



**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: St Patrick's Day Parade

Event Date: March 14, 2026 (Rain Date March 21, 2026)

Street Closure: Jefferson Blvd between Notre Dame Ave/Washington St

Closure Times: 10:30 am to 1:00 pm along parade route

Sidewalk Closure: Yes No

Comments: No parking along parade route 8:00 am to the conclusion of the parade at 1:00 pm. Review stage and Boomer will be stationed midway thru the parade route.

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

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Attest: Hillary R. Horvath, Clerk

Date: February 24, 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: 02/10/2026 Organization Name: Downtown South Bend, Inc

Applicant (Contact) Name: Jessica Bamber

Applicant (Contact) Phone: 574-210-9542 Contact Email: jbamber@downtownsouthbend.com

Address: 217 S. Michigan St. City/State/ZIP: South Bend, IN 46601

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: St. Patrick's Day Parade Event Type: (Festival, Race, Parade, Other): Parade

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.)

The 26th Annual St. Patrick's Parade will take place in downtown South Bend on March 14, 2026. The parade will begin at the intersection of Notre Dame Ave and Jefferson Blvd and proceed west on Jefferson to Niles Ave. Floats will continue north on Niles and disband at Washington St. Parade staging will begin at 9:30 a.m., with the parade stepping off at 11:00 a.m. The event is expected to last approximately 1.5 hrs, followed by the Greening of the East Race. Staging areas will be similar to the Holiday Light Parade and will include Frances St (Washington to Wayne), Jefferson Blvd (Notre Dame Ave to Frances), and Wayne St (Notre Dame Ave to Eddy St). No parking will be permitted along the parade route from 8:00 a.m. to 1:00 p.m. Streets along the route will be closed to traffic from 10:00 a.m. to 1:00 p.m. The rain date for the parade is March 21, 2026.

Date of Event Setup [mm/dd/yy]: 3/14/26 Time: 9:30am

Date of Event [mm/dd/yy]: 3/14/26 Begin Time: 11:00am

End Date of Event [mm/dd/yy]: 3/14/26 End Time: 12:30pm

Event Cleanup Completion [mm/dd/yy]: 3/14/26 Time: 1:00pm

Rain/Alternative Date: If yes, please provide the date: March 21, 2026

Total anticipated attendance: 8000

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:

Does the event have any partnered sponsorships? Yes No

IF YES:

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

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 is the 26th annual St. Patrick's Day Parade, with varying attendance through the years depending on the weather. Typically there are 3,000 to 8,000 people in attendance.

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? 8,000

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

There will be a sound system for the MCs either on a stage provided by DTSB or via Boomer's built-in sound system.

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:

Band, Float, Music, Animals, Dancers, Horse Unit, People on foot, Cars, other

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:

Historically, there are approximately 40 units, with about 5 animal units and between 1 and 50 people/animals per unit.

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 4th 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:
Some of the units play live or recorded music.

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, 219-851-1426

County Bridges: Andy Hayes, 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@southbendin.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.

Please select food sales types: Food Vendor Caterer Food Truck Other: _____

IF A FOOD TRUCK, please list company name:

Food vendor requests are currently being accepted. As with First Fridays, the event will include a mixture of food trucks and food vendors operating under tents. A complete list of participating food vendors will be provided once all vendors have submitted applications to Downtown South Bend, Inc. (DTSB) and their attendance at the parade has been confirmed. The event coordinator will apply for and obtain the required St. Joseph County Health Department Temporary Event Permit. All participating vendors will be required to obtain and display all necessary permits.

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

Food will be prepared and served by licensed vendors operating food trucks or tented food service setups in compliance with St. Joseph County Health Department regulations. Vendors will be responsible for proper food handling, temperature control, sanitation, and safe food storage practices. All required health permits will be displayed at each vendor location during the event.

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. (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.

Consistent with past years, the event will be supported by the South Bend Police Department, with officers in attendance throughout the parade route. We greatly appreciate the continued support and coordination of city officials to ensure public safety.

In addition, VPA Ambassadors will be present along the route to assist with crowd management, provide information to attendees, and help identify and communicate any safety concerns to event staff and public safety personnel.

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

Event staff and VPA Ambassadors will be present following the parade to assist with trash collection and general cleanup along the parade route and staging areas. In addition, all parade units participating with animals will be required to clean up after their animals to help maintain a safe and clean environment for attendees, participants, and downtown businesses.

- **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 organizers will closely monitor weather conditions during the week leading up to the parade. If forecasts indicate threatening or unsafe weather, the event may be rescheduled to the designated rain date of March 21, 2026.

In the event that unforeseen inclement weather arises on the day of the parade, attendees will be encouraged to safely exit the event area or seek shelter in the nearest indoor location. Event staff and VPA Ambassadors will assist with communication as needed to help ensure public safety.

- **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 found for the event will be managed through the DTSB office, as is standard for downtown events. Attendees may report or inquire about lost or found items by contacting event staff or VPA Ambassador during the event.

