

**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: Monroe Street Block Party

Event Date: August 15, 2026

Street Closure: Monroe St from Sunnyside to Twyckenham

Closure Times: 2:00 PM to 6:00 PM

Sidewalk Closure: ☐ Yes ☒ No

Comments: Community potluck, bike parade, spikeball, karaoke, and water games.

**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

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Breana N. Micou, Member

Hillary R. Horvath

Attest: Hillary R. Horvath, Clerk

Date: August 11, 2026



Wednesday, July 15, 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	Wednesday, July 15, 2026
Applicant (Contact) Name	Maura Gabriel
Applicant (Contact) Phone Number	(815) 298-9039
Applicant Email	mauraemanning@gmail.com
Address	1438 E MONROE ST 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.

Section B - Event Information

Event Name	Monroe Street Block Party
Expected Attendance	50

Requested Street Closure	Monroe Street
From (Cross Street)	Sunnyside Street
To (Cross Street)	Twickenham Street

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!

Upload a map of the requested street closures.



monroestreet.pdf

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.)

Block Party will run from 2 until 5. It will include games, a potluck and a spray and play. We will also have

a bike parade at the start for the children.

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 15, 2026
Time of Event Setup	02:00 PM
Date of Event	Saturday, August 15, 2026
Event Begin Time	02:00 PM
End Date of Event	Saturday, August 15, 2026
Event End Time	05:00 PM
Event Cleanup Completion	Saturday, August 15, 2026
Event Cleanup Completion Time	06:00 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.

Copy of Notice Brochure



MonroeStBlockParty (2).pdf

Neighborhood Committee Form - Neighborhood Special Event

We have been informed, please be, and request that the Special Events Commission of the City of North Charleston is
 block party in the city will occur on

Monroe Street

Neighborhood

Summerville

City

Tinyckenham

City

Event Date: **8/15/26**

Serial	Event	Signature	Name	Address	Phone No.	Date
1	Signature	<i>Maria Gabriel</i>	Name	<i>1435 E. Monroe St.</i>	<i>678-507-9563</i>	<i>08/15/2026</i>
	Name	<i>MARIA GABRIEL</i>	Address			
	Address	<i>1435 E. Monroe</i>	Phone No.			
	Phone No.	<i>813-298-9039</i>	Date			
	Date	<i>7/15/26</i>				
2	Signature	<i>E. Pherrault</i>	Name	<i>1437 E. Monroe</i>	<i>(571) 237-0320</i>	<i>7/15/26</i>
	Name	<i>1437 E. Monroe St.</i>	Address			
	Address	<i>Summerville, SC</i>	Phone No.			
	Phone No.	<i>616-648-2209</i>	Date			
	Date	<i>7/15/26</i>				
3	Signature	<i>Richard Wilson</i>	Name	<i>508 S. Tinyckenham Dr.</i>	<i>574-235-1966</i>	<i>7/15/26</i>
	Name	<i>406 E. Monroe St.</i>	Address			
	Address	<i>Summerville, SC</i>	Phone No.			
	Phone No.	<i>843-276-0721</i>	Date			
	Date	<i>7/15/26</i>				
4	Signature	<i>Kate Vitti</i>	Name	<i>529 S. Tinyckenham</i>	<i>574-737-8400</i>	<i>7/15/26</i>
	Name	<i>1437 E. Monroe St.</i>	Address			
	Address	<i>Summerville, SC</i>	Phone No.			
	Phone No.	<i>574-413-7180</i>	Date			
	Date	<i>7/15/26</i>				
5	Signature	<i>Tina</i>	Name			
	Name	<i>Summerville</i>	Address			
	Address	<i>1435 E. Monroe St.</i>	Phone No.			
	Phone No.	<i>262-357-5307</i>				

Number of households impacted by proposed street closure 30

Number of households represented by signatures 10

Will the event have music (live or other)? ☐ No

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.)? No

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](#)

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? No

Section F - Indemnity & Hold Harmless Agreement

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: Wednesday, July 15, 2026

Signature



Printed Name Maura Gabriel

City/State/Zip South Bend

Event Name Monroe Street Block Party

Event Location Monroe Street

Length of Event (Date/Times) 08/15/26 from 2-5 p.m.

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

Wednesday, July 15, 2026

Signature

A handwritten signature in black ink, appearing to read 'Maura Gabriel', with a stylized, flowing script.

