



**APPLICATION FOR USE OF  
PUBLIC RIGHT-OF-WAY FOR EVENT**

The following special event has been approved by the Special Events Committee.

Submitted by: Denise Miller

Event name: E Woodside Block Party

Event Date: September 15 2024 (RD September 22 2024)

Street Closure: E Woodside bet York Rd/N Prong of E Woodside

Closure Times: 9:00 am to 8:00 pm

Sidewalk Closure:  Yes  No

Comments: Food, games, and activities for all ages.

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Joseph R. Molnar, Vice President

Gary A. Gilot, Member

Briana Micou, Member

Murray L. Miller, Member

Attest: Theresa M. Heffner, Clerk

Date: September 10, 2024



# City of South Bend Special Event Application

## Neighborhood Event

\$25 application fee if filed 30 days or greater (up to 180 days) in advance of event.

**Please Bring Completed Application and Payment to:**  
Public Works Service Center, 731 S. Lafayette Blvd., South Bend, IN

Review the Instructions on the Special Events page before completing the application. Neighborhood Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted.

### Section A - Applicant Information

Date of Application: 8/14/24 Organization Name: N/A

Applicant (Contact) Name: MATT JENKINS

Applicant (Contact) Phone: 773-576-3138 Contact Email: MBJENKINS@YAHOO.COM

Address: 1311 E. WOODSIDE ST. City/State/ZIP: 46614 SOUTH BEND IN

Secondary Contact Name: GINGER JENKINS

Contact Phone: 312-860-2397 Contact Email: GZJENKINS728@GMAIL.COM

Address: 1311 E. WOODSIDE ST City/State/ZIP: SOUTH BEND IN 46614

### Section B - Event Information

Event Name: E. WOODSIDE BLOCK PARTY Expected Attendance: 50-75

Requested Street Closure: E. WOODSIDE

From (Cross Street): YORK RD @ WOODSIDE SPLIT

To (Cross Street): NORTH PRONG OF E. WOODSIDE (SEE MAP)

Provide a brief description of the event: NEIGHBORHOOD BLOCK PARTY

→ RAIN DATE 9/22 (SUNDAY)  
SOME TIMES

Date of Event Setup [mm/dd/yy]: 9/15/24 Time: 9 AM

Begin Date of Event [mm/dd/yy]: 9/15/24 Time: 11 AM

End Date of Event [mm/dd/yy]: 9/15/24 Time: 6 PM

Event Cleanup Completion [mm/dd/yy]: 9/15/24 Time: 8 PM

Have all residents on the affected block have been notified and invited?  Yes  No

Please attach a copy of the door hanger or letter used to notify residents in addition to signature attachment.

Number of households fronting the proposed street closure: 3-4 ALL SIGNED STREET

Number of households represented by signatures on attached sheet: 8 ALL SURROUNDING HOUSES

Will this event have music (live or other)?  Yes  No

Section C - Alcohol

Will alcohol be served or sold?  Yes  No

If Yes:

- The applicant must apply for and receive a temporary liquor license from the Alcohol & Tobacco Commission.
  - Application cannot be processed without a copy of this license.
- A refundable \$400.00 deposit paid by card or check (made to City of South Bend) must be submitted with application.
  - Application cannot be processed without deposit.
  - Deposit will be returned upon inspection of event area by the Board of Public Works.
- The applicant must submit a map or drawing of:
  - Fencing around serving area
  - Trash receptacles
- Events that will have alcohol sales must provide security. If your event will be hiring a security company, please provide its contact information in sub-section (a) below. Otherwise, please list the names, phone numbers, and qualifications (e.g. Off-duty police officer, professional security guard, or event applicant) of three (3) security guards in the fields provided in sub-section (b).

