

AGENDA RESERVATION REQUEST

CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

Date Submitted:	6/7/2022	Meeting Date:	6/20/2022
Contact Information:			
Requested by:	Johnson County Fair Board		
On Behalf of Organization or Individual:		Johnson County Fair Board	
Telephone:	346-1220 or 736-3650		
Email address:	mculp@franklin.in.gov		
Mailing Address:	1800 Thornburg Lane, Franklin, IN 46131		
Describe Request:			
Request to approve Fair Parade on 7/16/2022. Street Closures based upon route provided and parade starts at 1 PM			
List Supporting Documentation Provided:			
Franklin Event Information Form			
Who will present the request?			
Name:	Chief Matt Culp	Telephone:	346-1220 or 736-3650

The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.

CITY OF FRANKLIN EVENT INFORMATION FORM

Please contact Franklin Parks & Recreation at least 90 days before your event. Contact Holly at (317)346-1198 or hjohnston@franklin.in.gov.

EVENT ORGANIZER

Organization: Johnson Co. Fair Association Contact Name: Angela Morris
Contact Phone: 3173196575 Contact E-mail: angelamorris315@gmail.com

EVENT DETAILS

- ☐ Festival
- ☐ Run/Walk

Name: Johnson County Fair Parade
Date: July 16, 2022 Time: 1:00pm
Location: See map Event Website: _____

- ☐ Mobile Stage Rental
 - ☐ Rental Agreement _____
 - ☐ Delivery time _____
- ☐ Alcohol
 - ☐ State Permit required
 - ☐ Name of alcohol vendor: _____
 - ☐ Event Organizer responsible for securing area
- ☐ Food Vendors
 - ☐ Food vendors must have permit from the Johnson County Health Department and a list of food vendors must be submitted to the health department one week prior to the event.
- ☐ Trash
 - ☐ Number of receptacles needed: _____ (\$10/each) (Number of receptacles needed will be determined by the Parks Dept.)
 - ☐ Event Organizer responsible for emptying trash during event.
 - ☐ Event Organizer responsible for making sure entire event area is clean of trash and debris after event.
 - ☐ Event organizer will be responsible for returning trash receptacles to designated spot after event
- ☐ Picnic Tables
 - ☐ Number needed: _____ (\$10/each)
 - ☐ Franklin Parks & Recreation staff will deliver and pick up tables.
- ☐ Port-o-Lets/Restrooms
 - ☐ Number required (Please remember to provide handicapped facilities.)
 - ☐ Locations: _____
- ☒ Map for Event
 - ☐ Event organizer responsible for map
 - ☐ See attached for map, if needed

PROCEDURES FOR EVENTS ON CITY STREETS OR GREENWAY TRAIL

- REQUEST MUST BE MADE AT LEAST 90 DAYS PRIOR TO EVENT DATE
- CONTACT FRANKLIN PARKS & RECREATION
 - Contact Holly at 317-346-1198 or hjohnston@franklin.in.gov
 - Fill out required paperwork for request
- REQUIREMENTS FOR EVENT
 - MAP FOR EVENT – Event host must provide a map that includes street closures and times, stage placement and other event specifics
 - USE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT – Event organizer must provide a signed copy to be submitted to the City of Franklin
 - PROOF OF INSURANCE
 - Policy must name the City of Franklin as an additional insured
 - Insurance requirements are included
 - STATE PERMITS – Event organizer must apply for and be approved for specific state permits
 - Alcohol Permit (See below for details.)
 - Amusement & Entertainment Permit (See below for details.)
 - EMERGENCY ACTION PLAN (EAP) – Event organizer must submit plan to be approved by Franklin Police and Fire Departments. (Sample plan included.)
 - JOHNSON COUNTY HEALTH DEPARTMENT
 - Food vendors must have permits from the health department and a list of food vendors must be submitted to the health department one week prior to the event
 - Event procedures must be approved by the health department (COVID) if necessary
 - Johnson County Health Department: 317-346-4365
- LOGISTICS
 - MOBILE STAGE
 - Rental Fee – \$600.00 + tax + \$400 (set up and transportation fee) = \$1,042.00 total
 - Required document (Mobile Stage Agreement)
 - TRASH –
 - Rental Fee - \$10/receptacle (Number of receptacles needed will be determined by the Parks Dept)
 - Event organizer/staff will be responsible for emptying trash during event
 - Event organizer/staff will be responsible for making sure the entire event area is clean of trash and debris after event
 - Event organizer/staff will be responsible for returning trash receptacles to designated spot after event
 - PICNIC TABLES
 - Rental Fee – \$10/table
 - Franklin Parks staff will deliver and pick up tables
 - PERMITS
 - Alcohol Permit
 - Proper state permits are required for the sale of alcohol at events
 - Event organizer responsible to obtaining permits from the State of Indiana. Contact the Indiana Alcohol & Tobacco Commission at IN.gov or by calling 317-541-4100. Franklin is in District 6.
 - Amusement & Entertainment Permit (A & E Permit)
 - Event organizer responsible for obtaining permit from the State of Indiana. Contact the Indiana Department of Homeland Security at IN.gov or by calling 317-232-2222.

