Carmel • Clay
Parks&Recreation

Community Event Handbook

Effective January 10, 2017

1) Definition of a Community Event

Any event, activity or gathering offered by an organization (independent of Carmel Clay Parks & Recreation) which invites public participation or attendance with or without charge held on property owned and/or managed by the Carmel/Clay Board of Parks and Recreation.

Examples of Community Events: Athletic event (run, walk, skate, cycle or any combination), carnival, charity event, concert, exhibition, fair, parade, rally, recruiting event, rodeo, etc.

2) Application Process

Any individual or organization (hereafter referred to as Sponsor) planning to offer a Community Event must follow the application procedures outlined below. Events may not be promoted until final approval is granted.

a) Submission Deadlines: Community Event Applications must be submitted within the following minimum number of days prior to the proposed event to assure adequate time to review the application and prepare for the event, if approved.

Estimated Attendance	Deadline
Less than 50	30 days
First-Time Event or Recurring Event at New Location, 50 to 99	120 days
Recurring Event at Same Location, 50 to 99	60 days
Recurring Event, 100 or more	120 days

Applications may be submitted up to twelve (12) months in advance.

b) Check Availability: Prior to completing a Community Event Application, please check for facility/location availability by contacting Amanda Brown, Rental Operations Supervisor, at 317.873.3867 or roa@carmelclayparks.com. Please note that an inquiry of availability does not hold or guarantee the date is reserved for your proposed event. If a facility/location is already reserved, this proactive step allows you to plan accordingly and select an alternative date or facility/location for consideration.

c) Complete Application: If the facility/location is available, please complete the Community Events Application by clicking here. Applications must be signed by an authorized representative of the Sponsor (hereafter referred to as Event Chairperson). Incomplete applications will not be accepted or reviewed.

d) Preliminary Department Review: All Community Event Applications shall be reviewed by Carmel Clay Parks & Recreation to determine compliance with Park Board policies and applicable federal, state, and local laws and regulations. As part of the initial review, the application will either be approved, referred to the Community Events Committee for further review, or denied for specified reason(s), pending final approval at Review Committee Meeting. Within ten (10) business days of receipt of payment, the Sponsor will be notified of the decision via email. Unless denied for specified reason(s), all events with an estimated attendance of 100 or more that may need additional review and/or for which admission is proposed to be charged shall be referred to the Community Events Committee.

e) Submit Application and Fee: Submit your completed Community Event Application, all required attachments, and the $50 non-refundable application fee to the Rental Operations Supervisor. Application fee must be received within 7 days of submission of your Community Events Application. Applications submitted without the application fee will not be processed or reviewed. Submitting an application is not a guarantee of the date, location, or an automatic approval of your event.

Applications may be submitted online by clicking here. Upon completion of application, the Rental Operations Supervisor will be in contact with you to collect the $50 Application Fee.

f) Community Events Committee Review Meeting (if needed): If an application is referred to the Community Events Committee, the Sponsor will be required to attend a mandatory review meeting to formally present the event request and answer questions Committee members may have. The review meeting occurs only once per month, typically at 11 am on the first Tuesday of the month. Applications referred to the Community Events Committee will not be considered for approval until presentation is made. After the Committee reviews the proposed event, it will make a determination to approve or deny the application. Sponsor will receive a written notice of determination by email.

g) Approved Event Requirements: If an application is approved, the Sponsor may move forward on producing the event, subject to the following additional requirements (if applicable):

- Rental, custodial, and/or service fee(s) for facility/location paid in full within 3 business days of approved notification.
- Safety Plan, based on FEMA's National Incident Management System standards, submitted 30 days prior to event.
- Traffic Pattern Plan (if revisions required) submitted 30 days prior to event.
- Accessibility Statement submitted 30 days prior to event for review and acceptance by Inclusion Supervisor.
- Vendor List submitted 10 days prior to event.
- Certificate of Insurance submitted 14 days prior to event.
- Copies of all applicable permits and licenses submitted 7 days prior to event. (e.g., Amusement/Entertainment Permit, Health Department Permits, Charity Gaming License, etc.)
- Site walk through with Rental Operations Supervisor 4-7 days prior to event.

