



**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: LaSalle Neighbors Block Party

Event Date: June 20, 2026

Street Closure: W LaSalle Ave from Taylor St to Scott St

Closure Times: 10:00 am to 8:00 pm

Sidewalk Closure: Yes No

Comments: Neighborhood block party includes fun, food and fellowship in historic area.

**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: May 26, 2026



City of South Bend Special Event Application

Neighborhood Event

\$25 application fee if filed 30 days or greater (up to 180 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. Neighborhood 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: 03-09-2026 Organization Name: _____

Applicant (Contact) Name: Tom Doran

Applicant (Contact) Phone: 502-642-8832 Contact Email: tomdoran@outlook.com

Address: 712 W LaSalle Ave City/State/ZIP: South Bend, IN 46601

Secondary Contact Name: Erin Moore

Contact Phone: 312-953-3823 Contact Email: erinmmoore156@gmail.com

Address: 705 W LaSalle Ave City/State/ZIP: South Bend, IN 46601

Section B - Event Information

Event Name: LaSalle Neighbors Block Party Expected Attendance: 60

Requested Street Closure: 600 block of W LaSalle Ave

From (Cross Street): Taylor Street

To (Cross Street): Scott Street

Provide a brief description of the event: Neighborhood block party.

Date of Event Setup [mm/dd/yy]: 06-20-2026 Time: 10:00am

Begin Date of Event [mm/dd/yy]: 06-20-2026 Time: 12:00pm

End Date of Event [mm/dd/yy]: 06-20-2026 Time: 6:00pm

Event Cleanup Completion [mm/dd/yy]: 06-20-2026 Time: 8:00pm

Have all residents on the affected block have been notified and invited? Yes No

Please attach a copy of the door hanger or letter used to notify residents in addition to signature attachment.

Number of households fronting the proposed street closure: 12

Number of households represented by signatures on attached sheet: 10

Will this event have music (live or other)? Yes No

Section C - Alcohol

Will alcohol be served or sold? Yes No

If Yes:

- o The applicant must apply for and receive a temporary liquor license from the Alcohol & Tobacco Commission.
 - 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.
 - o Deposit will be returned upon inspection of event area by the Board of Public Works.
- o The applicant must submit a map or drawing of:
 - o Fencing around serving area
 - o Trash receptacles
- o 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).

(a) Security Company Information

Company Name: _____ Contact Name: _____

Contact Phone: _____ Email: _____

Address: _____ City/State/ZIP: _____

(b) Independent Security Information

Name: _____ Contact Phone: _____

Qualifications: _____

Name: _____ Contact Phone: _____

Qualifications: _____

Name: _____ Contact Phone: _____

Qualifications: _____

Section D - Food

Will your event have food sales (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 on the St. Joseph County Health Department Food Service website at sjchd.org/food-service.

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

If a Food Truck, please list company name(s):

Please describe how food will be cooked and served:

Section E - Indemnity & Hold Harmless Agreement

City of South Bend Special Events Committee

Indemnity & Hold Harmless Agreement

Date: 03-09-2026 Event Date: 06-20-2026

Event Name: LaSalle Neighbors Block Party

Organization: _____

Applicant (Contact) Name: Tom Doran

Applicant (Contact) Phone: 502-642-8832 Alt. Phone: _____

Email: tomdoran@outlook.com

Address: 712 W LaSalle Ave City/State/ZIP: 46601

Event Location (Please describe):

Length of Event (Dates/Times): 06-20-2026 10am - 6pm

APPLICANT 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, 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: 03-09-2026

Thomas Doran

Authorized Organizer Signature

Thomas Doran, resident

Printed Name and Title

Section F – Permit & 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 obtain signatures from at least 10 residents that reside along the closed right-of-way and make an attempt to notify all other affected residents. **APPLICANTS must include a copy of a brochure or letter of invitation distributed to all affected neighbors describing the event 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. **The APPLICANT is responsible for providing said resident(s) access or transportation to their property.**
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. No half-blocks or alleys can be blocked off.
7. The Special Events Committee reserves the right to deny any block party application based on traffic and speed limit records. No street may be closed with a speed limit over 30 MPH or considered to be a major arterial.
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, hooting, whistling, or singing in the streets in a manner to disturb the peace (Municipal Code 13-57).**

