



APPLICATION FOR PARK USE FOR AN EVENT FORM

APPLICANT INFORMATION

Must be completed FOUR (4) weeks prior to event. Incomplete request forms will be returned to Applicant.

Applicant (Contact) Name: Lionel Handin	Organization Name: Truedirtbag LLC
Date of Application: 5/30/18	Event Name: TDB 3on3 B-Ball Tour. Independence Edition Is this a return event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Phone: 574-485-4313	Email Address: contacttruedirtbag@gmail.com
Cell Phone: N/A	Address:
Address: 3833 Riverside Drive South Bend	City/State/Zip: South Bend IN 46628
Type of Event (mark one): <input checked="" type="checkbox"/> Private (specific guest list and know who is attending) <input checked="" type="checkbox"/> Public (open to the public)	
Are you giving/selling/serving food items of any kind at your public Event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, explain. See Equipment/Set-up below).	

VERY IMPORTANT: Will your event be contained within the Park or will you need use of Public Streets or sidewalks approval. Yes No If yes, the Board of Park Commissioners approval is contingent upon the Board of Public Works approval.

If you are using public streets and/or sidewalks, an Application for use of Public Right of Way for Processions **MUST** be filled out **FOUR (4)** weeks prior to notice of event through the:

Board of Public Works Phone: 574-235-9251
1316 County City Building Fax: 574-235-9171
227 West Jefferson Blvd. email: publicwks@southbendin.gov
South Bend, IN 46601

EVENT DESCRIPTION

Name of Park: O'Brien Center	Site in Park: Gym
Date(s) Requested (including set-up dates & time. Insurance certificate to include all dates): July 7th 2018	Type of Event: Private Basketball Tournament
Start Time: 12pm End Time: 6pm	Anticipated Expected Attendance: 100 People
(Please note: all set-up and clean-up needs to be done within scheduled hours)	
Brief Description of Event: 8 teams registered through our company brand play half court with double elimination.	

EQUIPEMENT/SET-UP

Electricity is not available in any park. Water is turned off October thru April. Water turn-on is dependent upon the weather. Before any staking of a tent, inflatables, or portable

restrooms, it is the responsibility of the event organizer to contact the local utilities for locates.

Are you having a company (caterer) prepared and/or serve food in the park? Yes No If yes, a complete list of Vendors is to be provided. Food Vendor Permit are required through South Bend Parks & Recreation. Fee: **\$30.00 PER 10'x10' BOOTH, \$110.00 PER TRAILOR/FOOD TRUCK/MOTORIZED VEHICLE.** Health Department Permit and South Bend Parks & Recreation Food/Merchandise permit are to be visibly displayed.

Are you having someone or a company provide entertainment, games, or inflatables? Yes No If yes, a list must be provided in the space below. Use separate sheet of paper if necessary. Inflatables/Bounce Houses **MUST** first go through South Bend Venues Parks & Arts. Contact Mike Bueno at 574-235-9373. If South Bend Venues Parks & Arts Bounce Houses are not available, use of any outside company must be approved by Mike Bueno. Once approved, the company **MUST** provide us a certificate of insurance naming the City of South Bend, South Bend Venues Parks & Arts, and the Park Board of Commissioners as Certificate Holder.

Are you having a company provide equipment i.e. tables, chairs, generators, portable restrooms, bleachers, staging, etc...? Yes No. If yes, a list of equipment and the company providing it must be provided in the space below. Use separate sheet of paper if necessary. All stage set-up **MUST** have a Homeland Security Amusement & Entertainment Permit.

Are you having a tent/canopy? Yes No Pop-up tent Stake tent Tent Size _____
 (Utility locates are the responsibility of the applicant. Proof of locates (locate number) are to be provided to South Bend Venues Parks & Arts 2 weeks before your event. The name of the rental company **MUST** be provided for approval before the company can rent or deliver your items. This is to ensure all parties have gone through the proper steps to use any park property.

ATHLETIC FIELD USE

Field/Facility Requested: Contact Ray Comer, Athletic Supervisor, for availability and rental cost: 574-299-4775

INSURANCE

A Certificate of Insurance (General Liability and Automobile Liability for \$1,000,000.00 each), naming each of the following **MUST** be received 2 week prior to your event (a sample Certificate of Insurance is provided in this packet):

The City of South Bend	South Bend Venues Parks & Arts	Board of Park Commissioners
227 W. Jefferson Blvd.	321 E. Walter St.	321 E. Walter St.
South Bend, IN 46601	South Bend, IN 46614	South Bend, IN 46614

SECURITY

If alcohol is served, the number of security officers depends upon the number of people attending.

The following procedures are those which must be followed to request the use of a city park for an event that is open to the public. **This does not include reserving a picnic site or renting a pavilion.** Please call 299-4765 to inquire for picnic reservations or use of a pavilion.

