



City of Columbus - Event Planning Guide and Requirements

The City of Columbus, Indiana features a variety of municipal resources lending themselves to use for community events. Events require careful coordination between the Event Organizer and City of Columbus resources. If you or your organization are proposing an event, it is essential that this policy and application be thoroughly reviewed well in advance of a proposed event date to ensure the policy requirements can be met.

It is the intent of the City to facilitate the public's right of assembly and the public's right of free speech, while providing boundaries as to time, place and manner as allowed by law and necessary to protect public safety and access. It is also the intent herein to provide constructive guidance assisting organizers to produce the most successful and safe events possible.

Events must be family-friendly and conducted in a manner that maintains public safety and access for residents, businesses, and visitors. Events should enhance the residential and commercial vibrancy of the City of Columbus.

To stage an event in public space, owned by the City of Columbus you must have an Event Application approved by the Board of Public Works and Safety or the Parks and Recreation Board.

Approval of the Event Application does not relieve the Event Organizer from obtaining all other applicable City of Columbus, Bartholomew County, State of Indiana or Indiana Department of Homeland Security permits that would be required for this event.

This guide outlines mandatory requirements, as well as other areas that may need addressed, to ensure public safety and amenity in Columbus' public spaces. The size, scope and complexity of an event will determine the steps and requirements in the process.

Except as otherwise provided by law, it shall be unlawful to close any public street, alley, or block traffic unless a City Event Application or Request for Special Use of Right of Way to do so, has been approved by the City of Columbus Board of Public Works and Safety in accordance with this policy.

Prior to starting the Event Process, the Event Organizer is required to verify the availability of the proposed event date.

Email: specialevents@columbus.in.gov

Application Process & Checklist

- *Submit a minimum 60 days prior to the proposed event date.
- *Submit a maximum 12 months prior to the proposed event date.
- *Event application is valid only for the day(s) specified and approved. Annual events require a new Event Application yearly.
- *Review this guide prior to starting the application, to make sure you have all of the required information on hand.

Select from the four Event Types listed below (A, B, C, D) to ensure you are completing the appropriate application for the proposed event.

If you are unsure, please email specialevents@columbus.in.gov with any questions. The correct event type prompts the steps and requirements in the process.

A. Downtown Event

1. All or part of proposed event location is within this area: **1st Street to 8th Street and Brown Street to Lafayette Avenue**, complete Event Application.

B. Mill Race Park Event

1. Proposed event meets one (1) of these criteria, complete Event Application.
 - a. Estimated attendance over 250;
 - b. Plan to serve alcohol;
 - c. Homeland Security approval will be required;
 - d. Request is for full park closure

If proposed event does not meet any of the above criteria, contact the Parks Department at 812-376-2685.

C. **Run, Walk or Ride Event**

1. If the proposed event route uses any combination of City streets, sidewalks and/or People Trails, complete Event Application.
2. If the proposed 5K route will be conducted on either of these two designated People Trail Routes, DO NOT complete Event Application, but contact the Parks Department at 812-376-2691.
 - a. Mill Race Park to Noblitt Park, return to Mill Race Park
 - b. Mill Race Park, west to Walgreens, return to Mill Race Park

D. **Any Other City Property Event**

1. Proposed event does not fit the other three (3) event types, but is on City property, complete Event Application.
2. Proposed event utilizes City streets and sidewalks or any other City Right of Way, complete Event Application.
3. Examples: neighborhood block party, neighborhood holiday parade, church back to school events, high school band competition closures.

Do Not complete Event Application for proposed events at these locations.

Use provided email address.

Nexus Park Fieldhouse – sports@columbus.in.gov

Nexus Park Community Center – parks@columbus.in.gov

Parks Outdoor Sports Facilities – sports@columbus.in.gov

Neighborhood Parks – parks@columbus.in.gov

Park Shelters – parks@columbus.in.gov

Information required on the Event Application

Event Organizer Name/Address/Cell Phone Number/Email

Organization Name/Website

Event Date

Event Name

Event Detailed Description

Event Location/Street & Alley Closures, if applicable

Event Start Time

Event End Time

Event Set up Time/City Right of Way Closed

Event Tear Down Time/Right of Way Open

Estimated Attendance

Will Alcohol be served?

