



Board of Public Works and Safety

Agenda Item

Cover Sheet

MEETING DATE: July 10, 2018

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

ITEM #: 2

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: July 3, 2018

Attached you will find a request from Harbour Manor for a fundraiser hosting Dan's Fish Fry. This event is to raise funds for Meals on Wheels of Hamilton County and they are requesting to allow parking on one side of Stone Harbour Drive on Thursday, August 30th from 3pm to 8pm. Please see attached copy of their permit and a map. 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: Allow parking on one side of Stone Harbour Street (south side)
for the annual Dan's Fish Fry at Harbour Manor supporting Meals on Wheels of Hamilton County.

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: Harbour Manor Contact Name: Michelle Clemente
 Address: 1667 Sheridan City: Noblesville State: IN Zip: 46062
 Phone: (317) 695-3870 Email: mclemente@cardon.us Non-Profit: Yes ☐ No ☒

3. EVENT LOGISTICS

Name of Event: Annual Dan's Fish Fry at Harbour Manor Supporting Meals on Wheels of Hamilton County

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)

Harbour Manor will be hosting Dan's Fish Fry along with tenderloin to raise funds for the Meals on Wheels of Hamilton County.

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

Requested date/time for event:

Starting Date: 08/30/18 Ending Date: 08/30/18 Start Time: 3pm End Time: 8pm

Set-up Date/Time: 08/30/18, 3pm Tear Down Date/Time: 08/30/18, 8pm

Total number of anticipated participants (including volunteers, spectators, runners, etc): 550

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: We may have a large tent outside as overflow from the inside.
We will also have games such as corn hole on the property.

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.

06/28/18

DATE

Michelle Clemente

SIGNATURE OF APPLICANT

Michelle Clemente

NAME OF APPLICANT (PRINTED)

SUBSCRIBED AND SWORN to me, a Notary Public in and for said County and State, this 28th

Day of June, 20 18.

My Commission Expires:

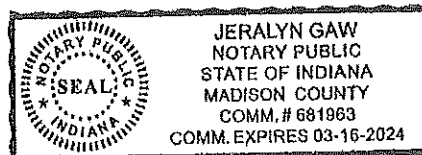
03/16/2024

Jeralyn Gaw

Printed: Jeralyn Gaw

NOTARY PUBLIC

A resident of Madison County, IN.



Harbour Manor



July 3, 2018

Parcels

1:1,388

0 0.01 0.02 0.04 mi
0 0.0175 0.035 0.07 km

Basemap information here