Printed Name

Maura Gabriel

SPECIAL EVENTS COMMITTEE APPROVAL



President


Member



Member


Member



Member
7/22/26

Date

Monroe Street Block Party 8/15/26

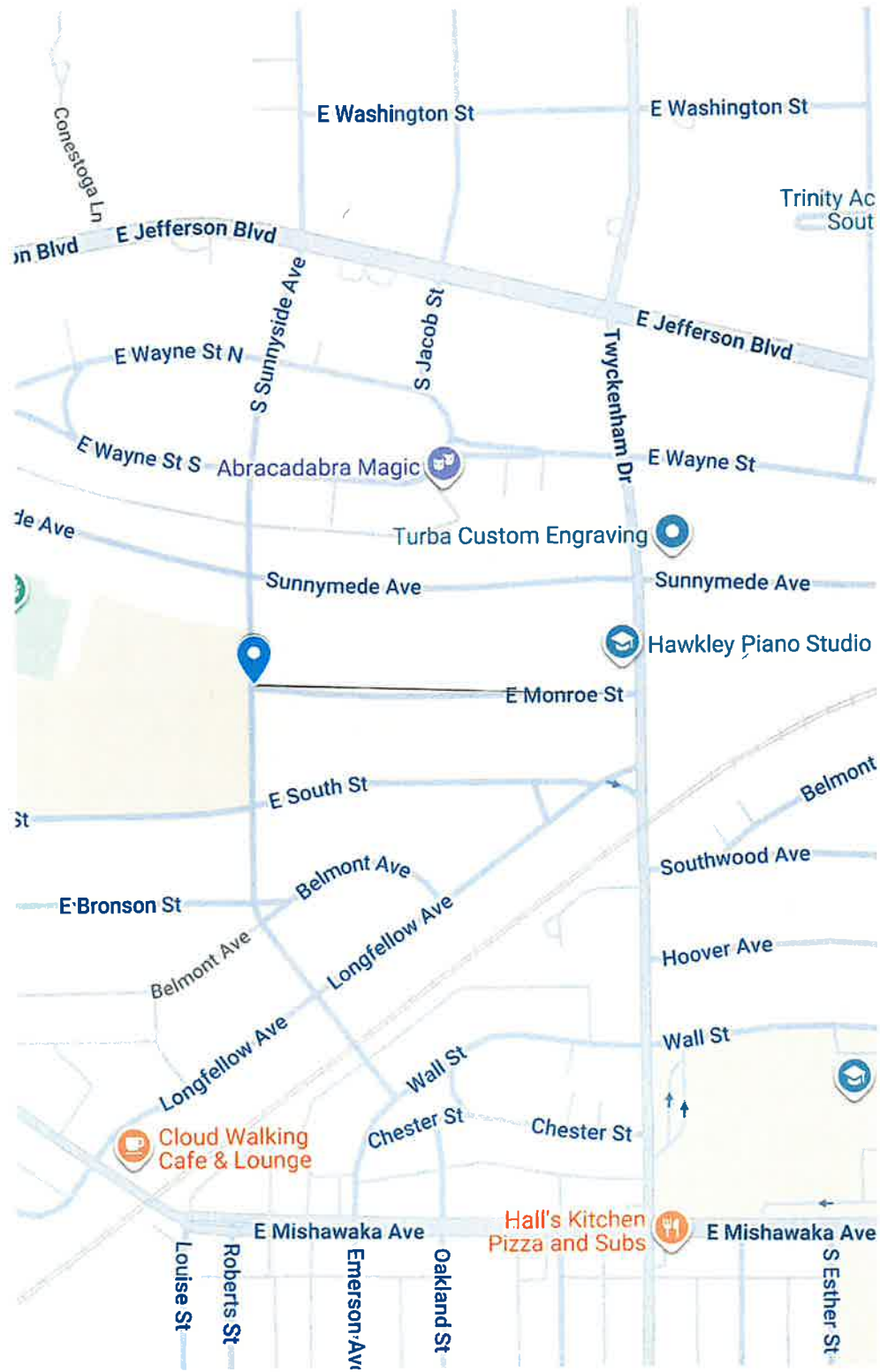
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Monroe Street Block Party