*Information to complete the Safety & Security Plan – view the document online.

Upon submittal of the Event Application/Safety and Security Plan, please download the Planning Guide that corresponds to your approved event type.

Alcohol

The Applicant/Event Organizer must comply with all applicable Indiana Alcoholic Beverage Laws.

Board

The Columbus Parks and Recreation Board will make all decisions whether to approve or deny, Mill Race Park Events.

The City of Columbus Board of Public Works and Safety will make all decisions whether to approve or deny, all other Event Types.

Community Events Review Committee (CERC)

It is the purpose of the Community Events Review Committee (CERC) and this Event Policy to define the parameters under which proposed community event requests will be identified and reviewed.

The CERC is comprised of individuals from the following City of Columbus Departments.

Police

Parks and Recreation

Fire

Engineering

Emergency Management

Public Works

Community Development

As defined in this event planning guide, proposed events will be separated into one of four event types, (Downtown, Mill Race Park, Run, Walk or Ride, Any Other City Property) and be evaluated according to the policies outlined for each event type.

The CERC will meet monthly, on the 2nd Wednesday to conduct 1st reviews of Event Application submittals.

An Event Application submittal, defined as a fully complete Event Application and Safety & Security Plan, must be received no later than end of business day Monday, the week prior to the monthly scheduled CERC meeting on the 2nd Wednesday.

CERC Meeting and Application Deadlines, Board of Public Works & Safety meeting dates and the Park and Recreation Board meeting dates can be viewed online.

Upon 1st review, the committee will make either a favorable or non-favorable recommendation to the Board of Public Works and Safety or Park and Recreation Board.

If the CERC finds the Event Application to be non-compliant or deficient, an email will be sent to the Event Organizer outlining the issues. The Event Organizer will have 15 days to address the issues to the satisfaction of the committee. If the Event Organizer does not satisfactorily address the issues or does not respond, the Event Application will automatically be denied by the governing board.

The City of Columbus Community Events Review Committee (CERC) has the discretion to review the size and nature of an event and modify any of the policy requirements to more applicably fit the event.

Events estimating attendance over 250, serving alcohol, requiring a Homeland Security Permit or requesting a full closure for Mill Race Park, will require a 2nd Review by CERC.

Coordination

The City of Columbus Police (CPD) and the City of Columbus Fire (CFD) may need to be involved in the planning and enactment of an event from traffic management, crowd control and emergency management perspective. However, CPD and CFD are not responsible for developing the plans, nor is CPD responsible for providing security services at your event.

Obtaining and paying for event security is the responsibility of the Event Organizer. Please visit this link to begin the process.

<https://odm.officertrak.com/Columbus-IN-PD/auth/signin>

The Event Organizer is responsible for contacting Emergency Management Services.

It is the responsibility of the Event Organizer to contact the City Traffic Department 812-376-2518 to discuss any and all traffic control equipment and signage needed for a particular event.

Event Operations Center (EOC)

As determined by the Community Events Review Committee, an event may require an Event Operations Center, which is an operations area where a member of the event organizing team, public authorities, stakeholders, service providers and staff gather to oversee the event.

There are five requirements for the EOC:

- a representative of the event organization must be present in the EOC at all times,
- the representative must be authorized and prepared to act on behalf of the event organizer in all matters,
- those present must be able to immediately address any problems arising during the event,
- the event organizer must be responsible for the logging of incidents throughout the event,
- the EOC location must be included on the detailed site plan.

A contact list of all EOC representatives must be provided to the city.

The organization must absorb the cost of the EOC. Public authorities are responsible for their own laptops and communications

Event Running Sheet

A running sheet sets the timing and sequence of the event so that Event Organizer, the City of Columbus, and other key stakeholders know what is happening and when. A good running sheet includes a timeline of the event production schedule, set-up and tear-down timing, road closure timing, event timings, locations, and program details.

If your event includes vendors, your event running sheet must include an approved time and date for vendor inspections 48 hours prior to the start of the event. This time and date must be arranged with the City of Columbus Fire Department.