(a) Security Company Information

Company Name: N/A Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

(b) Independent Security Information

Name: N/A Contact Phone: \_\_\_\_\_  
Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Qualifications: \_\_\_\_\_  
\_\_\_\_\_

Section D - Food

Will your event have food sales (food vendors, caterers, food trucks, etc.)?  Yes  No

- If yes, the event coordinator must apply for and receive a St Joseph County Health Department Temporary Event Permit.
- Vendor(s) must also apply for and receive a St. Joseph County Health permit. Health Permits must be filed with the county 30 days prior to the proposed event. Each vendor must obtain necessary permits to serve on-site and display these permits at the event.
- All applications and guidelines can be found on the St. Joseph County Health Department Food Service website at [sjchd.org/food-service](http://sjchd.org/food-service).

Please select food types:  Food Vendor  Caterer  Food Truck  Other: N/A

If a Food Truck, please list company name(s):

Please describe how food will be cooked and served:



Section E - Indemnity & Hold Harmless Agreement

City of South Bend Special Events Committee  
Indemnity & Hold Harmless Agreement

Date: 8/14/24 Event Date: 9/15/24  
Event Name: E. WOODSIDE BLOCK PARTY  
Organization: N/A  
Applicant (Contact) Name: MATT JENKINS  
Applicant (Contact) Phone: 773-576-3138 Alt. Phone: \_\_\_\_\_  
Email: MBJENKINS@YAHOO.COM  
Address: 1311 E. WOODSIDE ST. City/State/ZIP: SOUTH BEND IN 46614  
Event Location (Please describe):

Length of Event (Dates/Times): ~~9/14/24~~ 9/15/24 11am - 6pm

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 against the City, its agents, employees, or subdivisions by any person, including a participant in the activity, arising out of the approval of this request by the Civil City of South Bend, Indiana, through the Board of Public Works, to close a portion of the public right-of-way for the event described above, or for any harm or damage alleged to have occurred because of the holding of the special event. The undersigned certifies that he/she is authorized to bind the APPLICANT to these terms.

Signed on this Date: 8/14/24



Authorized Organizer Signature

MATT JENKINS, WOODSIDE RESIDENT

Printed Name and Title

### Section F – Permit & Agreement

1. Pursuant to Local Ordinance No. 10628-18, there is a \$25.00 non-refundable fee for applications filed 30 days or greater in advance of the event date. Applications filed less than 30 days in advance of the event date will not be accepted.
2. All residents within the affected area must be notified of this event. The APPLICANT must obtain signatures from at least 10 residents that reside along the closed right-of-way and make an attempt to notify all other affected residents. **APPLICANTS must include a copy of a brochure or letter of invitation distributed to all affected neighbors describing the event purpose, date, and time.**
3. The APPLICANT is responsible, prior to the event, for determining if there are any affected residents that need assistance accessing their residence. **The APPLICANT is responsible for providing said resident(s) access or transportation to their property.**
4. The cones will be delivered to the APPLICANT's address. The APPLICANT assumes full responsibility for clean-up and assures the City that all cones will be maintained and returned undamaged. The APPLICANT will be liable for the replacement cost of \$50.00 per cone as a result of any missing or damaged cones.
5. Block parties must end by 8:00 p.m.
6. A street will be blocked off from intersection to intersection only. No half-blocks or alleys can be blocked off.
7. The Special Events Committee reserves the right to deny any block party application based on traffic and speed limit records. No street may be closed with a speed limit over 30 MPH or considered to be a major arterial.
8. The Special Events Committee reserves the right to deny any block party application based on information gathered from the South Bend Police Department or other sources.
9. The APPLICANT agrees to allow residents that live on the above-referenced block access in and out of the restricted area as needed.
10. The APPLICANT agrees to abide by all terms and conditions of the South Bend Municipal Code and Board of Public Works' policy adopted in Resolution No. 10628-18 on December, 11, 2018.
11. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Board of Public Works.
12. **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 stereos, speakers, musical instruments, 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).**


I have read the Application and the Permit and Agreement for this Special Event and I affirm the truth of the information provided by me to the best of my knowledge. I understand and agree to the above rules and regulations, and any applicable state and federal laws. I also understand that this application may be denied based on any false or incomplete information.

