



**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: Girls on the Run Michiana

Event Date: May 16 2026

Street Closure: Wall St from Ironwood Dr to S Sunnyside Ave

Additional rolling closures along attached 5K Course

Closure Times: 6:00 am to 1:00 pm

Sidewalk Closure:  Yes  No

Comments: Annual Girls on the Run Michiana 5K held in Potawatomi Park and the surrounding area.

**CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS**

Elizabeth A. Maradik, President

Murray L. Miller, Member

Abigail E. Magas, Member

Joseph R. Molnar, Vice President

Breana N. Micou, Member

Attest: Hillary R. Horvath, Clerk

Date: January 27, 2026



## City of South Bend Special Event Application

### City and Regional Event

\$50 application fee if filed 60 days or greater (up to 360 days) in advance of event

\$100 expedited application fee if filed 30-59 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. City and Regional 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: 11/18/2025 Organization Name: Girls on the Run Michiana

Applicant (Contact) Name: Bridgette Chambers

Applicant (Contact) Phone: 574-612-2420 Contact Email: bridgette.chambers@girlsontherun.org

Address: 51160 Bittersweet Rd. Ste. 202 City/State/ZIP: Granger, IN 46531

List any professional event organizer, event service provider or commercial fundraiser that is authorized to work on your behalf to plan, produce and/or manage your event.

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

**Section B – Event Information**

Event Name: Girls on the Run Michiana 5K Event Type: (Festival, Race, Parade, Other): 5K Run / Walk

Event Classification:  Non-Profit\*  For-Profit

City (Civic) Sponsored  Other (If Other, please describe): \_\_\_\_\_

\*The Special Events Committee may request proof of non-profit status.

Provide a brief description and timeline of event (Note: A detailed map plan is required in Section H of this application. The description should be a summary overview.)

Date of Event Setup [mm/dd/yy]: 5/15/2026 Time: 1 pm - in by 5am next morning

Date of Event [mm/dd/yy]: 5/16/2026 Begin Time: 6am (volunteers arrive)

End Date of Event [mm/dd/yy]: 5/16/2026 End Time: 12 pm

Event Cleanup Completion [mm/dd/yy]: 5/16/2026 Time: 1 pm

Rain/Alternative Date: If yes, please provide the date: \_\_\_\_\_

Total anticipated attendance: 2500

The proposed event will require the closing of:  Streets Sidewalks

Is the event ticketed or includes fees?  Yes  No

IF YES:

- List fees and fee groups below:

It is a pay what you can model, with a recommended cost of \$15-\$35 depending on age and date of registration.

Does the event have any partnered sponsorships?  Yes  No

IF YES:

- List the number of sponsors at each level of partnered sponsorship:

Our Presenting Sponsor is the South Bend Clinic. Other sponsorships will be confirmed as we near the Spring.

Is this a returning special event or part of a series of special events?  Yes  No

IF YES:

- Provide the date, location, and attendance of past special events and/or future planned events in the series:  
This would be the 5th year held at Potawatomi Park.  
In 2022 we had 537 participants registered.  
In 2023 we had 916 participants registered.  
In 2024 we had 840 participants registered.  
In 2025 we had 850 participants registered.  
This does not include spectators/volunteers/coaches/etc.

**IF YOUR EVENT IS A PARADE, RACE, OR OTHER PROCESSIONAL-TYPE EVENT, complete Section C. Otherwise, continue to Section D.**

**Section C – Parades, Races, and other Processional Events**

What is the estimated number of parade/race spectators on the proposed route? We anticipate an additional 1,600 to the 900 participants.

Describe any sound equipment that will be used in the parade/race:

We will be utilizing DJ Equipment in addition to Boomer at the Start/Finish line.

Does the event have participant categories? For example, a run that has different race divisions or a parade with separate walking/marching groups.

Yes     No

IF YES:

- List categories and anticipated participants per category:

Will be broken down into 6 waves (Red, Orange, Yellow, Green, Blue, and Purple).  
Each will head out after the wave ahead rounds the corner of Wall and Greenlawn.

