

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: Familia Fun Fest

Event Date: October 10, 2026

Street Closure: N/A

Closure Times: N/A

Sidewalk Closure: ☐ Yes ☒ No

Comments: Event is to take place in Rum Village from 10AM to 2PM.  
Activities include: craft activities, partner booths along the trail,  
a hayride, pie eating contest, a small Hispanic market and food  
vendors. DJ and Boomer will provide musical entertainment.

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: July 14, 2026



Thursday, June 18, 2026

## City of South Bend Special Event Application

City and Regional Event

### Fee Schedule

\$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

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

Review the Instructions on the Special Events page before completing the application.

To complete this process, you will need the following documents:

- Event Map
- Evidence of Public Notification (flyer, signature list, etc.)
- Copy of Insurance Certification

If you do not have these items at the present moment, we will be following up to get those in order to complete the process.

You will also need to have prepared answers to the following:

- Emergency Plan
- Inclement Weather Plan
- Cleanup Plan
- Lost and Found Plan

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

|                                         |                          |
|-----------------------------------------|--------------------------|
| <b>Date of Application</b>              | Thursday, June 18, 2026  |
| <b>Organization Name</b>                | VPA                      |
| <b>Applicant (Contact) Name</b>         | Olivia Sanchez           |
| <b>Applicant (Contact) Phone Number</b> | (574) 235-5544           |
| <b>Applicant Email</b>                  | osanchez@southbendin.gov |



**Address**

301 S St Louis Blvd  
South Bend, IN, 46617

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**

Familia Fun Fest

**Event Type**

Festival

**Event Classification**

Non-Profit\*

**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.)**

Familia Fun Fest, formerly known as the Fall Family Fun Fair, will take place on October 10th at Rum Village from 10am-2pm. This year's event will highlight Hispanic Heritage Month and incorporate a Día de Los Muertos theme.

This family-friendly event will feature craft activities, partner booths along the trail, a hayride, pie eating contest, a small Hispanic market and food vendors.

Rum Village will be activated from the Nature Center to the first pavilion. Boomer and a DJ will be located near the playground area.

***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.***

***If this is a special circumstance, you must reach out to the Clerk of the Special Events Committee, Denise Miller at [dmiller@southbendin.gov](mailto:dmiller@southbendin.gov) to ensure that this application is reviewed in time.***

**Date of Event Setup**

Saturday, October 10, 2026

**Time of Event Setup**

07:00 AM

**Date of Event**

Saturday, October 10, 2026

**Event Begin Time**

10:00 AM

**End Date of Event**

Saturday, October 10, 2026

**Event End Time**

02:00 PM

**Event Cleanup Completion**

Saturday, October 10, 2026

**Event Cleanup Completion Time**

03:00 PM

**Is there a rain date for this event?**

No

**Total Anticipated Attendance**

2,000

Is this event ticketed, or does it include fees?

No

Does the event have any partnered sponsorships?

No

Is this a returning event or part of a series of special events?

Yes

Provide the date, location, and attendance of past special events and/or future planned events in the series:

Fall Family Fun Fair, September 6, 2025 , Rum Village and 2000 participants attended

2027- proposed date TDB

Is your event a parade, race, or other processional-type event?

No

## Section C - Parades, Races, and other Processional Events

## Section D - Equipment, Set-up, and Logistics

Are you hiring a company to provide entertainment, games, or inflatables?

No

If YES,

You must submit proof of insurance for all stage and entertainment companies three (3) weeks before the event.

Will you be staking any tents, inflatables, portable restrooms, or any other anchorings?

Yes

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?

No

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 CommercialGrade Fireworks show.
- All entertainment events should have a permit from the [IDHS Amusement and Entertainment Permit](#).

Terms and Conditions

Accepted



Will there be any musical entertainment features at the event?

Yes

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

DJ (TDB) , family friendly music.

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: Merle Janiszewski, [MJaniszewski@sjcindiana.gov](mailto:MJaniszewski@sjcindiana.gov), 574-235-9626

## Section E - 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](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](#)

Please select food sales types

Food Vendor

Food Truck

If there are food trucks, please list company names:

TDB

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

Will follow the Health Department guidelines.

