

# TOWN OF SPEEDWAY



# SPECIAL EVENT PERMIT APPLICATION

Thank you for your interest in hosting an event in the Town of Speedway, Indiana. The Town is committed to supporting events that improve the quality of life and contribute to the economic vitality of the community.

**Special Event Criteria:**

- A minimum of 50 attendees.
- Demonstrated benefit to the Speedway community, residents, and/or businesses affected.
- Non-discriminatory.
- Supported by a local organization, business, or group of residents.

**Special Event Application Process:**

- Applicant completes **Special Event Permit Application** and submits to the Town with the \$150 Special Event Permit fee, non-refundable. Application due 90 days in advance of event date.
  - ***Special Event Applicant Checklist*** section of application due 15 days from event date.
- Applicant invited to meet with **Special Events Review Team** (SERT) to discuss proposed event plans & goals and to address any questions or concerns. *(Special Events Review Team may include representatives from Speedway Police, Fire, Streets, Code Enforcement, Economic Development, Clerk-Treasurer, Communications, and Administration.)*

**Special Event Approval Process:**

- The Special Event Administrator will review the request to ensure the application is complete.
- Application reviewed by the SERT and a recommendation of approval or decline is made.
- Application is approved or denied by the town administrator.
- If approved, event sponsor and/or event organizer presents to Town Council for final decision.
- Application is approved or denied by Town Council.

**Special Event Permit Issuance:**

- Applicant submits all supporting documents mentioned in the special event permit application and the special event applicant checklist to the special events administrator 15 days prior to event date.
- The Clerk-Treasurer's office will notify applicant of any additional amount due which shall include permit fees and any applicable fees for approved Town services. The issued permit can then be picked up from the Clerk-Treasurer's office, at which time the fee is to be paid in full.
- Denials may be appealed per the ordinance.

## EVENT SPONSOR INFORMATION

**Event Sponsor** \_\_\_\_\_

**Address**

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

**Primary Contact Information**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**On-Site Contact Information**

*(If different than  
Primary Contact.)*

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## ORGANIZATION STATUS | PROCEEDS | REPORTING

**YES NO** Is the Event Sponsor a commercial entity?

☐ ☐

**YES NO** Is the Event Sponsor a bona fide tax exempt, nonprofit entity?

☐ ☐

If yes, you must attach a copy of your tax exemption letter to provide proof and certify your current tax exempt, nonprofit status.

**YES NO** Are admission fees required for the event?

☐ ☐

If yes, provide Admission Fee \$ \_\_\_\_\_ and Attendees Anticipated # \_\_\_\_\_

**YES NO** Will vendors be charged a fee to participate?

☐ ☐

If yes, please provide amounts: \_\_\_\_\_

If invoices for fees and other event related costs should be sent to an entity other than the Event Sponsor, please provide the information below.

**Name** \_\_\_\_\_

**Address** Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## SUMMARY OF EVENT

**Event Title** \_\_\_\_\_

**Description** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Event Category**

<input type="checkbox"/> Athletic/Sporting	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Dance
<input type="checkbox"/> Exhibits/Misc.	<input type="checkbox"/> Farmer/Outdoor Market	<input type="checkbox"/> Circus
<input type="checkbox"/> Festival/Celebration	<input type="checkbox"/> Recreation	<input type="checkbox"/> Carnival

<b>Anticipated Attendance</b> <i>(Number of visitors to event.)</i>	Total	Per Day
	_____	_____

**Setup:**      Date \_\_\_\_\_      Time \_\_\_\_\_      Day of Week \_\_\_\_\_

**Event Starts:**      Date \_\_\_\_\_      Time \_\_\_\_\_      Day of Week \_\_\_\_\_

**Event Ends:**      Date \_\_\_\_\_      Time \_\_\_\_\_      Day of Week \_\_\_\_\_

**Dismantle:**      Date \_\_\_\_\_      Time \_\_\_\_\_      Day of Week \_\_\_\_\_

**Location Description:** \_\_\_\_\_

*Include any requested road restrictions and/or closures.* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>YES</b>	<b>NO</b>	Have you verified the availability of the proposed location? Please attach written commitment of location.
<input type="checkbox"/>	<input type="checkbox"/>	

<b>YES</b>	<b>NO</b>	Is this an annual event? If yes, how many years has it been held?
<input type="checkbox"/>	<input type="checkbox"/>	

## EVENT INFRASTRUCTURE

This section of the application breaks down the physical elements that could be involved in the event. Please provide as much information as possible on any elements that you are planning to include.