IF YOUR EVENT IS A PARADE, please provide a supplement writing describing the approximate number and type(s) of animals, vehicles, and floats participating in the parade? (Note: If using animals in a parade, event organizers are responsible for cleaning up animal waste left on the parade route.) Describe parade participants below:

**Section D – Equipment, Set-up, and Logistics**

Are you hiring a company to provide entertainment, games or inflatables?  Yes  No

IF YES:

- You must submit proof of insurance for all stage and entertainment companies three (3) weeks before the event.
- Describe any hired entertainment:

Will you be staking any tents, inflatables, portable restrooms or any other anchorings?  Yes  No

IF YES:

- You must provide proof of locates (locate number) two (2) weeks prior to your event. Locates can be found by calling 811.

Does your event include the use of fireworks or other pyrotechnics?  Yes  No

IF YES:

- Depending on the potential fire risk, applicants may need to receive approval of the South Bend Fire Department (process facilitated by event coordinator).
- Only consumer grade fireworks can be used during certain time frames (July 4<sup>th</sup> and New Year's).
  - A permit must be applied for with the Indiana Department of Homeland Security for Commercial Grade Fireworks show.
- All entertainment events should have a permit from the [IDHS Amusement and Entertainment Permit](#).
- Describe the event's proposed fire-related entertainment:

Will there be any musical entertainment features at the event?  Yes  No

IF YES:

- Describe the type of music, schedule of sound check/performances, and the names of any artists performing:

Boomer & additional speakers / microphones

For stage inspections, contact the Department of Homeland Security at 317-232-2222.

IF YOUR ROUTE CROSSES OVER A STATE ROAD OR A BRIDGE, please contact the following for permission:

State, INDOT: Michael Hurt, [mhurt1@indot.in.gov](mailto:mhurt1@indot.in.gov), 219-851-1426

County Bridges: Andy Hayes, [ahayes@co.st-joseph.in.us](mailto:ahayes@co.st-joseph.in.us), 574-235-9626

**Section E – Food**

Are you having food at your event (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 have a City of South Bend business license for Food Vending Vehicle. (Contact Michelle Adams at [Madams@southbend.in.gov](mailto:Madams@southbend.in.gov))
- 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 at the St. Joseph County Health Department Food Service website: [sjchd.org/food-service](http://sjchd.org/food-service).

Please select food sales types:  Food Vendor  Caterer  Food Truck  Other: \_\_\_\_\_

IF A FOOD TRUCK, please list company name:

Describe how food will be cooked and served as well as any preventative safety measures:

**Section F – Alcohol**

Will alcohol be served or sold?  Yes  No

IF NO: Please continue to Section G – Contingency and Strategic Planning.

IF YES:

- The applicant must apply for and receive a temporary liquor license from the Alcohol & Tobacco Commission. Indiana ATC forms are located at [in.gov/atc/2409.htm](http://in.gov/atc/2409.htm). (Temporary Permits are near the bottom of the form list.) Forms must be filed with the district ATC office five (5) days prior to the requested event date.
  - 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.
- Events with 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).

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Section G – Contingency and Strategic Planning**

For each of the following, please provide detailed descriptions. If you run out of space, attach a response to this application submission:

- **Emergency Safety Plan** – This plan should include, but is not limited to:
  - The number of public safety personnel.
  - If hiring a private security service, provide contact information, proof of insurance and the number of hired event personnel.
  - Proposed internal communications systems and public address systems.

We would appreciate 20 SBPD officers to help with traffic control and route safety. We will work with South Bend Clinic to have a few volunteer medical professionals to help near the start/finish line should a medical need arise. Our Bike Marshalls along the route will all be equip with medical bags.

- **Proposed Cleanup Plan** – This plan should include, but is not limited to:
  - Measures in place to collect and remove trash, litter and recyclables.