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: 03-09-2026

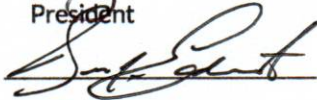
Applicant Signature: Thomas Doran

Printed Name: Thomas Doran

SPECIAL EVENTS COMMITTEE APPROVAL



President



Member



Member



Member

Member

5/13/26

Date

LA SALLE AREA HISTORIC NEIGHBORHOOD BLOCK PARTY



**Saturday, June 20, 2026
Noon – 6:00 PM**

Setup begins at 10:00 AM • Takedown complete by 8:00 PM

Join your neighbors for an afternoon of fun, food, and fellowship in the beautiful LaSalle Area Historic Neighborhood!

This block party is open to all neighbors — families, friends, and long-time residents alike. Come connect, relax, and celebrate our historic neighborhood together.

Questions or want to help?

Contact Tom Doran
712 West LaSalle
502-642-8832

*Join the LaSalle Neighborhood WhatsApp Group for updates and day-of details
Historic imagery courtesy of the West LaSalle Avenue Historic District (Wikipedia)*

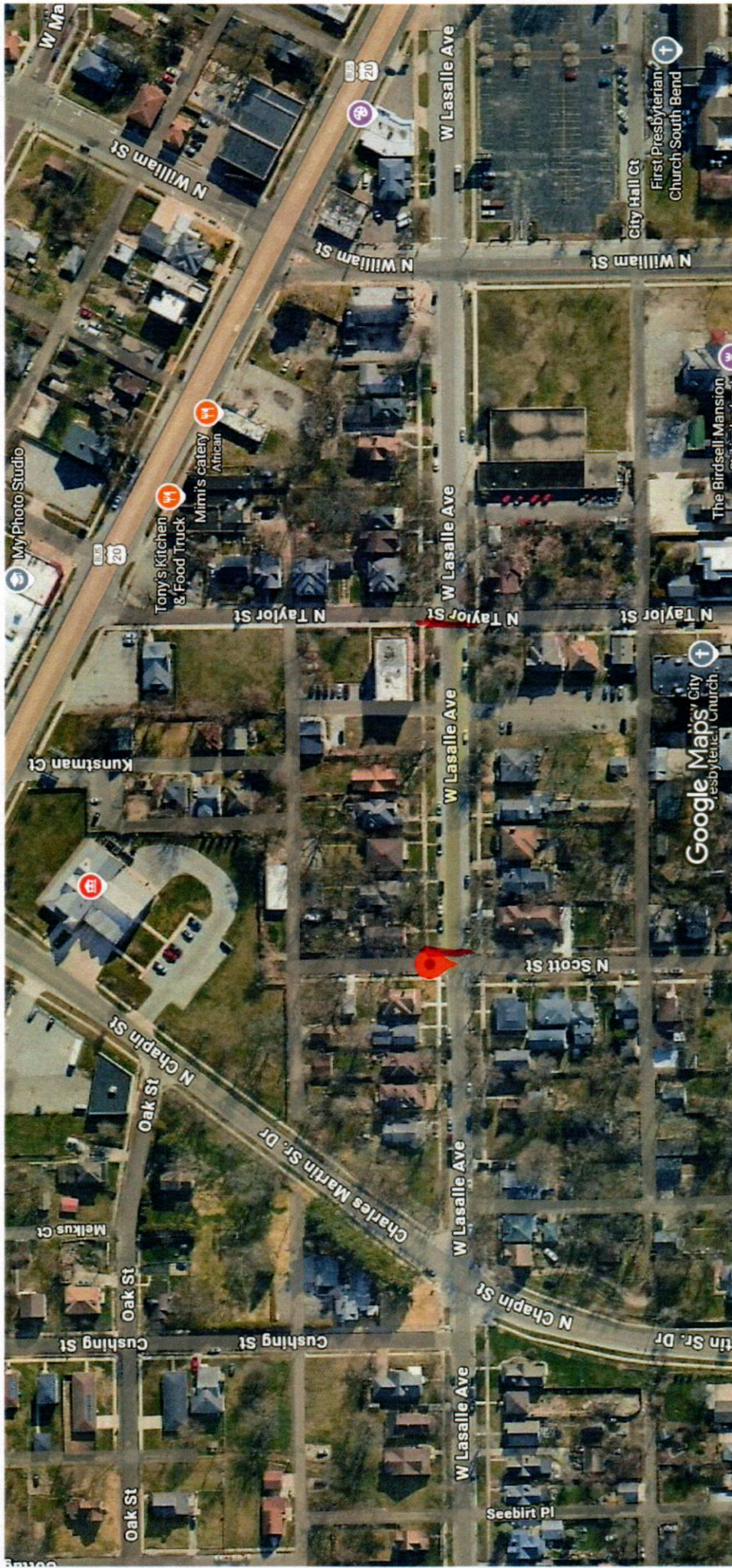
Neighbor Signature Sheet - Neighborhood Special Event