It is the responsibility of the Event Organizer and/or Vendors to schedule any other applicable inspections

Health and Safety

The Event Organizer shall conduct all activities in such a manner that the health and safety of the public are not negatively impacted.

Public outdoor event content and language must be suitable for all ages.

Indiana Department of Transportation (INDOT)

No Event Application shall be approved for state-controlled highways, such as 2nd Street and 3rd Street, without prior approval from the Indiana Department of Transportation (INDOT).

It is the Event Organizer's responsibility to contact INDOT at 1.855.463.6848 (1-855 INDOT4U) or <http://www.in.gov/indot>

Other Conditions

Approval of an Event Application may be subject to other conditions that may be specified by the Board of Public Works and Safety or the Parks and Recreation Board.

Event applications will not be accepted for events that promote illegal activities and violence; and do not support/follow/align with or meet the parameters of the City of Columbus Event Application.

Public Liability Insurance

The insurance requirements below must be met for these events:

- *Downtown Event
- *Mill Race Park Event
- *Any event where alcohol is served
- *Any event requiring an Homeland Security Permit

Event Organizers are required to obtain copies of current certificates from sub-contractors providing event services (e.g., performers, stage rental companies, fireworks, vendors).

Certificate of Insurance – Indemnity Agreement

a. The Applicant/Event Organizer must file with the City, a liability insurance policy, or evidence thereof, in the amount of two million dollars (\$2,000,000) per occurrence and two million dollars (\$2,000,000) aggregate for an event where alcohol is served or where there is

“rolling stock”, motorized or not, (bicycle race, parade vehicles, etc.). For an event where no alcohol is served or there is no “rolling stock”, the applicant must file with the City a liability insurance policy, or evidence thereof, in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000.00) aggregate. The applicant agrees to provide a “Certificate of Insurance” in the amount required and the City of Columbus, its employees and officials shall be listed as an additional insured and shall include a waiver of subrogation and non-contributory clauses. The issuing insurance company shall have an A.M. Best rating of B++ or better.

b. All persons or groups to whom an Event Application has been approved must agree to hold harmless and indemnify the City of Columbus from any and all liability for injury to persons or property occurring as a result of event activity, and agree to be liable to the City for any and all damage to any facility, building, and equipment owned or controlled by the City which results from or is associated with activity whether caused by Applicant/Event Organizer or any participant in said activity. The Organization and/or Applicant/Event Organizer shall maintain liability insurance for the protection of the City of Columbus indemnifying and holding Event Application and also costs of litigation arising out of the issuance and use of said application

c. Vendors who provide alcohol and/or amusements for an event shall provide insurance and shall list the City of Columbus as additional insured.

Right to Revoke

The City of Columbus maintains the right to revoke the street closure permit for any violation of the event provisions or in an emergency constituting an imminent threat to life or property. Whenever the event is conducted in a manner substantially different from that indicated in the application, the event shall be deemed to be automatically revoked with cancellation of approval of the street closure.

Vendors

If your event includes any form of selling in a public place, a vendor list will need to be completed, outlining vendor contact details, a description of items for sale, and all vendors must be listed on the required detailed site plan. Forms of selling include, but are not limited to goods, services, food, beverage, carnival rides, entry tickets and merchandise.

What Happens After Approval?

-Upon Board of Public Works and Safety approval of the event, the Event Organizer will be notified by email.

If the event type requires a security deposit or fees, an invoice will be included. Event Organizer will have 15 days to pay the deposit and/or fees and provide any other documentation required by the policy, CERC or BOW.

Pay online or at the City Clerk Treasurer's Office. Receipts and documents should be submitted at specialevents@columbus.in.gov or at the Engineering Department in City Hall.

-Upon Parks and Recreation Board approval, the Event Organizer will be contacted by a Parks representative to pay the remainder deposit and fees. At this time, additional information will be provided regarding the event requirements. Please contact your Parks Representative with questions.