25 portable cardboard trash bins will be placed throughout the park and at water stations. We will also be renting a dumpster to help dispose of the waste at the end of the event.

- **Inclement Weather Plan** – This plan should include, but is not limited to:
  - Safety measures that will be taken in the event of a tornado warning, tornado watch, thunderstorm, and extreme temperatures.
  - Rain date.
  - Weather information and forecasts can be found at <https://www.weather.gov/>

Event will happen rain or shine. In the case of lightening or a tornado, the event will be delayed 20 minutes. We may delay up to an hour before cancelling the event if weather does not improve.

- **Proposed Lost and Found Plan** – This plan should include, but is not limited to:
  - A description of the use of signage, announcements on public address systems or pre-event handouts.

Lost and sound items will be directed to the Volunteer/Info tent just behind the CW Pavillion. For lost child, we will have reunion stations throughout the course and near the info tent.

## Section H – Site Plan / Route Map

### Site Plan / Route Map - For All Events:

Provide an attached map with the geographic locations of all event items listed below.

- Outline of entire event venue including the names of all affected streets and areas.
- Clear markings for street closures and a schedule for each. **Applicants should ensure all roadway (right of way) closure times are specific and separate from the event setup and event start/end times (i.e., roadway closures times may not be perfectly identical or linked to the duration of the event).**
  - All bridge closures require County Engineering approval. (*County Bridges: Andy Hayes, ahayes@co.st-joseph.in.us, 574-235-9626*)
  - All state road Closures require INDOT approval. (*State, INDOT: Michael Hurt, mhurt1@indot.in.gov, 219-851-1426*)
- Location of fencing, barriers, and/or barricades. Indicate any removable fencing and exit locations for emergency purposes.
- Location of all stages, platforms, bleachers, grandstands, tents, booths, cooking areas, vehicles, trailers, and other temporary structures. **Applicants should also clearly mark locations of food and alcohol serving or sales, if applicable.**
- The location(s) and number of all portable toilets and wash stations.
- The location(s) and number of all trash and recycling containers, including dumpsters.
- The location of generators or any source of electricity.
- Traffic plan and map, including proposed loading/drop off areas, barricades, secured areas, vehicle and bicycle parking areas, and considerations for TRANSPO bus route changes.

**Section I – Mitigation of Impact**

IF YOU ARE USING AND/OR CLOSING PUBLIC SIDEWALKS OR STREETS:

- You are required to notify area business owners and residents in writing 15 days prior to the event.

**Attach a copy of the brochure or door hanger distributed to all affected residents/businesses/neighborhood groups describing the event purpose, date and time.**

**Section J – Insurance**

A Certificate of Insurance (copy) confirming the existence of a liability policy (General Liability and Automobile Liability) of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, which specifically names the City of South Bend, IN as an additionally insured for the event must be submitted. Copy of Certificate of Insurance must be submitted two (2) weeks prior to the date of the event.

**Section K – Indemnity & Hold Harmless Agreement**

**City of South Bend Special Events Committee**

**Indemnity & Hold Harmless Agreement**

Date: 11/18/2025 Event Date: 5/16/2026

Event Name: Girls on the Run Michiana 5K

Organization: Girls on the Run Michiana

Applicant (Contact) Name: Bridgette Chambers

Applicant (Contact) Phone: 574-612-2420 Alt. Phone: \_\_\_\_\_

Email: bridgette.chambers@girlsontherun.org

Address: 51160 Bittersweet Rd. Ste. 202 City/State/ZIP: Granger, IN 46530

Event Location (Please describe):

**Length of Event (Dates/Times):** 5/16/2026 5am-1pm

Insurance Amount: This event is insured for no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate, and the certificate of insurance includes a rider naming City of South Bend, Special Events Committee, and Board of Public Works as additionally insured for the event.

