



Board of Public Works and Safety

Agenda Item

Cover Sheet

MEETING DATE: September 11, 2018

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

ITEM #: 4

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: September 11, 2018

Attached you will find a request from the Noblesville High School for their annual Homecoming parade. The parade will be held on Friday, September 21st at 4:0 pm. The parade route is the same as in years past which will be on Monument St., 16th St., Logan St. and 9th St. 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

ENCR-0889-2018

RECEIVED

AUG 31 2018

Application- Special Event Encroachment Permit

1. ENCROACHMENT LOCATION INFORMATION

Address or Location of Special Event: NHS Homecoming Parade

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: Noblesville High School Contact Name: Eric Gundersen
 Address: 18411 Cumberland Rd City: Noblesville State: IN Zip: 46060
 Phone: 317-773-4680 Email: eric.gundersen@nobl.k12.in.us Non-Profit: Yes ☒ No ☐

3. EVENT LOGISTICS

Name of Event: Homecoming Parade

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)

Parade Route - Monument - 16th - Logan - 9th - Monument - same route as in years past.

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

Requested date/time for event:

Starting Date: 9/21/18 Ending Date: 9/21/18 Start Time: 4:00 pm End Time: 5:00 pm?
 Set-up Date/Time: Line-up in parking lot begins at 2:30-ish Tear Down Date/Time: _____

Total number of anticipated participants (including volunteers, spectators, runners, etc): 500+

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: _____

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.

8/31/18
DATE

Eric Gundersen
SIGNATURE OF APPLICANT

Eric Gundersen
NAME OF APPLICANT (PRINTED)

SUBSCRIBED AND SWORN to me, a Notary Public in and for said County and State, this 31st
Day of August, 2018.

My Commission Expires:

6/29/24

Christina M Burch
Printed: Christina M Burch

NOTARY PUBLIC
A resident of Hamilton County, IN.



