

## SPECIAL EVENTS

Special events enhance the Town of Zionsville's lifestyle and promote a sense of community by bringing residents together for entertainment and/or celebration. Events may require support from the Town of Zionsville (hereafter "Town") to maintain public order and safety.

A special event is defined as any non-routine activity that:

1. generates unusually high vehicular or pedestrian traffic; or
2. requests temporary closure of streets or public ways; or
3. utilizes public property in a manner other than its normal use.

You **must** complete a Special Event Application if any of the following apply:

- Your event requires road closures.
- Your event includes alcohol sales and/or fireworks.
- You are setting up structures such as a tent, stage, or platform for a public event.

You **may** need to complete a Special Event Application if:

- Your event is open to the public.
- Your event occurs on park property or public property. Note, Lions Park is owned and maintained by the Lions Club.

If you're not sure if you should apply, please reach out to Carol Johnson at [cjohnson@zionsville-in.gov](mailto:cjohnson@zionsville-in.gov) or 317-344-1167 before completing an application. For-profit organizations that want to hold events on park property must receive approval from the Parks Board before the Town will consider the special event application.

Applications that include a street closure request within the Downtown Business District must be submitted at least ninety days prior to the actual event. If the Downtown Business District street closure request falls within the period of March 1 through October 31, it must be submitted prior to March 1 of the year in which the event is to be held.

Applications must be submitted no later than sixty days prior to the date of the actual event if the event includes alcohol sales or fireworks. The Town may waive the sixty-day rule in extreme cases. All other applications must be submitted no later than thirty days prior to the date of the actual event. The Town may waive the thirty-day rule in extreme cases.

## DEFINITIONS

Event Sponsor - Organization or person requesting, organizing, and managing the special event.

Town Support - personnel, facilities, and/or equipment that provide a venue, traffic control, crowd control, and/or assuring public safety.

Downtown Business Area - Elm Street to the east, Second Street to the west, Poplar Street to the north and Sycamore Street to the south.

Full-Day Closure – 8 AM to 3 PM or later.

Partial-Day Closure - morning (8 AM to 1 PM) or afternoon (1 PM onward).

## CERTIFICATE OF INSURANCE

An Event Sponsor shall be required to provide a valid certificate of insurance prior to the event naming the Town of Zionsville as an additional insured. The Town may require higher levels of insurance for an event based on risk factors, hazard classifications, and past experience.

FEE SCHEDULE

Fees are charged according to the fee schedule (see ordinance 2022-31). Payment of the special event permit application fee is due prior to the Town’s review. An estimated invoice for special events is available upon completion of the application. Payment of a finalized invoice is due to the Town within 30 days of receipt.

Item	Charge
<b>Special Event Permit Application</b>	\$100
<b>Police Officer</b>	\$50/hour/person, minimum 2-hour shift
<b>EMT/Fire Fighter</b>	\$50/hour/person, minimum 2-hour shift
<b>Traffic Cone Replacement</b>	\$16/cone, only charged if item is not returned
<b>Barricade Replacement</b>	\$100/barricade, only charged if item is not returned
<b>Basic Life Support equipment</b>	\$5/event (requires min 1 EMT/FF)
<b>Basic Life Support Medic 98</b>	\$50/event (requires min 2 EMT/FF)
<b>Basic Life Support Ambulance</b>	\$50 for first hour, \$25 for addtl hours (requires min 2 EMT/FF)
<b>Advanced Life Support Ambulance</b>	\$70 for first hour, \$30 for addtl hours (requires min 2 EMT/FF)
<b>Grass Truck</b>	\$75 for first hour, \$50 for addtl hours (requires min 2 EMT/FF)
<b>Fire Engine</b>	\$125 for first hour, \$75 for addtl hours (requires min 3 EMT/FF)

The Town will provide services and support for the following events at no charge to the Event Sponsor:

1. Zionsville Chamber of Commerce Brick Street Market
2. Zionsville Fourth of July at Lions Park
3. Zionsville Chamber of Commerce Street Dance
4. Lions Club Fall Festival and Parade
5. Zionsville Chamber of Commerce Christmas in the Village
6. Zionsville Chamber of Commerce Night on the Bricks

STREET CLOSURES, TRAFFIC CONTROL, SIGNS

**No Parking Signs and Barricades** - Effective January 1, 2023, Event Sponsors are responsible for the following:

1. Posting and removing of “No Parking” signs in the approved area. No parking signs shall be posted at least 12 hours before and no more than 24 hours before the event.
2. Removing “No Parking” signs promptly after the event.
3. Moving pre-built barricades into approved locations and their prompt removal after the event is complete.
4. These requirements are waived for the Town sponsored events listed above.

