



## *Approval process for Special Events in the City of New Haven Right-of-Way*

### **For proposed events that are held within New Haven's Right of Way:**

1. Special event form (EV-1) to be completed and submitted for approval and review from: Utility Superintendent, Police Chief, Fire/EMS Chief, Parks Director, and Director of Engineering.
2. After review process, permit will appear before the Board of Public Works and Safety for approval.
3. Before appearing on Board of Public Works and Safety Agenda, a fee of \$25 will need to be paid in full.
4. Fees will be applied if Police or Civilian workers' presence is required

### **Rules governing special events located in City of New Haven right-of-way**

1. Appropriate liability insurance must be obtained when applicable, naming the City of New Haven as the certificate holder and additionally insured.
2. Proper barricades and signage shall be used at all times.
3. The responsible person shall have the permit accessible and available during the event.
4. In the event of an emergency the roadway must be cleared immediately.
5. All litter and debris resulting from the event must be picked up and properly disposed of.
6. All tents shall be positioned in the street so as to allow the passage of emergency vehicles.
7. Tent anchors shall be of the ballasted type, the use of tent spikes are not allowed within the right of way.
8. Fees may apply (Ordinance #G-12-07) Police officers: \$37.50/officer for each hour or fraction thereof.
9. Fees may apply (Ordinance #G-12-07) Civilian employee/Utility worker: \$35.93/employee for each hour or fraction thereof.

### **If hosting an event where alcohol will be served within DORA**

"If you are hosting an event within New Haven's Designated Outdoor Refreshment AREA (DORA) and will be serving alcohol within the DORA, please note that DORA is in effect from 11 a.m. to 1 a.m. daily in both the North DORA and South DORA along Broadway Street. The North DORA and South DORA are each in effect from 6 p.m. to 11:00 p.m. in Schnelker Park. Any alcohol served at your event must be served within the marked DORA districts during those hours only and served in a specific DORA cup that your vendor will need to obtain. Permission to serve alcohol outside of those hours must be obtained from the City of New Haven Board of Public Works & Safety (BOW).

\*If you have a licensed vendor that will be serving alcohol during your event within the posted DORA, please check here: \_\_\_\_\_

\*Please provide the name of the vendor that will be serving alcohol during your event: \_\_\_\_\_

\*If you would like to serve alcohol outside of the designated hours above, please check here: \_\_\_\_\_

\*Please tell us what hours you would like to serve alcohol: \_\_\_\_\_

Once permission is granted for your event by the BOW, your vendor will need to obtain a special events permit from the Indiana Alcohol and Tobacco Commission. When the permit is obtained, your vendor should reach out to the City of New Haven at [zwashler@newhaven.in.gov](mailto:zwashler@newhaven.in.gov) for the link to purchase the DORA cups."

Receipt Stamp:



# SPECIAL EVENT PERMIT

## APPLICATION/PERMIT

Engineering Department | 815 Lincoln Highway East | New Haven, IN 46774 | 260-748-7030  
[www.newhaven.in.gov](http://www.newhaven.in.gov)

Permit Number:  
**EV-26-**\_\_

\*\* Please follow the guidelines of the Allen County Department of Health, Indiana State Department of Health or the CDC when planning and participating in these events.\*\*

<b>SPECIAL EVENT INFORMATION:</b>			
Name of the event		Type of Event	
Name of Sponsor (if applicable)		Is this a new event	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Event		Expected number attending	
Start Time		Ending Time	

<b>APPLICANT:</b>			
Name		Work Phone	
Address		Home Phone	
E-Mail		Cell Phone	
<b>RESPONSIBLE PERSON (if other than applicant):</b>			
Name		Work Phone	
Address		Home Phone	
Email		Cell Phone	

<b>Do you anticipate requiring the use of any of the following?</b>					
Street		Water		Lights	
Sidewalk		Crowd Control		Noise	
Parking		Use of Public Building		Fire/Explosives	
Traffic Control		Temporary Structures		Demolition	
Other (Please specify)					

(Continued)

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Approved by BOW 7/1/2025

Describe **in sufficient detail** how the requested event will impact the public road right-of-way and your plan for mitigating the impacts to the right-of-way area. (Add additional sheets of paper if necessary):

**Special permit provisions (include if Police Officers will be needed):**

Prior to issuance of a permit, the Permittee shall designate a local agent to sign this permit who will have authority to represent the Permittee in all matters relating to the exercise of the privileges herein granted and who shall be responsible for compliance with those conditions.

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**Sponsor/Applicant (PRINT)**

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**Signature of Authorized Agent**

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**Date**

**\*\*\*If A ROUTE IS TO BE USED: Submit a map with the route or area clearly drawn. Show north arrow, street(s), starting point, direction of travel, ending point, and any other information that would help identify the event.**

(Please Type or Print Clearly. Return to Stephanie at [sschortgen@newhaven.in.org](mailto:sschortgen@newhaven.in.org) or in person; on the 2nd floor of City Hall once completed)

<b>FOR OFFICE USE ONLY</b>			
Police		Date Approved	
Utilities		Date Approved	
Fire Department/EMS		Date Approved	
Director Of Engineering		Date Approved	
Parks Director		Date Approved	
<b>Fees (per Ordinance #G-12-07 as amended)</b>			
Police officers		(\$37.50 / officer for each hour or fraction thereof)	
Utilities		(\$35.93 / employee for each hour or fraction thereof)	
		Insurance verified / Date	