Safety Plan, Traffic Pattern Plan, and Accessibility Statements are required for all events once approved, depending on the application deadline (see Section 2-a.) All required documents must be submitted to the Rental Operations Supervisor. The Director or Assistant Director, at his/her sole discretion, may revoke approval for the event if any required form or information for an approved event is not provided to the Rental Operations Supervisor by the above specified deadline.

f) Permit Issued: Once all required forms, information, and payments have been received and approved, the Sponsor will receive a Community Event Permit to conduct the approved event.

g) Permit at Event: The Community Event Permit must be at the event site and readily accessible for review upon request by a Department official or law enforcement officer.

h) Event Recap Report: Sponsor must submit a detailed event recap report to the Rental Operations Supervisor within seven (7) days following the conclusion of the event. The recap report should minimally include the following items:

- Number of event participants in attendance.
- Demographics of event participants.
- Number of volunteers used to support event.
- Amount of funds raised for not-for-profit organization (if applicable).
- List and summary of any media coverage event received.
- Tourism impact on Hamilton County (if available). Impacts could include number of hotel stays, visits to local businesses/restaurants, etc.
- Summary of what worked well for the event and things you would do differently if offered again at the host location.
- Any additional comments or suggestions you have for future events hosted at the location.

h) Final Invoice and Payment: Upon completion of the event, a final invoice (if applicable) shall be submitted to the Sponsor for any outstanding costs (e.g., damage repairs, additional Department services provided, etc.). Final invoice not paid within 30 days of receipt is subject to interest of 1.5% per month.

3) Community Event Fees

a) Community Event Application Fee: A $50 non-refundable application fee must be submitted within 7 days of the Community Event Application. All events, without exception, are required to submit this fee. Payment must be made within 7 days of application submission.

b) Location/Facility Rental Fees: All standard rental or custodial fees shall apply.

c) Service Fees: The following service fees shall apply for additional services provided by Carmel Clay Parks & Recreation that would otherwise not be required of the Department if there was no event:

Service	Fee
Advertisement - Escape Guide, carmelclayparks.com or through Department's social media	Contact Marketing Director at llabas@carmelclayparks.com for current rates & deadlines
Maintenance Staff for Setup Assistance or Site Clean-up	$45 per hour per employee
Trash Container & Removal	$50 per container
Utilities (on-site water & electricity)	$100

4) Community Events Committee

The Community Events Committee typically meets the first Tuesday of every month at 11 am at the Administrative Office, 1411 E. 116th Street, Carmel, IN. If an event application is referred to the Community Events Committee, attendance by the Event Chairperson(s) is mandatory. The Committee reviews applications for large events (100+ participants), whose vehicle numbers fill 50% or more of our allotted parking spaces at one given time, events for which admission will be charged, or other events that may have a significant impact on the park system, park visitors, and/or the community at large. The Committee provides a recommendation to the Director or Assistant Director, who alone has authority to approve or deny applications.

a) Preparing for Review Meeting: Following are helpful tips to prepare for Community Events Committee review meeting:

- The Event Chairperson should be prepared to represent the Sponsor and present their event by giving a brief overview of the event, including its purpose/goal, intended audience, admission fees (if applicable), and other relevant information.
- Bring six (6) copies of any handouts not submitted with application to distribute to Committee members.
- Bring six (6) copies of all Plans/Statements to distribute to Committee members.
- During and/or after your presentation, members of the Committee may have questions regarding event details. If more information is needed regarding your event, the Event Chairperson may be scheduled to come back for another Committee meeting prior to a decision on the application.
- It may be in the best interest of the event to have a representative from each participating organization involved in the event present at the Committee meeting to address potential questions.

b) Committee Members: The following Carmel Clay Parks & Recreation employees are members of the Community Events Committee:

- Executive Director
- Chief Operating Officer
- Marketing Director
- Rental Operations Supervisor
- Inclusion Supervisor
- Park Maintenance Director (or designee)
- Monon Community Center Director (or designee)
- Carmel Police Department Representative
- Carmel Fire Department Representative
- City of Carmel Representative

5) Community Event Requirements and Guidelines

The following minimum requirements and guidelines for Community Events are provided to make your event planning easier. Please carefully review the following guidelines prior to completing and submitting a Community Event Application.

a) Park Board Policies: Community Events must comply with applicable policies adopted by the Park Board, including the Park Rules of Operation. Use of park property or facility for an

event is only permitted in areas as designated within a Park Board-approved park master plan, or as otherwise designated by the Park Board.

b) Federal, State, and Local Laws: Community Events must comply with all applicable federal, state, and local laws and regulations.

c) Non-Discrimination: All members of the public must have equal access and opportunity to participate in a Community Event. Participation or membership in a group or organization must be open to all members of the public if a Community Event is held in part or for the sole purpose of recruitment. Admission or access must be offered without regard to race, color, religious belief, age, gender, sexual orientation, national origin, disability, veteran status or any category protected under federal, state, or local law.

d) Event Chairperson: The Sponsor must designate one representative to serve as their Event Chairperson. The Event Chairperson shall serve as the organization's liaison and sole point of contact with Carmel Clay Parks & Recreation.

e) Public Use Areas: The use of a park or facilities for a Community Event is only permitted in areas as designated within a Park Board-approved park master plan or as otherwise designated by the Park Board. Community Events will not be granted exclusive use of park amenities or facilities, unless such areas are available for rent or designated for exclusive use by the Park Board. Community Events may not turn public users away from our parks during time of the event.