Date: 8/14/24


Applicant Signature: 

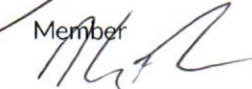
Printed Name: MATT JENKINS


SPECIAL EVENTS COMMITTEE APPROVAL

  
President

\_\_\_\_\_  
Member

  
Member

  
Member

  
Member

8/28/24  
Date





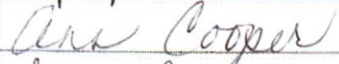
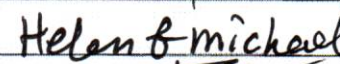
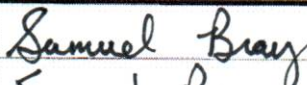
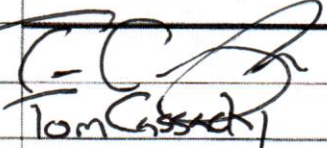

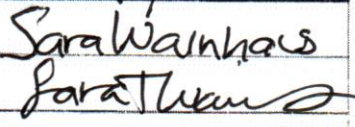
SUN SEPT 15, 2024  
 RAIN DATE SEPT 22, 2024

Neighbor Signature Sheet - Neighborhood Special Event

We have been informed, agree to, and request that the Special Events Committee of the City of South Bend authorize a block party in the area described as:

E. WOODSIDE ST. from YORK to TWYCKENHAM  
 Street Name Cross Street Cross Street

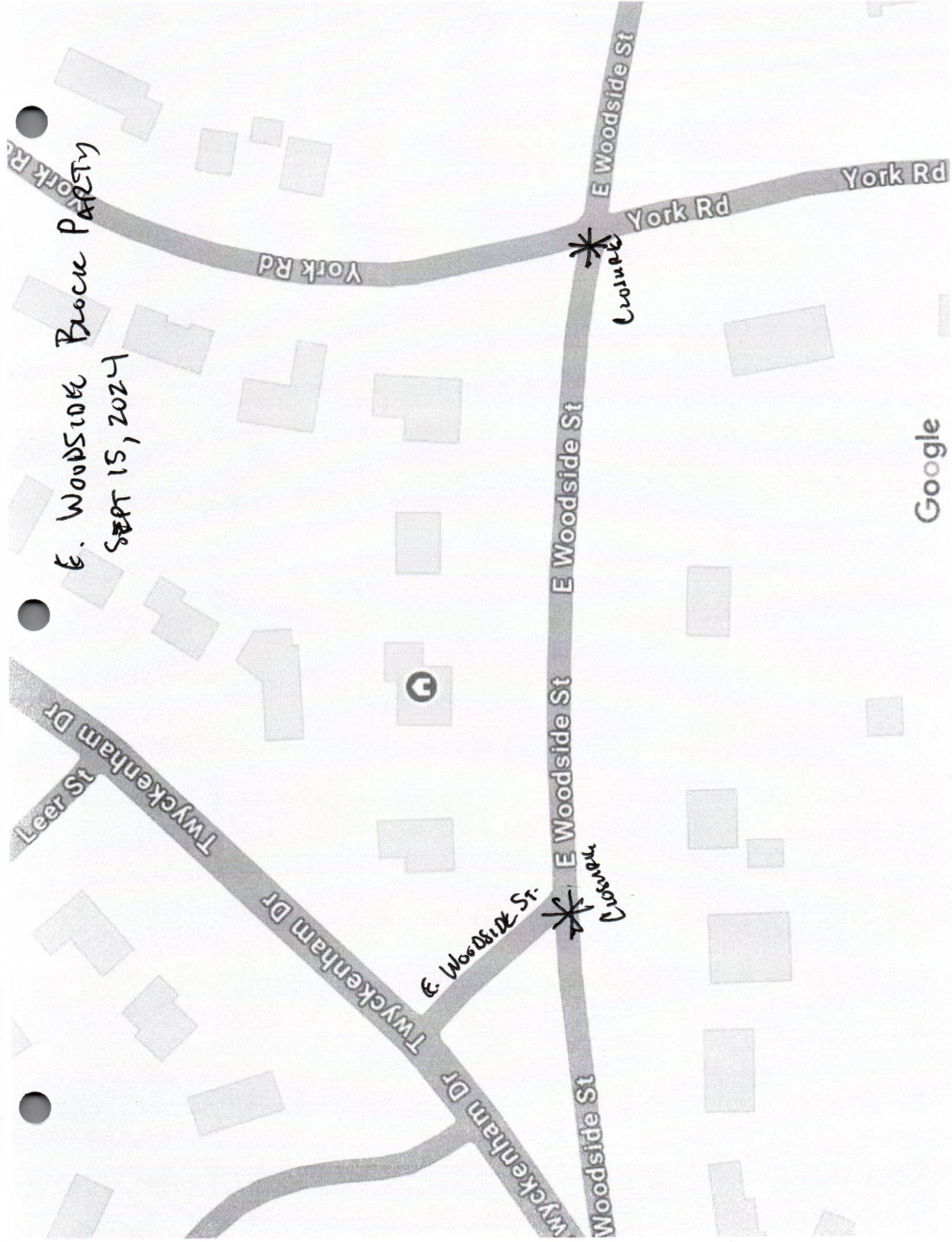
Date of Event:

