



**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: The Music Village Block Party

Event Date: August 7, 2026

Street Closure: S Michigan from W Wayne St to Western Ave

Closure Times: 12:00 pm to 9:00 pm

Sidewalk Closure: Yes No

Comments: Celebration of local music and art in collaboration with DTSB
First Fridays. Live music and performances and vendors.

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

Elizabeth A. Maradik

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Breana N. Micou, Member

Hillary R. Horvath

Attest: Hillary R. Horvath, Clerk

Date: June 23, 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

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: 05/26/2026 Organization Name: The Music Village

Applicant (Contact) Name: Michele Kramer

Applicant (Contact) Phone: 574-245-7664 Contact Email: mkramer@themusicvillage.org

Address: 333 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 : The Music Village Block Party Event Type: (Festival, Race, Parade, Other): Music event

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 Music Village, a community musical arts center, will be celebrating local music and art on Friday, August 7, 2026 from 5 to 9 PM in collaboration with DTSB First Fridays. Live music performances and vendors will be present.

Date of Event Setup [mm/dd/yy]: 08/07/2026 Time: Noon

Begin Date of Event [mm/dd/yy]: 08/07/2026 Time: 5 PM

End Date of Event [mm/dd/yy]: 08/07/2026 Time: 9 PM

Event Cleanup Completion [mm/dd/yy]: 08/07/2026 Time: 9 PM

Total anticipated attendance: 1000

The proposed event will require the closing of: Streets Sidewalks

Is the event ticketed or include 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:

SYM Financial and the University of Notre Dame

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:

2019 300 block of S. Michigan St., 500 people

2024 Howard Park, 3700 people

2025 Howard Park, 3500 people

We would like to bring this event back to our block going forward.

If your event is a parade, race, or other processional-type event, please 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? _____

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

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.

If your event is a parade, what is 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, rockets, lasers, or other pyrotechnics? Yes No

- Depending on the potential fire risk, applicants may need to receive approval of the South Bend Fire Department (process facilitated by event coordinator).
- 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:

TBD

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 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: sichd.org/food-service.

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

If a Food Truck, please list company name:

Dena's Kitchen

Tay's Tators

Waiting to hear back from other vendors

Describe how food will be cooked and served:

Per the food vendor

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).

(a)

Company Name: South Bend Brew Werks Contact Name: Steve Lowe
 Contact Phone: 574-335-9703 Email: lmswerks@gmail.com
 Address: 321 S Main St Suite B City/State/ZIP: South Bend, IN 46601

(b)

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 Indiana Law Enforcement Academy certified officers, fire, and emergency medical personnel, and the need to use any of the City's public safety or emergency response services.
 - If hiring a security service, provide contact information and the number of hired event personnel.
 - Proposed internal communications systems and public address systems.

Attached

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

Attached

- 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.

Attached

- 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.

Attached

Section H – Site Plan / Route Map

For parades, races and other processional events:

Are you selecting one of South Bend Police Department's (SBPD) pre-approved race routes? Yes No

You must select from SBPD's pre-approved race routes (see links on application site) or provide sufficient evidence of event participation if the applicant is proposing a different route through South Bend.

If your event will not be using a pre-approved race route, the proposed event map should include a route plan clearly identifying the timing and locations of proposed street closures, and the direction of parade movement.

If your event will not be using a pre-approved race route, please explain:

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.
- 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. You must:

- Present your event concept to the surrounding stakeholders (residents, businesses, and neighborhood groups) that represent the venue area.

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 \$700,000 per occurrence and \$1,000,000 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: 05/26/2026 Event Date: 08/07/2026

Event Name: The Music Village Block Party

Organization: The Music Village

Applicant (Contact) Name: Laura Rea - Executive Director

Applicant (Contact) Phone: 574-245-7664 Alt. Phone: _____

Email: lrea@themusicvillage.org

Address: 333 S. Michigan St City/State/ZIP: South Bend, IN 46601

Event Location (Please describe):


300 block of South Michigan St.

Length of Event (Dates/Times): 08/07/2026 from 5 to 9 PM

Insurance Amount: This event is insured for no less than \$700,000 per occurrence and \$1,000,000 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: The Music Village 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, Indiana, 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: 05/26/2026



Authorized Organizer Signature

LAURA REA, EXECUTIVE DIRECTOR

Printed Name and Title

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: 05/26/2026

Applicant Signature: *Michele Kramer*
Printed Name: Michele Kramer

SPECIAL EVENTS COMMITTEE APPROVAL

[Signature]

President

[Signature]

Member

Member

[Signature]

Member

Member

5/27/26

Date



THE MUSIC VILLAGE
 TMV@THEMUSICVILLAGE.ORG
 574-245-7664
 333 S MICHIGAN ST
 SOUTH BEND, IN 46601



SHEET KEYNOTES

- 1. PROPOSED STAGE
- 2. CIRCULAR STRUCTURE
- 3. FOOD AND MERCHANDISE VENDOR LOCATION
- 4. ALCOHOL VENDOR LOCATION
- 5. THE MUSIC VILLAGE PHYSICAL BARRIER
- 6. PHYSICAL BARRIER

Emergency Procedures

For the duration of the event, there will be marked security officers walking around the park and monitoring the safety and security of all attendees. **If you see something, say something!** If you don't see an officer around, reach out to a member of TMV Staff as listed below.

