

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: North Shore Triangle Concert in Parkovash Park

Event Date: July 25, 2026

Street Closure: Parkovash Ave from N Lafayette Blvd to Hillcrest Rd

Closure Times: 12:00 PM to 8:30 PM

Sidewalk Closure: ☐ Yes ☒ No

Comments: Free family friendly concert in Parkovash Park will include a variety of musicians & vocalists from the NST. Licensed approved food trucks will provide meal options for guests.

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



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

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: June 15, 2026 Organization Name: North Shore Triangle Neighborhood Association, Inc.

Applicant (Contact) Name: Jo M. Broden, Board President, NSTNA, Inc.

Applicant (Contact) Phone: 574-855-8654 Contact Email: NorthShoreTriangle@gmail.com

Address: 201 W. North Shore Dr City/State/ZIP: 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.

Organization Name: _____ Contact Name: _____

Contact Phone: _____ Contact Email: _____

Address: _____ City/State/ZIP: _____

Section B - Event Information

Event Name: North Shore Triangle Concert in Parkovash Park Event Type: (Festival, Race, Parade, Other): Park Concert

Event Classification: ☒ Non-Profit* ☐ For-Profit

☐ City (Civic) Sponsored ☐ Other (If Other, please describe): North Shore Triangle Neighborhood Association, Inc.

*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.)

Similar to last year's successful inaugural event, the NSTNA will host a free, family-friendly concert in Parkovash Park located in the North Shore Triangle. "Parkovash Band" which originated in the neighborhood in the 70s will be our featured musical band. A variety of musicians/vocalists from the NST will serve as warm-up performances. The concert will run from 3:30-8:00pm. Licenced approved food truck(s) will provide snack and dinner options for guests.

Date of Event Setup [mm/dd/yy]: Fri., 7/24 & Sat., 7/25/2026 Time: 7/24 per SBVPA & 7/25 12noon-3:30pm

Begin Date of Event [mm/dd/yy]: 7/25/2026 Time: 3:30pm

End Date of Event [mm/dd/yy]: 7/25/2026 Time: 8:00pm

Event Cleanup Completion [mm/dd/yy]: 7/25/2026 Time: 9:30pm

Total anticipated attendance: 200-300

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:

The inaugural concert was Aug 23, 2025 in Parkovash Park. Attendance was approximately 250 people. The NSTNA Board of Directors, upon request of several neighbors, is considering hosting the event on an on-going basis (either annually or every other year) as a memorial tribute to a beloved, long-time NST event planner, NSTNA board member, registered nurse, SBCSC employee, and great neighbor Judith Ann Mengel. She passed away on Oct. 22, 2025. One of her last neighborhood events was enjoying last year's concert with her family, friends, and neighbors. In addition, Parkovash Band lost one of its founding members, Jim Marnocha, within the year. They would like to pay tribute to his long history of performing throughout the community.

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

- If yes, you must submit proof of insurance for all stage and entertainment companies three (3) weeks before the event.

Describe any hired entertainment:

Parkovash Band performs free of charge to the NSTNA. Like most bands, they accept tips via a tip jar on-stage and QR code. Proceeds from the event benefit the NSTNA.

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, rockets, lasers, or other pyrotechnics? ☐ Yes ☒ No

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

A porta-potty will again be temporarily relocated, free of charge, from our NSTNA supported Unity Garden satellite site on the Friday prior to the event (July 24) and return to the garden on (July 31). We will locate the porta-potty in approximately the same location as 2025. The required small stake size does not necessitate 811 location services.

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

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

The concert event headliner, Parkovash Band, is primarily a classic rock group based in South Bend. NST neighbor, John Wiseman, is a band member. Other members include: Greg Helmen, Guy Luckert, Andy Peck, and Jim Rekos.

Scott Kirner, another NST neighbor and musician will accompany other NST musical and vocalists recruited to perform in advance of the main act, Parkovash Band.

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 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.

Please select food sales types: ☐ Food Vendor ☐ Caterer ☒ Food Truck ☒ Other: NSTNA, Inc.