The Zionsville Police Department will provide “No Parking” signs, available for pickup in the Municipal Services Building (1075 Parkway Dr), Monday to Friday, 7:30 am - 4:00 pm. Signs shall be posted utilizing 1"x48" wooden survey stakes or similar. In areas where grass is not available, stakes shall be posted in cones and not hammered into concrete expansion joints.

For all events requiring barricades, the Department of Public Works will drop off pre-built barricades the last business day before the event and pick them up on the first business day following the event’s completion.

**Downtown Business District Street Closures** - requests for Monday through Saturday must be requested at least ninety (90) days prior to the event date. Requests for events planned during the period of March 1 through October 31 must be submitted by March 1 of the same year. Applicants will be notified of approval or denial for these events no later than March 15.

Street closures will be limited to the following:

- Two (2) Full-day closures per year and,
- Four (4) Partial-day closures per year.

Requests for additional events will be decided by the Town Staff after notice to affected parties and an opportunity to comment within a timeframe designated by the Town. The street closure for the Farmer's Market is exempt from this policy.

**Traffic Control and Safety** - The Event Sponsor is responsible for complying with all traffic control and safety procedures required during the event. The requirements will be stipulated in the notice of approval and the Town may make additional requirements during the event as may be necessary for public safety. All special events which include participants soliciting funds in street intersections shall comply with the safety requirements and use of traffic cones as specified in the Chief of Police's instructions. The Town does not recommend solicitations of any kind on its streets or the rights-of-way. The Town accepts no responsibility or liability for the safety of persons who may, against the recommendation, make solicitations in its streets.

**Signs and Markings** - The special event application shall include a description of the advertising signs proposed to be used for the event. The use of signs shall conform to the description contained in the application, or as modified by the Town in its approval resolution. Except as expressly approved otherwise by the Zionsville Plan Commission, event signs erected prior to the first day of the event shall be subject to the following restrictions:

1. Advance notice [signs must comply with the Town's zoning ordinance](#);
2. Any banner sign shall comply with the Town's zoning ordinance; and
3. The fee for installing/removing the banners shall be at the expense of the applicant or sponsor.

Additional signs may be erected as needed at the site of the event during the event. All signs are subject to the approval of the Town.

Any event requiring pavement markings on the trail system, sidewalks, or roadways of the Town shall utilize a temporary chalk-based marking. It is preferred that pure chalk be used to limit residual visibility after the event is complete, and be placed no earlier than one week prior to the event. However, when a more permanent marking is necessary, only chalk-based marking paint shall be used. The locations and marking material are subject to approval by the Town.

#### EVENT SPONSOR REQUIREMENTS AND RESPONSIBILITIES

**Liability Insurance** - In order to comply with the requirements of the Town's liability insurance carrier, all special Event Sponsors or commercial video or film crews will carry liability insurance with coverage of at least \$1,000,000 per occurrence. An Event Sponsor shall be required to provide a valid certificate of insurance prior to the event naming the Town of Zionsville as an additional insured. The Town may require higher levels of insurance based on risk factors, hazard classifications, and past experience.

The Town does not routinely require liability insurance coverage for small gatherings or ceremonies that do not involve more than 50 people, are limited to passive participation by the public, and require no Town Support. All other events are required to provide liability insurance as outlined in this Policy.

**Special Protections for Events** - The Town may require specific protections for any event. These required protections may include specific staffing levels for police, fire, emergency medical services, municipal services or other personnel. Expenses for these requirements will be billed to the sponsor under the terms of this Policy.

**Video or Film Production** - Organizations that request any location within the Town as a location for a commercial video or film production shall be required to coordinate the production with the Mayor's Office. The Mayor's Office shall have the authority to grant permission for commercial video or film production in the Town and to allow use of the Town facilities for this purpose, provided that it does not adversely affect the health and safety of the community. All commercial video or film productions shall be required to pay the actual costs of all straight time and overtime for all Town employees, equipment and purchased or rented materials (plus 3% of cost). Further, there shall be a 25% administrative fee placed on the final billing for such productions. A rental fee shall be charged for use of the public areas such as parks and streets. The rental fee shall be set by the Town based on the overall impact of the production on the public areas being used.

**Food Vendors** - Food vendors are required to comply with all Boone County Health Department rules and regulations for temporary food license facilities. Vendors are required to contact the Boone County Health Department for the latest rules and regulations and to obtain a temporary food license.

**Alcohol** - Special events that include the furnishing and/or consumption of alcohol shall follow the provisions of Chapter 90.01 (as amended by Ordinance No. 2016-16), of the Town of Zionsville Code of Ordinances regarding alcoholic beverages in public places (copy attached for reference). Event sponsor may need a Temporary Beer and Wine Permit from the Indiana Alcohol and Tobacco Commission. Further information and permit applications are online at [www.in.gov/atc](http://www.in.gov/atc).

