



**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: Art Beat 2026

Event Date: August 14-16, 2026

Street Closure: Jefferson Blvd from MLK, Jr to S St Louis Blvd

Closure Times: 6:00 pm (Aug 14, 2026) to 3:00 pm (Aug 16, 2026)

Sidewalk Closure:  Yes  No

Comments: Vendors, music, performances along the Jefferson Bridge and East Bank.

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

Elizabeth A. Maradik, President

Murray L. Miller, Member

Ablgall E. Magas, Member

Joseph R. Molnar, Vice President

Breana N. Micou, Member

Attest: Hillary R. Horvath, Clerk

Date: May 26, 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: 04/07/2026 Organization Name: Downtown South Bend

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: Art Beat 2026 Event Type: (Festival, Race, Parade, Other): Festival

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]: 08/14/2026 Time: 6:00 PM

Date of Event [mm/dd/yy]: 08/15/2026 Begin Time: 11:00 AM

End Date of Event [mm/dd/yy]: 08/15/2026 End Time: 7:00 PM

Event Cleanup Completion [mm/dd/yy]: 08/16/2026 Time: 3:00 PM

Rain/Alternative Date: If yes, please provide the date: 08/16/2026

Total anticipated attendance: 25,000

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:

We receive funds from Everwise, the Community Foundation, VSBM, and others

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 23rd year for Art Beat. Last year the event was held on the Jefferson Bridge and East Bank, and we plan on having a similar location for 2026.

***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? \_\_\_\_\_

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, 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:

EventSys is utilized for the stage and sound. Their services are covered under the umbrella of the DTSB insurance policy.

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:

There will be performance stages scattered throughout the Art Beat campus, with free entertainment from 11:00 AM to 7:00 PM. The stages include: Dance Stage, Acoustic Stage, Main Stage (mainstream/popular music acts), and a Variety Stage (spoken word, theatre, fashion.)

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:

The complete list of food trucks and vendors will be complete in July.

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

Some of the food will be cooked off-site and brought to the event; some will be cooked on-site with portable heating units.



## **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.

Plan to have SBPD officers and members of the SBFD in attendance, like previous years. We have always appreciatee the support of city officials for this event. We will also have a public address system.

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

There will be trash boxes throughout the Art Beat campus and will be renting dumpsters. Our ambassadors, staff, and volunteers will make sure that all trash is placed in dumpsters and that the area is cleaned after the event. Additionally, we are planning on partnering with the Office of Sustainability to offer recycling as we did last year.

- **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/>

We closely monitor the forecast during the week of the event and if the weather looks threatening, Art Beat will be moved to Sunday, August 16, 2026. If unforeseen inclement weather pops up the day of the event, we will dismiss vendors early and encourage visitors to either leave the festival or take cover in the Century Center or the nearest indoor location.

- **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.

Two information booths will be provided where volunteers, ambassadors and staff will field lost items, lost children, and any other issues the public may have. We will have a PA system to make any necessary announcements. Wayfinding signage will be located throughout the event as well.

## 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: 04/07/2026 Event Date: 08/15/2026

Event Name: Art Beat 2026

Organization: Downtown South Bend, Inc.

Applicant (Contact) Name: Jessica Bamber

Applicant (Contact) Phone: 574-210-9542 Alt. Phone: \_\_\_\_\_

Email: jbamber@downtownsouthbend.com

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

Event Location (Please describe):

**Length of Event (Dates/Times):** 08/15/2026 11:00 AM - 7:00 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:** 04/07/2026

**Authorized Organizer Signature:** *J Bamber*

**Printed Name and Title:** Jessica Bamber, Office Manager & 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: 04/07/2026

Applicant Signature: J Bamber

Printed Name: Jessica Bamber

**SPECIAL EVENTS COMMITTEE APPROVAL**

[Signature]

President

[Signature]

Member

[Signature]

Member

[Signature]

Member

\_\_\_\_\_

Member

5/13/26

Date

# Art Beat 2026

August 15 11 am to 7 pm

- [Red bar] = STREET CLOSURES
- [Cross icon] = CULINARY VILLAGES
- [Beer glass icon] = BEER GARDEN
- [Star icon] = PERFORMANCE STAGES
- [Info icon] = INFO BOOTHS
- [Food truck icon] = FOOD TRUCKS
- [Red cross icon] = FIRST AID
- [Restroom icon] = RESTROOMS
- [Art palette icon] = COMMUNITY ART PROJECT
- [P icon] = FREE PARKING

- ### SCENES
- SCENE A
  - SCENE B
  - SCENE C
  - SCENE D
  - CREATIVE COMMONS
  - FINE ARTS

- ### STAGES
1. MAIN STAGE WEST
  2. DANCE STAGE
  3. ACOUSTIC STAGE
  4. MAIN STAGE EAST
  5. VARIETY STAGE





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/3/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Gibson Insurance Agency Inc 202 South Michigan St., Suite 1400 South Bend IN 46601	<b>CONTACT NAME:</b> Kim Parsons <b>PHONE (A/C, No. Ext):</b> 269-743-6670 <b>E-MAIL ADDRESS:</b> kparsons@thegibsonedge.com	<b>FAX (A/C, No):</b> 574-236-6399
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Downtown South Bend, Inc. 217 S Michigan St South Bend IN 46601	<b>INSURER A:</b> CINCINNATI INSURANCE CO.	<b>NAIC #</b> 10677
	<b>INSURER B:</b> Cincinnati Indemnity Company	23280
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 839245834

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	EPP 0031054	8/2/2025	8/2/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		EPP 0031054	8/2/2025	8/2/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		EPP 0031054	8/2/2025	8/2/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	EWC0257774	8/2/2025	8/2/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of South Bend is additional insured with respect to General Liability coverage regarding events hosted by Downtown South Bend, Inc as required by written contract.

**CERTIFICATE HOLDER**

The City of South Bend  
 227 W. Jefferson Blvd.  
 South Bend IN 46601

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Gibson Insurance Agency*

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