

TOWN OF FORTVILLE

HANCOCK COUNTY, INDIANA

RESOLUTION NO. 2011 -11B

**A RESOLUTION ESTABLISHING GUIDELINES FOR NON-SANCTIONED SPECIAL EVENTS**

**WHEREAS**, members of the community and others from time to time request permission to hold events that use public property and resources; and

**WHEREAS**, the Town Council of the Town of Fortville, Indiana (respectively, "Council" and "Town") believes it is in the best interests of the Town to establish guidelines for considering and approving such events.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL AS FOLLOWS:**

**SECTION 1.** The Council adopts the following guidelines concerning the review and approval (or denial) of requests to hold special events in the Town that are not sanctioned by the Town:

**NON-SANCTIONED SPECIAL EVENT GUIDELINES**

**I. Requirements for Special Events within Town Limits.**

(a) A "special event" is any organized activity that allows entry and participation by the public on public property inside the municipal limits of the Town of Fortville with (1) an anticipated attendance of 50 people or more, or (2) participation and/or attendance by vendors (e.g., food vendors).

(b) Any person(s), organization(s), and/or entity(ies) desiring to hold a special event in the Town shall submit to the Town Council and the Town Manager not later than 30 days prior to the proposed event a request containing the following:

(1) A written plan describing the special event in detail including, but not limited to the following:

- (i) The name of the event;
- (ii) Person(s), organization(s), and/or entity(ies) responsible for the event;
- (iii) Contact person(s);
- (iv) Any organization(s), person(s), or other entity(ies) benefiting directly or indirectly from the event;
- (v) Proposed location of the event;
- (vi) The date(s) and times of the event;

- (vii) A commitment to keep a sign-up sheet documenting all volunteers for the festival and the date(s) and time(s) each volunteer performed any duty or task for the festival;
- (viii) Rain or weather delay provisions;
- (ix) Request for police/public safety assistance;
- (x) Proposed parking accommodations, if necessary;
- (xi) Proposed street closings, if any;
- (xii) How restroom facilities will be provided; and
- (xiii) How trash will be collected and disposed of.

- (2) Proof of insurance in an amount approved by the Town Council for the proposed event with the Town of Fortville named as an additional insured, if so requested by the Town Council; and
- (3) A bond or personal guaranty for liability and/or clean-up of the event, if required the Town Council.

(c) The Town Council shall consider and approve or deny a request for a special event within 15 days of submission of the written request.

(d) At the discretion of the Town Marshal and the approval of the Town Council, the Town may provide police and other security services for an approved special event.

(e) Unless approved by a vote of the Town Council, the special event shall not represent that the Town of Fortville is sponsoring or otherwise affiliated with the event.

(f) Unless otherwise described in the application materials and approved by the Town Council, within 24 hours of the end of the special event, the area in which the event was held shall be cleaned and returned to the same condition before the event.

(g) Should the area of the special event not be returned to the condition required in (f), the Town may cause the area to be cleaned and returned to its prior condition at the sole expense of the person(s), organization(s), and/or entity(ies) identified in (b)(1)(ii).

(h) Should any person(s), organization(s), and/or entity(ies) responsible for a special event approved under this section fail to satisfy any of the requirements of the section, may be subject to automatic denial for two years, unless otherwise determined by the Town Council.

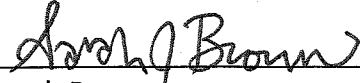
**SECTION 2.** This Resolution shall be in full force and effect from and after its passage.

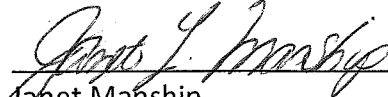
**SECTION 3.** Introduced and filed on the 7<sup>th</sup> day of November 2011. Duly resolved and passed the 7 day of November 2011 by the Town Council of the Town of Fortville, Hancock County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

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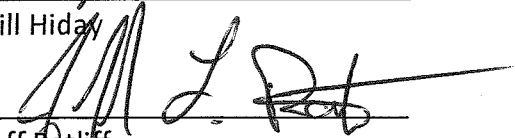
TOWN OF FORTVILLE, INDIANA, BY ITS TOWN COUNCIL

Voting Affirmative:

  
\_\_\_\_\_  
Sarah Brown

  
\_\_\_\_\_  
Janet Manship

  
\_\_\_\_\_  
Bill Hiday

  
\_\_\_\_\_  
Jeff Ratliff

  
\_\_\_\_\_  
Ron Stafford

Voting Opposed:

\_\_\_\_\_  
Sarah Brown

\_\_\_\_\_  
Janet Manship

\_\_\_\_\_  
Bill Hiday

\_\_\_\_\_  
Jeff Ratliff

\_\_\_\_\_  
Ron Stafford

ATTEST:

  
\_\_\_\_\_  
Boyd Mitchell

Boyd Mitchell  
Clerk-Treasurer