**Free Parking** - The term "free parking" as used on the special event application form means that there will be no enforcement of parking time limits or permit parking. Handicapped zones and all fire lanes shall be enforced at all times. Free parking shall only be granted if requested by the Event Sponsor and approved by the Town. There shall be a twenty-foot (20') fire lane maintained at all times during the special event. The fire lane must be maintained even during set up and tear down of the event.

**Participant/Attendee Waiver of Liability and Event Sponsor Indemnification** - The Event Sponsor is responsible for obtaining any and all signed waivers of liability from event participants and attendees as required by the Town in advance of the event. The Event Sponsor is required to sign an agreement to indemnify the Town for liability arising from the event. Any specific requirements an event will be indicated in the Town's written confirmation of approval.

**Event Area Designation** - To the extent that they are available, the Town may provide traffic cones, barricades or other Town owned items to the Event Sponsor. However, there is no guarantee that these materials will be made available and the Event Sponsor shall be prepared to provide the items necessary to secure their event from traffic and other lawful uses of public property.

**Non-exclusive Use of Public Facilities and Event Clean-up** - Event Sponsors shall be prepared to provide suitable waste and trash receptacles for their participants and be responsible for the clean-up of the event area upon conclusion. Public trash and recycling receptacles placed throughout Town cannot typically accommodate the high volume generated by special events involving a significant number of participants. The Town asks Event Sponsors to request that participating vendors not use the public receptacles thus leaving their capacities for use by the general public and event attendees.

**Adherence to Local Ordinances** - Event Sponsors shall ensure that vendors and active participants obey all local ordinances except those which may have been waived to accommodate the event. This includes, but is not limited to, the [Code of Ordinances governing illicit discharge](#) of materials to the storm sewer system, creek,

streams, waterways and water bodies of the Town of Zionsville. Other than potable water, dumping of any material into the storm drain system is prohibited.

**State of Indiana Department of Homeland Security Permits** - State Amusement and Entertainment permits are required for events at a variety of locations and venues including: concerts and other shows, amusement rides, movies, dances, and bowling. The owner of the property or the operator of the event shall apply for an Amusement and Entertainment Permit, public display of fireworks permit, etc. well in advance of the planned event, so that the necessary life safety inspections of the venue can be performed to protect public safety.

**Event Inspections** - State and/or local inspections shall include review of the emergency action/evacuation plan, safety plan, and all applicable permits. Tents, canopies, membrane structures, temporary wiring, and stages require site inspections prior to the event. All applicable state and local regulations will need to be adhered to.

#### APPLICATION AND REVIEW PROCESS

**Applications** – Special Event Applications are on the Town’s website. The Town will provide a complete review of any Special Event application, including consultation with the applicant as may be reasonably necessary to resolve problems. This application does not supersede any building or fire codes. All federal, state and local laws, codes or ordinances will be enforced.

Event Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Event Sponsors must be considerate of the neighborhood and compliant with the [Noise Ordinance](#).

If two or more Special Event applications are received for the same date and time, prior to the approval of either event, the date and time that each application was received by the Town shall determine the order of preference. Once a special event permit has been granted, it shall be the policy of the Town to not award further permits for the same date, time, and general location.

If an event is annual, the current year’s application will include the following year’s proposed dates. Listing such dates shall not constitute approval of following year’s event, which must have its own timely application submitted. The Town will not approve dates more than one year in advance.

**Review Process** - The Chief of Police, Fire Chief, Superintendent of Public Works, Director of Community and Economic Development, Superintendent of Parks and Recreation, and Deputy Mayor - or their delegates - review all special event applications. Other department leaders shall be included as needed.

The Town may impose special conditions on Event Sponsors. A member of the Town or its public safety officials shall be available to meet with Event Sponsors to review the special conditions to ensure that all conditions are met before the event begins. The Town has the authority to cancel or stop an event if the special conditions required for approval of the event are not met. In addition, the public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.

**Written Confirmation of Town Approval** - All department heads must approve the Special Event Application. Upon approval, a written confirmation is sent to the Event Sponsor by the Mayor’s Office. This confirmation will outline any special conditions that must be met for the event to be held.

**ORDINANCE NO. 2016-16**

**AN ORDINANCE REVISING CHAPTER 90.01 OF THE TOWN OF ZIONSVILLE CODE OF ORDINANCES REGARDING ALCOHOLIC BEVERAGES**

**WHEREAS**, The Town has entered into an Agreement with Maplelawn Farmstead, Inc. to lease certain premises generally described as Maplelawn Farmstead (“Leased Premises”) for the purposes of a period farm museum, administrative office, public event space and related uses of the Maplelawn Farmstead, Inc.; and

**WHEREAS**, the Town wishes to allow Maplelawn Farmstead, Inc. to have the exclusive right and obligation to manage the furnishing of alcoholic beverages upon the Leased Premises by a Concessionaire or Caterer, subject to all laws, policies, rules and regulations established by the Owner, Boone County, Indiana, and the State of Indiana; and

**WHEREAS**, the Town also wishes to allow the Town to have the exclusive right and obligation to manage the furnishing of alcoholic beverages property designated as Town Hall by a Concessionaire or Caterer, subject to all laws, policies, rules and regulations established by the Town, Boone, Indiana, and the State of Indiana; and

**WHEREAS**, the Town Council wishes to amend Chapter 90.01 of the Town of Zionsville Code of Ordinances regarding the use of alcoholic beverages in public places to allow for such additional venues designated as Maplelawn Farmstead and Town Hall.

