

Board of Public Works and Safety

Agenda Item

Cover Sheet

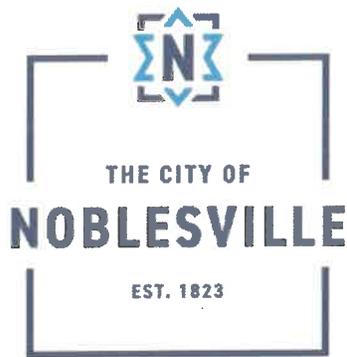
MEETING DATE: April 29, 2025

- Consent Agenda Item
- New Item for Discussion
- Previously Discussed Item
- Miscellaneous

ITEM #: 2

INITIATED BY: René Gulley

- Information Attached
- Verbal
- No Paperwork at Time of Packets



TO: Noblesville Board of Public Works and Safety

FROM: René Gulley, Operations Manager Street Department

SUBJECT: Board to Consider Annual VIPP – Peonies in the Park 2025

DATE: April 29, 2025

Attached you will find a request from Kelly McVey with the Indiana Peony Festival. The annual Peonies in the Park VIPP Event will be held on Friday, May 16th from 6pm to 9pm at Seminary Park. This is a fundraising event for approximately 300 VIP ticket holders. Set up will begin at 9am will stay up through the Indiana Peony Festival the following day. They will have tents and tables set up in the park for vendors, including food and alcohol vendors, and there may be a stage set up for live music.

The committee recommends the Board of Public Works approve this event request.



Application- Special Event Encroachment Permit

1. ENCROACHMENT LOCATION INFORMATION

Address or Location of Special Event: Seminary Park - 350 S 10th Street

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: Indiana Peony Festival Inc. Contact Name: Kelly McVey
Address: 7161 Oakview Circle City: Noblesville State: IN Zip: 46062
Phone: 317-903-9555 Email: ipfkelly@gmail.com Non-Profit: Yes No

3. EVENT LOGISTICS

Name of Event: Peonies in the Park - VIPP event

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)

Event takes place from 6pm to 9pm, Security will be there through the night and festival is the next day
music, cocktails, a few tents, tables chairs etc. Preparation will begin at 9 am

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

Requested date/time for event:

Starting Date: May 16 Ending Date: May 16 Start Time: 6 pm End Time: 9 pm

Set-up Date/Time: 9 am Tear Down Date/Time: _____ It will stay up through festival day - security will be there

Total number of anticipated participants (including volunteers, spectators, runners, etc): 300 people

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: tents, booths, tables and chairs

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.

DATE

SIGNATURE OF APPLICANT

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.