Monroe Street



Neighbor Signature Sheet - Neighborhood Special Event

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

Monroe Street from Sunnyside to Twyckenham
Street Name Cross Street Cross Street

Date of Event: 8/15/26

1. Signature Maura Gabriel
Name Maura Gabriel
Address 1438 E Monroe
Phone No. 815-298-9039
Date 7/15/26

2. Signature E. Klesmith
Name Elizabeth Klesmith
Address 1424 E. Monroe St.
Phone No. 616-648-2209
Date 7/15/26

3. Signature Richard Nelson
Name Richard Nelson
Address 1406 E. Monroe St.
Phone No. 847 239 0721
Date 7/15/26

4. Signature Kate Witt
Name Kate Witt
Address 1342 E Monroe St
Phone No. 574 413 7180
Date 7/15/26

5. Signature Tim Hoot
Name Tim Hoot
Address 1346 E. Monroe St
Phone No. 262-357-5307

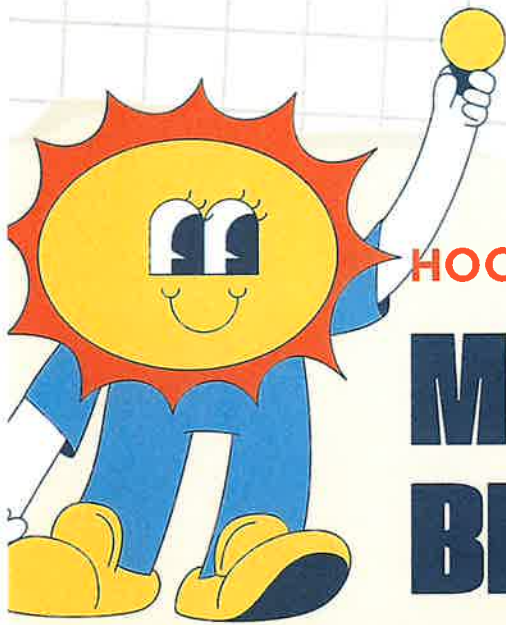
6. Signature Tim Grizzle
Name Tim Grizzle
Address 1433 E. Monroe St.
Phone No. 678-507-8563
Date 07/15/2026

7. Signature Samie Cuel
Name Samie Cuel
Address 1437 E. Monroe
Phone No. (574) 239-0420
Date 7/15/26

8. Signature Tony Hartman
Name Tony Hartman
Address 505 S. Twyckenham Dr.
Phone No. 574-238-1465
Date 7/15/26

9. Signature Jennifer Troia
Name Jennifer Troia
Address 529 S. Twyckenham
Phone No. 574-737-3400
Date 7/15/26

10. Signature
Name
Address
Phone No.



HOORAY FOR

MONROE STREET BLOCK PARTY



AUGUST 15TH 2026



2 PM - 5 PM



MONROE STREET

JOIN US FOR

- ✓ BIKE PARADE
- ✓ SPIKEBALL & CONTESTS
- ✓ FOOD AND DRINKS
- ✓ KARAOKE
- ✓ COMMUNITY POTLUCK - BRING YOUR
- ✓ FAVORITE DISH!
- ✓ SPRAY AND PLAY
- ✓ MEET YOUR NEIGHBORS AND HAVE FUN!

QR CODE FOR FOOD
SIGN UP



Denise Miller

From: Hillary Horvath
Sent: Wednesday, July 22, 2026 3:24 PM
To: Denise Miller
Subject: Special Event Committee

Hi Denise,

I hope you're having a wonderful time off!

There were a couple of items from today's meeting that Amy asked me to pass along to you.

Monroe Street Block Party – August 15, 2026

The application needs additional signatures. It appears they currently have only about 8 or 9 signatures, and the requirement is at least 24. You may want to confirm the exact number needed with Kyle or Coby, but they did approve subject to getting the additional signatures by Thursday before the event and asked if you would reach out to receive them.

Other Business

Kyle asked that you reach out to him regarding any applicant or construction-related matters. The organizers of the Sensory Friendly Touch-a-Truck event withdrew their application because the road construction affected their plans. Since you were out of the office, they were unable to reach you, so it was an unusual situation. Kyle mentioned that if something similar comes up in the future, just reach out to him directly.

The organizers were also informed that they are eligible for a refund of their \$25.00 application fee. They were advised to stop by and see you to begin that process.

I left the signed application with Coby, if you could send me copies of items d-j, for BPW that would be great., I also have Derek working on the minutes and will get them sent to you when finished.

Thanks,
Hillary



hhorvath@southbendin.gov
574-235-9251
Southbendin.gov

Hillary Horvath

*Executive Assistant
Clerk of the Board of Public Works & Public Safety*

City of South Bend
Department of Public Works
Division of Engineering

South Bend City Hall
215 S. Dr. Martin Luther King Jr. Blvd., Suite 400
South Bend, IN 46601

Excellence Accountability Innovation Inclusion Empowerment

Please note that we have moved to the new South Bend City Hall. Our new address is 215 S. Dr. Martin Luther King Jr. Blvd., South Bend, IN 46601. Please use this for all future correspondence. [Learn more about the move](#)