

Town of Danville Special Event Application

Event Information

Event Name: Christmas on the Square

Event Location: Courthouse Square

Event Date(s): November 28th, 2025 4pm -7pm

Set up at 2pm. Dismantling to 9pm



Event Sponsorship



Sponsoring Organization / Individual: Downtown Danville Partnership


Contact Name: Tara Cobourn

Phone Number: 719-680-0930

Email Address: danvillepartnership@gmail.com

 **Town of Danville** |  **Code Enforcement Room 205**

 317-745-4180 EXT 1004 |  nford@danvillein.gov

 49 N Wayne St, Danville, IN 46122

Special Event Application

Print Date

Cobourn, Tara

7/23/2025

Historical Danville Square

Event Name:

Christmas on the Square

Type of Event:

Annual community event

General Description of Event:

Annual Christmas Festival and Tree Lighting event.

Public/Private Event:

Public

Admission Fee:

FREE

Estimated Attendance

1000

Organization:

Downtown Danville Partnership

Contact Person

Tara Cobourn

Contact Phone Number:

719-680-0930

Email

danvillepartnership@gmail.com

Event Location:

Courthouse Square

Event Date:

11/28/2025

Event Time:

4:00 PM

Event End Time:

7:00 PM

Set-up Date:

11/28/2025

Set-up Time:

2:00 PM

Tear Down Date:

11/28/2025

Special Event Application

Print Date

Cobourn, Tara

7/23/2025

Historical Danville Square

Tear Down Time:

8:00 PM

Organization Information:

Sponsoring/Planning Organization:

Downtown Danville Partnership

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

True

Event Manager:

Tara Cobourn

Address

49 North Wayne Street Danville IN, 46122

Phone

(719) 680-0930

Email

danvillepartnership@gmail.com

Website:

<https://discoverdowntowndanville.org/event/christmas-on-the-square-5/>

Onsite Contact:

Tara Cobourn

Phone

(719) 680-0930

Email

danvillepartnership@gmail.com

Please review the following checklist and mark all that apply to your special event. If uncertain, check the box and provide any relevant notes or comments.

Street Closures:

True

Trash Cans:

5

Porta Potties:

True

Musical Entertainment:

Yes, Live DJ

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Historical Danville Square

Tents:

Merchandise/Craft Vendors:

Food Vendors:

True

Rides/Inflatables:

True

Courthouse lighting(String Lights) :

True

Electrical Power Access:

True

Alcohol Distribution (Sold or Provided):

How many Vendors:

5

Event Add-Ons:

Picnic Tables:

5

Crowd Control Fencing:

Trash Removal Service:

True

Relevant notes or comments:

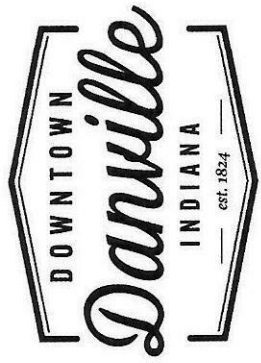
We request: -- Five (5) picnic tables -- All available additional trash cans -- Courthouse lights on -- All electrical on -- Additional meetings with Street Department prior to coordinate details for event and for downtown decorations

Describe Security Plans:

Map of proposed layout/Route

Christmas-onthe-Square-RoadClosure-Map.pdf

Provide Traffic Control/Emergency Evacuation Plans:



Road Closure Request



Event:

Christmas on the Square

Date(s): November 28, 2025