## TEMPORARY STRUCTURES

**YES NO Stage | Tent | Canopy**

☐ ☐

Please provide a detailed description of stage(s), tent(s) or canopies being used, including measurements:

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**YES NO Public-Used Bleachers | Stage | Elevated Platforms**

☐ ☐

Please provide a detailed description of any temporary structures that will be made available for use by the general public such as bleachers, stages, or elevated platforms:

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## FOOD CONCESSION | PREPARATION AREA

**YES NO Food Concessions/Food Preparation Areas**

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Please provide a detailed description of food concessions or preparation areas:

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## PORTABLE RESTROOMS | HANDWASHING STATIONS

**YES NO Portable Restrooms | Hand-washing stations | Hand-sanitizing stations**

☐ ☐

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of ADA accessible and non-accessible facilities in the immediate area of your event site which will be available to the public during your event.

If you do not plan to provide portable restrooms, please explain availability to facilities for your event:

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## TRASH AND RECYCLING

**YES NO Trash and Recycling**

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You are required to provide trash and recycling facilities at your event unless you can substantiate the sufficient availability of public or private trash and recycling facilities in the immediate area of your event.

If you do not plan to provide trash and recycling facilities, please explain availability to facilities:

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## SAFETY EQUIPMENT | FENCING | BARRICADES

**YES NO Safety Equipment/Fencing/Barricades**

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Please provide a detailed description of any signage, safety equipment, fencing, or barricades that will be used for your event:

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## POWER DISTRIBUTION

**YES NO Power Distribution**

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Please provide a detailed description of the electrical power supply and distribution plans for your event:

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## SECURITY | EMERGENCY ACTION PLAN

YES NO

☐ ☐

Will you be hiring a licensed professional security company to develop and manage your event's security plan? If yes, you are required to provide a copy of the security company's valid Private Patrol Operator's License issued by the State of Indiana prior to the event.

Please include in your Security Plan crowd control, internal security, and venue safety.

A copy of this plan must be submitted to town administrator 15 days prior to event date for permit issuance.

## MEDICAL PLAN

YES NO

☐ ☐

Will you be hiring a licensed professional emergency medical services provider to develop and manage your event's medical plan?

Please include in your medical plan a communications plan, the number, certification levels (MD, RN, Paramedic, EMT) and types of resources that will be at your event as well as how the plan will be managed and deployed. Your plan should include hours of setup and dismantle of medical areas. A copy of this plan must be submitted to the town administrator 15 days prior to the event date before permit issuance.

## CERTIFICATE OF COMPREHENSIVE GENERAL LIABILITY INSURANCE

The applicant must submit a certificate of insurance based on the following amounts, named insured language, and timeline:

- Comprehensive General Liability Insurance with a **minimum combined single limit of personal injury and property damage of \$1,000,000.00**
- All insurance must name the **Town of Speedway** and **Speedway Redevelopment Commission** as an "Additional Insured." Any use of Town owned parking lots must also list Speedway Redevelopment Commission as an "Additional Insured."
- The **Certificate of Insurance must be provided to the Town** a minimum of 30 days prior to the event date.

## EVENT PROMOTING BY THE TOWN

- Town website, social media, event calendar (community email, when warranted.)
- Contact Main Street businesses for advance notification.
- In coordination with the Speedway Police Department, announce and remind community of street restrictions and traffic flows.

## SITE PLAN/ROUTE MAP

As part of the Special Event Permit Application, you will be required to provide a detailed draft of your event layout.

### ☐ **Site Plan | Route Map**

- ☐ Outline of event venue area.
- ☐ Street names and landmarks in event area.
- ☐ Street or lane closures.
- ☐ Barricades, fencing, bike racks, cones.
- ☐ If event involves a moving route of any kind, indicate location and travel direction.
- ☐ Emergency access lanes.  
*Provision of minimum of twenty-foot emergency lanes throughout event venue area.*
- ☐ Medical Plan location including ambulances, first aid facility, etc.
- ☐ Temporary Structures.
  - ☐ Stages
  - ☐ Platforms
  - ☐ Scaffolding
  - ☐ Bleachers
  - ☐ Grandstands
  - ☐ Tents or canopies
  - ☐ Portable restrooms & handwashing stations
  - ☐ Food/Drink trucks or carts
  - ☐ Portable light towers
  - ☐ Beer gardens
  - ☐ Cooking areas
  - ☐ Trash containers
  - ☐ Trash dumpster
- ☐ Vendor locations.
- ☐ Food booth and cook areas.
- ☐ Generators and/or source of electricity.
- ☐ Entrance/Exit locations.
- ☐ Identification of any/all components requiring/meeting accessibility standards.
- ☐ Other related event components not listed above:

