

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: Fusion Festival

Event Date: September 26th thru 27th, 2026

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

S St Louis from Jefferson Blvd to E Wayne St

Closure Times: 6AM to 6AM (Sept 26-28) & 6AM to 4PM (Sept 24-29)

Sidewalk Closure: ☐ Yes ☒ No

Comments: Festival features stages, artisan markets, and vendors organized into distinct global regions to bring the City's diverse cultures together.

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, April 23, 2026

City of South Bend Special Event Application

City and Regional Event

Approval Status

Not Started

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

Date of Application	Thursday, April 23, 2026
Organization Name	Venues, Parks & Arts of the City of South Bend
Applicant (Contact) Name	Demetrius Kennedy
Applicant (Contact) Phone Number	(574) 235-7522

Applicant Email dkennedy@southbendin.gov

Address 301 S. St. Louis Blvd, South Bend,
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.

Service Provider Organization Name Venues, Parks & Arts of the City of South Bend

Service Provider Contact Person Name Demetrius Kennedy

Service Provider Phone Number (574) 235-7522

Service Provider Email dkennedy@southbendin.gov

Service Provider Address 301 S. St. Louis Blvd, South Bend,
South Bend, IN, 46617

Section B - Event Information

Event Name Fusion Festival

Event Type Festival

Event Classification City (Civic) Sponsored

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.)

The event will take place on September 26th and 27th. Event setup will begin on September 18th, allowing ample time for preparation and site readiness. Following the event, the site will remain in place through October 1st to accommodate breakdown and post-event activities.

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 to ensure that this application is reviewed in time.

Date of Event Setup Friday, September 18, 2026

Time of Event Setup 12:00 AM

Date of Event Saturday, September 26, 2026

Event Begin Time 12:00 PM

End Date of Event Sunday, September 27, 2026

Event End Time 06:00 PM

Event Cleanup Completion Thursday, October 1, 2026

Event Cleanup Completion Time 07:00 PM

Is there a rain date for this event? No

Total Anticipated Attendance 30,000-45,000

The proposed event will require the closing of: Streets

Is this event ticketed, or does it include fees? No

Does the event have any partnered sponsorships? Yes

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:

Fusion Fest – South Bend (Past 3 Years)

2025 Dates: September 27–28, 2025 Location: Howard Park, Attendance: 25,000 – 35,000 attendees (event estimates; reported over 30,000)

2024 Dates: September 14–15, 2024 Location: Howard Park, Attendance: 25,000 – 35,000 attendees

2023 (Inaugural year of the reimagined festival) Dates: September 9–10, 2023 Location: Howard Park, Attendance: 25,000 – 35,000 attendees (~30,000 reported)

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? Yes

If YES,

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

Describe any hired entertainment:

We will have performers of music, art and different talents. We will have a skating rink, carousel, a trackless train feature, an arcade basketball gaming truck, and a video gaming truck feature

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?

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 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](#).

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:

The music will range amongst various genres

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, 219-851-1426

County Bridges: Merle Janiszewski, 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@southbendin.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

Will alcohol be served or sold?

Yes

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 event 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

Security Company Name	Invictus
Security Company Contact Name	Randy Goering
Security Company Contact Phone Number	(574) 993-4884
Security Company Contact Email	rgoering@invictusipi.com
Security Company Address	424 S Michigan St, South Bend, IN 46634 South Bend, Indiana, 46634

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.

Emergency Safety Plan

Fusion Fest 2026: Emergency Action Plan & Risk Mitigation Procedures
Dates: Friday, September 26th - Saturday, September 27th, 2026
Location: South Bend Venues Parks & Arts Howard Park
Authored by: VPA Visitors Experience Safety & Security

1. Introduction

This comprehensive plan outlines the health and safety protocols for Fusion Fest 2026, taking place on

September 26th and 27th, 2026. This includes all setup, event operations, and tear-down procedures associated with the event.

Event Timeline:

- Site Setup Begins: September 18th, 2026
- Event Dates: September 26th – 27th, 2026
- Site Remains Active Through: October 1st, 2026 (final tear-down and site restoration)

This plan applies to all event participants, spectators, event staff, entertainers, food providers, contractors, and volunteers. Your adherence to these guidelines is crucial for a safe and successful event.

2. Event Overview

Event Theme: Fusion Fest 2026

Site Map: A detailed site map will be provided by event organizers and will be attached to this plan. It will indicate key locations such as first aid stations, emergency exits, restrooms, and information centers. The site map will also clearly delineate emergency vehicle access routes, designated shelter-in-place areas, and assembly points.

