

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

# TOWN OF DANVILLE

## 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: Community Awards

Event Location: Marion St

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

Event Date(s): August 30 Event Hours of Operation: 6 pm - 10 pm

Set-Up for Event: Date(s): 8/30/2025 Hours: 3 pm

Dismantling Event: Date(s): 8/30/2025 Hours: 10:30 pm

Alternate Date (if applicable): \_\_\_\_\_ Admission Fee (if applicable): \_\_\_\_\_

Estimated Attendance: 200 Private or Public Event: Private

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 checked="" type="checkbox"/> Fundraiser/Charitable Event- |   |
| <input checked="" type="checkbox"/> Annual/Recurring Event | <input type="checkbox"/> Other, please describe: _____           |   |

General Description of Event: \_\_\_\_\_  
\_\_\_\_\_

### ORGANIZATION INFORMATION

Sponsoring/Planning Organization: DANVILLE CHAMBER OF COMMERCE

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

Address: 49 N WAYNE ST

Phone: 317-745-0670 Email: Kelly@DanvilleChamber.org

Web Site: www.DanvilleChamber.org

Event Manager: Jocelyn Pearcy

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Onsite Contact: Jocelyn Pearcy Phone: 317-617-4122

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Permit No. \_\_\_\_\_ (to be completed by staff)

# TOWN OF DANVILLE

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.

Kelly D. Benedetto  
Signature

Kelly DIBENEDDETTO  
Name Printed

Date

7/8/25

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

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](mailto: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.

# TOWN OF DANVILLE

## 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](mailto:jhilton@danvillein.gov)
- Brent Allison (Assistant Chief)
  - Email: [ballison@danvillein.gov](mailto:ballison@danvillein.gov)
- Police Department Phone: 317-745-4180 ext. 6000

- Fire:

- Richard Duncan (Fire Chief)
  - Email: [rduncan@danvillein.gov](mailto:rduncan@danvillein.gov)

- Public Works:

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

- Administration:

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

**PARKING**

INDIANA STREET

Alley to walk from parking

**FARMER'S MARKET**

WASHINGTON STREET

Courthouse

MARION STREET



Community  
Awards

BROADWAY STREET

**PARKING**

JEFFERSON STREET

MAIN STREET

PARKING

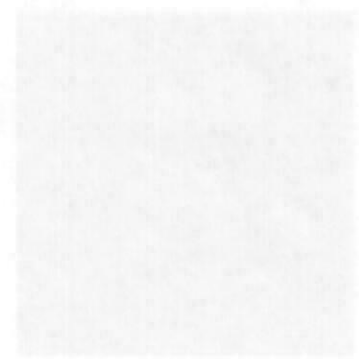
INDIANA STREET

THIRTY-SECOND

THIRTY-SECOND

WASHINGTON STREET

THIRTY-SECOND



THIRTY-SECOND

JEFFERSON STREET

community

shelton

THIRTY-SECOND

PARKING