



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 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

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.****

| SPECIAL EVENT INFORMATION: | | | |
|------------------------------------|--|---------------------------|--|
| 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 | |

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

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

(Continued)

