



## 2025 SPECIAL USE PERMIT APPLICATION

Is this application for a:

- ☐ Small Event Special Use Permit (250 or less people)
- ☐ Large Event Special Use Permit (more than 250 people)

**\*READ THE SPECIAL USE PERMIT GUIDE BEFORE COMPLETING.**

Submission Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Business Address (street): \_\_\_\_\_

Business Address (city, state, and zip code): \_\_\_\_\_

Contact Mobile Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Event Date: \_\_\_\_\_

Setup Start: \_\_\_\_\_

Event Start: \_\_\_\_\_

Event End: \_\_\_\_\_

Event Exit: \_\_\_\_\_

Use a separate sheet of paper if more than one event date.

### ALL SUBMISSIONS MUST INCLUDE:

- ☐ Special Use Permit application
- ☐ Site Plan
- ☐ Timeline
- ☐ Noise Permit (if applicable)

### GENERAL INFORMATION

1. Type of Organization—government, non-profit, private? \_\_\_\_\_
2. Type of Event (concert, run/walk, craft fair, etc.): \_\_\_\_\_
3. Is event applying for a Noise Permit? \_\_\_\_\_

## **SPECIAL USE PERMIT APPLICATION**

4. List any other permits event is applying for: \_\_\_\_\_
5. Is event open to the general public? \_\_\_\_\_
6. Estimated attendance: \_\_\_\_\_
7. List any Park facilities or structures requested (e.g. shelter, park, stage, grounds, etc.):  
\_\_\_\_\_
8. Describe any admissions fees to be accepted during event: \_\_\_\_\_
9. Describe any donations/contributions to be accepted during event: \_\_\_\_\_

### **STAGE, SOUND EQUIPMENT**

10. Describe any entertainment: \_\_\_\_\_
11. List any performance stage being requested: \_\_\_\_\_
12. Describe any sound amplification equipment that will be used: \_\_\_\_\_
13. Who will be the sound technician on-site?  
Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **ELECTRICAL**

14. Is event proving a generator as a power source? \_\_\_\_\_
15. Describe any other electrical needs: \_\_\_\_\_

### **CERTIFICATE OF EVENT LIABILITY INSURANCE**

16. Does the event have a Certificate of Event Liability yet? \_\_\_\_\_

### **MARKETING**

17. Describe event marketing (advertisements, social media, website, etc.):  
\_\_\_\_\_

### **SIGNAGE**

18. Describe any signs, banners, etc. to be displayed at event: Indicate locations on site map  
\_\_\_\_\_
19. Describe any displays, literature, pamphlets, or other types of solicitation:  
\_\_\_\_\_

### **AMUSEMENT AND ENTERTAINMENT PERMIT**

20. Does the event require an Indiana Department of Homeland Security Amusement and Entertainment Permit? \_\_\_\_\_

### **VENDORS**

21. List the number of vendors selling products or services at the event: \_\_\_\_\_

# **SPECIAL USE PERMIT APPLICATION**

## **SAFETY**

22. Who will be the person responsible for making safety decisions?

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

23. What are the plans for providing emergency/medical services? \_\_\_\_\_

## **WEATHER**

24. Who will be the person responsible for making weather/emergency decisions?

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

25. What are the plans for inclement weather? Include rain date/location if applicable.

26. How will people be notified of a cancellation? \_\_\_\_\_

## **SECURITY**

27. Who will be the event person responsible for handling security decisions?

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **REQUEST FOR ALCOHOL AT EVENT**

28. Is event requesting to sell or distribute alcohol? Describe. \_\_\_\_\_

29. What security agency will be providing security?

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **TEMPORARY STRUCTURES**

30. Describe any and all temporary structures such as tables, tents, booths, inflatables, etc. at the event: Include type and quantity. \_\_\_\_\_

## **PARKING**

31. What are the plans for parking? \_\_\_\_\_

## **EVENT VEHICLES**

32. Is event requesting any vehicles on park property other than a public parking area or street?

Describe. \_\_\_\_\_

## **RESTROOMS**

33. Are you providing additional portable toilets for the event? Indicate locations on site map.

34. If applicable, what company is providing the additional portable toilets?

Company: \_\_\_\_\_ Phone Number: \_\_\_\_\_

35. WALDRON HILL BUSKIRK PARK ONLY—is event requesting restroom access at the Allison-Jukebox Community Center? \_\_\_\_\_

# **SPECIAL USE PERMIT APPLICATION**

## **GRILLING**

36. Is event planning on grilling? \_\_\_\_\_

## **TRASH REMOVAL AND EVENT CLEAN UP**

37. What are the plans to remove trash and clean up after the event site?  
\_\_\_\_\_

## **ANIMALS**

38. Is event requesting livestock or wildlife animals on site? Describe.  
\_\_\_\_\_

## **SPECIAL USE PERMIT APPLICATION**

**By signing and submitting this application, the permit applicant agrees to abide by the rules and regulations of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the City of Bloomington Parks and Recreation Department Rental Agreement.**

**Read Carefully:**

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Bloomington Parks and Recreation park. The applicant agrees that while renting the park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, sexual orientation, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park as outlined above, including assuring there is no consumption of alcoholic beverages.

I \_\_\_\_\_, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the City of Bloomington, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read the Special Use Permit Guide and understand all of its terms. I have read this Special Use Permit Application release and understand all of its terms. I agree with these terms and sign voluntarily.

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Signature

Date

# SPECIAL USE PERMIT APPLICATION

## **Appendix: Schedule of potential fees**

If the permit is approved a final invoice will be sent to event organizer. No fees are due at the time of submission.

Permit Fee: SMALL EVENT SPECIAL USE PERMIT	\$150/day
Permit Fee: LARGE EVENT SPECIAL USE PERMIT	\$300/day
Park Damage Deposit	\$100/day
Vending Fee: 1 to 4 vendors	\$100/day
Vending Fee: 5 to 8 vendors	\$200/day
Vending Fee: 9 to 12 vendors	\$300/day
Vending Fee: 13 or more vendors	\$400/day
Switchyard Park	
Main Stage Damage Deposit	\$125/day
Main Stage Rental non-profit (501c3 required)	\$250/day
Main Stage Rental	\$400/day
Main Stage Fencing	\$240
Main Stage Rehearsal (non-performance)	\$50/hr
Secondary Lawn Rental	\$90/day
Activity Lawn Rental	\$90/day
Picnic Shelter Rental	\$120/day
Pavilion Lawn Rental	\$120/day
Waldron, Hill and Buskirk Park	
Stage Rental without lights, non-profit (501c3 required)	\$125/day
Stage Rental with theatrical lights, non-profit (501c3 required)	\$150/day
Stage Rental without lights	\$150/day
Stage Rental with theatrical lights	\$175/day
Stage Refundable Damage Deposit	\$50/day
Stage Rehearsal Fee	\$30/hr
Allison-Jukebox Restrooms Rental	\$30-\$50/hr
Alcohol Permit Fee	TBD
Misc. (additional charges as deemed necessary due to the size and scope of event and impact on park/facility)	TBD
Trash Removal or Property Damage fee (minimum \$100)	TBD