Exclusive use of the following park amenities for a Community Event will not be considered or granted:

- Boardwalks
- Monon Community Center
- Parking Lots
- Playgrounds
- Restrooms
- Spray Pads
- Trails or Greenways

f) Park Amenities & Furnishings: Carmel Clay Parks & Recreation will not provide additional site amenities or furnishings for Community Events. Sponsor must secure additional amenities or furnishings if necessary for the Community Event at its own expense.

g) Event Hours: Community Events may only occur between the hours of 7 am and 10 pm, unless occurring in an area designated for extended use times within a Park Board-approved park master plan or as otherwise designated by the Park Board. For outdoor events, justification must be provided if the event is proposed to start before sunrise or after sunset.

h) Amplified Sound: Sponsor must closely monitor sound levels to avoid disturbing park users or neighbors. Amplified and general sound levels from the event must comply with applicable state or local laws and regulations, including all Noise Regulations in the Carmel City Code. If utilizing amplified sound, a notice must be sent to surrounding homeowners

associations/neighborhoods. Please submit to Event Supervisor 10 days upon approval of application, as Event Supervisor will reach out to appropriate HOAs.

i) **Stages/Structures:** Temporary structures must comply with applicable federal, state, and local laws and regulations, including the Indiana Building and Safety Laws. No staking of any kind is permitted in the ground or surfaces. All tents, staging, balloons, signs, etc. must be weighted down using sandbags, water, or some other form of weight. Bounce houses are not permitted on park property.

j) **Traffic Pattern Plan:** A map or aerial photo identifying the event area(s) of the park or facility to be used and illustrating the location of temporary structures and event amenities must be presented at the time of application. The Site Plan should include the following items, if applicable:

- All affected park roads, greenways, trails, and parking lots
- Location of all barricades and fencing that will be used
- Location of all tents, stages, or other temporary structures that will be erected
- Location of all vendors - fixed and mobile (informational, merchandise, food, etc.)
- Location of water services
- Sources of electrical supply and service, including permanent electrical power sources and portable generators
- Event entrances and exits
- Permanent and portable restroom facilities
- Signage and banners that will be hung or installed on site
- Location of amplified sound
- Location of first aid/emergency stations

This plan should identify where event participants will park, whether inside the park or off site. A written plan indicating how event traffic will be directed (if needed) must also be included. Upon approval of an application, any revisions to the Traffic Pattern Plan must be submitted to the Rental Operations Supervisor for review and acceptance.

k) **Safety Plan:** It is the Sponsor's responsibility to help ensure the safety of event participants and to provide adequate security for an event. A safety plan must be provided within the timeframe specified in Section 2(g). This plan should minimally incorporate how medical and security issues will be handled by the Sponsor. Carmel Clay Parks & Recreation reserves the right to require uniformed security personnel for any function at the discretion of the Director or Assistant Director. Security, if required, shall be provided at the Sponsor's expense.

l) **Accessibility Plan:** Community Events must comply with the Americans with Disabilities Act. If the event includes any temporary structures, an Accessibility Plan must be provided within the timeframe specified in Section 2(g) outlining the reasonable accommodations that will be provided.

m) **Restroom Facilities:** Depending on the location and anticipated size of an event, the Sponsor may be required to furnish at its sole expense an adequate number of portable toilets. Portable toilets may be necessary even if a park has restroom facilities to ensure sufficient facilities for regular park users. Unless otherwise dictated by state or local laws

and regulations, there should minimally be one permanent or portable toilet for every 50 people anticipated to be in attendance. If restroom facilities are not available in a park, at least one ADA-compliant portable toilet must be provided. Portable toilets may not be delivered more than 24 hours prior to the start of an event and must be removed within 24 hours after the event's conclusion.

n) **Pre-Event Walk Through:** The Event Chairperson shall complete a walk-through of the event location with the Rental Operations Supervisor at least once prior to the event to identify and address any potential issues related to the event plans. Additional walk-throughs may be required.