**Organization Name:** Girls on the Run Michiana agrees to indemnify, defend and hold harmless the City of South Bend, Indiana, its agents, officers, and employees (collectively ("City"), from any liability, loss, costs, damages or expenses, including attorney fees, which the City, 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 City, 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:** 11/18/2025

**Authorized Organizer Signature:** \_\_\_\_\_



**Printed Name and Title:** Bridgette Chambers, 5K Director



# 2025 South Bend GOTR 5K Course Map

May 17, 2025 9:30am

Police Jersey Barricade Cones



\*Station officer on Mishawaka from Adams for exiting & at Wall & Ironwood to help traffic turning left onto Wall

# SOUTH BEND VOLUNTEERS



TASKS	6:00	7:00	8:00AM	9:00AM	10:00AM	11AM
SET-UP	6:00 ProShow Arrives		8:00			
PARKING		7:00		9:30		
REGISTRATION		7:00	Packet Pickup Begins	Packet Pickup ends @ 9:15	10:00	
START/FINISH		7:00	Balloons being dropped off @ 8:30		Participating vans being set up @ 8:15	11:00
SPARKLE RUNNERS				7:45		11:00
BIKE/COURSE MARSHALS				8:15	10:30	
CLEAN UP						10:30 12:00



= RACE START

STAFF/COMMITTEE ARRIVES @ 6AM

## Denise Miller

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**From:** Bridgette Chambers <bridgette.chambers@girlsontherun.org>  
**Sent:** Thursday, November 20, 2025 9:00 AM  
**To:** Denise Miller; Denise Miller  
**Subject:** Girls on the Run Michiana 5K (May 16, 2026) – New Director Introduction & Application Submission  
**Attachments:** 2026 SB City-and-Regional-Special-Event-Application.pdf; South Bend Volunteers.pdf; 2026 SB City Course Map.pdf

Dear Denise Miller and South Bend Special Events Committee,

I am writing to introduce myself as the new 5K Director for Girls on the Run Michiana. My name is Bridgette Chambers, and I am taking the reins from Hannah Francis, who was your primary contact for the 5K over the past two years.

We are so excited to continue our tradition of hosting the 5K at Potawatami Park on Saturday, May 16, 2026, and look forward to working with you to make this another successful event for the South Bend community.

**Please find the following documents attached:**

1. Our completed Special Events Application.
2. The Volunteer Schedule.
3. The Course Map. (Please note the map is dated 2025, but the course has no changes for the 2026 event.)

Finally, could you please let me know the preferred method for submitting the \$50 application fee? We are happy to pay electronically, mail a check, or follow any other procedure you require.

Thank you so much for your time and continued support of the Girls on the Run program.

Warmly,

**Bridgette Chambers**

5K Director  
Girls on the Run Michiana  
574.612.2420  
Bridgette.Chambers@GirlsOnTheRun.org

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6749401  
CITY OF SB SPECIAL EVE  
731 S LAFAYETTE BLVD  
SOUTH BEND, IN 46601

11/20/2025 12:34:07  
MID: XXXXXXXXXXXX401 TID: XXXXX371

CREDIT CARD

MC SALE

Card # XXXXXXXXXXXX7888  
SEQ #: 1  
Batch #: 53  
INVOICE 1  
Approval Code: 467749  
Entry Method: Manual  
Mode: Online  
Tax Amount: \$0.00  
Card Code: M

SALE AMOUNT \$50.00

I agree to pay above total amount  
according to card issuer agreement.  
(Merchant agreement if Credit Voucher)

X \_\_\_\_\_

MERCHANT COPY

6749401  
CITY OF SB SPECIAL EVE  
731 S LAFAYETTE BLVD  
SOUTH BEND, IN 46601

11/20/2025

12:34:07

CREDIT CARD

MC SALE

Card #	XXXXXXXXXX 7886
SEQ #:	1
Batch #:	53
INVOICE	1
Approval Code:	467749
Entry Method:	Manual
Mode:	Online
Tax Amount:	50.00
Card Code:	M

SALE AMOUNT                      \$50.00

CUSTOMER COPY

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