Operational Phases:

- Phase 1 – Setup (Sept 18–25): Installation of staging, vendor load-in, electrical setup, safety inspections, and site preparation
- Phase 2 – Event Operations (Sept 26–27): Full public activation including programming, vendors, performances, and on-site emergency services
- Phase 3 – Tear-Down (Sept 28–Oct 1): Vendor load-out, equipment removal, sanitation, and final safety/site checks

3. Key Safety & Emergency Sections

This plan is comprised of the following sections:

- Emergency Procedures & Contacts
- Emergency Services & First Aid
- Event Headquarters & Lost Children
- Weather Contingency Plan
- Security & Crowd Management
- Active Threat Response (Active Shooter/Bomb Threat/Suspicious Package)
- Site Specific Hazards (Traffic, Parking, Drones)
- Operational Safety (Electrical, Food Provision, Manual Handling, Toilets)
- Volunteer & Contractor Guidelines
- Environmental Health & Sanitation
- Communication Plan (Internal & External)
- Accessibility and Special Needs
- Post-Event Procedures

4. Emergency Procedures & Contacts

IMMEDIATE THREATS: If you feel threatened or observe a direct threat to attendees, immediately call 911 (Police/EMS). Do not wait for supervisor approval.

4.1 General Emergency Response

- All event staff, volunteers, and contractors must be familiar with and have a copy of this emergency action plan. They will receive a pre-event briefing covering key emergency protocols.
- Report all emergencies immediately to the SBPD and SBFD who will be on site, located at the Howard Park X-Lodge.
- The SBPD and SBFD designated staff will manage and coordinate all emergency procedures.
- Fire Safety: Volunteers and contractors should NOT attempt to extinguish fires unless absolutely certain they can do so without risking personal safety. A hand-held fire extinguisher can be used only if the fire is small, contained, and your escape route is clear. Hand-held fire extinguishers will be located near the stage, by portable electrical devices, and at all food vendor locations. All staff designated to use extinguishers will be trained in the P.A.S.S. method (Pull, Aim, Squeeze, Sweep).
- If volunteers or contractors feel their safety is compromised at any time, they must immediately report back to the Event Coordinator.

4.2 Response to Public Injury

In the event of a serious injury to a member of the public, volunteers and contractors are to:

- Stay with the injured individual and provide immediate comfort and basic assistance if safe to do so.
- Protect the area to prevent further injury or interference.

- Await further instruction from EMS who will be on site. Do not move the injured person unless absolutely necessary for their immediate safety.

4.3 Response to Security Risk

In the event of a security risk, volunteers and contractors are to:

- Prioritize personal safety first.
- Report the incident to the SBPD who will be on site and request assistance, providing as much detail as possible (location, description of individuals, nature of the risk).
- Maintain a safe distance from the situation if possible.
- Await further instruction from law enforcement.

4.4 Evacuation Procedures

In the event of an evacuation, volunteers and contractors are to:

- Listen for official announcements via the public address system and staff radio communications.
- Remain calm and direct all participants and spectators to the designated evacuation area(s) as indicated on the site map and through clear signage.
- The primary evacuation area has been designated as [INSERT SPECIFIC EVACUATION AREA HERE]. Secondary evacuation areas are also designated at [INSERT SECONDARY EVACUATION AREA].
- Ensure clear pathways to evacuation points are maintained.
- Assist individuals with special needs (e.g., mobility impaired, elderly, parents with small children) to the evacuation areas.
- Account for staff/volunteers at the designated assembly points after evacuation.

4.5 Emergency & Staff Contact Numbers

Name | Job Title | Phone Number

South Bend Police | Emergency | 911

South Bend Police | Non-Emergency | 574.235.9201

South Bend Fire | Emergency | 911

Erin Thornton | Main Contact for Event | 574-235-9149

Amy Roush | Main Contact for Event | 574-261-7552

Demetrius Kennedy | Volunteers | 574 – 409 - 8676

Dezha Moore | Marketing/Media | 574 – 850 - 8343

Olivia Sanchez | Food/Artisan Vendors | 574-218-2049

Brian Garner | Safety Concerns | 574-344-3724

Mychael Winston | Visitor Experience Ambassadors | 574-401-0505

John Martinez | Facilities and Grounds | 574-485-3649

Event Medical Lead | Medical/First Aid | [INSERT NUMBER]

Security Lead | Invictus - On-site Security | 574-993-4884

5. Emergency Services & First Aid

5.1 Emergency Services (911)

Event staff are trained and equipped to respond to medical emergencies and can provide CPR/AED access within five (5) minutes in 90% of occurrences, meeting Indiana EMS Agency System Standards. AED devices will be clearly marked and accessible at [SPECIFY LOCATIONS].