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## COST RECOVERY FEE SCHEDULE

- \$150 Special Event Permit, *non-refundable*.
- \$\_\_\_\_\_ Late Fee, \$10 per day if Special Event Permit Application submitted less than 90-days from event date.
- \$\_\_\_\_\_ Vendor Surcharge, *if applicable*.
 

\$50	1-10 vendors
\$100	11-25 vendors
\$200	26+ vendors
- \$\_\_\_\_\_ License for ***admission-charged*** events, *if applicable*.  
Based on number of persons who may attend.
 

Fewer than 1,000 persons -	\$ 100.00
1,000 to 5,000 persons -	\$ 200.00
5,000 to 10,000 persons -	\$ 500.00
10,000 to 15,000 persons -	\$ 1,000.00
15,000 to 25,000 persons -	\$ 2,000.00
25,000 to 50,000 persons -	\$ 3,000.00
50,000 to 100,000 persons -	\$ 4,000.00
More than 100,000 persons -	\$ 5,000.00
- \$\_\_\_\_\_ Right-of-Way, if applicable, \$50 per block.
- \$\_\_\_\_\_ OTHER permits deemed necessary by the Clerk Treasurer's Office.

**RENTALS AND ASSOCIATED FEES** *(if available and approved to source from the Town.)*

- \$\_\_\_\_\_ Portable Light Tower, \$100 per tower, 4 available, generator-all-in-one-unit.
- \$\_\_\_\_\_ Bike Rack Fencing, \$25 each *(quantity/type needed per by SPD & Streets.)*
- \$\_\_\_\_\_ Barricade, Plastic 32"x72", \$45 each *(quantity/type needed per by SPD & Streets.)*
- \$\_\_\_\_\_ Barricade, A-Frame, \$2 each *(quantity/type needed per by SPD & Streets.)*
- \$\_\_\_\_\_ Safety Cones, 18", \$1 each *(quantity/type needed per by SPD & Streets.)*
- \$\_\_\_\_\_ Use of Town Equipment Vehicles, \$25-\$75.
- \$140 Administration Fee associated with Town rentals/labor.
- \$\_\_\_\_\_ Labor Fees\* *(determined by Town department based on employees/hours used.)*

Note: Any parking lots owned by Speedway Redevelopment Commission (SRC) will be managed and rented by the SRC and separately from this Special Event Permit Application Process.

\*Permit, Rental, and Admin fees may be waived at the discretion of Town Council. Town Employee labor fees, if applicable, shall not be waived as these expenses fall outside of department budgets.

# TOWN OF SPEEDWAY



## SPECIAL EVENT Applicant Checklist

## APPLICANT CHECKLIST

### ☐ Complete Special Event Permit Application

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#### ☐ Temporary Shelters

*Rental Provider will be needed for any Temporary Shelter or Structure needs.*

- ☐ Complete the Tent Anchorage documentation required by the State of Indiana.
- ☐ Temporary shelter inspection by Town of Speedway Building Commissioner\*\*
  - Tents may not exceed 10' x 10' in size without special approval from the Town.
  - Tents must have weighted legs – no spikes in ground.
  - Tents must be tied and weighted down (minimum 20 pounds per leg.)
  - Town is not liable for any theft or damage resulting from unsecured furniture and accessories.
  - Tents and shelters must be in good repair and must be used in a safe manner as intended.
  - Tents may not block the business entrance/exit.
  - Pop-up tents and shelters may only be temporary (2 days or less) unless prior approval for an exception is made.
  - Business MUST leave a minimum 7 feet of sidewalk on Main Street and 5 feet on any side streets as per ADA requirements (starting from edge of brick pavers.)
  - The Town reserves the right to request any items in disrepair to be removed at its discretion.
  - Any use of a temporary shelter (pop-up tent) must be pre-approved and inspected by the Building Commissioner prior to use.
    - **Contact Town of Speedway Building Commissioner John Merritt at (317) 440-9099 to schedule inspection.**

☐ **Equipment Set-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ **Equipment Pick-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

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#### ☐ Food Concession | Preparation Area

- Please work through the Marion County Public Health Department to determine if food vendors must have a Health Department license and inspection:  
**Contact:** Kelli Whiting at [kwhiting@marionhealth.org](mailto:kwhiting@marionhealth.org) or 317.221.2256
- Submit proof of approval to the town administrator 15 days prior to event date.

