



## West Lafayette Parks and Recreation Department Process for Special Event

Overview - A Special Event Application is required if your gathering has any of the following elements:

- |  |                                |
|--|--------------------------------|
| 100 or more participants   | Walks/Runs/Parades             |
| Any advertising or sponsorship activities  | Admission fees are charged     |
| Tents, Stages, Inflatables   | Specific location reservations |
| Selling and/or distributing food, goods or merchandise (this includes classes or boot camps) |                                |

Groups using West Lafayette Parks and Recreation property for their event are required to pay a \$250.00 Special Event fee. Non-Profit groups may receive a 50% discount – must submit a copy of their 501-C3 certification.

Fee covers five (5) hours.

1. Choose a specific location and date for your event. You are encouraged to choose an alternative location and/or date in the event that your first choice is not available. If you are unsure whether or not an application is required for your event, please call (765) 775-5110.
2. Complete all sections of the West Lafayette Parks and Recreation Department (WLPRD) Special Event application. All proposed activities and events are subject to the approval of the WLPRD and may require approval by the West Lafayette Park Board (WLPB). The WLPB meets monthly – please contact us for meeting dates and location. Any advertising, vendors or sales may need approval from the WLPB.
3. Submit the completed application by U.S. mail, delivery in person, fax or email. If submitting by e-mail or fax, call to confirm receipt if you don't receive a response. Submittal of an application does not grant you a permit or confirmation to conduct your planned event; all applications are subject to review. Completed applications with requested documentation and/or additional information must be submitted at least six weeks prior to your event; otherwise, applications will be denied or late fees may apply.  
*Please note: Applications will be processed beginning January 10 (or the first business day after 1/10), of the current year beginning at 8:00a.m. Applications submitted by mail, email and fax, and all applications received prior to 8:00a.m. on January 10, will not be processed until January 10.*
4. Upon receiving your completed application, the WLPRD will contact you to inform you of the status of your application. You will be informed of fees that must be paid along with any additional documentation requirements (i.e. certificate of insurance). The WLPRD reserves the right to require additional information or documentation regarding the applicant, applicants company, sponsoring company/organization, cosponsors, event participants, event vendors, event activities, or the event itself. Moreover, the WLPRD may postpone approval of event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a park special event. Facilities will be tentatively reserved until event has been approved by WLPRD.

*Remember: Entire Application Must Be Completed In Full*

5. The WLPRD processes applications for permits in order of receipt.

6. **Insurance:** During any special event, permit applicant shall maintain the following insurance in full force and effect.

General Liability insurance is required for all public special events. All General Liability Insurance must be provided by the event applicant, no exceptions. The following insurance requirements are provided by the Henriott Group on behalf of the WLPB and the City of West Lafayette.

**Commercial General Liability (Occurrence Form)**

Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000

- Name The City of West Lafayette, Indiana AND the West Lafayette Parks & Recreation Board as an Additional Insured.

**Automobile Liability**

Combined Single Limit	\$1,000,000
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- Name The City of West Lafayette, Indiana AND the West Lafayette Parks & Recreation Board as an Additional Insured.

**Workers Compensation and Employer's Liability**

Workers Compensation	State Statutory Limits
Employer's Liability	
Bodily Injury by Accident	\$100,000 Each Accident
Bodily Injury by Disease	\$500,000 Policy Limit
Bodily Injury by Disease	\$100,000 Each Employee

**Umbrella Liability**

Each Occurrence and Aggregate	\$1,000,000
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All coverages must be placed with an insurance company with an A.M. Best rating of A-VII or better.

Please forward your certificate within 10 days to: City of West Lafayette, 222 N. Chauncey Ave.  
West Lafayette, Indiana 47906

7. Applicants are required to inform the WLPRD in writing of any and all amendments to the original application prior to the event day.

8. Once all of the WLPRD requirements have been fulfilled, including receipt of all documents and full payment, the Special Event application may be approved.