o) **Set-Up and Storage:** Sponsor is responsible for all event set-up, unless the Sponsor pays the Department up front for such services. Set-up for an event may not occur before the approved date or time as specified in the Community Event Permit. (Please remember to include necessary time for set-up in your Community Event Application.) Except for extenuating circumstances, event set-up will not be permitted more than 24 hours prior to the opening of the event to the public. No items may be stored at the park or facility before or after the event. Any items left following the event will be disposed of by Carmel Clay Parks & Recreation after 24 hours.

p) **Sanitation/Clean-Up:** Sponsor is responsible for the cleanliness of the event location once set-up begins through tear down, unless the Sponsor pays the Department up front for such services. Please include on your Site Plan locations of individual trash receptacles. During and at the conclusion of the event, trash must be collected by Sponsor and placed in receptacles or designated locations. The event location must be entirely cleared of litter at the conclusion of the event and prior to the park's opening to the public the next day, unless otherwise granted. In all cases, the park must be cleaned within 24 hours following the conclusion of the event.

If Sponsor fails to clean up the location adequately or causes damage to park property, Sponsor will be billed for the cost to clean and repair damages. Sponsor must remove signage/route markers within 24 hours following the event. If found, a $50 fine will be charged to the credit card on file. Should this occur, the Department may deny future Community Event Applications from the Sponsor.

q) **Volunteers:** Sponsor is responsible for the recruitment, screening, training, and supervision of all volunteers needed for the Community Event. Volunteers are prohibited from drinking or using illegal drugs on park property and/or performing volunteer duties while impaired. Sponsor is responsible for enforcing this policy at all times during the event, including set-up and break down. Volunteers must be identified during the event (i.e. uniform, name badge, etc.). Volunteers must adhere to Carmel Clay Parks & Recreation's volunteer Code of Conduct and standards (see Department website).

r) **Event Promotion/Use of Logos:** All marketing and promotional materials for the Community Event must be submitted to the Rental Operations Supervisor for advance approval. Please allow five (5) business days for approval. The use of Carmel Clay Parks & Recreation logos on event signs or promotional materials must be preapproved by the Marketing Director.

s) **Health Codes:** Food vendors must work directly with the Hamilton County Health Department to obtain necessary permits and comply with all applicable health codes and regulations. Copies of permit(s) must be submitted to Carmel Clay Parks & Recreation based on the timeline outlined in Section 2(g).

t) **Alcohol:** Park Rules prohibit the consumption of alcohol on park property, unless approved by the Park Board. Exceptions will only be considered for charitable Community Events for which both the Sponsor and recipient(s) of net proceeds are not-for-profit organizations (as defined by the IRS). Alcohol must be served by a qualified vendor, who shall be required to have all necessary permits and liquor licenses and maintain liquor liability insurance.

u) **Insurance:** A Certificate of Insurance naming the Carmel/Clay Board of Parks and Recreation, Carmel/Clay Department of Parks and Recreation, City of Carmel, Clay Township of Hamilton County as an additional insured is required for all Community Events (see Appendix A).

Appendix A: Community Event Insurance Requirements

Workers Compensation & Disability:	**Statutory Limits**
Employer's Liability:	$ 500,000 policy limit
Comprehensive General Liability:	
Bodily Injury:	$1,000,000 each occurrence; $2,000,000 aggregate;
Property Damage:	$1,000,000 each occurrence; $2,000,000 aggregate;
Comprehensive Auto Liability:	
Bodily Injury:	$1,000,000 each occurrence; $1,000,000 aggregate;
Property Damage:	$1,000,000 each occurrence; $1,000,000 aggregate;
Comprehensive Umbrella Excess Liability	
Each occurrence and aggregate	$3,000,000
Maximum deductible	$ 50,000
Contractor Liability	
Per Occurrence:	$1,000,000

SPECIAL NOTES:

1. **Additional Named Insured on ALL policies except Workers Compensation and Professional Liability:**
   (1) City of Carmel, Indiana
   (2) Clay Township of Hamilton County, Indiana
   (3) Carmel/Clay Board of Parks & Recreation
   (4) Carmel Clay Parks Building Corporation *(if event held at Central Park)*

2. **30 Day Notice of Cancellation – ALL Policies**

3. **Insurers subject to Acceptability of Carmel Clay Parks & Recreation**

4. **The Indemnification Provisions contained in the Agreement apply regardless of Limits of Insurance minimum requirements.**