Will alcohol be served or sold?

No

If NO, we will continue to Section G - Contingency and Strategic Planning.

## Section F - 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 vent 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 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.

Proposed Cleanup Plan – This plan should include, but is not limited to:

- Measures in place to collect and remove trash, litter and recyclables.

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/>

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.

## **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.

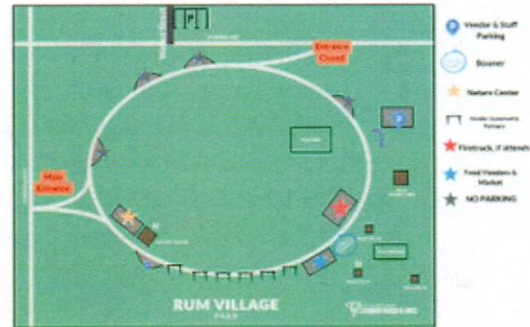
- Outline of entire event venue including the names of all affected streets and areas.
- Clear markings for street closures and a schedule for each. **Applicants should ensure all roadway(right of way) closure times are specific and separate from the event setup and event start/end times (i.e., roadway closures times may not be perfectly identical or linked to**



theduration 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.

### Map File Upload



Familia Fun Fair EAP 2026.pdf

## Section I - Public Notification

### 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.

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.

## 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

**Copy of Certificate of Insurance (if you have it)**



Self Insurance letter 3.1.24 (2).pdf

## **Section K - Indemnity & Hold Harmless Agreement**

DS Q - is there a reason for repeating contact information here?

**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.**

Confirm

VPA 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:**

Thursday, June 18, 2026

**Signature**

**Printed Name**

Amy Roush

## **Section L - Permit and 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

**Signed on**

Thursday, June 18, 2026

**Signature**

A handwritten signature in black ink, appearing to read 'Amy Roush', with a stylized, cursive script.

**Printed Name**

Amy Roush

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  
*[Signature]*  
Member

\_\_\_\_\_  
Member  
*[Signature]*  
Member

\_\_\_\_\_  
Member  
*[Signature]*  
6/24/26  
Date





## **Familia Fun Fest Emergency Action & Evacuation Plan**

Date: October 10, 2026

### **TABLE OF CONTENTS**

#### **Planning and Preparedness**

- Introduction — 1
- General Instructions and Calling 911 — 1
- Emergency Contact Numbers — 2
- AED Location — 2
- Medical Emergency Procedures — 2
- Staff Contact Numbers — 2

#### **Emergency Response Procedures**

- Building Evacuation Procedures — 3
- Active Shooter — 3
- Bomb Threat / Suspicious Package — 4-5
- Electrical Power Outage — 5
- Tornado — 5

### **Introduction**

This Emergency Action Plan (EAP) outlines the actions staff, seasonal employees, interns, and volunteers must take to ensure safety during emergencies. It supplements the comprehensive plan and is specific to the Familia Fun Fest at Rum Village. While not all emergency situations can be predicted, this plan establishes minimum preparedness procedures and training guidelines.

These procedures are intended as general guidance. The first priority is always the safety and protection of life.

### **General Instructions for All Emergency Situations**

- Move away from immediate danger and remain calm.
- In the event of fire or if occupants are in danger:
  - Activate the fire alarm system before calling 9-1-1.
  - Evacuate the building immediately.
  - Do not use elevators.
- To report police, fire, or medical emergencies, call 9-1-1 from any phone.

### **When calling 9-1-1:**

- Stay on the line with the dispatcher.
- Provide the building address and your exact location.
- Share the following information:
  - Your name
  - Your location
  - Park name and nearest cross streets
  - A clear description of the incident
  - A detailed description of any individuals involved (head to toe)
- Do not hang up until instructed.

