

**BOARD OF PUBLIC WORKS AND SAFETY
CITY OF NOBLESVILLE**

DATE: AUGUST 29, 2017

PREVIOUSLY DISCUSSED ITEMS

NEW ITEMS FOR DISCUSSION XXX

MISCELLANEOUS

ITEM# #1

SOURCE:

DOCUMENTS PREPARED BY: PATTY JOHNSON

VERBAL:

INFORMATION ATTACHED: XXX

NO PAPERWORK AT TIME OF PACKETS:

BRING PAPERWORK FROM PREVIOUS COUNCIL MEETING:



Street Department

TO: Board of Public Works and Safety

FROM: Patty Johnson

DATE: August 14, 2017

Attached you will find a request from Hinkle Creek PTO for their Cougar Challenge. This is their school fundraiser which is designed to get kids out and active. The walk/run will be held on September 15, 2017 from 7:30 am to approximately 12:30 pm. Cones will be placed along one side of the street approximately 5 feet from the curb line which will provide the students with an area to walk/run. South Harbour Drive will only require periodic closing by officers as groups of students cross. The event starts at Hinkle Creek Elementary, crosses South Harbour Drive onto Elmwood Circle to the cul-de-sac and back to the school. Please see attached copy of their permit and a map. There will be tables with water and trash cans in cul-de-sac of Elmwood Circle. This item has been provided to the appropriate City departments for their approval. Please feel free to contact me if you have further questions. Thank you

Application- Special Event Encroachment Permit

1. ENCROACHMENT LOCATION INFORMATION

Address or Location of Special Event: Hinkle Creek Elementary 9 South Harbour
595 S. Harbour Drive, Noblesville 46062

All Events: A map detailing placement of event (site map) will be required for all events. If your event contains a program of various locations, your proposed route must also be attached to this application.

2. APPLICANT CONTACT INFORMATION

Organization: Hinkle Creek PTO Contact Name: Carrie Summers (President)
Address: 21332 N Banbury Rd City: Noblesville State: IN Zip: 46062
Phone: 317-902-8899 Email: carriea.summers@ Non-Profit: Yes ☒ No ☐
yahoo.com

3. EVENT LOGISTICS

Name of Event: Cougar Challenge Fun Run/Walk

Type of Event: Concert ☐ Entertainment ☐ Environmental ☐ Block Party ☐
Cultural ☐ Sports ☐ Walk/Run/Fitness ☐ Reunion ☐
Fundraiser ☒ Other (please explain) _____

What is the purpose of the event? (Please explain and attach a detailed copy of your agenda or planned activities)

Cougar challenge is our annual fundraiser. The fun run/walk is at
the end to celebrate our efforts (by the kids) & to get them outside & active

Event Requirements: Traffic Control/Security ☒ EMS Presence ☐ Event Barricades ☐
Trash Pickup ☐ Park Facilities* ☐

Requested date/time for event:

Starting Date: 9/15/17 Ending Date: 9/15/17 Start Time: 9:00 am End Time: 12:00 pm

Set-up Date/Time: 9/15/17 7:30-8:30 am Tear Down Date/Time: 9/15/17 11:30-12:30 pm

Total number of anticipated participants (including volunteers, spectators, runners, etc): 1,000

Is this a first time event for you or the sponsoring organization at this location? Yes ☐ No ☒

Do you plan to erect temporary structures such as stages, tents, booths, tables, bounce houses, etc for this event?

Yes ☒ No ☐ If yes, please describe: tables at the turnaround in Elmwood
circle for water and trash cans

Based upon size, location, and nature of your event you may require additional City resources. These resources will be assessed and required by various City personnel and the cost will be reflected in your permit fee. For more information on fees for special events click here.

See reverse side for terms and conditions of approval

*Requires an additional application/permit

THE APPLICANT IS RESPONSIBLE FOR ENSURING THAT THE FOLLOWING REGULATIONS ARE MET AT ALL TIMES. FAILURE TO MEET ANY OF THE FOLLOWING WILL RESULT IN THE DENIAL OR REVOCATION OF THIS PERMIT AND POSSIBLE ENFORCEMENT ACTION BEING TAKEN AS OUTLINED BY THE CITY OF NOBLESVILLE CODE OF ORDINANCES.

1. Encroachment permits are required for any obstruction, use, or activity within a public right-of-way or city easement.
2. The undersigned shall notify the Designated Department(s) a minimum of 14 days prior to the time the activity is to take place in order to assure the existence of available resources.
3. In cases where the activities authorized by the permit will interfere with traffic flow on streets, the application will be assessed by the Noblesville Police Department, Noblesville Fire Department, and the Noblesville Street Department to determine number of necessary City personnel and/or equipment and a fee will be assigned based on number of persons/equipment and the total number of hours for the event.
4. The applicant shall hold harmless and indemnify the City of Noblesville from, for and against any claim of any person in tort, contract, or otherwise arising out of the act or omissions of the applicant, their agents, representatives, participants, etc.
5. Any applications for encroachments under this section must include a site plan that details specifically the number and location of encroachments. Site plans should also include identification of uses on each section of their location or route.
6. All applications must be approved by the Board of Public Works and Safety and may be subject to conditions set out by the Board, and are not eligible for an administrative approval.
7. All applicants shall be required to submit to the Designated Department proof of insurance for general liability within the (10) business days that states that the City of Noblesville, Indiana is listed as an additional co-insured. The minimum insurance requirement shall be \$1,000,000 per occurrence, \$300,000 per person, and \$50,000 for legal unless the Board of Public Works and Safety decides to reduce or increase the amounts.