1.	Signature		6.	Signature	
	Name	MATT JENKINS		Name	Shraga Lerman
	Address	1311 E WOODSIDE		Address	1302 East Woodside
	Phone No.	773-576-3138		Phone No.	574-234-7856
	Date	8/14/24		Date	8-14-24
2.	Signature		7.	Signature	
	Name	Ann Cooper		Name	Helen & Michael Hock
	Address	1319 E. Woodside		Address	2903 York Road
	Phone No.	574 2865528		Phone No.	574 292 6815
	Date	8-14-24		Date	
3.	Signature		8.	Signature	
	Name	Samuel Bray		Name	Tom Cassady
	Address	1320 E. Woodside St		Address	1329 E. Woodside ST
	Phone No.	(310) 948-4300		Phone No.	574-532-1813
	Date	8/14/2024		Date	8/14/2024
4.	Signature		9.	Signature	
	Name	Pat Russell		Name	
	Address	1228 E. Woodside		Address	
	Phone No.	574-876-8659		Phone No.	
	Date	8/14/2024		Date	
5.	Signature		10.	Signature	
	Name	Sara Wainhaus		Name	
	Address	1301 E. Woodside		Address	
	Phone No.	574-514-5432		Phone No.	
	Date	8-14-2024		Date	



E. Woodside Brook Party

SEPT 15, 2024



Google



## **E. Woodside Block Party**

**Date: Sunday, September 15, 2024**

**Time: 11 AM - 6 PM**

**Join us for a day of fun!**

- Games and activities for all ages**
- Please bring a dish to share**
- See you there neighbors!**





**MATTHEW B JENKINS**  
**GINGER Z JENKINS**  
1311 E WOODSIDE ST  
SOUTH BEND, IN 46614-1455

2096

30-7426/3140

8/15/24

Date

Pay to the Order of CITY OF SOUTH BEND \$ 25.00

Dollars



Photo Safe Deposit

Lock per Micropoint signature this may vary from that of our present, do not risk.

**USAA FEDERAL SAVINGS BANK**  
10750 McDERMOTT Fwy  
SAN ANTONIO, TEXAS 78288-0544  
(210) 456-8000 1-800-832-3724

*[Handwritten Signature]*

For WOODSIDE BUSSE PARRY

⑆ 34074269⑆

TRAIL ROUTING NUMBER

⑆ 25357557⑆ 2096

ACCOUNT NUMBER

MP

Herbirt Clark