**

Provided by others:

Number of Inflatables/ Bounce Houses/Dunk Booths _____ at \$25 each per day

Number of Rock Climbing Walls _____ at \$50 each per day

Number of Horse/Pony Rides _____ at \$75 each per day

Provided by GPRD:

Portable Bike Rack Rental Program:

6-8 bike units \$60.00 /unit weekly

6-8 bike units \$40.00 / unit 4-day weekend (provided by Goshen Parks and Recreation Department)

Go Green

Please consider reducing the environmental impact of your event by implementing eco-friendly practices. You will protect your parks and our environment, and maybe even reduce your waste disposal costs. Review the attached "Go Green" flyer.

Police Support Services and/or Security

If your event will use roadways, cross roadways, and/or will have a significantly high attendance, and/or will have any unique risk factors, police presence from local law enforcement, from the City of Goshen Police Department or from a private Security Firm may be required. Please contact the relevant City's Police and/or County Sheriff to consult with them and inform them of your event. In some cases, fees may be required for their services. Once you have determined the level of security required, please attach a description of your Police/Sheriff/Security Plan.

1. Total of all Fees Due to the City of Goshen Parks and Recreation Department, Facility Rentals Fees, Vendor Fees, Tent Fees, Sport Field Rentals, Shanklin Pool Rental, Canoe Rentals, Parking Lot Usage Fees and Recreational Activities Fees are all due 30 days prior to event. Fees will be calculated after application has been received. Fees will be invoiced after approval.

2. Day of the Event- On the day of your event, Facility Staff will check in with you and provide contact information for the day. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

Goshen Parks and Recreation Department:

1. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
2. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage.

Facility Staff will alert us if conditions are not safe or appropriate, and we will touch base with you.

I, the undersigned, as the representative of my organization, hereby submit the Special Use Event Application-Event Reservation & Facility Rental for approval. The information and details that I have provided to the City of Goshen Parks and Recreation Department about my event are accurate to the best of my knowledge.

Signature

Date