9. Please note: Costs incurred promoting and marketing events prior to the issuance of an approved Special Event and changes/modifications relative to the event from the WLPRD and/or other City of West Lafayette departments is at the sole expense and risk of the Event Organizer.

Submit the complete Special Event Permit Application to: West Lafayette Parks and Recreation  
222 N. Chauncey Ave., West Lafayette, IN 47906

*Reminder: Entire Application Must Be Completed In FULL*



## West Lafayette Parks and Recreation Department (WLPRD) Special Event Application

### A. General Information

WLPRD Facility/Area Requested (location of event): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Start time: \_\_\_\_\_

Set up Start Time: \_\_\_\_\_ Clean up/End Time: \_\_\_\_\_

Date Application submitted: \_\_\_\_\_

Name of Sponsoring Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone(home/work): \_\_\_\_\_ Cell #: \_\_\_\_\_

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

Web Site: \_\_\_\_\_

Non-Profit Status ID#: \_\_\_\_\_

On Site Event Coordinator Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Day of Event Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### B. Event Information:

Purpose of event: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ If registrations exceed expected attendance you are required to notify West Lafayette Parks and Recreation Department.

Will electricity be needed? \_\_\_ YES \_\_\_ NO If Yes, what locations? \_\_\_\_\_

Will food vendors or caterers be used? \_\_\_ YES \_\_\_ NO

### C. Restroom Facilities:

Will port-o-lets be used? \_\_\_ YES \_\_\_ NO If yes, How many port-o-lets? \_\_\_\_\_

Location of port-o-lets: \_\_\_\_\_

Who will be the vendor providing restrooms? \_\_\_\_\_

How many hand wash stations will you have? \_\_\_\_\_

If port-o-lets are not used, what restroom facilities will your event be utilizing? \_\_\_\_\_

**D. Safety Arrangement:**

The individual named below is responsible for event safety and security. This individual must NOT be participating in the activities and should be available to provide initial basic first aid and/or security as needed. If the event organizer would prefer to have EMT’s and/or police on site for the duration of the event, the West Lafayette Fire Department and/or West Lafayette Police Department will provide such for a reasonable fee paid for by the sponsor.

We would like West Lafayette to provide: EMT’s \_\_\_\_ Security \_\_\_\_ Neither \_\_\_\_

Signature: \_\_\_\_\_ Day of Event Phone: \_\_\_\_\_

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

**E. Equipment:**

Will the event include tents? \_\_\_\_\_ Please specify quantity of tents per each size. \_\_\_\_\_

F. List all Vendors and items to be sold: \_\_\_\_\_

**G. Cancellation:**

The City of West Lafayette reserves the right to cancel or relocate an event due to special circumstances including but not limited to the following: weather conditions, misuse or abuse of facilities, non-compliance with City of West Lafayette event guidelines and unapproved events.

**H. Site Plans, Maps and Accessible Planner:** Please attach a detailed site map to include set up/routes etc.

**I. Insurance Requirements:** Attach General Liability Insurance certificate per WLPR guidelines.

**J. General information and Responsibilities:**

**Meeting:** Once the application has been approved, WLPRD staff will contact the applicant to determine if a planning meeting is necessary. If deemed necessary, this meeting is mandatory to work out all the details of the event. Please bring your event map/layout to this meeting. The application and event guidelines will be reviewed at that time.

**Walk-through** - Once the application has been approved and no less than two weeks prior to the date of your event, you are responsible for scheduling a “walk-through” of your event with park staff to review your site plan. The purpose of the walk-through is to make you completely aware of all site guidelines and answer any additional questions you may have.

**Vehicles and Parking** - Vehicles are not allowed on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline will result in a loss of deposit. Parking is permitted in designated park parking lots.

**Set Up and Storage** - User is responsible for setting up and taking down any tables, chairs, equipment or other items or supplies used to conduct an event. No provision will be made for the storage for tables, chairs, equipment or other items or supplies required for an event. If the User fails to do so, the West Lafayette Parks Board (WLPB) shall have the right to remove the same at the User’s expense, the amount of which expense User shall pay to the WLPB on demand.