Following the event, individuals may contact or visit the DTSB office to return items or inquire about items that were lost or found during the parade.

DTSB
217 S. Michigan St.
South Bend, IN 46601

574-282-1110

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: 02/10/2026 Event Date: March 14, 2026

Event Name: St. Patrick's Day Parade

Organization: Downtown South Bend, Inc

Applicant (Contact) Name: Jessica Bamber

Applicant (Contact) Phone: 574-282-1110 Alt. Phone: 574-210-9542

Email: jbamber@downtownsouthbend.com

Address: 217 S. Michigan St City/State/ZIP: South Bend, IN 46601

Event Location (Please describe):

Jefferson Street from Francis to Niles Ave. / Niles from Jefferson to Washington / Washington from Niles to Hill

Length of Event (Dates/Times): March 14, 2026 from 11:00am to 12:30 pm

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: Downtown South Bend, Inc 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: 02/10/2026

Authorized Organizer Signature: *J Bamber*

Printed Name and Title: Jessica Bamber, Office Manager and Bookkeeper

Section L – Permit & Agreement

1. Pursuant to Local Ordinance No. 10628-18, there is a \$50.00 non-refundable fee for Tier II and III event applications filed 60 or greater days in advance of the event, or a \$100 non-refundable expedited fee for applications filed between 30 and 59 days in advance of the event.
2. The APPLICANT must comply with all terms and conditions of this Permit and Agreement.
3. The APPLICANT must obtain signatures from and/or make an attempt to notify all residents that reside in the area impacted by the event. **A copy of a brochure or door hanger distributed to all affected residents/businesses describing the event purpose, date, time and contact information must be included with the attachments to this application.**
4. The APPLICANT shall reimburse the City for the actual cost of the event, if the City incurs unexpected, undisclosed expenses related to the event.
5. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Special Events Committee.
6. The APPLICANT shall provide to the Board a Certificate of Insurance showing a liability policy in full force and effect with limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and the City of South Bend, Special Events Committee, and Board of Public Works listed as an additional named insured for this event.
7. The APPLICANT assumes full responsibility for providing ample disposal containers for refuse/recycling and assures the area will be cleaned up upon the conclusion of the event.
8. The APPLICANT will follow the City of South Bend Noise Ordinance, which 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, 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.
9. The APPLICANT assures the City that the area will be closed during the times indicated on the application only. Event end times are pursuant to the recommendations of the South Bend Police Department and such times will be strictly enforced.

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: 02/09/2026

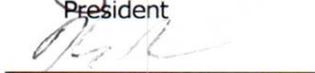
Applicant Signature: J Bamber

Printed Name: Jessica Bamber

SPECIAL EVENTS COMMITTEE APPROVAL



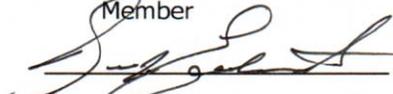
President



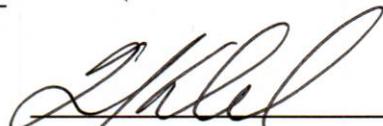
Member



Member



Member



Member

2/11/26

Date



Hello!

We're excited to share that **Downtown South Bend's 26th Annual St. Patrick's Day Parade** is almost here! ✨

As part of hosting this long-standing community tradition, there will be **temporary street closures** along the parade route, and we want to be sure you have the details in advance.

Parade Day: Saturday, March 14, 2026 (Rain Date: Saturday, March 21)

Parade Time: 11:00 a.m. – approximately 12:30 p.m.

Staging Begins: 9:30 a.m.

What to expect:

- Streets along the parade route will be closed to vehicles from **10:00am–1:00pm**
- No parking will be permitted along the parade route from **8:00am–1:00pm**
- The parade will begin at **Notre Dame Avenue & Jefferson Boulevard**, travel west on **Jefferson to Niles Avenue**, and conclude at **Washington Street**.

We truly appreciate your patience and partnership as we bring thousands of people downtown to celebrate. Events like this create great energy for the district, and we'll do everything we can to minimize disruption while ensuring a safe and festive experience for all.

If you have any questions or concerns, please don't hesitate to reach out to:

Jess Bamber

Downtown South Bend, Inc.

jbamber@downtownsouthbend.com | 574-282-1110

Thank you for being part of what makes downtown such a vibrant place. We hope you enjoy the parade!

Warmly,

Your Downtown South Bend Team

DT DOWNTOWN
SB SOUTH BEND

St. Patrick's Parade

11:00 am to 12:30 p.m.



PARADE STAGING AREA Frances closed from 9:30 am to 11:30 am
Jefferson closed from 10:00 am to 1:00 pm

PARADE ROUTE Closed from 10:00 am to 1:00 pm

Free parking available at AM General lot, Zion Church lot,
Everwise Credit Union lot, City-owned garages, and on-street
areas

NO PARKING 8:00 am to 1:00 pm along parade route and staging
areas

Stage with MCs