

2026 Event Planning Guide and Requirements to Host an Event in Public Space, owned by the City of Columbus

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2026 Event Planning Guide and Requirements to Host an Event in Public Space, owned by the City of Columbus

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, please thoroughly review this policy in advance of a proposed event date to ensure the policy requirements can be met.

The City of Columbus recognizes the constitutional rights of free speech, assembly, and expression. This Policy is intended to serve as a content-neutral, time, place, and manner regulation designed to promote public health, safety, welfare, and efficient use of municipal resources. It is also the intent herein to provide constructive guidance assisting organizers to produce the most successful and safe events possible. This Policy shall be applied in a uniform and nondiscriminatory manner and shall not be interpreted or enforced based upon the viewpoint, content, or message of any proposed event, except as otherwise permitted by law.

Events must comply with all applicable federal, state, and local laws and must be conducted in a manner that does not pose an unreasonable risk to public health, safety, or welfare. Events should enhance the residential and commercial vibrancy of the City of Columbus.

The City may deny a request to close City Right of Way if one or more of the following conditions apply:

1. Private or family only events;
2. Events closed to the general public, ticketed or not;
3. The proposed closure presents a substantial and articulable risk to public safety that cannot be reasonably mitigated;
4. The closure would unreasonably interfere with emergency access, critical infrastructure, or traffic circulation;
5. The proposed event conflicts with previously approved uses of the same location;
6. The applicant fails to meet application requirements, insurance requirements, indemnification provisions, safety planning requirements, or permitting

requirements;

7. The proposed activity would violate federal, state, or local law;
8. The event requires municipal resources that are not reasonably available.

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.

Getting Started

1. Verify the availability of the proposed event date by emailing specialevents@columbus.in.gov
2. Submit a complete Event Application and Safety & Security Plan online. Do not print or email your submission.
3. Only fully complete applications/plans will be considered during the Community Events Review Group monthly meeting.
4. Event Organizers proposing new events may be asked to attend an initial meeting to discuss event details, or to attend a monthly meeting to present the proposed event.
5. Submission of an Event Application does not guarantee approval. Approval is conditioned upon compliance with this Policy and availability of municipal resources. The City reserves the right to impose reasonable conditions on approval to address safety, traffic, accessibility, sanitation, or other operational concerns.

6. Event Application submittals operate on a rolling calendar year system. When the current year's event is complete, a proposed date for the following year may be reserved.

7. Event Applications are valid only for the day(s) specified and approved. Annual events require a new application yearly.

Choose an Event Type Based on Location

Events will be separated into four event types, based on location, Downtown, Mill Race Park, Run, Walk or Ride, and Any Other City Property, and be evaluated according to the policies outlined for each event type.

Select from the four (4) Event Types listed below to ensure you are completing the appropriate application for the proposed event location.

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

1. Downtown - 1st to 8th Streets and Lindsey Street to Lafayette Avenue

1. If all or part of the proposed event is located within the above area.
2. If the proposed event closure includes either or both sections of 4th Street from Jackson to Washington Streets and/or from Washington to Franklin Streets.
 1. During the event, the intersection of 4th Street and Washington Street must be staffed by security to assist pedestrians in crossing the intersection. **See Security.**
 2. The intersection of 4th Street and Washington Street should remain open until 5:00PM, on weekdays and weekends.

3. If the proposed event closure includes InterOculus (the intersection of 4th and Washington); the intersection can be closed on or after 5:00PM. This results in Washington Street closing from the midblock alley between 3rd to 4th Streets, north to the midblock alley between 4th to 5th Streets.
*No Parking would begin at 3:00PM.

3. If the proposed event closure includes Washington Street between 3rd and 4th Streets ONLY (does not include the intersection of 4th Street and Washington Street), this closure can begin at 3:00PM with No Parking beginning at 1:00PM

2 Mill Race Park – 50 Carl Miske Drive

1. If the proposed event meets one (1) of these criteria
 1. Estimated attendance over 250;
 2. Plan to serve alcohol;
 3. Homeland Security approval will be required;
 4. Request is for full park closure

***If proposed event does not meet any of the above criteria, this Event Application is not needed. Please contact the Parks Department at 812-376-2680.**

2. Fees, insurance and contracts for Mill Race Park Events are all administered by the Parks Department.
3. City Department of Public Works Streets, Traffic, Sanitation & Recycling services are not available for events at Mill Race Park.