**Sanitation and Clean-up** - Sponsor is responsible for the cleanliness of the entire location once set-up begins through tear down.

Please include on your Site Plan location of individual trash receptacles. During and at the conclusion of the event, trash must be collected by sponsor and placed in the receptacles or designated location. The event location must be entirely cleared of litter at the conclusion of the event. In all cases the Park must be cleaned, if sponsor fails to do so or causes damage to park property the sponsor will be billed for the cost to clean and repair damages. In the event this occurs, the Department may deny future Special Events from the sponsor.

**Trash Removal** - You are responsible for securing additional receptacles or having your trash hauled away if park containers won't accommodate the needs for your event. Bagged trash may be placed next to a park trash receptacle after an event for park staff to remove. Trash that is not disposed of properly or overfills a receptacle may result in a loss of future use. WLPRD will determine if the size of your event requires rental of an additional dumpster. Dumpsters are to be placed in designated areas approved by park staff.

**Health Codes** - Food vendors must work directly with the Tippecanoe County Health Department to obtain necessary permits and comply with all applicable health codes and regulations. Copies of permit(s) must be submitted WLPRD.

**Food and Drink** - The dumping of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal plus labor will be charged to event coordinator.

**Portable Toilets** - You are responsible for securing the appropriate number of portable toilets for your event (minimum of 1 toilet per 150 attendees). Toilets should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends. WLPRD takes no responsibility for any damage to portable toilet(s) at any time. Portable toilets are to be placed in designated areas or as approved by park staff. You must provide the location of your port-o-lets in the event map/layout. If portable toilets require hoses for a water source, the vendor must supply the hose.

**Tents, Umbrellas etc.** - West Lafayette Parks and Recreation is not responsible for any tents or items set up for your event. You are responsible for scheduling security to watch over your area. Staking tents is not permitted. You must provide the location of your tent(s) in the event map/layout. **All components of vendor displays, including tents, umbrellas and signs, must be properly secured on all sides.**

**Stages/Structures - Stage use requires a State Amusement Entertainment Permit.** 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. State Entertainment Permit application may be found at IN.gov website [www.in.gov/dhs/2795.htm](http://www.in.gov/dhs/2795.htm)

**Tobacco Free** - All West Lafayette Parks & Recreation facilities are tobacco free. No use of tobacco is permitted.

**Child Supervision** - If children are under the age of 18 and are part of the event, it is your responsibility to provide adequate supervision.

**Safety** - 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 with approval from the West Lafayette Police AND Fire Departments. This plan should minimally incorporate how medical and security issues will be handled by the Sponsor. WLPRD reserves the right to require uniformed security personnel for any function at their discretion, if required, and shall be provided at the Sponsor's expense.

The West Lafayette Police Department can provide security personnel for a reasonable fee if requested. The West Lafayette Fire Department can provide EMT's for a reasonable fee as well. Although not required for events with less than 500 participants, they are recommended.

The possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, cross bows, swords, and pellet guns is strictly prohibited in any park or park facility. As to weapons generally, see Indiana Code chapters 35-47.1 to 35-47.13. As to prohibition against discharge of firearms, air rifles, etc., in parks, see 24.137, and the discharge of a firearm is strictly prohibited within the City's jurisdiction. City Noise ordinance Sec. 65.02

The promotion or sale of any article requires approval by the West Lafayette Park Board prior to your event. All pets must remain on leashes at all times.

**Copyright** - It is the applicant's responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.

**Marking** – **No paint** is allowed on trails or hard surfaces.

**Violations** - Park facilities must be used solely in accordance with the City of WLPRD policies and procedures; WLPRD retains the right to revoke a special use permit any time upon violation of your agreement of the risk or threat or a violation of your agreement. Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco, or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities or are in violation of state and local ordinances. Sleeping (overnight camping) in parks or other park premises is prohibited.