### **Emergency Contact Numbers**

#### **Contact 9-1-1 for:**

- Medical emergencies
- Fire or smoke
- Hazardous material spills
- Violence or threats
- Any uncertain situation

#### **AED Location**

#### **The nearest AED is located at:**

- Rum Village Nature Center

### **Medical Emergencies**

Call 911

- Provide name, location & type of emergency
- Stay on the phone for instructions
- Move victim only if danger is imminent
- Have someone meet first responders at the park entrance

Volunteers who witness a medical emergency should immediately notify the point of contact in their assigned event zone.

### **Staff Contact Numbers**

(In an emergency, call 911 first)

**Olivia Sanchez- 574-218-2049**

**Demetrius Kennedy 574-409-8676**

**Amy Roush – 574.261.7552**

**Macey Hanna- 217-440-7342**





## **Building Evacuation Procedures**

**These procedures apply to indoor events during Familia Fun Fest**

### **Before exiting:**

- Stop all activities and evacuate immediately.
- Close doors but do not lock them.
- Be prepared for restricted re-entry.

### **Evacuation routes:**

- Use the nearest available exit.
- Be aware of at least two exit routes.
- Inform and guide participants to exits.

### **Assembly area:**

- Gather at a designated location at least 300 feet from the incident.
- Keep staff, volunteers, and participants together.

### **Emergency notification:**

- Alerts may be given via fire alarm system or verbal instruction.

### **Fire and emergency reporting:**

- Call 911 from any phone.
- Activating alarm systems may also notify responders.

## **Active Shooter**

**An active shooter is an individual attempting to harm people in a populated area. These situations are unpredictable and require immediate law enforcement response.**

### **General guidance:**

- Stay aware of surroundings and exits.
- Secure yourself in a safe location if necessary.
- Call 911 when it is safe.

### **Response options**

**Evacuate:**

- Leave immediately if a safe path is available.
- Assist others if possible.
- Keep hands visible and follow police instructions.

**Hide:**

- Stay out of view and secure the area.
- Lock or block doors.
- Silence devices and remain quiet.

**Take action (last resort):**

- Act only if in immediate danger.
- Attempt to disrupt or incapacitate the shooter.

**When law enforcement arrives:**

- Remain calm and follow instructions.
- Keep hands visible at all times.
- Do not approach officers or make sudden movements.

**Provide the following information if possible:**

- Shooter location
- Number of individuals involved
- Physical descriptions
- Weapons observed
- Number of potential victims

**Bomb Threat**

**If a bomb threat is received:**

- Take the call seriously.
- Ask questions and document details.
- Keep the caller on the line if possible.
- Contact police immediately using another phone.
- Follow instructions regarding evacuation.
- Do not search for or handle suspicious items.

**Key questions to ask:**

- When will it explode?





- Where is it located?
- What does it look like?
- What type of device is it?
- What will cause it to detonate?
- Why was it placed?
- Who is calling?

## **Suspicious Package**

### **If a suspicious package is found:**

- Do not touch or move it.
- Call 9-1-1 immediately.
- Provide details about the package.

### **Common indicators:**

- Unusual appearance (wires, oily wrapping, powder)
- Strange odors
- Irregular or misspelled labeling

## **Electrical Power Outage**

### **In the event of a power outage:**

- Notify the VPA team.
- The designated contact will report the issue.
- Power outages at this event are not considered a serious emergency.

## **Tornado**

### **Understand the difference:**

- Tornado Watch: Conditions are favorable; remain alert.
- Tornado Warning: A tornado is occurring; take shelter immediately.

### **If indoors:**

- Move to the lowest level or interior room.
- Stay away from windows and exterior walls.
- Protect your head and neck.