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

3. Run, Walk or Ride Event

1. If the proposed event route uses any combination of City streets, sidewalk or People Trail;
2. If the proposed 5K route will be conducted on any four (4) of these pre-designated 5K People Trail Routes, DO NOT COMPLETE the Event Application, but contact the Parks Department at 812-376-2680 to confirm availability.
 1. Mill Race Park to Noblitt Park, return to Mill Race Park
 2. Mill Race Park, west to Walgreens, return to Mill Race Park
 3. Lincoln Park/Hamilton Center to Rocky Ford Road, return to Lincoln Park or Hamilton Center.
 4. Lincoln Park/Hamilton Center to 7th Street, return to Lincoln Park or Hamilton Center.

4. Any Other City Property

1. If the proposed event does not fit the other three (3) event types but is on City property.
2. If the proposed event utilizes City streets and sidewalks or any other City Right of Way.
3. Events requiring this type of Event Application would be closing City streets for a neighborhood block party, a neighborhood holiday parade, a church community outreach event, high school band competition, school/church fall

festival, etc. Contact specialevents@columbus.in.gov with any questions.

Please do not complete an Event Application for proposed events at these locations. Use the email address provided here.

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

Event Planning Topics

Not every topic will apply to all FOUR (4) Event Types.

Please email specialevents@columbus.in.gov with any questions.

Accessibility

To ensure accessibility for individuals with disabilities, it is essential to provide an accessible path of at least 5 feet.

To ensure emergency vehicle access, an access point for emergency vehicles must be designated and be quickly accessible with at least 12 feet of clearance.

If the above minimum accessibility requirements cannot be met at an event location, another location must be chosen.

The Event Organizer is responsible for ensuring compliance with the Americans with Disabilities Act (ADA) and all applicable accessibility laws. The City's approval does not constitute certification of ADA compliance.

Alcohol

The Applicant/Event Organizer must comply with all applicable Indiana Alcoholic Beverage Laws. **See Designated Outdoor Refreshment Area (DORA) information.**

Capacity

At some events, attendance 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 to be safely hosted on specific City streets, based on criteria stated in this policy, the Event Organizer must look for event locations elsewhere or downsize.

A few grandfathered events allow for multiple closures of Downtown streets. No new closures affecting multiple streets will be added without a recommendation by the City Engineer and an exception made by the Board of Public Works and Safety.

Clean Up

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 an area in question prior to the event or after, please document by taking photos and submit them to specialevents@columbus.in.gov

Following the event, complete the post event review form and submit it to specialevents@columbus.in.gov

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 fees based on the following:

Number of staff worked;
Standard rates and number of hours worked;
Standard equipment rates;
This amount will be retained from the Safety & Security Deposit.

The Event Organizer shall reimburse the City within thirty (30) days of invoice for any costs exceeding the security deposit. Failure to remit payment may result in denial of future applications and may be referred for collection.

If the Event Organizer fails to clean up after one event, the Community Events Review Group will consider that fact during the After-Action discussions and may give a non-favorable recommendation for the next event.

Damage to trees, shrubs, lawns, flowerbeds, park infrastructure, streets, alley and sidewalks, 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, supplies, event patrons and any contracted service providers.

Community Events Review Group

It is the purpose of the Community Events Review Group and this Event Policy to define the parameters under which proposed community event requests will be identified and reviewed. The Community Events Review Group serves in an advisory and administrative capacity. Final approval authority rests with the Board of Public Works and Safety or the Parks and Recreation Board, as applicable.

The review group is comprised of individuals from the following departments of local government, who review the events from the City's perspective regarding safety, scheduling and City resources.

Engineering
Police
Public Works – Streets, Traffic, Sanitation & Recycling
Parks and Recreation

Fire
Community Development
ColumBUS Transit
Bartholomew County 911 Center
Bartholomew County Emergency Management

The City of Columbus Community Events Review Group has the discretion to modify, waive, or impose additional requirements where reasonably necessary to address the size, scope, location, or risk profile of a specific event, provided such modifications are applied in a content-neutral and nondiscriminatory manner.

Coordination

Various City departments may need to be involved in the planning and enactment of an event. City departments may offer guidance and instruction; however, City resources such as Traffic Control and Assistance, Sanitation and Recycle Services, Security and others are not provided free of charge to support events. **See Invoice.**

Decorations

No paint or permanent markings shall be used on asphalt, concrete or bricks.

Markings on the streets or People Trail are ONLY allowed with chalk, washable material or easily removable tape.

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.

The use of confetti on City streets and sidewalks is prohibited. There is no acceptable method to contain it or clean it up entirely and it can easily blow away, create litter and enter the storm drain system.