After the Event

1. Promptly following the conclusion of the event, the Event Organizer and staff shall, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind, including any spilled liquid wastes from food preparation, which is placed or left on City streets, alleys, sidewalks and on Parks property due to the event. The event site is to be free of trash, debris, rubbish, banners, signs, and other event materials. If there is a question
2. If the Event Organizer neglects or fails to complete the clean up within the (3) three-hour period immediately following the end of the event, or if the cleanup is done in an inadequate manner, the Department of Public Works is authorized to enlist cleanup and charge the Event Organizer for said cost.
3. If the Event Organizer fails to clean up after one event, the CERC will consider that fact during the After Action discussions and may give a non-favorable recommendation for next year's event.

Damage to trees, shrubs, lawns, flowerbeds, park infrastructure, streets, alleys, and sidewalk, arising from an event remains the responsibility of the Event Organizer and repair costs will be sought from the Event Organizer/Organization. The Event Organizer remains responsible for any damage incurred by third parties, suppliers, event patrons and any contracted service providers.

City of Columbus – Downtown Event Planning Guide

1st Street to 8th Street; Brown Street to Lafayette Avenue

The City has created a street festival area along 4th Street, from Jackson Street to Washington Street and from Washington Street to Franklin Street. The City expects those sections to be the primary focus of activities and events in Downtown Columbus, therefore 4th Street shall be the default closure for street events.

The closing of Washington Street is to be considered only when the event has previously been held there, however that is not a guarantee of approval. As the events on Washington Street cease, no new Washington Street closures will be added, unless an exception is made by the Board of Public Works and Safety (BOW) with a recommendation by the City Engineer. Final approval by BOW is required.

Requests **will not be accepted** for the following:

1. Private or family only events;
2. Events not open to the general public (ticketed or not);
3. Events that promote illegal activities and violence;
4. Events that do not support/follow/align with this Event Policy;
5. Events that do not meet the parameters listed in this policy.

The Commons is located in the Downtown Columbus area. This indoor rental venue is utilized for private weddings, receptions, conferences, and many other events. Previously scheduled Commons events will take precedence over conflicting proposed Downtown events.

At some events, attendance on 4th Street may exceed what can safely accommodate the numbers of guests, participants, entertainers, booths and stages. Also maintaining an accessible pathway for those with disabilities and access for emergency personnel/vehicles may be impossible in an oversized crowd. When events are identified by the City as too large for 4th Street, based on the criteria stated in this policy, the Event Organizer must look for event locations elsewhere.

Upon Board of Public Works and Safety approval of the event, the Event Organizer will be notified by email. An invoice for the fees, security deposit and other applicable fees will be included. The fee amount will be calculated based on the information in this Event Policy Document.

A hold for the approved event date will be placed and will be good for 15 business days.

Event Organizer has 15 business days to complete the following:

- Pay the required fees online or at City Clerk Treasurer's Office.
- Pay the required security deposit online or at the City Clerk Treasurer's Office.
- Submit the following four (4) REQUIRED documents to specialevents@columbus.in.gov.
 1. Paid receipt for fees.
 2. Paid receipt for the security deposit.
 3. Certificate of Insurance for the required amount.
 4. Signed City of Columbus Spill Response Plan.

Both offices are located at City Hall, 123 Washington Street, Columbus, IN

These required items must be received within 15 business days to finalize the date. After 15 business days, courtesy holds will be released without further notice.

For the approved event or per approved events, the Event Organizer is responsible to PAY security deposit, security costs calculated in Officer Trak and all applicable City Event fees listed below.

City Event fees may be waived for City Events, City Sponsored Events or closures for Public Safety.

City Event fees and forfeited security deposits will be deposited into the City of Columbus Street Scape Fund and designated for Downtown maintenance and repairs.

Upon Board of Public Works and Safety approval of the event, Event Organizer will receive an invoice for the Security Deposit and City Event Fees.

A security deposit of \$500 is required for a Downtown Event. In the event, an Event Organizer hosts multiple events in the same calendar year; only one \$500 security deposit will be required. The deposit will be refunded after the last event of the year is closed out, assuming no damages occur.

When an event is planned for both sections of 4th Street Jackson to Washington Street and Washington to Franklin Streets, Washington Street must remain open to traffic.

When this occurs, the Event Organizer is required to hire and pay for a minimum of two professionally licensed and certified security officers for the duration of the event.

