

Town of Danville Administration
49 N Wayne St, Suite 120
Danville, IN 46122
Phone: (317) 745-4180



SPECIAL EVENT/FOR-PROFIT PARTY APPLICATION

Minimum 30-Day Notice Prior to Event Date

Note:
For all questions or concerns
relating to special events, please
contact Blaine Rout in Town
Administration.
Email: brout@danvillein.gov
Phone: 317-745-4180 ext 1004

GENERAL EVENT INFORMATION

Event Name: _____

Event Location: _____

Event organizer has permission of property owner to host this event on his/her property.
(Letter granting permission is attached/included.)

Event Date(s): _____ Event Hours of Operation: _____

Set-Up for Event: Date(s): _____ Hours: _____

Dismantling Event: Date(s): _____ Hours: _____

Alternate Date (if applicable): _____ Admission Fee (if applicable): _____

Estimated Attendance: _____ Private or Public Event: _____

Type of Event: (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Festival | <input type="checkbox"/> Parade | <input type="checkbox"/> Car Wash for Fundraising |
| <input type="checkbox"/> Sporting Event/Run/Walk | <input type="checkbox"/> Arts and Craft Fair | <input type="checkbox"/> Circus |
| <input type="checkbox"/> Raffle | <input type="checkbox"/> Concert | <input type="checkbox"/> Grand Opening |
| <input type="checkbox"/> Carnival/Rides | <input type="checkbox"/> Fundraiser/Charitable Event- | |
| <input type="checkbox"/> Annual/Recurring Event | <input type="checkbox"/> Other, please describe: _____ | |

General Description of Event: _____

ORGANIZATION INFORMATION

Sponsoring/Planning Organization: _____

Organization is registered with the State of Indiana as a Non-Profit Organization

Address: _____

Phone: _____ Email: _____

Web Site: _____

Event Manager: _____

Address: _____

Phone: _____ Cell Phone: _____

*Email: _____

Onsite Contact: _____ Phone: _____

Address: _____

Cell Phone: _____ Email: _____

Permit No. _____ (to be completed by staff)



Please check all that will apply to your special event. If you are unsure, please checkmark and add any necessary notes/comments.

- PROPOSED LAYOUT AND/OR ROUTE INCLUDED **(Mandatory)**
- SECURITY PLANS **(Mandatory)**
- TRAFFIC CONTROL/EMERGENCY EVACUATION PLANS **(Mandatory)**
- STREET CLOSURES (DPW)
- MUSICAL ENTERTAINMENT (Bands, DJ)
- OTHER ENTERTAINMENT (Rides, inflatables,etc.) _____
- MASS GATHERING (OVER 5000 PEOPLE)
- TENT(S) OVER 200 SQUARE FEET
- FOOD VENDOR(S)
- LIQUOR- SOLD OR GIVEN AWAY
- MERCHANDISE/CRAFT VENDORS
- COURTHOUSE LIGHTING (STRING LIGHTS)

Fees:

- \$100 Per Road - Street Closures
- \$200 Non-Refundable Fee - For-Profit Parties ****Only For Events That Charge For Admission****
- \$50 Non-Refundable Admin Fee

Total Assessed Fees: _____ (to be completed by staff)

The undersigned affirms under penalty for perjury that the answers, representations and information provided in this application are true and correct. Furthermore the undersigned agrees to abide by all ordinances and law regulating the described activities.

Signature

Name Printed

Town of Danville Administration
Special Event/For-Profit Party Application

Date

Permit No. _____ (to be completed by staff)



Special Requests & Notes

Additional Information Regarding Events

- For information regarding the downtown community and potential opportunities, please reach out to the Executive Director of the Danville Downtown Partnership, Beth Ann Holmes, at danvillepartnership@gmail.com.
- For logistical issues including parking enforcement, especially if it impedes street closures, reach out to Blaine Rout in Town Administration and/or the Police non-emergency number.
- Regarding trash, event organizers are responsible for can liners on the garbage bins within the event space. Please use 45 gallon liners. In instances where excessive trash is left after an event ends, the Event Planner/Organization will be invoiced the labor hours for cleanup per the Town's Fee Schedule. Contact Public Works for additional questions.
- For any property/equipment that is loaned to the Event Planner, a "Loan-Out Agreement" form must be signed with the Department of Public Works.
- Mobile Food Vendors (Food Trucks/Carts) have additional requirements in regards to their operation. They are exempt from permit requirements if part of an event, but must still abide by ordinance. The most notable requirement is that mobile food vendors *must* provide their own trash can for customer use. For additional information, reach out to Blaine Rout in Town Administration.



Contact Information

****Note:** Most logistical issues/concerns can be addressed via Blaine Rout in Town Administration. Please use the following contact information to address any persisting issues or if the primary contact cannot be reached.**

- **Police:**
 - Jim Hilton (Chief of Police)
 - Email: jhilton@danvillein.gov
 - Brent Allison (Assistant Chief)
 - Email: ballison@danvillein.gov
 - Police Department Phone: 317-745-4180 ext. 6000

- **Fire:**
 - Richard Duncan (Fire Chief)
 - Email: rduncan@danvillein.gov

- **Public Works:**
 - Andrew Pitcher (Superintendent)
 - Email: apitcher@danvillein.gov
 - Aaron Plunkett (Assistant Superintendent)
 - Email: aplunkett@danvillein.gov
 - Public Works Phone: 317-745-4180 ext. 4000

- **Administration:**
 - Blaine Rout (Code Enforcement Officer/Special Events)
 - Email: brout@danvillein.gov
 - Phone: 317-745-4180 ext. 1004