Designated Outdoor Refreshment Area (DORA)

A Designated Outdoor Refreshment Area (DORA) allows patrons 21-years-old and older to purchase alcoholic beverages from approved businesses within the DORA and carry them outside to be consumed within DORA boundaries.

For more information regarding the City of Columbus DORA, visit the City's website <https://www.columbus.in.gov/community-development/dora/>

4 ways DORA can be used for Events

1. Attendees may purchase alcoholic beverages from any of the Designated Permittees in the DORA and walk around with their drinks.
NO ACTION NEEDED.
2. Event Organizer chooses to partner with a specific Designated Permittee in the DORA to sell alcohol to the Event Attendees. The Designated Permittee will be selling drinks from within their DORA approved perimeter.
NO ACTION NEEDED.
3. Event Organizer chooses to partner with a Designated Permittee to sell drinks from a beer truck, pop up bar, etc. (outside the Designated Permittee's perimeter. **ACTION NEEDED**
4. Event Organizer chooses a Vendor who is not a Designated Permittee in the DORA. **ACTION NEEDED**

For both options 3 and 4, the Designated Permittee or the Vendor must apply for a DORA Designation Temporary Vendor Permit through the Indiana Alcohol and Tobacco Commission.

1. Complete Section 2 of State Form 57288 <https://www.columbus.in.gov/wp-content/uploads/2024/10/57288-DORA-Designation-Form.pdf>
2. Email the form to specialevents@columbus.in.gov.
3. The City will then obtain the signature of the Chief of Police (Section 3) and return the form to the vendor.
4. The vendor should submit the form and payment to Indiana ATC for approval (Section 4).

5. Upon receipt of approved form, email it to specialevents@columbus.in.gov.
6. Once it is approved by the Board of Public Works and Safety, it will be returned to the vendor for their records.

***Please allow additional time for DORA application processing. The process involves multiple steps from initial application submission to final approval, which requires coordination across different stages and teams.**

Detailed Site Plan

The Event Organizer should provide a detailed site plan.

Show the placement of vendors, booths, musicians, stages, vehicles and equipment.

Show the 5-foot unobstructed path for use by people with disabilities.

To ensure emergency vehicle access, an access point for emergency vehicles must be designated and be quickly accessible with at least 12 feet of clearance.

Show the port-o-let and hand-washing locations, if applicable.

Show traffic flow for set-up and tear-down times.

Show location of the Emergency Operations Center (EOC).

Please submit the detailed site plan to specialevents@columbus.in.gov

Electricity

The power outlets are 110 volts. The outlets are labeled inside each stainless-steel electrical box.

Arrangements to access the electrical boxes must be made prior to the event by contacting The Commons Manager at 812.376.2681.

Event Operations Center (EOC)

As determined by the Community Events Review Group, a large 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.

An Event Operations Center (EOC) is considered an operational expense tied to hosting a large event, and the Event Organizer is responsible for covering those costs. This includes the physical setup, staffing, and any necessary infrastructure to ensure smooth coordination during the event.

Public authorities are responsible for their own equipment, including laptops, radios, and communication systems.

Existing Business and Resident Access

Access to existing businesses and residences must always be maintained.

Existing businesses must be allowed to continue to operate their outdoor dining areas and outdoor merchandise displays during special events.

Pedestrian access to any businesses may not be obstructed.

No signs, equipment, vehicles or food trucks shall block the accessibility nor impede the livelihood of any restaurant or retail business, which is normally open for business during the time of closure, including setup and tear down time.

Fees

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

Event Type 1. Downtown

Event Type 4. Any Other City Property

These Event Organizers will receive an invoice for the closure fee, traffic control equipment and assistance fee, sanitation and recycle fee as determined by the City, and electrical fee when applicable. The fee amounts will be calculated based on the invoice included in this Event Planning Guide and Requirements Document.

See Invoice.

For organizations which host multiple like events in a year, a series fee has been added. Pay a one-time \$750.00 fee, which conveniently covers fees for up to 6 multiple like events in a year.

A security deposit of \$500 is required for Downtown Event types and this will be included on the invoice. If 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 loss or damage occurs, or DPW clean up is needed.

Electrical use per day is \$75.00 for the 4th Street Entertainment District.

Insurance is required for Downtown Events. **See Insurance.**

Fees, insurance and contracts for Mill Race Park Events are all administered by the Parks Department.

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

Fire Protection

No open flame cooking under tents is allowed.

Grease and coal must be emptied into secure containers and removed from the site each day.