These officers will be assigned to assist pedestrians and direct traffic at the intersection of 4th Street and Washington Street.

Obtaining the required event security is the responsibility of the Event Organizer. Please visit this link to begin the process.

<https://odm.officertrak.com/Columbus-IN-PD/auth/signin>

Closure Fees:

Any Street – per block	\$50
Any Alley – per block	\$50

Sanitation Fees

Determined by DPW

Level 1	\$50
Level 2	\$100
Replacement Cost per Toter for Lost or Damaged Toter	\$80

Other Fees:

Electrical Use per day	\$50
Parade Fee per event	\$250

Traffic Control Equipment & Assistance Fees

Determined by DPW and are not cumulative.

<u>Level One</u> Traffic cones and barricades are delivered to the event location(s) by City Traffic Department employees. The Event Organizer is responsible for placement of the equipment per the approved closure and removal after the event.	\$50
<u>Level Two</u> Traffic cones and barricades are delivered and set up by (2) City Traffic Department employees.	\$100
<u>Level Three</u> Traffic Cones and Barricades are delivered and set up by (4) City Traffic Department of Public Works employees.	\$200

Replacement Fees - Traffic Cones and Barricades

Determined by DPW and are cumulative

Small Traffic Cones	\$15
Large Traffic Cones	\$25
Barricades	\$80

Accessibility

- a. A minimum 10-foot unobstructed path must be designated on the site plan and maintained on all streets for emergency vehicles access.
- b. A minimum 5-foot unobstructed path must be designated on the site plan and maintained on all streets for persons with disabilities.
- c. If the above minimum accessibility requirements cannot be met (at an event location within the Downtown Columbus Special Event parameters), another location must be chosen.

Decorations

- a. No paint or permanent markings shall be used on asphalt, concrete or bricks.
- b. Markings on the streets or People Trails are ONLY allowed with chalk, washable material or easily removable tape.
- c. Nails, glue, staples, thumb tacks, etc. shall not be placed on City property, private property, art displays, trees, signal boxes or light poles at the venue site.

Detailed Site Plan

The Applicant/Event Organize shall provide a detailed site plan to City Engineering. Base Maps are provided.

- a. Show the placement of vendors, booths, musicians, stages, vehicles and equipment.
- b. Show the 5-foot unobstructed path for use by persons with disabilities.
- c. Show the 10-foot unobstructed path for use by emergency vehicles.
- d. Show the port-o-let locations, if applicable.
- e. Show traffic flow for set-up and tear-down times.
- f. Show location of the Emergency Operations Center (EOC).
- g. Submit the detailed site plan to specialevents@columbus.in.gov

Electricity

- a. The power outlets are 110 volts. The outlets are labeled on the map and inside each stainless steel electrical box.
- b. Arrangements to access the electrical boxes must be made prior to the event by contacting The Commons Manager at 812.376.2681
- c. No generators will be permitted.

Existing Business and Resident Access

- a. Access to existing businesses and residences must be maintained.
- b. Provided the appropriate permit is on file, existing businesses must be allowed to continue to operate their outdoor dining areas and outdoor merchandise displays during special events.
- c. Pedestrian access to all businesses may not be obstructed without their written consent.
- d. No signs or equipment shall block the accessibility nor impede the livelihood of any restaurant or retail business, which is normally open for business during the time of the closure, including setup and tear down time.

Food and Drink

- a. The restaurants, bars, venues and attractions located in the defined Downtown Columbus area are the preferred food and beverage providers for Downtown Columbus events.
- b. Events serving food or beverages must place a protective material around and under all equipment/serving areas to prevent spills, staining and/or contamination. Portable grills and cooking stoves are allowed only in predetermined areas. Grease and coals must be emptied into secure containers and removed from the venue each day. If either is found after an event, the entire security deposit will be retained.

Other Permitting

All applicable permits are the responsibility of the Event Organizer.

Permits include, but are not limited to:

- Bartholomew County Health Department Event Organizer's Permit
- Indiana State Excise Police Request to Cater
- Indiana Homeland Security Entertainment Permit and/or Tent Permit Certification

No Parking Signs

The Event Organizer is responsible for providing personalized "No Parking" signs for events with expected attendance over 1000.

