



## 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.

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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.

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*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](mailto: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](mailto: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](mailto:sports@columbus.in.gov)

Nexus Park Community Center – [parks@columbus.in.gov](mailto:parks@columbus.in.gov)

Parks Outdoor Sports Facilities – [sports@columbus.in.gov](mailto:sports@columbus.in.gov)

Neighborhood Parks – [parks@columbus.in.gov](mailto:parks@columbus.in.gov)

Park Shelters – [parks@columbus.in.gov](mailto: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 2<sup>nd</sup> Wednesday to conduct 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> Street and 3<sup>rd</sup> 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](mailto: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 - Mill Race Park Event Planning Guide

A proposed Mill Race Park Event that meets one (1) of the criteria below will require submittal of a complete Event Application and Safety and Security Plan.

- \*Estimated attendance over 250;
- \*Plan to serve alcohol;
- \*Homeland Security structure inspection is required;
- \*Request is for a full park closure

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 2<sup>nd</sup> Wednesday.

Upon submittal, Event Organizer shall contact the Parks Department to begin the Parks site rental process:

- 1) Review and execute the applicable Mill Race Park Rental Contract and pay partial deposit as outlined in said contract.
- 2) Provide Parks representative a Certificate of Insurance/Indemnity Agreement in the applicable amount outlined in the Event Planning Guide
- 3) Provide Parks representative a detailed event site plan.

Once the Parks' contract and rental process have begun, the Event Application will be reviewed at the next Community Events Review Committee meeting. The recommendation will be presented at the next Parks and Recreation Board meeting (the Parks and Recreation Board has regularly scheduled meetings on the 2<sup>nd</sup> Thursday of each month.)

Upon approval by the Parks and Recreation Board, the Event Organizer will be contacted by a Parks representative to pay the remaining deposit, pay any applicable fees and schedule a 2<sup>nd</sup> review meeting with the CERC subcommittee.

\*If the event is denied, all deposits and fees will be refunded.

### Other Conditions

Approval of the Mill Race Event Application may be subject to other conditions that may be specified by the Parks and Recreation Board.