The Event Organizer is responsible for having the proper type, size and number of extinguishers at the event. This is very important for maintaining proper fire safety. Contact the City of Columbus Fire Marshal with questions. 812-376-2679

Fireworks

The Event Organizer should instruct the Fireworks Display Operator to contact the State of Indiana Fire Marshal to apply for the proper State permits.

All public fireworks displays must receive a permit issued by the Indiana State Fire Marshal, per Indiana Code 22-11-14.

The State permit authorizes the use of professional grade fireworks but is not effective until the local fire chief approves the operator of the show and inspects the display site to determine if the display site and plan are safe.

To contact the City of Columbus Fire Chief, please call 812-376-2679

Operator of show must provide the following information:

*Location of shoot

- *Approved permits from the State Fire Marshal
- *Licenses or Certifications/Resume of Experience

First Aid Kit

A basic first aid kit must be available at all events, regardless of size, location, or type. Event organizers are responsible for ensuring that the kit is fully stocked, accessible, and clearly identified for the duration of the event. Event staff should know the location of the kit and be prepared to assist attendees if minor medical needs arise. Ensuring the availability of a proper first aid kit supports a safe environment and enables timely response to minor incidents.

Food Truck Safety

The National Fire Protection Association (NFPA) Food Truck Safety Fact Sheet provides essential guidelines and safety measures to ensure the safe operation of food trucks and mobile cooking operations, focusing on the fire safety and compliance with NFPA codes.

Food Trucks should follow the NFPA Food Truck Safety Fact Sheet found here.
<https://www.nfpa.org/en/forms/food-truck-safety-fact-sheet>

It is the responsibility of the Event Organizer to contact the Bartholomew County Health Department to discuss requirements and permitting for food, food booths, food trucks, etc. Bartholomew County Health Department 812-379-1550

Health and Safety

Events serving food or beverages must place a protective material around and under all equipment/serving areas to prevent spills, staining and contamination.

Safe food handling practices are essential. For information on food handling requirements and regulations in Indiana, refer to the Indiana Food Code and guidelines provided by the Indiana Department of Health Food Safety.

<https://www.foodhandlersguide.com/health-and-safety/food-handling-requirements-in-indiana-2/>

For questions about food safety and permitting, you can also contact the Bartholomew County Health Department. 812-379-1550

The Event Organizer should 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 should 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.

<https://www.in.gov/indot/doing-business-with-indot/permits/>

Website (Report A Concern, Request Information): INDOT4U.com or call 1855INDOT4U

Indiana Department of Homeland Security

It is the responsibility of the Event Organizer to contact the Indiana Department of Homeland Security to discuss requirements and permitting for Amusement and Entertainment, which includes stages, tents, other membrane structures and anchorage documentation.

Department of Homeland Security - Code Enforcement
317-232-1407 codequestions@dhs.in.gov

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 a Homeland Security Permit

The cost for a one-day event insurance policy varies among providers. Check with local insurance companies and compare quotes online for the best options. Costs can vary depending on several factors such as Type of Event, Number of Attendees, Coverage Limits and Additional Coverage Options like Alcohol Liability, Cancellation Coverage or Weather

The Applicant/Event Organizer shall procure and maintain Commercial General Liability insurance written on an occurrence basis with limits of not less than Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) aggregate for events involving alcohol, rolling stock (motorized or non-motorized), parade vehicles, bicycle races, or fireworks.

For all other events, the Applicant/Event Organizer shall maintain Commercial General Liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.

The policy shall name the City of Columbus, its elected officials, officers, employees, agents, and volunteers as Additional Insureds; shall be primary and non-contributory with respect to any insurance maintained by the City; shall include a waiver of subrogation in favor of the City; and shall be issued by an insurance carrier with an A.M. Best rating of B++ or better. Coverage shall not be canceled, non-renewed, or materially altered without thirty (30) days' prior written notice to the City of Columbus.

Approval of the Event Application is contingent upon submission of a certificate of insurance evidencing the required coverage, Additional Insured status in favor of

the City of Columbus, its elected officials, officers, employees, agents, and volunteers, primary and non-contributory status, and waiver of subrogation.

Certificate of Insurance – Indemnity Agreement

Approval of the Event Application is contingent upon submission of a certificate of insurance evidencing the required coverage, Additional Insured status in favor of the City of Columbus, its elected officials, officers, employees, agents, and volunteers, primary and non-contributory status, and waiver of subrogation.

The Applicant/Event Organizer agrees to indemnify, defend, and hold harmless the City of Columbus, its elected officials, officers, employees, agents, and volunteers from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses (including reasonable attorney’s fees) arising out of or resulting from the event, except to the extent caused by the sole negligence or willful misconduct of the City.

