

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: Farmer's Market Car Show

Event Date: August 29, 2026

Street Closure: Eddy St from Beyer to Dead End

Closure Times: 10:00 AM to 2:00 PM

Sidewalk Closure: ☐ Yes ☒ No

Comments: Annual car show and DJ for entertainment.

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Murray L. Miller

Murray L. Miller, Member

Abigail E. Magas, P.E.

Abigail E. Magas, Member

Joseph R. Molnar

Joseph R. Molnar, Vice President

Breana N. Micou

Breana N. Micou, Member

Hillary R. Horvath

Attest: Hillary R. Horvath, Clerk

Date: August 11, 2026



Tuesday, July 14, 2026

City of South Bend Special Event Application

Neighborhood Event

Fee Schedule

\$25 application fee if filed 30 days or greater (up to 180 days) in advance of event.

Neighborhood Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted

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

To complete this form, you will need:

- A map of the requested street closures
- Copy of Notice Brochure notifying your neighbors about the event
- Neighborhood Notice Signature Sheet filled with signatures from at least 50% of the households in your neighborhood.

Section A - Applicant Information

Date of Application	Tuesday, July 14, 2026
Organization Name	South Bend Farmers Market
Applicant (Contact) Name	Diania Franks
Applicant (Contact) Phone Number	(219) 344-7990
Applicant Email	difranks70@gmail.com
Address	1105 Northside Blvd South Bend, IN, 46615

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 South Bend Farmers Market

Section B - Event Information

Event Name	Farmers Market Car Show
Expected Attendance	300
Requested Street Closure	Eddy
From (Cross Street)	DE
To (Cross Street)	Beyer

Below, please submit a map of the requested street closures. You may do this in several different ways, as long as the street closures are clearly marked off. Here are a couple of suggested ways to do it:

Use Google My Maps to customize a map view

1. Go to <https://www.google.com/mymaps>
 2. Select Create a new map
 3. Use the tools on the left to:
 1. Draw a line over the closed road
 2. Add a pin or text
 4. When done, click the  menu → Print map
 5. Choose Save as PDF or take a screenshot
 6. Upload the file to this form
- This requires only a Google account.

Phone Screenshot + Built-in Markup

1. Open Google Maps and navigate to their route/event area.
 2. Take a screenshot.
 3. Tap Edit / Markup (built into iPhone and Android).
 4. Draw lines to show closures.
 5. Save and upload the image.
- This requires zero accounts and zero added tools.

Google Maps → Print → "Markup" in Browser

Some browsers (Chrome/Edge) allow annotation directly on a printed or saved PDF.

1. Go to Google Maps and find the area
2. Select Print → "Map only"
3. Choose Save as PDF
4. Open the PDF in the browser
5. Use built-in Draw or Highlight tools
6. Save and upload

Please use one of the methods above to upload your map!

Neighborhood Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted.

Date of Event Setup Saturday, August 29, 2026

Time of Event Setup	06:00 AM
Date of Event	Saturday, August 29, 2026
Event Begin Time	10:00 AM
End Date of Event	Saturday, August 29, 2026
Event End Time	02:00 PM
Event Cleanup Completion	Saturday, August 29, 2026
Event Cleanup Completion Time	02:00 PM
Is there a rain date for this event?	No
Have all residents on the affected block been notified?	Yes

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.

Will the event have music (live or other)?	Yes
Will alcohol be served or sold?	No

Section C - 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 D - 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).
- 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](#)

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

Food will be cooked and served by the cafe in front lot.

Section E - Equipment, Set-up, and Logistics

Does your event include the use of fireworks or other pyrotechnics?

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 4th 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.

Applicants should have read and understood the [City of South Bend's Fireworks Ordinance](#).

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 playing from 10 -2. T & T Entertainment

Section F - Indemnity & Hold Harmless Agreement

South Bend Farmers Market 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: Saturday, August 29, 2026

Printed Name Diania Franks

City/State/Zip South Bend, IN 46615

Event Name Farmers Market Car Show

Event Location 1105 Northside Blvd

Length of Event (Date/Times) Aug 29 10-2

Section G - Permit and 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 demonstrate that they have obtained greater than 50% of the affected residents' signatures. THE APPLICANT must include a copy of a brochure or letter of invitation distributed to all affected neighbors describing the event's 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.
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.
7. The Special Events Committee reserves the right to deny any block party application based on traffic volume and speed limit records.
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, or other noise disturbances in the streets in a manner which disrupts the peace.

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

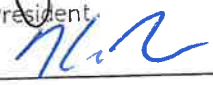
Tuesday, July 14, 2026

Printed Name

Diania Franks

SPECIAL EVENTS COMMITTEE APPROVAL



President


Member



Member


Member



Member
7/22/26

Date

Midgawaka Ave.

SBFM
parking Lot
12 to close
For show
cars

Beyer Ave

market
Food
served

varthside Blvd

Dead end to close

Armory

(574)233-0311
CITY OF SB (SPEC EVENT
215 DR MARTIN LUTHER KI
SOUTH BEND, IN 46601

07/14/2026 14:57:14
MID: XXXXXXXXXXXX064 TID: XXXXX199

CREDIT CARD

VISA SALE

Card #	XXXXXXXXXXXX7464
Chip Card:	VISA DEBIT
AID:	A0000000031010
Exp. M:	07
Exp. Yr:	14
INVOICE	0
Approval Code:	386090
Proc. Method:	Contactless
Acq. Code	Issuer

SALE AMOUNT \$25.00

I agree to pay above total amount
according to card issuer agreement.
(Merchant agreement if Credit Voucher)

X _____
VISA CARDHOLDER

MERCHANT COPY



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/14/2026

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).

PRODUCER Hardesty Agency 2314 E State Rd 14 PO Box 316 Rochester, IN 46975	CONTACT NAME:		
	PHONE (A/C, No, Ext): (574) 223-3236	FAX (A/C, No):	
	E-MAIL ADDRESS: Blake.Hardesty@infarmbureau.com		
INSURED FARMERS MARKET INC 1105 NORTHSIDE BLVD SOUTH BEND, IN 46615-3920	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: United Farm Family Mutual Insurance Company		15288
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			CPP8166918	07/19/2026	07/19/2027	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CPP8166918	07/19/2026	07/19/2027	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☒ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$10,000			UMB8607104	07/19/2026	07/19/2027	EACH OCCURRENCE \$ AGGREGATE \$1,000,000 \$
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☐ N	N/A	WC 8336352	07/19/2026	07/19/2027	☒ PER STATUTE ☐ 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)

CERTIFICATE HOLDER**CANCELLATION**City of South Bend
227 W. Jefferson Blvd
South Bend, IN 46601

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

Hardesty Agency

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