If a Food Truck, please list company name:

TBD— we hope to have Rico Suave Group, LLC return in 2026. We may add an additional approved truck to help alleviate the long food lines. We will source all of our food truck vendors from the SBVPA vendor list. As customary with other neighborhood hosted events, the NSTNA will offer water, pop, lemonade, non-alcoholic drink and other concession type items for guests (for a suggested donation). Proceeds from these donations will support our other NSTNA events (annual picnic, Unity Garden satellite, 4th of July Parade & Social, Annual Picnic, Movie Night in the Park, Halloween Party, etc.).

Describe how food will be cooked and served:

Per SJC Health Dept guidelines, hot food will be kept hot and cold food kept cold by the food truck vendor(s). All serve-safe procedures will be maintained throughout the event service.

Section F – Alcohol

Will alcohol be served or sold? ☐ Yes ☒ No

If no, please continue to Section G – Contingency and Strategic Planning

If yes:

- 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.
 - 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 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.

We will rely on the City's public safety and emergency response services— dial 911. We have several first aid (trained american Red Cross), nurses, fire, and police personnel who reside in the NSTNA and who attend events and provide assistance as needed. We will have public address capabilities via stage microphones and a speaker system. We are "hardening" the park (a potential soft target) with strategically-placed stage, picnic tables, food truck(s) and adjacent street and partial-closure of street intersections closest to the park. We will once again host/staff a NSTNA canopy near the stage for water, first-aid, information, centralized communications, etc. A cell communications list will be circulated/shared among all key event volunteer organizers.

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

We have 1 large trash container already on-site at the park. Contractor-sized bags will be replaced and replenished as needed. We have requested trash bag liners and trash boxes from SBVPA. Adjacent neighbors will loan their COSB recycle barrels for a student-managed recycling station (including bottle and can rinsing services). Post event, the recycle bins will be picked up as part of normal service to the households. A volunteer crew from NSTNA will gather all litter, place in receptacles, and secure-tie for pick up by city staff on a weekday.

We will cancel the event if forecasts or actual events create inclement weather or dangerous conditions. We can notify people via our NSTNA email list, neighborhood-centric FaceBook pages, Parkovash Band's FaceBook page, event calendar cancellation notifications at local media, signage at the park, signage in the neighborhood. If a delayed performance start time is a possibility, we will consider as event organizers and post/communicate any slight schedule changes. If necessary, we will abbreviate the musical talent line up.

- 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.

We have 1 large trash container already on-site at the park. Contractor-sized bags will be replaced and replenished as needed. We have requested trash bag liners and trash boxes from SBVPA. Adjacent neighbors will loan their COSB recycle barrels for a student-managed recycling station (including bottle and can rinsing services). Post event, the recycle bins will be picked up as part of normal service to the households. A volunteer crew from NSTNA will gather all litter, place in receptacles, and secure-tie for pick up by city staff on a weekday.

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- 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.

We will make announcements about a NSTNA-staffed table during the event. Volunteers will direct any inquiries and persons to it for lost or found items. We can also post after the event, as needed, on the same social media and NSTNA communication options mentioned above.

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: Monday, June 15, 2026 Event Date: Saturday, July 25, 2026
Event Name: North Shore Triangle Neighborhood Concert Event at Parkovash Park
Organization: North Shore Triangle Neighborhood Association, Inc.
Applicant (Contact) Name: Jo M. Broden, NSTNA Board President
Applicant (Contact) Phone: 574-855-8654 Alt. Phone: _____
Email: NorthShoreTriangle@gmail.com
Address: 201 W. North Shore Dr. City/State/ZIP: South Bend, IN 46617

Event Location (Please describe):
Parkovash Park

Length of Event (Dates/Times): Sat., July 25 from 12 noon (set up), 3:00-8pm (music), 9:30pm (teardown/cleanup complete)

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: North Shore Triangle Neighborhood Association, Inc. 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: June 15, 2026

Josephine M. Broden
Authorized Organizer Signature

Jo M. Broden, Board President, NSTNA, Inc.

