



**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: Leeper Park Art Fair

Event Date: June 19, 2026 (setup) to June 21, 2026

Street Closure: Riverside from Michigan St to N Lafayette Blvd

Closure Times: 11:00 am (6/19) to 5:00 pm (6/21)

Sidewalk Closure: Yes No

Comments: Annual Art Fair that occurs over Father's Day weekend hosted by the St Joseph Valley Watercolor Society.

**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: April 14, 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: 3-19-26 Organization Name: St. Joe Valley Watercolor Society

Applicant (Contact) Name: Renee Keller

Applicant (Contact) Phone: 574-850-1037 Contact Email: rjkeller2@hotmail.com

Address: 5499 Willow Creek Dr City/State/ZIP: Mishawaka, IN 46545

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: Leeper Park Art Fair Event Type: (Festival, Race, Parade, Other): FINE ART FAIR

Event Classification: Non-Profit* For-Profit

City (Civic) Sponsored Other (If Other, please describe): Sponsored by St. Joe Valley Watercolor Society

*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]: 06/19/26 Time: 11am

Begin Date of Event [mm/dd/yy]: 06/20/26 Time: 10am

End Date of Event [mm/dd/yy]: 06/21/26 Time: 5pm

Event Cleanup Completion [mm/dd/yy]: 06/22/26 Time: 1pm

Total anticipated attendance: 1500+

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:

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 an annual event that occurs over Fathers Day weekend and has taken place over 50 years.

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

- o 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

- o 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

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

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

- o If yes, describe the type of music, schedule of sound check/performances, and the names of any artists performing:

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 219-235-7528, Mhurt1@indot.in.gov
 County bridges: Andy Hayes 574-235-9626, ahayes@co.st-joseph.in.us

Section E - Food

Are you having food at your event (food vendors, caterers, food trucks, etc.)? Yes No

- o If yes, the event coordinator must apply for and receive a St Joseph County Health Department Temporary Event Permit.
- o 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.
- o 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: *Rico Suave, C&C Commissions, Jake's Foods,*

Describe how food will be cooked and served:

Section F - Alcohol

Will alcohol be served or sold? Yes No

If no, please continue to Section G - Contingency and Strategic Planning
If yes:

- o 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.
 - o Application cannot be processed without a copy of this license.
- o A refundable \$400.00 deposit paid by card or check (made to City of South Bend) must be submitted with application.
 - o Application cannot be processed without deposit. Deposit will be returned upon inspection of event area by the Board of Public Works.
- o 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: _____ Contact Name: _____

Contact Phone: _____ Email: _____

Address: _____ City/State/ZIP: _____

(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.

*Security is provided by Invictus, the same company as last year. They will be there from Friday night until Sunday evening. The shifts are overnight and day with two guards per shift.
DJ will make any announcements*

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

*Park has a man emptying the trash daily (twice)
Tents & portable toilets will be removed Monday by noon.*

- 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.

*Artists know to close up and go to their hotels, RV's, etc.
In case of tornado, we can also go to the hospital parking garage.*

- 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 is at the Information Tent. Announcements will be made over the speaker system.

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: 3-19-26 Event Date: June 20 + June 21
 Event Name: Leeper Park Art Fair
 Organization: St. Joe Valley Watercolor Society
 Applicant (Contact) Name: Renee Keller
 Applicant (Contact) Phone: 574-850-1037 Alt. Phone: _____
 Email: rjkeller@hotmail.com
 Address: _____ City/State/ZIP: _____
 Event Location (Please describe): Leeper Park

Length of Event (Dates/Times): June 20 (10-6) + June 21 (10-5)

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: St. Joe Valley Watercolor Society 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: 3-19-26

Renee Keller
 Authorized Organizer Signature

Renee Keller, Logistics Director for Leeper Park Art Fair
 Printed Name and Title

LEEPER PARK ART FAIR

1409

71-9159/2712

2/25/26

Date

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TRADE PROTECTION

Pay to the
Order of

CITY OF SOUTH BEND

\$ 50.00

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For SB PUBLIC WORKS

Anthony Puck

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