8/14/17
DATE

Carrie Summers
SIGNATURE OF APPLICANT

Carrie Summers
NAME OF APPLICANT (PRINTED)

SUBSCRIBED AND SWORN to me, a Notary Public in and for said County and State, this 14th

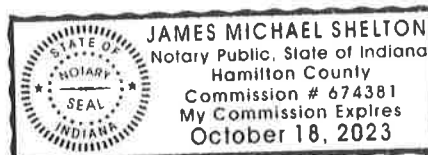
Day of August, 20 17.

My Commission Expires:

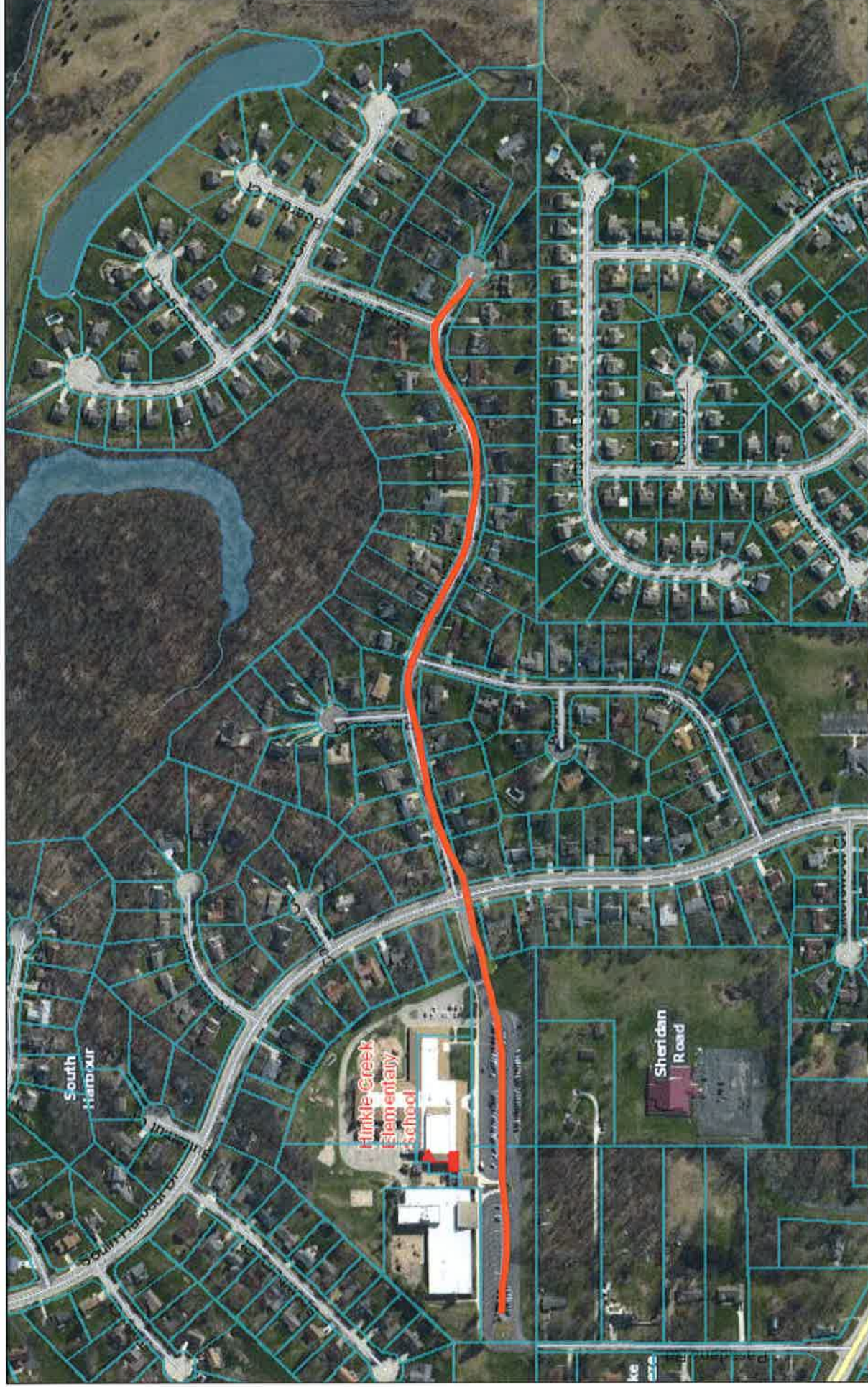
10/18/2023

[Signature]
Printed: James Shelton

NOTARY PUBLIC
A resident of Hamilton County, IN.



Hinkle Creek PTO Cougar Challenge



August 14, 2017

Parcels

1:4,920



Basemap information here