Printed Name and Title

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 on the block. **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. The applicant is responsible for providing affected residents and business owners with transportation to their property.**
4. The APPLICANT shall reimburse the Board for the actual cost to the City for the event, if deemed necessary.
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 \$700,000.00 per occurrence and \$1,000,000.00 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. Barricades will be delivered and picked up at the event location. The APPLICANT is responsible for seeing that all cones are maintained and returned undamaged.
9. 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, phonographs 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).
10. 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.

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: June 15, 2026

Applicant Signature: Josephine M. Broden
Printed Name: Josephine M. Broden, President, NSTNA, Inc.

SPECIAL EVENTS COMMITTEE APPROVAL

_____ President	_____ Member	_____ Member
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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: _____

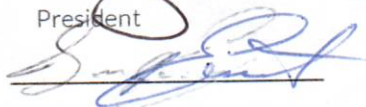
Applicant Signature: _____

Printed Name: _____

SPECIAL EVENTS COMMITTEE APPROVAL



President



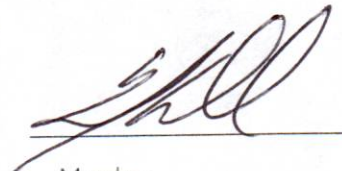
Member



Member



Member



Member

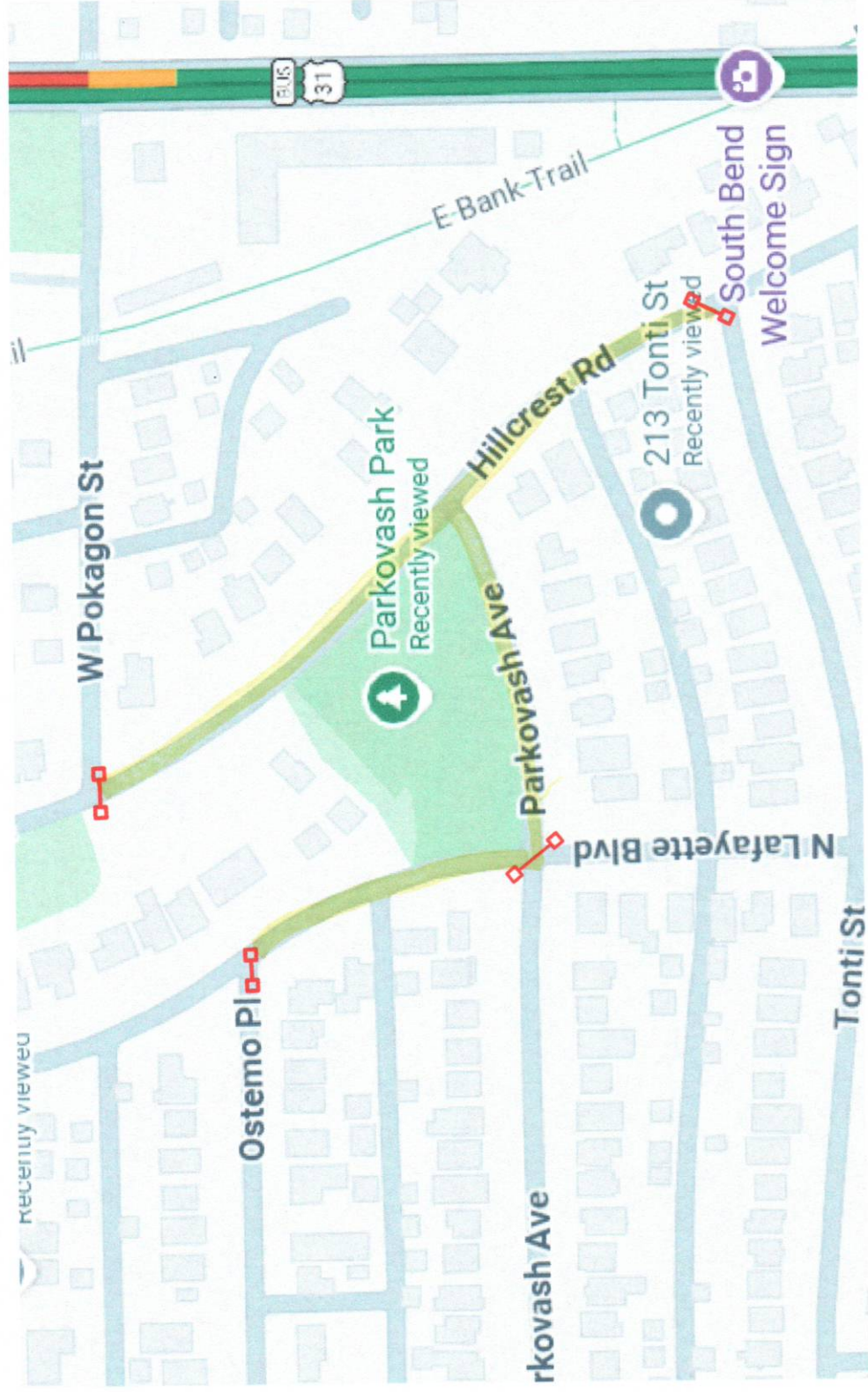
6/24/26

Date

North Shore Triangle Concert in Parkovash Park, Sat., July 25, 2026
Site / Venue Map / Plan 3:30 start / 8pm end



North Shore Triangle Concert in Parkovash Park
Street + Intersection Closures Sat., July 25, 2026 (effective 3:15 pm - 8:15 pm)



Dear North Shore Triangle Neighbors:

