



Avon Town Hall Park – Park Event Application

Town of Avon – 6570 E. US Highway 36 - Avon, IN 46123
Phone – (317) 272-0948 Fax – (317)272-0949



*Please take the time to read the Park Event Policy and Guidelines BEFORE completing the rest of this application.
You will be held responsible for adhering to all the rules stated within that policy.*

General Information

Today's Date _____

Event Date _____

Name of Event _____ Type of Event _____
(Walk, run, fundraiser, festival, concert, etc...)

Group/Organization _____ Representative _____

Address _____

Email _____ Phone # (c) _____ (h) _____

Event Details

Event Times _____ Set-Up Time _____ Take-Down Time _____

What areas of the park will you be using? Shelter* Council Chamber* Town Hall Patio (and Surrounding Area)

Trails Frisbee Golf Course Other (please describe) _____

***If using Shelter or Council Chamber – additional forms will need to be filled out.**

Food, Beverage and Merchandise Vendors

Will there be any food, beverage, or merchandise at the event? Yes No

Advertising and Signs

Are you planning on putting up any signs *throughout the Town of Avon* before your event? Yes No

Will you be displaying any signs at or in the park the day of your event? Yes No

How will you be advertising your event? (newspaper, radio, Facebook, etc.) _____

Tents and Equipment

Are you planning on having any tents for the event? Yes No

If yes, how many _____ What size _____ Location(s) _____

Is there other *large* equipment or structures, being brought into the park for your event? Yes No
(golf carts, bounce houses, generators, stages, sound system, port-a-johns, trailers, etc.)

If yes, please list: _____

Other

Are there any other details or special notes pertaining to your event not addressed: _____

If event is a fundraiser , you must provide proof of the benefitting organizations 501 (c) 3 or non-profit status and submit a signed letter from the same organization acknowledging the fundraiser. If you plan to host any gaming (bingo, door prizes, raffles, etc.), you will need to determine if you are qualified to legally host these types of games. Refer to: http://www.in.gov/igc/files/Charity_Gaming_FAQs.pdf		
Organization benefitting from this event? _____		
Proof of non-profit status and letter received?	Yes	
Are you planning on any gaming?	Yes	No
If yes, please describe _____		
Are you charging admission or entry fee?	Yes	No
Do you plan on selling any merchandise?	Yes	No
If yes, please describe _____		

Please note - The Representative/Organization is responsible for submitting all additional forms, documents, permits, and letters as requested in the following Park Event Policy and Guidelines, at least 3 weeks prior to your event. If you fail to submit these documents, your event will not be approved.

I, or my representative, have read, understand and agree to follow the Park Event Policy and Guidelines set forth by the Town of Avon, while using the above stated facility. I, or my representative, agree that the Renter shall indemnify the Town of Avon, its employees, officers, agents, and elected officials, and hold the Town of Avon harmless from any liability, for any and all damages, injuries, or claims which arise from Renter's use of the Town's facility.

Primary Contact Signature _____ Date _____

Event Approved By: _____ Date _____

Park Event Policy and Guidelines

1. A **“park event” is defined** as a community-based occasion that is open to the public and/or supports a charitable organization. The event may also require more Park property and facilities than that of the Park shelter or Town chamber room. Events in the Park may not be political, offensive or discriminatory in any way. To avoid shelter/event conflicts, Representative/Organization is requested to **schedule the event dates at least 90 days** in advance unless otherwise approved by Town Staff.
2. All park events at the Avon Town Hall Park must be approved by the Town. In addition, the hosting organization must **submit a copy of their Liability Insurance Policy, prior to event approval.**
 - a. Depending on the types of activities being conducted at your event, the Rep/Organization’s Liability Insurance Certificate may need to be changed to list the Town of Avon, as additionally insured.
 - b. The Town of Avon must be notified within 24hours before the start of the event if cancelled or changed.
No rain dates allowed unless approved by The Town of Avon
3. **If the event is a fundraiser**, you must provide proof of the organizations 501(c) 3 or non-profit status with the facilities use application and submit a signed letter from a 501(c) 3 charities or non-profit acknowledging the fundraiser. If you plan to host any gaming (bingo, door prizes, raffles, etc.), you will need to determine if you are qualified to legally host these types of games and what types of permits you will need.
http://www.in.gov/igc/files/License_Types.pdf
4. Town staff *may* be available to provide guidance and support for the event; however, **the Rep/Organization is required to provide adequate volunteers** and other help necessary to facilitate the event, including parking attendants (if needed).
5. Large events may need additional parking. **An overflow parking plan** must be discussed with and approved by the Town Staff.
6. Rep/Organization must **submit a detailed layout of the event to the Town Staff.** The **final layout of the event** is to be submitted to Town, for review, **NO LATER than 3 weeks prior to the event.** The final layout **must be approved** by the Town of Avon. Electrical needs must be addressed, when mapping out your event.
7. The Town of Avon **requests that a copy of your event marketing materials** (flyers and/or press releases) be submitted to Town Staff for the purpose of advertising on the Town’s website and enabling us to answer any questions from the general public about your event. All marketing material should be submitted in PDF and/or JPEG format, at least three weeks prior to your event.
 - a. **Signs and Banners:** If you are planning on displaying any signs and banners *at the entrance of* the Town Hall Park or *throughout the Town of Avon*, **you must fill out a sign permit** at least 30 days prior to your event. To download and copy a sign permit go to:
http://www.avongov.org/egov/documents/1359052971_348114.pdf
 - i. Signs being displayed *within* the Town Hall Park must be approved by Town Staff. The **Rep/Organization is responsible for putting up and removing ALL signs.**
8. **Rep/Organization is expected to provide all necessary equipment for the event** such as utility vehicles, safety equipment (such as reflective vests), extension cords, litter containers, shovels, rakes, lighting, flashlights, light bulbs, and portable toilet paper products.
 - a. Any and all **equipment for the event must meet Town approval and be listed on layout.** (i.e. golf carts, bounce houses, generators, stages, sound system, port-a-johns, trailers, etc.)
 - b. Vehicles (i.e. golf carts, utility vehicles, etc.) must be used for event purposes *only*.
9. Rep/Organization **may not utilize the Parks Maintenance Facility or Maintenance Vehicles** for the event.
10. **Tents, temporary structures and other equipment may not block any park trail, road or maintenance access road.** Tents, temporary structures and other equipment that may in any way cause damage to the park property and grounds are prohibited. **No stakes in asphalt.**
 - a. The Town requests that said items be set up and/or brought into the park the day of the event. In some circumstances, the Town may grant permission for said items to be set up on a day other than the event.