This indemnification obligation shall survive the conclusion of the event.

The Applicant/Event Organizer acknowledges that participation in or attendance at public events involves inherent risks and agrees that the City shall not be liable for injuries or damages arising from such inherent risks.

To protect the organization, Event Organizers should obtain copies of current certificates from sub-contractors providing event services (e.g., performers, stage rental companies, fireworks, vendors).

No Parking Signs

For events with expected attendance over 1000, the Event Organizer is responsible for providing personalized “No Parking” signs with event logo and/or name included on “No Parking” signs.

The Event Organizer is responsible for contacting the City Traffic Department and working with them to coordinate installation of these No Parking signs.

812-376-2518

Non-Assignment

Event approval is non-transferable and may not be assigned to another individual or entity without prior written consent of the City.

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.

Reservation of Governmental Immunity

Nothing in this Policy shall be construed as a waiver of any governmental immunity, statutory defense, or liability limitation available to the City under Indiana law, including but not limited to the Indiana Tort Claims Act.

Restrooms

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 security deposit.
Bartholomew County Health Department 812-379-1550

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

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

Self-contained hand-washing facilities are required if food is served.

Event Organizer should be mindful of placement. Look for out of the way locations, like alleys, not in front of business windows.

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

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, or a declared emergency or unforeseen circumstance renders the event unsafe or impracticable. 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.

Security

Requesting and paying for required event security is the responsibility of the Event Organizer. If you would like to hire a police officer for security, please visit the City of Columbus Police Department webpage, Extra Duty Officer Request, under the Resources tab, to begin the process of securing officers from Columbus Police Department.

If you would like to hire security from an outside source, that is permitted provided they are professionally licensed and certified. If you have questions about acceptable security options such as retired or volunteer officers, email specialevents@columbus.in.gov. The City retains sole authority to determine whether sworn law enforcement presence is required and the minimum number of officers necessary to maintain public safety.

Set Up

The Event Organizer should 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 should 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

For events on 4th Street, please submit the signed Spill Response Plan to specialevents@columbus.in.gov.

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, contact City Engineering on the 1st business day after event and complete a City of Columbus Spill Report Form.

Stages

See Indiana Department of Homeland Security.

Tents

No stakes or penetrations may be made through asphalt, concrete, bricks or tree grates. **See Indiana Department of Homeland Security.**

Traffic Control Equipment

Police, Engineering and the Traffic Department will determine the safest and most effective means to close City right of way using the City's current inventory of Traffic Control Equipment.

To minimize theft and costly replacements, it is the responsibility of the Event Organizer to secure the City Traffic Control Equipment prior to and after the event. This includes the reusable No Parking signs.

Trash Receptacles

The Event Organizer is responsible for providing adequate trash and recycling receptacle for the event. Please contact the Department of Public Works Sanitation Department to formulate a suitable plan based on the event security and attendance.

The use of existing City trash/recycle receptacle and not contacting DPW to plan could result in the loss of the security deposit.

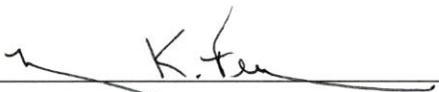
Department of Public Works Sanitation 812-376-2508

**Event Planning Guide and Requirements to
Host an Event in Public Space, owned by the City of Columbus**

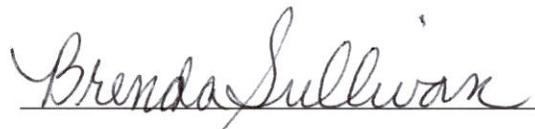


Effective February 24, 2026

Adopted by the Board of Public Works and Safety this 24th Day of February 2026.



Mary K. Ferdon, Mayor



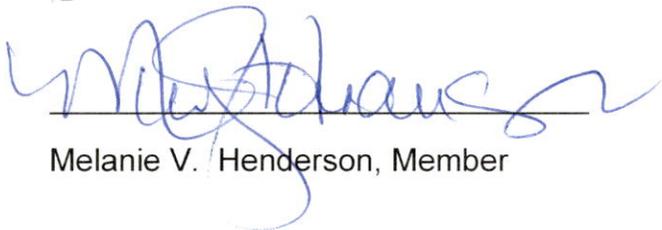
Brenda Sullivan, Member



John C. Pickett, Member



Eric A. Frey, II, Member



Melanie V. Henderson, Member



ATTEST: ~~Luann Welmer, Clerk~~
Elizabeth J. Storm, Deputy Clerk