Greetings! As president of the NST Neighborhood Association, I am writing to let you as neighbors adjacent to Parkovash Park, that the North Shore Neighborhood Association has been approached by Parkovash Band to once again perform in the neighborhood of their origin and for the benefit of the NSTNA!

After last year's very successful inaugural event, the Board was unanimous in its approval of a repeat performance. **The concert is scheduled for Saturday, July 25 from 3 pm -8:30 pm at Parkovash Park.**

Once again to make the event guests as safe as possible from vehicular traffic, we will be seeking approval from the City of South Bend's Special Events Committee to * partially * (1/2 of the intersections will remain open for travel) and to *temporarily* close (15 min. before, during, and 15 min. after the event) **4 intersections** and thereby **portions of streets** nearest to the park. Pursuant to that approval, we will once again canvass all neighbors residing adjacent to and most likely inconvenienced by the street closures for their support. The petition's wording merely states:

"We have been informed, agree to, and attest that the Special Events Committee of the City of South Bend authorize a block party in the area described as: N. Hillcrest Place from the intersection of W. Pokagon to W. Tonti; and N. Lafayette Blvd from the intersection of Ostemo Place to W. Parkovash; and W. Parkovash from the intersection of N. Lafayette to N. Hillcrest Place."

Please know that volunteers will be circulating petitions for signatures in the next week or so. If you know that you will be difficult to catch at home, please send an email to NorthShoreTriangle@gmail.com with the following information included:

- The petition language from above.
- Your Name
- Your Signature (electronic is great but printed, signed and scanned works too!)
- Your address
- Your Phone Number
- The date within the body of your email.

