



Special Event Permit Application

In addition to submitting the attached application, facility use form and street closure request, Tier III events require the following information be completed for consideration. Incomplete forms and information will delay your approval process.

SITE PLAN MAP

Applications must include a detailed site plan which clearly shows all temporary structures including but not limited to tents, portable toilets, stages, bleachers, dumpsters, fencing, inflatables, etc. at the time of submission. It must also include street/sidewalk closure locations, and entry and exit points, as well as the stage area for emergency personnel when applicable. It must also include the location of all vendors and entertainment. If you are hosting a race, the map must include the complete race route.

**The City does not provide maps but can provide examples.*

INSURANCE

Event host must provide a current Certificate of Insurance that lists the City of Madison as additional insured. The policy must include at least \$1,000,000 for general liability coverage. Any vendors for said event serving food, beverages, or alcohol must also provide a COI that lists the City as additional insured. The Committee has the right to require additional coverage as it sees fit or terminate an event if requirements are not met. All COIs are due at least 30 days prior to the event date. Failure to turn in COIs by the deadline may result in the event permit being revoked.

SECURITY

Most events approved by the Committee are required to have security on-site during all operating hours. The number of guards required will be determined by the committee, based on an event safety assessment – estimated attendance, alcohol service, risk factors, etc. The Committee may waive the security requirement for small events with minimal risk. The security contract must be turned in to the Committee at least 30 days prior to the event date.

**The Madison Police Department does not provide security for events. Their role is limited to enforcing laws.*

ALCOHOL

Anyone requesting to have alcohol served at an event must use a vendor that has an alcohol catering license. The event must also adhere to the following guidelines:

- [ATC Catering Permit](#) for the event on the specified date(s)
- COI listing City of Madison as *additional insured (must include alcohol liability)

All permits and COIs must be submitted to the Committee at least 14 days prior to the event date.

IDHS PERMIT

Amusement and entertainment permits are required for events that include concerts and other shows, amusement rides, movies, and dances. It is the applicant's responsibility to obtain necessary permits from the Indiana Department of Homeland Security. The Special Events Committee does not advise on these requirements. Click [here](#) for the IDHS website to learn more about the permit requirements and application.



APPLICANT INFORMATION

Applicant Name:

Business/Organization Name:

For Profit ☐ Non-Profit ☐ Government ☐ Other

Address:

Phone:

Website:

Social Media:

Contact Phone/Email for Public Inquiries:

List all sponsors affiliated with the event:

EVENT INFORMATION

Name of Event:

Type of Event:

Location:

Date(s):

Event Times:



MADISON

Indiana

Setup Time & Date:

Teardown Time & Date:

Alternate Date (if applicable):

Private or Public Event:

Estimated Attendance:

Ticketed or Free Event:

Is this a fundraiser for a non-profit organization? If so, provide name of the organization and contact info:

Detailed Description of Event:

Detailed Timeline of Event:



FOOD/ALCOHOL

Will food be served at the event? If so, list vendor(s):

Will alcohol be served at the event? If so, list vendor(s):

Note: All vendors are required to provide a Certificate of Insurance that lists City of Madison as additional insured. Vendor COIs are due at least 14 days prior to the event.

If food is being served the event coordinator must apply for an event permit with the Jefferson County, Indiana Health Department Apply here: <https://jeffersoncounty.in.gov/200/Food-Service>.

Additionally, all food and beverage vendors must register for the food and beverage tax at intime.dor.in.gov.

If alcohol is being served, the policy must include alcohol liability coverage and an [ATC Catering permit](#) is required.



ENTERTAINMENT

Will you be hiring a company to provide entertainment, games or inflatables? If so, list vendor(s):

Note: All vendors are required to provide a Certificate of Insurance that lists City of Madison as additional insured. Vendor COIs are due at least 14 days prior to the event.

Will you be staking any tents, inflatables, portable restrooms, or any other anchoring? Yes ☐ No ☐

If yes, you must provide locates 2 weeks prior to your event.

Will there be musical entertainment features at the event? Yes ☐ No ☐

If yes, describe they type of music, schedule of sound check/performances and name any artist performing.

Will a stage be used for the event? Yes ☐ No ☐

If a stage is being used, a state inspection may be required. Call 317-232-2222 to schedule.

Note: Amusement and entertainment permits are required for events at a variety of locations and venues. Some of the most common kinds of places that require amusement entertainment permits are places where the following kinds of events occur: concerts and other shows, amusement rides, movies and dances. Apply for a permit at <https://dhsgovcloud.my.site.com/permits/s/>. For questions call 317-232-1407.



FACILITIES AND EQUIPMENT RENTALS

**The City does not provide ancillary facilities, equipment, etc. or trash service for special events.*

List the company and contact info for each of the following that will be used at the event:

RESTROOMS:

TRASH/RECYCLING:

TENTS RENTALS:

EMERGENCY SAFETY AND RISK MANAGEMENT PLAN

Please provide detailed descriptions as an attached document. This plan should include, but is not limited to:

- Proposed internal communications.
 - Roles and responsibilities for key, onsite event personnel, e.g., Event Organizer, Security Manager, Police, Fire, EMS, etc.
 - Note: MPD does not provide security for events.
 - Who is ultimate decision maker if the event needs to be cancelled, postponed or similar? It is important for event staff to know exactly who has final decision-making power to eliminate potential conflicts.
 - Contact information, including radio channels, phone numbers, other methods of communication used during the event.
- Command post or headquarters information, including but not limited to staffing plan, location and contact information.
- If hiring security service, provide contact information and the number of hired event personnel.
- Traffic control measures inside the event footprint.
- Pre-scripted emergency notifications and messaging plan.
- Incident reporting and documentation plan.
- Protocol for missing person/child/reunification.
- Protocol for civil unrest activities within or near the event site.
- Event signage: exits, first aid, water stations.
- Risk/hazard identification and mitigation:
 - Hazards and risks are identified based on the type or nature of the event being held, venue/location, audience, environment/season, etc.
- Evacuation and/or shelter-in-place protocols including assembly areas or shelter-in-place gathering areas.
- Weather monitoring and severe weather plan. Thresholds for cancellation or postponement/delaying and who makes the decision.



Applicant Signature

Applicant agrees that the contents of the application are complete, true and accurate to the best of their knowledge, information and belief, and agrees to ensure compliance with the policies and regulations set by the City of Madison, Indiana.

SIGNATURE

DATE

PRINTED NAME

TITLE

Section below will be completed by Special Events Committee

Committee Advisement

The City of Madison Special Events Committee hereby approves this application based on the information provided at the meeting on the ____ day of _____, 20__.

APPROVED BY:

Street Department

Police Department

Fire Department

Parks Department

Coms Department

The Committee reserves the right to rescind approval of this permit at any time if requirements are not met by applicant in a timely manner, or if the event is determined to be a risk to public safety.