We have been informed, agree to, and request that the Special Events Committee of the City of South Bend authorize a block party in the area described as:

LaSalle Ave from Taylor Street to Scott Street
 Street Name Cross Street Cross Street

Date of Event: **June 20, 2026 10:00am - 8:00pm**

1.	Signature	<i>C. Moore</i>	6.	Signature	<i>D. Kulemka</i>
	Name	Colleen Moore		Name	Danica Kulemka
	Address	628 W LaSalle		Address	615 W. LaSalle Ave
	Phone No.	574-514-0271		Phone No.	574-855-08105
	Date	3-15-26		Date	3-21-26
2.	Signature	<i>Linda Thorpe</i>	7.	Signature	<i>M. Davis</i>
	Name	Linda Thorpe Gordon		Name	Michael Davis
	Address	629 W. LaSalle		Address	624 W. LaSalle Ave
	Phone No.	574-276-8243		Phone No.	574 933-2884
	Date	3-15-26		Date	3-21-26
3.	Signature	<i>L. Bradshaw</i>	8.	Signature	<i>Stephanie Briggs</i>
	Name	Latoshia Bradshaw		Name	Stephanie Briggs
	Address	619 W. LaSalle		Address	601 W. LaSalle
	Phone No.	574-210-3876		Phone No.	817) 427-1759
	Date	3-15-26		Date	4-9-26
4.	Signature	<i>John Kosinski</i>	9.	Signature	<i>Brian Gonzalez</i>
	Name	John Kosinski		Name	Brian Gonzalez
	Address	617 W. LaSalle		Address	611 W. LaSalle
	Phone No.	574-332-3915		Phone No.	585-520-3557
	Date	3-15-26		Date	4-9-26
5.	Signature	<i>Carrie Smith</i>	10.	Signature	<i>Claire Muehl</i>
	Name	Carrie Smith		Name	Claire Muehl
	Address	630 W. LaSalle		Address	620 W. LaSalle
	Phone No.	574-904-6162		Phone No.	574-274-7939
	Date	3-15-26		Date	4-16-26



THOMAS DORAN
127 HUMMINGBIRD LN.
NILES, MI 49120

60-7421/2433

3033

DATE 4-20-26

PAY TO
THE ORDER OF

City of South Bend
Twenty Five & 00/100

\$ 25.00

DOLLARS



Security Features
Included
Details on Back.



Thomas Doran

MEMO

⑆ 243374218⑆ 5486013336⑈ 3033

SPECIALTY MINT