5.2 First Aid

- On-site First Aid will be available for minor needs. Stations located at [SPECIFY LOCATIONS].
- The City of South Bend EMS/Fire Department will have personnel and an ambulance on-site during both days.
- Medical Triage Area established near main First Aid station.
- Ambulance access routes will remain clear at all times.

6. Event Headquarters / Information Center / Lost Children

- The Venues Parks & Arts tent or designated roving staff will serve as the primary Information Center and Event Headquarters, including the Lost Children reporting point.
- All individuals under 18 must be accompanied by an adult.
- Wristband program may be implemented to assist reunification.

6.1 Lost Child Procedures

(Full original procedures retained as written – unchanged in function, now applied to 2026 event timeline.)

7. Weather Contingency Plan

(All original weather protocols remain in full effect across all phases: setup, event days, and tear-down)

through October 1st.)

8. Security & Crowd Management

(All original content retained and applies across all operational phases including setup and breakdown periods.)

9. Active Threat Response

(Full section remains unchanged and applies throughout entire event lifecycle including pre and post event operations.)

10. Site Specific Hazards

(All original hazard planning remains in place, with added relevance during extended site occupancy Sept 18–Oct 1.)

11. Operational Safety

(All operational safety procedures remain in effect across setup, live event, and tear-down.)

12. Environmental Health & Sanitation

(Applies continuously from setup through final site restoration on October 1st.)

13. Communication Plan (Internal & External)

(Remains fully in effect across all dates, including pre-event coordination and post-event breakdown.)

14. Accessibility and Special Needs

(Applies throughout full event lifecycle.)

15. Post-Event Procedures

- Site sweep will occur after each event day (Sept 26 & 27) and after final tear-down (by October 1st).
- Incident debrief will include full operational period including setup and breakdown.
- Documentation will reflect the entire event window (Sept 18 – Oct 1).

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:

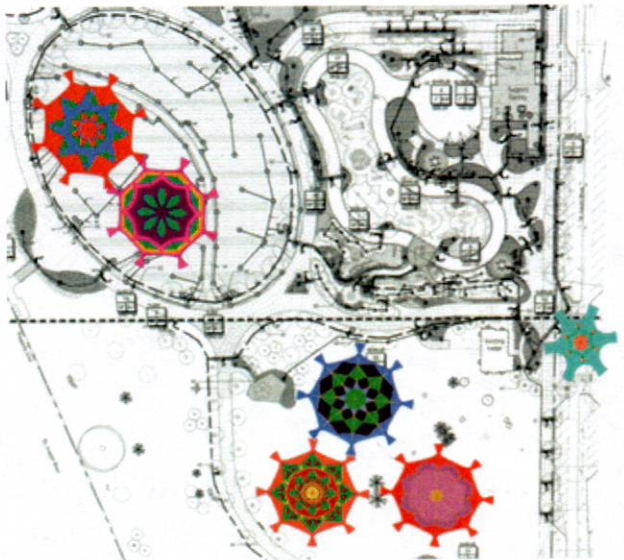
Provide an attached map with the geographic locations of all event items listed below.

- 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**

eventstart/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.

Map File Upload



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

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

Venues, Parks & Arts of the City of South Bend 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, April 23, 2026

Signature



Printed Name

Demetrius Kennedy

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, April 23, 2026

Signature

A handwritten signature in black ink, appearing to read 'D. Kennedy', written over a horizontal line.