Applications must have the following to be accepted:    \_\_\_\_\_ Special Event Application    \_\_\_\_\_ Event Site Plan  
\_\_\_\_\_ Insurance Certificate of Liability    \_\_\_\_\_ Event Agenda/Activities    \_\_\_\_\_ Emergency Action Plan  
\_\_\_\_\_ Fee Payment    \_\_\_\_\_ Non-Profit certificate if applicable

By signing and submitting this application, the permit applicant agrees to abide by City ordinances and the park rules and regulations of the WLPRD including, but not limited to, the conditions as stated on this application and the WLPRD Rental Agreement.

**Please Read Carefully**

I, as applicant or duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a West Lafayette Parks and Recreation Department property. The applicant agrees that while renting the park or park premise, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person’s race, color, sex, religion, creed, national origin or ancestry, age or disability. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park, including consumption of alcoholic beverages which is prohibited.

I, on behalf of the applicant and myself, shall release, hold harmless, and forever indemnify the City of West Lafayette, its employees, officers, Boards and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**City of West Lafayette Parks and Recreation  
222 N. Chauncey Ave.  
West Lafayette, Indiana 47906  
(765) 775-5110**

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**Office Use Only:** Date Paid \_\_\_\_\_ Amount \_\_\_\_\_ Receipt # \_\_\_\_\_

Copy off application sent to Police: \_\_\_\_\_  
Date

Fire: \_\_\_\_\_  
Date

Police Department Approved \_\_\_\_\_  
Name

\_\_\_\_\_  
Date

W.L. Fire Department Approved \_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Park Board Approved \_\_\_\_\_  
Date

*File: Userdoc (S)/Special event Forms/2Spec.Event-App.(3-8-17)*



## West Lafayette Parks and Recreation

### General Rules and Regulations

1. Beer and Intoxicating Beverages: No person shall bring into, have, keep, carry, serve, or drink beer or any intoxicating beverage within the parks.
2. Preservation of Property and Natural Features: Do not remove, injure, or destroy any tree, flower, shrub, or rock nor injure or deface any building, sign, equipment, or other property found in the parks.
3. Hunting and Molesting Wildlife: Birds or animal wildlife found within the parks must not be disturbed in anyway.
4. Garbage, Refuse, Ashes, and other Waste: All waste materials must be placed in receptacles provided for such purposes. Please use recycling containers.
5. Fires: Fires are restricted to park grills or privately owned grills in designated areas approved by the WLPRD.
6. Firearms: No firearms of any description, including air and pellet guns, are permitted in the parks.
7. Camping and Other Items: No camping is allowed and tents, tarps, and other items may not be erected or installed without specific written permission from the WLPRD.
8. Disorderly Conduct: At all times act with propriety. Cooperate by maintaining the peace and order of our community within the parks.
9. Traffic: Please observe the posted speed limits of ten (10) miles per hour. Trails are not to be used by any form of motor vehicle. Park motor vehicles only in those areas designated for parking.
10. Commercial Enterprises: No sales of articles, privileges, or services are permitted without written permission from the WLPRD.
11. Signs: Signs, advertisements, and notices are not to be posted without written permission from the WLPRD.
12. Dogs and Cats: We would rather you leave your pets at home. However, they are permitted if such animals are controlled at all times on a leash not more than 8 feet long. Owners must clean up after their pets.
13. Hours: Parks are open from 8:00 a.m. to one-half hour after sunset, or as posted from time to time by the WLPRD.
14. Tobacco Use: Tobacco use is prohibited at all City Parks facilities.
15. No Paint or permanent markings are to be used on trails or hard surfaces.
16. Cancellation policy: Special Event Fee may be refunded if WLPRD is notified of cancellation at least 30 days in advance of the event date, less a \$10 cancellation fee. If WLPRD is notified 29 - 15 days in advance of the event, the cancellation fee will be \$25.