



**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: Linden Avenue Farmer's Market

Event Date: 5/9, 6/13, 7/11, 8/8, 9/12, 2026

Street Closure: Linden Ave bet College St & Birdsell St

Closure Times: 6:00 am to 2:00 pm

Sidewalk Closure: Yes No

Comments: Seasonal farmer's market, City initiative to provide fresh fruit and vegetables. Market scheduled for May 9th, June 13, July 11, August 8, & September 12, 2026.

Reviewed and Approved.
Abigail E Magas, PE
City Engineer

Abigail E. Magas, P.E.

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

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Elizabeth A. Maradik, President

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Hillary R. Horvath
Attest: Hillary R. Horvath, Clerk

Date: May 7, 2026



Tuesday, April 7, 2026

City of South Bend Special Event Application

Neighborhood Event

Approval Status

Not Started

Fee Schedule

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

Neighborhood Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted

We accept payments in person or by mail in the form of a check or money order, and we can also process card payments. Please Bring Payment to: Public Works Service Center, 731 S. Lafayette Blvd., South Bend, IN

To complete this form, you will need:

- A map of the requested street closures
- Copy of Notice Brochure notifying your neighbors about the event
- Neighborhood Notice Signature Sheet filled with signatures from at least 50% of the households in your neighborhood.

Section A - Applicant Information

Date of Application	Tuesday, April 7, 2026
Organization Name	City of South Bend-DCI-EEE team
Applicant (Contact) Name	Ana Arambula
Applicant (Contact) Phone Number	(574) 235-5970
Applicant Email	aarambula@southbendin.gov
Address	215 S. Dr. Martin Luther King, Jr. Blvd South Bend, Indiana, 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.

Section B - Event Information

Event Name	Linden Avenue Farmers Market
Expected Attendance	500
Requested Street Closure	Linden Ave to Wilber St
From (Cross Street)	Collage St to Linden Ave
To (Cross Street)	Birdsell St0Alley Entrance

Below, please submit a map of the requested street closures. You may do this in several different ways, as long as the street closures are clearly marked off. Here are a couple of suggested ways to do it:

Use Google My Maps to customize a map view

1. Go to <https://www.google.com/mymaps>
2. Select Create a new map
3. Use the tools on the left to:
 1. Draw a line over the closed road
 2. Add a pin or text
4. When done, click the  menu → Print map
5. Choose Save as PDF or take a screenshot
6. Upload the file to this form
This requires only a Google account.

Phone Screenshot + Built-in Markup

1. Open Google Maps and navigate to their route/event area.
2. Take a screenshot.
3. Tap Edit / Markup (built into iPhone and Android).
4. Draw lines to show closures.
5. Save and upload the image.
This requires zero accounts and zero added tools.

Google Maps → Print → "Markup" in Browser

Some browsers (Chrome/Edge) allow annotation directly on a printed or saved PDF.

1. Go to Google Maps and find the area
2. Select Print → "Map only"
3. Choose Save as PDF
4. Open the PDF in the browser
5. Use built-in Draw or Highlight tools
6. Save and upload

Please use one of the methods above to upload your map!

Upload a map of the requested street closures.


LAFM map.pdf

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

seasonal farmers market, city initiative to provide fresh fruit and vegetables
Market runs from May through September from 10:00am-2:00pm. The market will be May 9th, June 13th, July 11th, August 8th, & September 12th. EEE Team will be there from 6:00am to 3:00pm to set up and clean up.

Neighborhood Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted.

Date of Event Setup Saturday, May 9, 2026

Time of Event Setup 06:00 AM

Date of Event Saturday, May 9, 2026

Event Begin Time 10:00 AM

End Date of Event Saturday, May 9, 2026

Event End Time 02:00 PM

Event Cleanup Completion Saturday, May 9, 2026

Event Cleanup Completion Time 02:00 PM

Is there a rain date for this event?

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.

A list of names of neighbors notified is also an acceptable submission. 50% of the affected neighbors within the closure must be notified and be amenable to the closure.

Number of households impacted by proposed street closure 5

Number of households represented by signatures 0

Will the event have music (live or other)?

Will alcohol be served or sold?

Section C - Alcohol

- The applicant must apply for and receive a temporary liquor license from the Alcohol & Tobacco Commission. Explore [Indiana ATC forms](#)

(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 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)

Subsection A - Security Company Contact Information

Subsection B - Security Guard Contact Information

Section D - Food

Are you having food at your event (food vendors, caterers, food trucks, etc.)?

Yes

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).
- 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](#)

Please select food sales types

Food Vendor

Food Truck

If there are food trucks, please list company names:

As of now, we do not have any food trucks signed up for the market. I am waiting on their agreement, so until I have that back, I am not sure there will be any food trucks.

We do have 1 food trailer-L's Barbeque

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

Food will be prepared in accordance with all local health department guidelines. All food will be cooked using approved equipment and brought to proper internal temperature prior to service. Hot foods will be held at or above 135 degrees and cold foods will be held at below 41 degrees. Vendors will have appropriate food permit and follow all guidelines including but not limited to handwashing, food handling, cleaning to prevent cross-contamination.

Section E - Equipment, Set-up, and Logistics

Does your event include the use of fireworks or other pyrotechnics?

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.

Will there be any musical entertainment features at the event?

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

DJ Gino will have music and also bring local artist to preform but names are unknown at this time.

Section F - Indemnity & Hold Harmless Agreement

City of South Bend-DCI-EEE team 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: Tuesday, April 7, 2026

Signature



Printed Name Ana Arambula

City/State/Zip South Bend, IN 46601

Event Name Linden Avenue Farmers Market

Event Location 1522 Linden Avenue, South Bend, IN 46628

Event Name Linden Avenue Farmers Market

Length of Event (Date/Times) 05/09, 06/13, 07/11, 08/08, 09/12 10:00am-2:00pm

Section G - Permit and Agreement

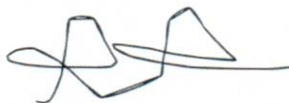
1. Pursuant to Local Ordinance No. 10628-18, there is a \$25.00 non-refundable fee for applications filed 30 days or greater in advance of the event date. Applications filed less than 30 days in advance of the event date will not be accepted.
2. All residents within the affected area must be notified of this event. The APPLICANT must demonstrate that they have obtained greater than 50% of the affected residents' signatures. THE APPLICANT must include a copy of a brochure or letter of invitation distributed to all affected neighbors describing the event's 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.
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.
7. The Special Events Committee reserves the right to deny any block party application based on traffic volume and speed limit records.
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, or other noise disturbances in the streets in a manner which disrupts the peace.

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.

Signed on

Tuesday, April 7, 2026

Signature



Printed Name

Ana Arambula

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 on the block. **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. The applicant is responsible for providing affected residents and business owners with transportation to their property.**
4. The APPLICANT shall reimburse the Board for the actual cost to the City for the event, if deemed necessary.
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 \$700,000.00 per occurrence and \$1,000,000.00 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. Barricades will be delivered and picked up at the event location. The APPLICANT is responsible for seeing that all cones are maintained and returned undamaged.
9. 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, 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).
10. 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.

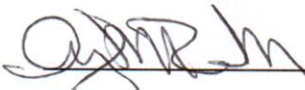
I have read the Application and the Permit and Agreement for this Special Event and I affirm the truth of the information provided by me to the best of my knowledge. I understand and agree to the above rules and regulations, and any applicable state and federal laws. I also understand that this application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


Date: _____

Applicant Signature: _____


Printed Name: _____


SPECIAL EVENTS COMMITTEE APPROVAL



President


Member



Member


Member

Member
4/22/26

Date