1. A letter on your group's letterhead and flyer must be submitted. The letter must describe the type of event you wish to hold, the requested date and the park. This must be submitted four (4) weeks before the scheduled park board meeting.
2. In addition, proof of liability insurance must be provided. The city requires a \$1,000,000 per event policy naming South Bend Venues Parks & Arts, the Board of Park Commissioners and the City of South Bend as additionally insured. Sample attached.
3. A formal presentation must be made in front of the Park Board. (The board meets the third Monday of the month at 321 Walter Street, which is the old O'Brien School, at 5:00 p.m.). Applicant must specify which Board Meeting they will attend. Returning events do not need to appear before the Park Board unless there are changes (such as routes or park) or if there were problems with your event.
4. Your request should be addressed to the Board of Park Commissioners, 321 East Walter St., South Bend, IN 46614.
5. No alcohol is allowed without an Alcohol Exemption Form and/or Park Board Approval. (beer and wine only, purchased through the O'Brien Center). **You must show the actual alcohol permit purchased from the Indiana State Excise Department before purchasing your Alcohol Exemption Form at the O'Brien Center.**
6. No equipment or electric is provided (i.e. stage, tables, extra picnic tables, sound, etc.)
7. Applicant assumes full responsibility of assuring the area will be cleaned up upon conclusion of the event. A post-event evaluation form will be completed and focused on items such as clean-up, any damages, and/or security concerns.
8. The City of South Bend Noise Ordinance is in effect at all hours. Between the hours of 11:00 p.m. and 7:00 a.m. certain noises are particularly prohibited. These include operating radio receiving sets, musical instruments, phonographs and other sound reproduction devices if audible fifty (50) feet away, as well as shouting, yelling, hooting, whistling, or singing in the streets in a manner to disturb the peace (Municipal Code 13-57).
9. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Board of Park Commissioners.
10. If your event is not carried out in the manner in which you represent it to the Board of Park Commissioners, the event can be shut down immediately and can terminate any future events held in South Bend Parks.
11. Applicant agrees to indemnify, defend and hold harmless the Civil City of South Bend, Indiana, from any liability, loss, costs, damages or expenses, including attorney fees, which the Civil City of South Bend, may suffer or incur as a result of any claims or actions which may be made by any person, including a participant in the event/activity, arising out of the approval of this request by the Board of Park Commissioners.

I have read and agree to the above rules and regulations and that this request may be denied based on any false or incomplete information. I have also received and read the pamphlet with the City of South Bend Park Ordinances.

Applicant Signature Lonell Hardin Date 5/30/18

Printed Name Lonell Hardin

DEPARTMENTAL USE ONLY

Presented to Park Board on _____ Approved: ___ Yes ___ No

Copies to (when applicable):

Jackie Appleman, Venues Parks & Arts	Approval _____
Jim Byers, Operations Manager	Approval _____
	Approval _____
Ray Comer, Athletics Dept.	Approval _____
Maurice Scott, MLK Center	Approval _____
Cynthia Taylor, CBL Center	Approval _____
Rose Kauffman, HP Senior Center	Approval _____
Garry Harrington, Rum Village Nature Center	Approval _____
Marcia Qualls, Public Works	Approval _____
Marcy Dean, Potawatomi Zoo	Approval _____
Joe Hart - Four Winds Field	Approval _____

Comments or Recommendations (before or after event):



City of South Bend Venues Parks & Arts Department Contract
Indemnity & Hold Harmless Agreement

Event Name TDB 3on3 B-Ball Tournament Date 5/30/18
Independence Edition

Name of group requesting use of Park: Truedirtbag LLC

Contact Name: Lionell Hardin

Address: 3833 Riverside Dr State: Indiana Zip: 46628

Telephone: 574-485-3295 Cell: same Fax: _____

Park Location of Event: O'Brien Gym

Date: July 7th, 2018

Duration: 12pm - 6pm (6 hrs)

Insurance Amount: **1 million dollars – one day insurance rider naming City of South Bend, Board of Park Commissioners and South Bend Venues Parks & Arts.**

Waiver:
Organization Name: _____ will
release and discharge the City of South Bend and the Board of Park Commissioners, Park Department and
all _____ volunteers from any and all liabilities due to any
damage, injury or loss of property. I agree to this written contract and will abide by the rules set forth.

Signature of authorized member

Printed name of authorized member

Signed on this date _____ 20____

Authorized Organizer Signature

Printed name and title

Should you have any further questions, please contact: Jackie Appleman with the South Bend Venues Parks & Arts at 574-235-5810. Please return the contract signed via fax to 574-299-4784 or e-mail to japplema@southbendin.gov. Please keep a copy of this contract for your records.