**NOW, THEREFORE, BE IT HEREBY ORDAINED** by the Town Council of the Town of Zionsville, Boone County, Indiana:

**Section 1. Alcoholic Beverages in Public Places.** Section 90.01 shall be revised as follows in bold:

(A) It shall be unlawful for any individual to consume alcoholic beverages in any public place within the corporate limits of the town **unless specifically excluded by subsection below.**

(B) For the purposes of this section, the term *Public Place* is hereby defined to be any government-owned building, within the corporate limits of the town and/or the streets, alleys, lands, parks and any other municipally-owned, operated or leased property of the town.

**(C) The following properties or activities shall be specifically excluded from this prohibition:**

(1) **Annual Town Street Dance.** The otherwise lawful consumption of alcoholic beverages during the annual town street dance is hereby specifically excluded from the provisions of this section.

(2) **Town Approved Festival Events.** Any other individual and/or organization, upon **prior** written application to and written approval **from the Mayor or Deputy Mayor may** be specifically excluded from the provisions of this section.

(3) **Zionsville Golf Course.** The otherwise lawful sale and consumption of alcoholic beverages at the Zionsville Golf Course, so long as it is park property and, thus, a Public Place as defined herein, during its regular business hours is hereby specifically excluded from the provisions of this section.

(4) **Maplelawn Farmstead.** The furnishing of alcoholic beverages upon the premises known as Maplelawn Farmstead by a Caterer, subject to all laws, policies, rules and regulations established by the Town; Boone County, Indiana; and the State of Indiana is hereby specifically excluded from the provisions of this section.

(5) **Town Hall.** The furnishing of alcoholic beverages upon the premises known as Town Hall by a Caterer, subject to all laws, policies, rules and regulations established by the Town; Boone County, Indiana; and the State of Indiana is hereby specifically excluded from the provisions of this section.

**Section 2. Construction of Clause Headings.** The clause headings appearing herein have been provided for convenience and reference and do not purport and shall not be deemed to define, limit or extend the scope or intent of the clause to which they appertain.

**Section 3. Repeal of Conflicting Ordinances.** The provisions of all other Town ordinances in conflict with the provisions hereof, if any, are no further force or effect and are hereby repealed.

**Section 4. Severability.** If any part of this Ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remainder of this Ordinance.

**Section 5. Duration and Effective Date.** The provisions of this Ordinance shall become and remain in full force and effect and until its repeal by ordinance.

## **Greywater Disposal for Temporary and Mobile Retail Food Establishments**

What is Greywater?

Wastewater that is generated from sinks, cleaning activities and other non-sanitary sources is called greywater. Greywater may contain a variety of potential pollutants including oils and greases, detergents and cleaning chemicals that may be harmful to the environment.

### **Proper Disposal Practices**

Greywater that is generated by temporary and mobile retail food establishments, including food carts and stands, and other temporary sources such as arts and crafts activities, must be collected and stored temporarily in a secure container. The wastewater can then be safely transported to an appropriate disposal location such as a commercial kitchen sink or utility sink that is plumbed to the sanitary sewer through a grease interceptor.

Greywater must never be dumped into a storm sewer as these drains lead directly to our local lakes and streams, nor dumped directly on the ground. It is important that greywater is disposed of in a sanitary sewer so it receives proper treatment prior to being discharged to the environment.

### **Local and State Regulations**

The Town of Zionsville has a local ordinance that prohibits discharging anything other than stormwater to a storm drain or other drainageway. Violations of this code are considered an illicit discharge under Chapter 12-2 Prohibited Discharges and Connections are subject to enforcement under Chapter 12-7 of the ordinance.

Indiana State Code enforced by the Boone County Health Department also contains regulations for the proper disposal of greywater. 410 IAC 7-24, Sec. 375 (a) requires that greywater is conveyed to a point of disposal through an approved sanitary sewage system.

### **Questions**

For more information about greywater disposal or state and local regulations, please contact the Zionsville Stormwater Department at 317-873-4544 or by email at [stormwater@zionsville-in.gov](mailto:stormwater@zionsville-in.gov) or contact the Boone County Health Department at 765-483-4458.

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