Printed Name

Demetrius Kennedy

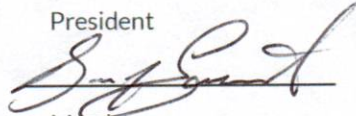
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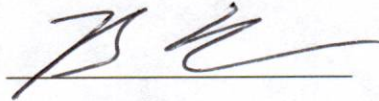
Date: _____

Applicant Signature: _____

Printed Name: _____

SPECIAL EVENTS COMMITTEE APPROVAL

President

Member



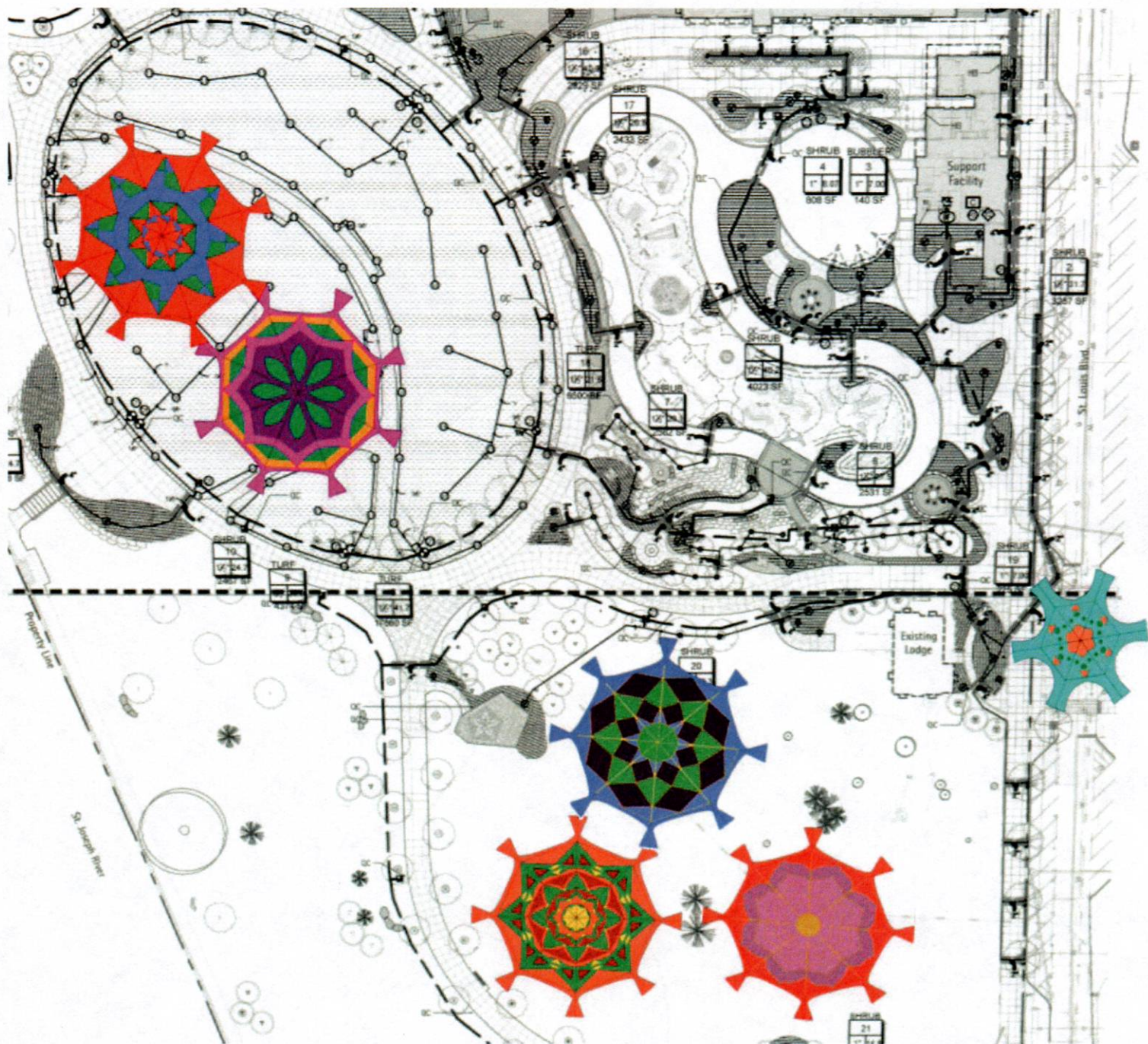
Member

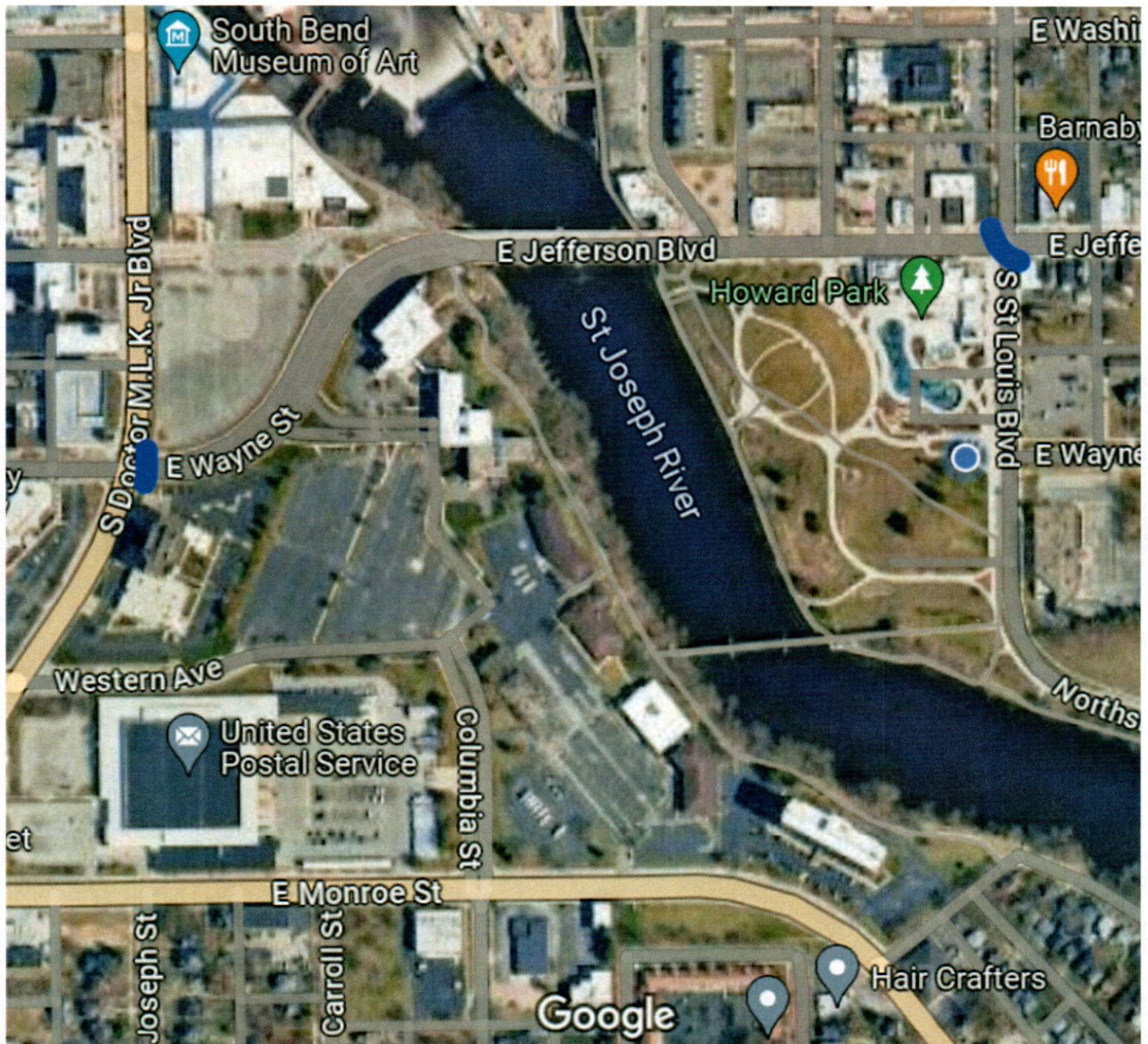

Member



Member
6/24/26

Date





Denise Miller

From: Demetrius Kennedy
Sent: Wednesday, June 17, 2026 1:47 PM
To: Denise Miller
Subject: Fusion Festival Street Closures
Attachments: Fusion Festival Site.png

Good afternoon, Is this good?

The planned road closures are as follows:

Jefferson Boulevard

- Closed: 6:00 AM, Saturday, September 26, 2026
- Reopened: 6:00 AM, Monday, September 28, 2026

St. Louis Boulevard

- Closed: 6:00 AM, Thursday, September 24, 2026
 - Reopened: 4:00 PM, Tuesday, September 29, 2026
- What you think about this? Is this too zoomed out?



Demetrius Kennedy
Volunteer Coordinator

City of South Bend
Department of VPA - Marketing & Special Events
Division of Special Events

301 S. St. Louis Blvd
South Bend, IN
574- 235-7522

dkennedy@southbendin.gov

Southbendin.gov

Excellence Accountability Innovation Inclusion Empowerment