### **If outdoors:**

- Seek sturdy shelter if available.
- If not, consider:

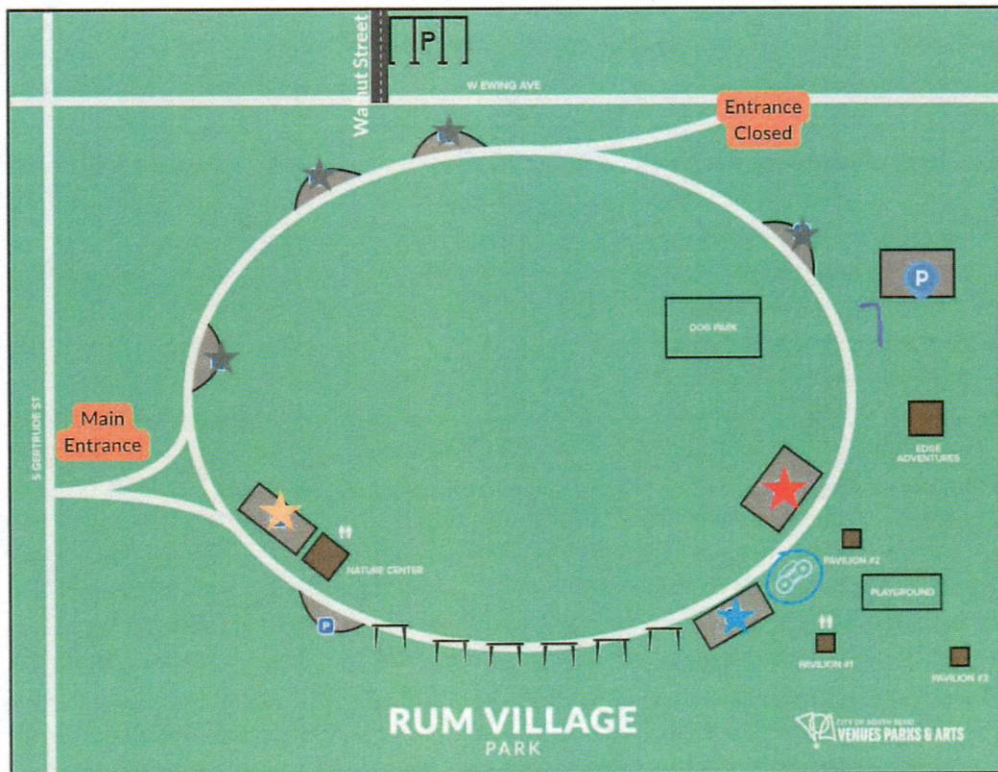


- Taking cover in a vehicle
  - Lying in a low-lying area
- Avoid overpasses and bridges.

**General safety:**

- Do not attempt to outrun a tornado.
- Watch for flying debris.
- Stay calm and guide others to safety.





- Vendor & Staff Parking
- Boomer
- Nature Center
- Vendor-Community Partners
- Firetruck, if attends
- Food Vendors & Market
- NO PARKING

1200 COUNTY-CITY BUILDING  
227 W. JEFFERSON BOULEVARD  
SOUTH BEND, INDIANA 46601-1830



PHONE 574/235-9241  
FAX 574/235-7670  
TTY 574/235-5567

CITY OF SOUTH BEND JAMES MUELLER, MAYOR

## DEPARTMENT OF LAW

SANDRA KENNEDY  
CORPORATION COUNSEL

JENNA K. THROW  
CITY ATTORNEY

March 1, 2024

Re: Verification of Self-Insurance

To Whom It May Concern:

For purposes of providing proof of insurance, the City verifies that it maintains a Liability Insurance Premium and Liability Fund with regard to property damage, liability, and worker's compensation coverage per Ordinance #6657-79 effective 10/11/1979, pursuant to Indiana Code 34-13-3-4, as amended from time to time. Under said statute, the City's liability is limited to:

- (a) Seven Hundred Thousand Dollars (\$700,000) for a cause of action that accrues on or after January 1, 2008; and
- (b) For injury to or death of all persons in that occurrence, Five Million Dollars (\$5,000,000); and
- (c) A governmental entity or an employee of a governmental entity acting within the scope of employment is not liable for punitive damages.

If you have any questions, please contact our office.

Sincerely,

*Jenna K. Throw*  
Jenna K. Throw  
City Attorney

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KYLIE CONNELL  
MICHAEL SCHMIDT

KATHRYN HOUGH  
ADAM E. TAYLOR

THOMAS E. PANOWICZ  
DANIELLE WEISS