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#### ☐ Alcohol

- Please work through Indiana State Excise Police if alcohol is being served.  
**Contact:** 317.232.2430
- All ABC and Excise requirements must be met.
- Indiana State Excise Police will determine when a pouring license must be obtained for those serving alcohol - use of a caterer and their license may be acceptable.
- Submit proof of excise approval to the town administrator 15 days prior to event date
- Beer Garden area must be enclosed (*bike racks work well.*)
- Plan for an ID Checkpoint using unarmed event security from an outsourced service provider.

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☐ **Portable Restrooms & Handwashing Stations**

*Rental Provider may be needed for any Portable Restroom & Handwashing Station needs.*

Rental Provider will help you determine:

- Total number of portable restrooms: \_\_\_\_\_
- Total number of ADA accessible portable restrooms: \_\_\_\_\_  
(10% of facilities must be ADA accessible)
- Total number of handwashing stations: \_\_\_\_\_

☐ **Equipment Set-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ **Equipment Pick-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

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☐ **Trash and Recycling**

*Rental Provider may be needed for Trash and Recycling needs - Speedway Streets Department can provide direction of needs.*

- Confirm extra trash bags and trashcans provided (disposable is ok.)
- Manage both rented trashcans and Town Main Street trashcans for overflow.  
throughout event – swap out with fresh trash bags, as needed.
- Trash, trashcans, and dumpster hauled away post-event.

☐ **Equipment Set-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ **Equipment Pick-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

- Total number of trash cans: \_\_\_\_\_
- Total number of recycling containers: \_\_\_\_\_
- Please describe your plan for clean-up and removal of recyclable goods, waste, and garbage during and after your event.  
\_\_\_\_\_  
\_\_\_\_\_

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☐ **Power Distribution**

*A Rental Provider may be needed for Power needs – Speedway Police Department and Speedway Streets Department can provide direction of needs.*

- Must provide own power and generators.
- Evening events may need portable light towers.

☐ **Equipment Set-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ **Equipment Pick-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

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☐ **Security | Emergency Action Plan**

*Hired Security Company may be needed - Speedway Police Department and Speedway Streets Department, in coordination with the Security Company of your choice, may provide direction of needs.*

- Provide copy of Security Plan to town administrator 15 days prior to event date. Plan should include crowd control, internal security, and venue safety.

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☐ **Safety Equipment | Fencing | Barricades**

*A Rental Provider may be needed for any Safety Equipment, Fencing, Barricades, etc.*

*Speedway Police Department and Speedway Streets Department may provide direction for what safety items are needed to rent.*

- Fencing
- Barricades
- Cones
- Signage

☐ **Equipment Set-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ **Equipment Pick-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

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☐ **Medical Plan**

*A Hired Medic Service Provider may be needed – this determination can be made in coordination with the Speedway Police Department and Speedway Fire Department.*

- Provide town administrator with copy of Emergency Services Plan 15 days prior to event date.

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☐ **Certificate of Comprehensive General Liability Insurance**

The Certificate of Comprehensive General Liability Insurance must be provided to the town administrator a minimum of 30 days prior to event date.

- Comprehensive General Liability Insurance with a minimum combined single limit of personal injury and property damage of \$1,000,000.00
- All insurance must name the **Town of Speedway** and **Speedway Redevelopment Commission** as an “Additional Insured.” Any use of Town owned parking lots must also list Speedway Redevelopment Commission as an “Additional Insured.”

## UPDATED SITE PLAN | ROUTE MAP AS NEEDED

### ☐ Site Plan | Route Map

- ☐ Outline of event venue area.
- ☐ Street names and landmarks in event area.
- ☐ Street or lane closures.
- ☐ Barricades, fencing, bike racks, cones.
- ☐ If event involves a moving route of any kind, indicate location and travel direction.
- ☐ Emergency access lanes.  
*Provision of minimum of twenty-foot emergency lanes throughout event venue area.*
- ☐ Medical Plan location including ambulances, first aid facility, etc.
- ☐ Temporary Structures.
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- ☐ Food booth and cook areas.
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- ☐ Other related event components not listed above:

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