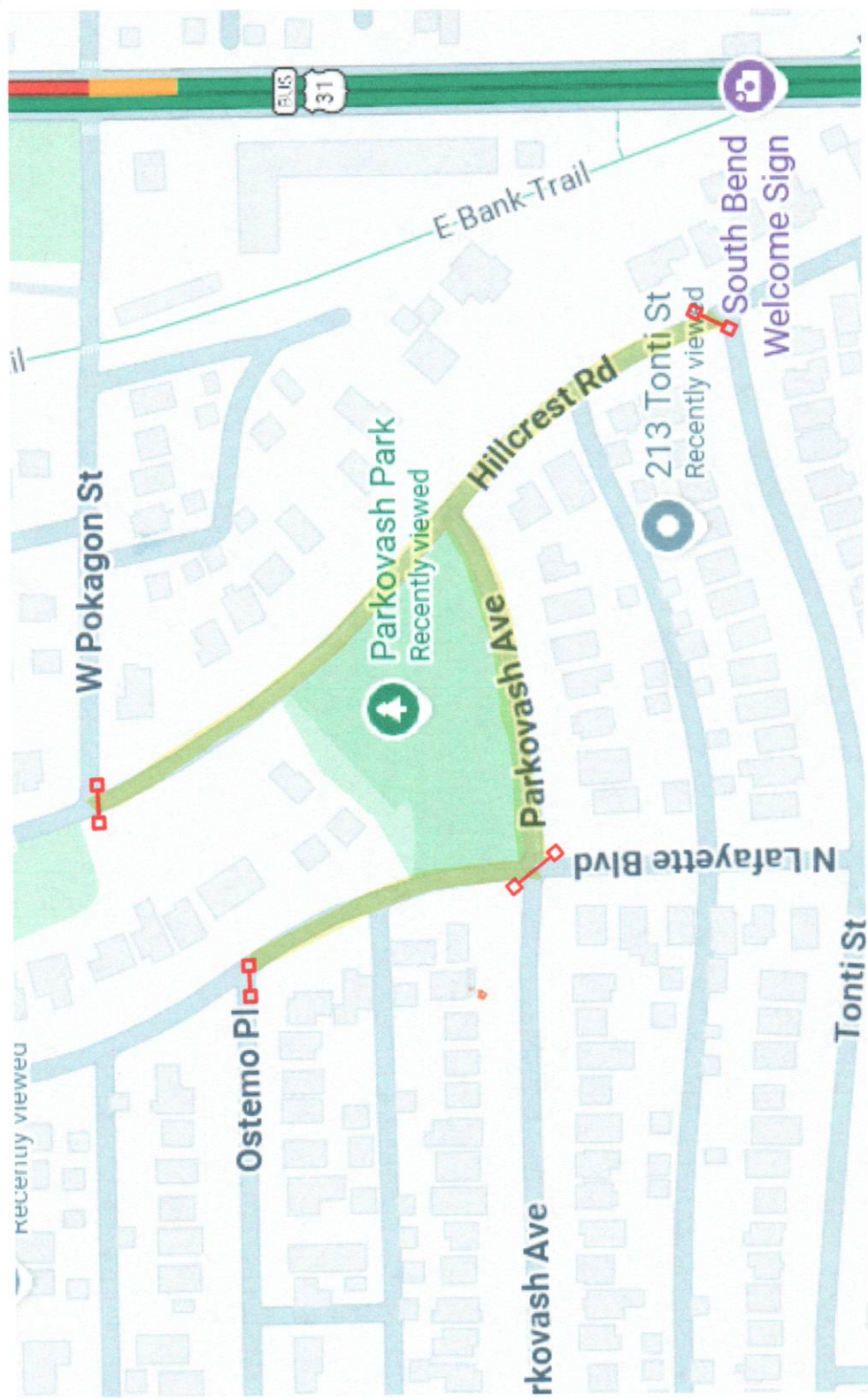
All these are required elements of a petition. Feel free to also just text/call me at 574-855-8654 to arrange a mutually convenient time for you to sign our petition. Thanks in advance for your consideration.

Jo M. Broden
Board President, NSTNA



— closures @ intersections (3:15p)
— street closures (3:15p)
— houses notified/temp. impact





JOHN E BRODEN
JOSEPHINE M BRODEN
574-286-3252
201 W. NORTH SHORE DR.
SOUTH BEND, IN 46617

71-1212/712

5445

DATE

June 17, 2026

PAY TO
THE ORDER OF

City of South Bend

\$ 100.00

One hundred dollars

DOLLARS



Security Features
Include:
Details on Back.



P.O. BOX 1602
SOUTH BEND, INDIANA 46634

MEMO

Parkhurst Center

John M. Broden

MP

⑆071212128⑆ 348 644⑆⑆ 5445

SPECIALTY MKT