You must notify the Town of this request 3 weeks in advance of the event. The Town will not be held responsible for items left at the Town property before, during or after an event.

- b. **Tents** – Tents bigger than 12 x 12 must have a building permit and will need to be approved by the Fire Marshal. For more details on a building permit go to: <http://avongov.org/department/?fDD=14-0>
11. The Rep/Organization is responsible for ensuring that all **food vendors obtain the required health permits and comply with Hendricks County Health Department standards**. In addition, ALL VENDORS (food and non-food) must have a certificate of liability insurance. The renter must also ensure that a **copy of all vendor permits and liability insurance are given to the Town of Avon** at least 3 weeks in advance of the event.
 - a. Food Vendors - For the required health permits go to, <http://www.co.hendricks.in.us/health.html>.
 - b. Rep/Organization **must provide a final vendors list at least three weeks** prior to the event for approval.
 - c. The Town Hall and Park are alcohol free and any event seeking to provide alcohol must get prior approval of the Town of Avon's Town Council. You must also obtain a temporary Beer/Wine Permit through the State of Indiana and follow the guidelines stated in that permit:
<http://www.in.gov/atc/files/TempBeerWine.pdf>
12. **Sufficient restroom facilities must be provided** for event attendees. If you are expecting a large event you may need to supply portable restrooms which should meet American Disabilities Act standards. It is your responsibility to find a company that provides portable restrooms and the amount you may need. **Rep/Organization is also responsible for maintaining all restrooms (portable and permanent) during the event.** The Town of Avon will supply adequate toilet paper products for the shelter/council chamber restrooms. Any portable restroom paper products are the responsibility of the renter.
13. **Trash and Clean Up:** Rep/Organization is responsible for providing appropriate litter containers for the event; you are also responsible for removing litter and debris from park property and general clean up after the event. All event trash should be thrown away in the Town Hall Dumpster or the Park Maintenance Building Dumpster, unless otherwise instructed by Town Staff.
 - a. **The Rep/Organization is responsible for removing all equipment**, structures, banners, signs and other property of the organization **within 24 hours of the event's ending time**.
 - b. Town Staff and Event Representative will inspect Town Hall Park Facilities before and after an event. **Insufficient clean up could result in a cleanup fee at a rate of \$30/hour per person.**
14. **General Park Polices**
Rep/Organization is responsible for ensuring the following general policies are followed:
 - a. No nails, tacks or staples are to be used on shelter houses or gazebos.
 - b. No metallic or paper confetti, silly string, piñatas or similar items are allowed in the shelter houses, gazebos and surrounding areas.
 - c. Under NO circumstances will a grill, of any kind, be allowed under the shelters or gazebo.
 - d. Chalk drawings are not allowed on shelter floors, sidewalks or trails.
 - e. All Picnic Tables are to be returned to their original positions.
 - f. Absolutely no parking, driving or unloading on the grass.
 - g. Please NO soliciting.
 - h. The Town Hall Park is tobacco, alcohol and drug free environment.
15. **If security is needed at your event**, arrangements for additional officers must be made with the Avon Police Chief at least 3 weeks prior to the event. Security is needed if your event will exceed a crowd of 500. The Rep/Organization must reimburse the Avon Police Department for expenses related to the additional staff. Reimbursement is calculated at \$35 per hour per staff member. The Avon Police department may be contacted at 272-4485.
16. **Rep/Organization may be financially responsible for damages** to grass, structures or facilities that are beyond normal wear and tear (i.e.; vehicle tire ruts/marks and grease marks from vendor booths, etc.) and for missing Town property during your event. The Town staff will inspect the property after the event and notify the Rep/Organization of any damages or other issues.

Document Checklist for All Events

All documents must be submitted 3 weeks prior to your event, except host organizations liability insurance which must be submitted with event application

DOCUMENTS NEEDED FOR ALL EVENTS...

Certificate of Liability (must be submitted with application)

Layout of Event (See Town for map of park and facilities - electrical needs must be mapped out)

Marketing Materials (PDF and JPEG)

DOCUMENTS NEEDED, IF RELEVANT TO YOUR EVENT...

Sign Permit http://www.avongov.org/egov/documents/1359052971_348114.pdf

Tents/Structures <http://avongov.org/department/?fDD=14-0>

Fundraising/Nonprofit Documentation/Letters http://www.in.gov/igc/files/License_Types.pdf

Food Vendors <http://www.co.hendricks.in.us/health.html>

Alcohol Vendors <http://www.in.gov/atc/files/TempBeerWine.pdf> and Written approval from Avon's Town Council

Gaming License/Permit (see website above for details) http://www.in.gov/igc/files/License_Types.pdf

Vehicle and Large Equipment List (i.e. golf carts, bounce houses, generators, stages, sound system, port-a-johns, trailers, etc.)

Overflow Parking Plan (discuss with Town Staff)

Questions? Contact the Town of Avon @ 272-0948