Important phone numbers

TMV Staff:

Laura Korn: (574) 261-6122

Michele Kramer: (702) 606-1091

Elizabeth Rodriguez: (574) 370-3805

Non-emergency police: (574) 235-9201

Medical or Immediate Emergency: 911

Howard Park Front Desk: (574) 299-4765

1. Medical Emergencies

- **What to do:** Stay calm and alert a member of TMV staff or security immediately. Do not attempt to move the person unless there's immediate danger. In the case of a non-emergency medical situation, **the info booth will have a basic first aid kit.**

2. Lost Person / Missing Child

- **Report immediately:** In the event of a lost or missing child, **notify a member of TMV staff immediately.** The staff member will make an announcement from the stage and ask for the parent/guardian/child to report to the Howard Park front desk. If a child is lost, keep them near you and bring them to the front desk, and reassure them that we are working to find their parent/guardian. Ask them questions about themselves to keep them calm, and **do not leave the child unattended.**
- **Information to gather:** Name, age, physical description of lost person or of parent/guardian to look for, last known location of missing person or parent/guardian.
- **Reunification process:** Bring the child to the Howard Park front desk inside the event center to be reunited with the parent/guardian. Do not allow the child to leave or be

picked up by anyone until the parent/guardian's identity has been verified by a TMV staff member, Howard Park employee, or a security officer.

3. Fire / Evacuation

- **Know your exits:** Consult your map, locate your nearest exits, and familiarize yourself with evacuation routes.
- **Your job:** Help direct guests calmly and clearly to the exits. Don't block paths or re-enter the area unless cleared.

5. Security Threat / Suspicious Behavior

- **What to look for:** Unattended bags, aggressive or suspicious behavior, and anything that feels off.
- **What to do:** Do not confront anyone you suspect of dangerous or threatening behavior. Alert security or a member of TMV staff immediately and discreetly. **If you see something, say something!**

6. Power Outage or Equipment Failure

- **Report protocol:** In the event of power outage or equipment failure, contact Michele Kramer at (702) 606-1091 to report the issue.

Inclement Weather Plan

The weather forecast will be monitored by TMV administrative staff the week leading up to the event. If it is determined that the event cannot be hosted outside, the following procedure will be announced no less than 24 hours prior to the event:

- **Stages:** The events that were scheduled to take place on the stage will be moved into The Music Village. The schedule will remain the same, but may be adjusted as needed by TMV staff.

- **Vendors:** Vendors will be moved indoors if there is space available. If there is limited space, vendors who have paid the vendor fee will take priority over community partner booths and the Children's Area activities. Available volunteers will be asked to assist as needed.

- **Community Partners:** The Community Partner Showcase will be postponed until a later date. Community Partners will be contacted by a member of TMV staff. Any volunteers that have been assigned to the Community Partner Showcase will need to check in with the Volunteer Coordinator for next steps. These volunteers may be asked to assist with set-up and/or tear down for the main and small stage bands.

- **Children's Area:** The Children's Area may be moved indoors if there is room available. The volunteer schedule will continue as planned for those assigned to this area. If there is no available room for the Children's Area, check in with the Volunteer Coordinator for next steps.

If your area has been designated as non-essential, check in with the volunteer coordinator to be given next steps. From there you will either be reassigned to another area or be relieved of your volunteer duties for the event.

block PARTY

Celebrating music in our city!

SAVE THE DATE!

Saturday, August 1, 2026

**300 Block of South Michigan Street,
Downtown South Bend**



The Music Village
(574) 245-SONG (7664)
tmv@themusicvillage.org
TheMusicVillage.org

Dear Property Owner,

Please note the above event. On Saturday, August 1, 2026, The Music Village will celebrate its new location (333 South Michigan Street) with a community block party.

The event is titled "The Music Village Block Party", and will include live music on a professional stage at the northern end of the 300 block of South Michigan Street. A number of vendors and community organizations will be present. In addition, Brew Werks will be selling beer. The event will take place between approximately 2p-8p, is free to all (suggested donation), and the 300 block of South Michigan Street will be closed to traffic.

We invite you to come out and join the party! If you're interested in hosting a booth and/or sponsoring this event, please contact Josh Aerie via the above email or phone number. Thank you for your support.

THE MUSIC VILLAGE
PO BOX 11004
SOUTH BEND, IN 46634
(574) 245-7664

1st Source Bank
71-1212/712

3962

05/26/2026

PAY TO THE ORDER OF City of South Bend

\$ **100.00

One hundred and 00/100*****

DOLLARS

City of South Bend

PROTECTED AGAINST FRAUD



Michelle Kanner

MP

MEMO

⑈003962⑈ ⑆071212128⑆ 1012 161⑈4⑈

THE MUSIC VILLAGE
05/26/2026

City of South Bend

Block Party Street Closure Application

3962

100.00

Main Account (1614)

100.00

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THE MUSIC VILLAGE
PO BOX 11004
SOUTH BEND, IN 46634
(574) 245-7664

1st Source Bank
71-1212/712

3961

05/26/2026

PAY TO THE ORDER OF City of South Bend

\$ **400.00

Four hundred and 00/100*****

DOLLARS

City of South Bend

PROTECTED AGAINST FRAUD



Michael Kanan

MP

MEMO

⑈003961⑈ ⑆071212128⑆ 1012 161⑈L⑈

THE MUSIC VILLAGE
05/26/2026

City of South Bend

Block Party Alcohol Deposit

3961

400.00

Main Account (1614)

400.00

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