- a. Event logo and/or name shall be included on "No Parking" signs.
- b. The date and time of the restriction should be clearly visible on the signs.
- c. The Event Organizer is responsible for contacting the City Traffic Department, 812-376-2518 and working with them to coordinate installation of these No Parking signs.

Restroom Facilities:

The Event Organizer is responsible for providing adequate restroom and hand washing facilities as required by the Bartholomew County Health Department. Failure to do so may result in the loss of the security deposit.

Planned use of The Commons restrooms or restrooms belonging to private businesses is not an acceptable plan and does not provide an adequate number of facilities.

A minimum of 1 port-o-let per 500 attendees should be provided.

Port-o-lets must be placed in designated areas as shown on the Detailed Site Plan and approved by the Community Events Review Committee.

Port-o-lets should be delivered at the latest date and time possible prior to the event, and removed within 24 hours of the close of the event.

Self-Contained hand washing facilities are required if food is served. Hand washing facilities should be delivered at the latest date and time possible prior to the event, and removed within 24 hours of the close of the event.

Set Up

The Event Organizer must assign a minimum of 2 volunteers each, per section of 4th Street to assist during the set-up of the event. These volunteers will specifically guide vehicles into and out of the festival area as booths, stages and equipment are placed.

The Event Organizer must provide the volunteer names on the Safety and Security Plan. Authorized City personnel must be able to locate/contact the volunteers during event set-up.

Spill Response Plan

Review and familiarize yourself with the City of Columbus Spill Response Plan. Submit the signed Spill Response Plan to City Engineering.

A spill kit is available from The Commons on-call maintenance staff. Please call 812.343.9101 if you need the spill kit during your event.

If there is a spill during the event, visit City Engineering on the 1st business day after such event and complete a City of Columbus Spill Report Form.

Tents and Stages

No stakes or penetrations may be made through the asphalt, concrete, bricks or tree grates.

Trash Receptacles

The Event Organizer is responsible for providing adequate trash and recycling receptacles for the event.

The use of the existing City trash receptacles is not an acceptable plan. Existing City trash receptacles must be covered up with a trash bag to prevent use.

Please contact the Department of Public Works at 812.376.2508 to formulate a suitable plan. Failure to do so may result in the loss of the security deposit.

Traffic Control

a. The Event Organizer is financially responsible for any and all traffic cones, street barricades, or other traffic control devices utilized for the purpose of securing the event area, whether distributed to the closure site by City Traffic staff or picked up from the City Traffic Department by the Event Organizer or designee. See fee schedule.

b. The 4th Street gates are to be operated by authorized personnel ONLY. The Event Organizer is responsible for informing participants of this and is financially responsible for any costs associated with repairing the gates damaged by unauthorized operation. If the gates are damaged, the entire security deposit shall be forfeited.

c. The traffic light at the intersection of 4th Street and Washington Street should be switched to flash mode when the 4th Street gates are closed for an event. This should force traffic to stop, allowing the assigned security officers to direct pedestrians and traffic across the intersection.

After the Event

1. Promptly following the conclusion of the event, the Event Manager shall, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind, including any spilled liquid wastes from food preparation, which is placed or left on the street because of the event. The street is to be free of trash, debris and rubbish.
2. All banners, signs, and other event materials shall be removed from the site.
3. If the Event Organizer neglects or fails to complete the clean up within the (3) three-hour period immediately following the end of the event, or if the cleanup is done in an inadequate manner, the Department of Public Works is authorized to enlist cleanup and charge the Event Organizer for said cost.
4. Fees for clean-up and/or the replacement of traffic cones and barricades are not to exceed the \$500 security deposit.
5. If the Event Organizer fails to clean up after one event, the security deposit shall be doubled for each subsequent Special Event Application, which lists the same Event/Applicant/Event Organizer.

Damage to trees, shrubs, lawns, flower beds, park infrastructure, streets, alleys, and sidewalk, arising from an event remains the responsibility of the Event Organizer and repair costs will be sought from the Event Organizer/Organization. The Event Organizer remains responsible for any damage incurred by third parties, suppliers, event patrons and any contracted service providers.