



Board of Public Works and Safety

Agenda Item

Cover Sheet

MEETING DATE: May 29, 2018

- ☒ New Item for Discussion
- ☐ Previous Item for Discussion
- ☐ Miscellaneous

ITEM #: 9

INITIATED BY: Patty Johnson

- ☒ Information Attached
- ☐ Bring Paperwork from Previous Meeting
- ☐ Verbal
- ☐ No Paperwork at Time of Packets



Street Department

TO: Board of Public Works and Safety

FROM: Patty Johnson

DATE: May 10, 2018

Attached you will find a request from BPOE Elks 576 requesting the partial closure of the east/west alley beside 35 S. 9th Street on Saturday, June 30th from 3:00 pm to midnight. This will be for the placement of the band and tables in support of the Elks Lodge and their charities. The event will be held from 5:00 pm to 11:00 pm. 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

ENCRL-0403-2018

RECEIVED

MAY - 9 2018

Noblesville Street
Department

Application—Special Event Encroachment Permit

1. ENCROACHMENT LOCATION INFORMATION

Address or Location of Special Event: 35 S 9th

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: BPOEIKS Contact Name: RON REASONER
Address: 35 S 9th City: Noblesville State: IN Zip: 46060
Phone: 317-691-3147 Email: _____ Non-Profit: Yes ☒ No ☐

3. EVENT LOGISTICS

Name of Event: PARTY

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)

BLOCK PART OF ALLEY

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

Requested date/time for event:

Starting Date: 6-30-18 Ending Date: 6-30-18 Start Time: 5:00 End Time: 11:00

Set-up Date/Time: 3:00 PM Tear Down Date/Time: 12:00 AM

Total number of anticipated participants (including volunteers, spectators, runners, etc): 100

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 & Band

Based upon the 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 cause interference with traffic flow on streets, the application will be assessed by the Noblesville Police Department, Noblesville Fire Department, and 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 ten (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.

5/9/18
DATE

Ronald J Reason
SIGNATURE OF APPLICANT

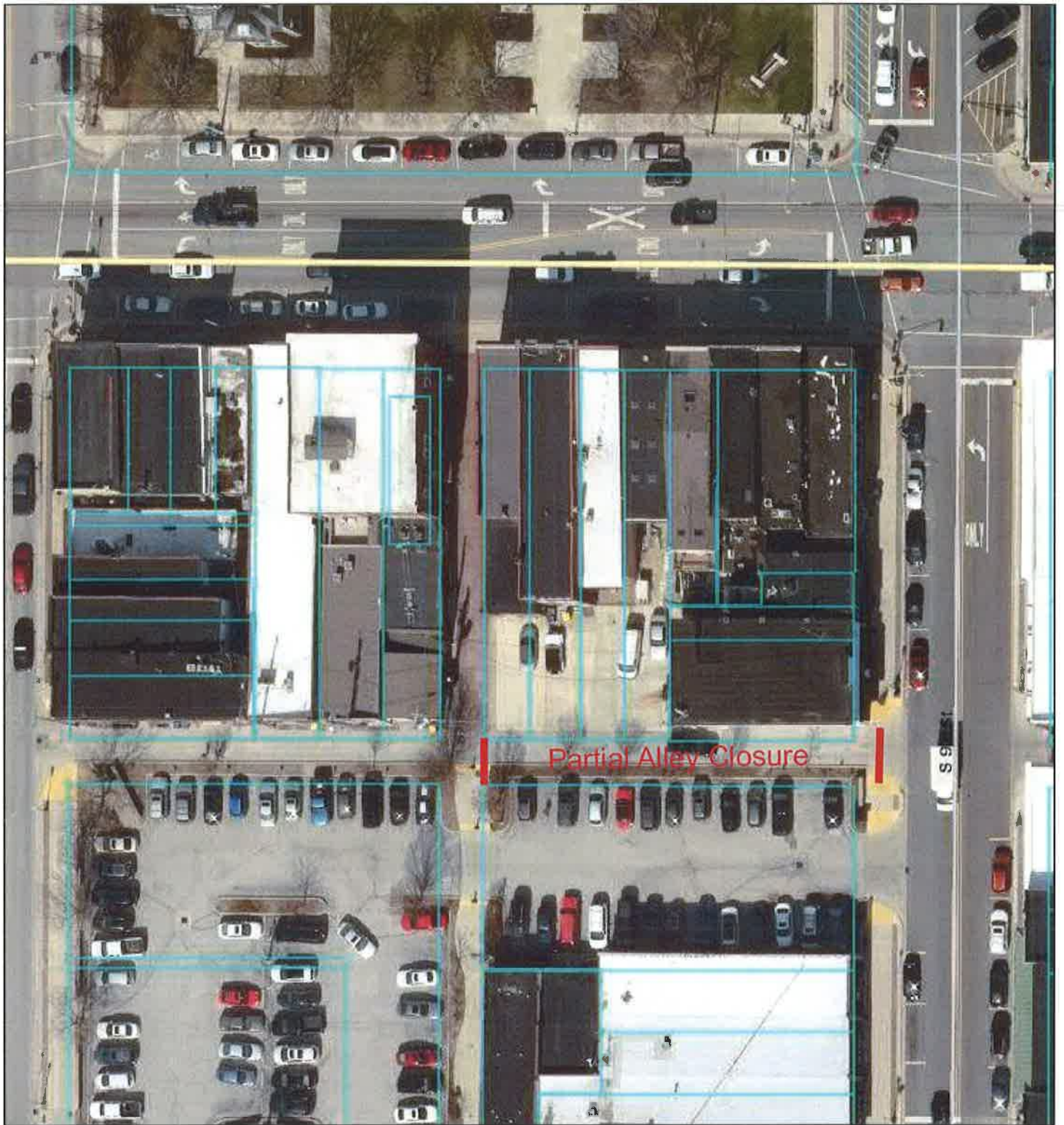
Ronald J Reasoner
NAME OF APPLICANT (PRINTED)

SUBSCRIBED AND SWORN to me, a Notary Public in and for said County and State, this _____ day of _____, 20____.

My Commission Expires:

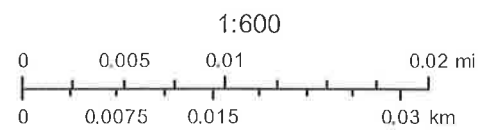
Printed: _____
NOTARY PUBLIC
A resident of _____ County, IN.

BPO Elks - partial alley closure



May 10, 2018

 Parcels



Basemap information here