



SPECIAL EVENT - PUBLIC PROPERTY USER APPLICATION & AGREEMENT

DIRECTIONS

Step One:

• If this request involves closing a street
Contact Lafayette Police - Traffic Division / 765-807-1293

• If this request involves renting the Big Four Depot - Community Room
Contact Lafayette Parks Department for availability / 765-807-1500

Step Two:

• Complete and submit this application to Lafayette Engineering Department
City Hall, 2nd floor, 20 N 6th Street, Lafayette, IN / 765-807-1050



Do not use for
contractor
vehicle permit

User Information

Date of Function: 6-3-18 Time: From: 7:00 am/pm to: 7:45 am/pm

Name: Fr. Tim Aikire Organization: St. Boniface Church

Street Address: 318 N 9th Street

City: Lafayette State: IN Zip Code: 47904

Contact person(s): Marcia Gretencord Phone Number(s): 765-742-5063

Email: bonioffice@comcast.net

Event Description: 40 Hours Solemn Procession

Caterer: N/A Caterer's Phone Number: _____

This event will utilize the following venues (check all that apply):

- Big 4 Depot - Community Room Riehle Plaza John T. Myers Bridge
 City Right-of-way City Street Sidewalk Other _____

This event will include the following elements (check all that apply):

Anticipated Attendance: 300

- Street/Sidewalk/Right-of-way restriction or closure Food or Beverages
 Restroom Facilities (required for events 4+ hours) Tents/Canopies
 Alcohol (security is required) Security (required when serving alcohol)

Not sure if you need an A&E Permit? Go to:

Amusement & Entertainment Permit # _____ <http://www.in.gov/dhs/2795.htm>

Stage Fireworks Outdoor cooker/grill Other _____

Optional Equipment & Services:

Traffic Control: barricades, **No Parking** signs, \$25

Timetable (Minimum # of days. Advanced planning is encouraged; sequence remains the same)

	0	7 days	14 days	21 days	42 days		
	Pre-planning		Notices	Event Preparation			Event
Begin	1st week	2nd week	3rd week	4th week	5th week	6th week	
	First contact	Submit Application Pre-event Meeting	Contact Neighbors prior to Board of Works Hearing	Board of Works Public Hearing & Approval			Date of Event

Application submittal checklist

- Application
- Pre-event meeting (if required)
- Good Neighbor letter to neighboring properties (send out prior to Board of Works hearing)
- Letter of request to Board of Works (omit if only using Big Four Depot community room)
- Receipt – payment made to City of Lafayette or Lafayette Parks Department
 - Damage Deposit: \$ _____ (required only when renting Depot)
 - Permit Fee: \$ waived (fee waived when renting Depot)
 - Rental Fee: \$ _____
 - Equipment & Services: \$ _____ (optional)
- Certificate of Insurance
- Amusement & Entertainment Permit # _____
 Not sure if you need an A&E Permit? Want more information? Go to: <http://www.in.gov/dhs/2795.htm> and see definition of A&E Permit in **Rule and Regulations** instructions found at the same link as the **Special Event Application**
- Traffic Control / Public Safety / Emergency Plan
- User Agreement
- Board of Public Works and Safety meeting (if required)

USER AGREEMENT:

INDEMNIFICATION AND RELEASE. In consideration of being permitted the use of the venue(s) indicated above on this document (the "Property"), which Property is owned by the City of Lafayette, User as indicated below, for User and User's legal representatives, successors, and assigns, hereby releases waives and discharges the City of Lafayette, it officers, departments and employees and of them (herein collectively, "City") from all liability to User and User's officers, members, legal representatives, successors, invitees and assigns (herein collectively "User") from any and all loss or damage, and any claim of damages resulting therefore, on account of injury to persons or property arising out of possession or use of the Property, whether caused by the negligence of City, or any of them, or otherwise, resulting during the time the User is entitled to occupy and use the Property. User shall exercise the privileges under this Agreement at User's own risk, and irrespective of any negligence of City, User shall indemnify and hold City harmless from any and all liability for all damages, costs, losses and expenses resulting from, arising out of, or in any way connected with User's use and possession of the Property, including attorney fees incurred by City in defending any action arising out of User's possession or use of the Property, whether caused by negligence of the City, or any of them, or otherwise. City shall not be liable to User for any reason whatever User's occupation or use of the Property shall be hindered or disturbed. User agrees that User has made inspection of the Property and is not relying upon any representations of City or any of them as to the condition of state of repair of the Property or to its suitability for any particular purpose. This release, waiver, and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Indiana, and if any portion thereof is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

I have read the above Indemnification and Release and the Policy and Rules governing the use of any public property, city street, sidewalk or public property within the city's right-of-way, the James F. Riehle Plaza, Big Four Community Room, and John T. Myers Main Street Pedestrian Bridge. I agree on my own behalf, and on behalf of the group or organization I am authorized to represent, to such Indemnification and Release and to follow such Rules and Regulations which are incorporated and made a part of this user agreement.

"Lafayette Board of Works"

By: _____

"User"

By: *J. Tim Arkins*
Signature

Printed: *Mr. Tim Arkins*

Date: *4-23-2018*

St. Boniface

Roman Catholic Church



A Refuge For Eucharistic
Hope, Healing, and
Devotion



†
April 30, 2018

Chief Patrick J. Flannelly
Lafayette Police Department
20 North 6th Street
Lafayette, IN 47901

Dear Chief Flannelly:

As we do every year, we are planning an outdoor procession for the Solemn Closing of 40 Hours here at St. Boniface Church on Sunday, June 3, 2018. This event will include a solemn procession in the streets surrounding the St. Boniface campus.

For the procession, may we have 9th Street (from North Street to Ferry Street) closed from approximately 7:30pm to 7:40pm; Ferry Street (from 9th Street to 8th Street) closed from approximately 7:40pm to 7:50pm; and 8th Street (from Ferry Street to North Street) closed from 7:50pm to 8:00pm? I have enlisted some volunteers from the parish to block these streets during this time. As soon as the procession has passed, they will immediately remove the blockades. Again, this is an annual event and we have never had any crowd control problems at all.

I have submitted a special event application to the Lafayette Engineering Dept.

Please let me know if there is anything more I need to do. Thank you!

Sincerely yours in Christ,

Fr. Timothy M. Alkire, J.C.L.
Pastor

318 North Ninth Street



Lafayette, IN 47904-2597

Phone ~ 765-742-5063



Fax ~ 765-742-5018



Email ~ bonioffice@comcast.net

Certificate of Coverage

Date: 4/20/2018

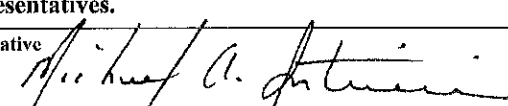
Certificate Holder The Roman Catholic Diocese of Lafayette-In-Indiana, Inc., Chancery Office P O Box 260 Lafayette, IN 47902	This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.
Covered Location St. Boniface 318 North Ninth Street Lafayette, IN 47904	Company Affording Coverage THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits
	Property				Real & Personal Property
	D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8510	6/1/2018	6/1/2019	Each Occurrence
					500,000
					General Aggregate
					Products-Comp/OP Agg
					Personal & Adv Injury
					Fire Damage (Any one fire)
	Excess Liability				Med Exp (Any one person)
	Other				Each Occurrence
					Claims Made
					Annual Aggregate
					Limit/Coverage

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage verified for claims arising out of St Boniface Church's Solemn Closing of 40 hours event on June 3, 2018.

Holder of Certificate City of Lafayette 260 S 3rd Street Lafayette, IN 47901	Cancellation Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. Authorized Representative 
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