BOARD OF PUBLIC WORKS AND SAFETY
CITY OF NOBLESVILLE

DATE: NOVEMBER 7, 2017

PREVIOUSLY DISCUSSED ITEMS

NEW ITEMS FOR DISCUSSION XXX

MISCELLANEOUS _____

ITEM# #7

SOURCE:

DOCUMENTS PREPARED BY: PATTY JOHNSON

VERBAL:

INFORMATION ATTACHED: XXX

NO PAPERWORK AT TIME OF PACKETS:

BRING PAPERWORK FROM PREVIOUS MEETING:

Since 1823

NOBLESVILLE

★ INDIANA ★

Street Department

TO: Board of Public Works and Safety

FROM: Patty Johnson

DATE: October 30, 2017

Attached you will find a request from Noblesville Main Street for the Small Business Saturday – Information Tent, being held on Saturday, November 25th, 2016 from 9 a.m. to 8 p.m. Noblesville Main Street would like to place an information tent in the alley next to Matteo's (40 N. 9th St) during small business Saturday. NMS will serve as a community concierge as a resource for shoppers and promoting Noblesville via social media. NMS is also requesting permission to display ice sculptures on the sidewalk around the Old Courthouse. 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-1001-2017

Application- Special Event Encroachment Permit

1. ENCROACHMENT LOCATION INFORMATION

Address or Location of Special Event: East alley by Matteo's

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 Main Street Contact Name: Chris Owens

Address: 839 Conner St. City: Noblesville State: In Zip: 46060

Phone: 317-776-0205 Email: chris@noblesvillemainstreet.org Non-Profit: Yes ☑ No ☐

3. EVENT LOGISTICS

Name of Event: Small Business Saturday/Ice Sculptures

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)

Small Business Saturday - NMS will serve as a community concierge as a resource for shoppers and promoting Noblesville via social media.

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

Requested date/time for event:

Starting Date: 11/25/17 Ending Date: 11/25/17 Start Time: 9am End Time: 8pm

Set-up Date/Time: 11/25/17 8am Tear Down Date/Time: 11/25/17 8pm

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: Pop up tent used for shelter.

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.

10/30/17

DATE

SIGNATURE OF APPLICANT

Chris Owens

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.

Noblesville Main Street

October 30, 2017

Parcels

1:1,200

0 0.01 0.02 0.04 mi

0 0.015 0.03 0.06 km

Basemap information here