- CLOSING STREETS FOR EVENT
 - Barricades for event will be provided by the Franklin Street Department
 - Closing of street with barricades will be the responsible of event organizer
- PORT-O-LETS/RESTROOMS
 - Event organizer is responsible to getting facilities for event
 - Location of port-o-lets should be included in event map
- APPROVAL
 - Approval of event is contingent on the following:
 - Availability of date requested
 - Required documents submitted
 - Board of Works approval.
 - Franklin Parks & Recreation does not have the authority to approve events and filling out paperwork does not guarantee approval. After all required paperwork is completed, information can be presented to the Board of Works or Park Board for approval or denial.

- ☐ Street Closings and times: FPD
- ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ Number of Barricades Needed: _____
 - ☐ Event Organizer responsible for closing streets with barricades. Streets must be closed and opened at times approved.
 - ☐ Barricades and closing signs provided by Franklin Street Department
 - ☐ Street closings must be approved by the Board of Works (BOW)
 - ☐ BOW meeting date: _____ BOW approval: _____
- ☐ Park/Trail Use
- ☐ Trail
 - ☐ Start: _____ Finish: _____
 - ☐ Race Clock (\$25 rental fee) _____
 - ☐ Race Route
 - ☐ Shelter Rental: _____
 - ☐ Park Board meeting date: _____ Park Board approval: _____
 - ☐ Markings on trail must be cleaned off after event (example: color from color run must be washed off after event)
- ☒ Parade
- ☐ Route: See map
 - ☐ Contact Police, Fire and Street Departments ✓
 - ☐ If start at Middle School, contact them for approval to use ✓
- ☒ Use, Indemnification & Hold Harmless Agreement _____
- ☐ See attached document
- ☐ Proof of Insurance _____
- ☐ See attached for insurance requirements
- ☐ A & E Permit with State of Indiana (if required) _____
- ☐ Emergency Action Plan (EAP) _____
- ☐ Plan must be approved by Franklin Police and Fire Departments.
 - ☐ Sample EAP attached
- ☐ Johnson County Health Department approval _____

SPECIAL DETAILS:

USE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
This INDEMNIFICATION AND HOLD HARMLESS AGREEMENT is made this

Month-Day-Year 6/7/22 day of _____
by and between the City of Franklin Board of Public Works ("the City") and ("the Participant/Organizer").

WHEREAS, the desires to use the following City-owned property ("the Property") on in connection with the ("the "Event")":

• Johnson County Fair Parade
Event Name

And

• Johnson County Fair Association (JCFA)
Vendor Name

WHEREAS, in exchange for making the Property available to JCFA for such purposes, the City requires and JCFA agrees to hold harmless and indemnify the City from any claims and/or litigation arising out of the use of the Property for the above- described event.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Hold Harmless.** In consideration of the City permitting JCFA to use the above described property for the purposes set forth herein, JCFA (individual) and/or

its representatives, employees, agents, invitees, and/or volunteers shall defend, indemnify, and hold harmless the City from any and all actual or alleged claims, demands, causes of action, liability, loss, damage, and/or injury (to property or persons, including without limitation wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of or incident to any acts, omissions, negligence, gross negligence or willful misconduct of, its personnel, employees, agents, contractors, or volunteers in connection with or arising out of 's use of the Property. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorney fees, and related costs or expenses, and any reimbursement to the City for all legal expenses and costs incurred by it, including any acts or alleged acts of the City's own negligence.

2. **Signage and Barricades.** shall be responsible for setting out and removing appropriate signage and barricades to block off the Property for the event.

3. **Insurance.** Participant/Organizer hereby represents that it has obtained the required insurance naming the City as an additional insured for the minimum coverage amounts specified by the City and has provided the City with a certificate of insurance. Participant/Organizer further represents that the insurance certificate delivered to the City is in full force and effect and shall not be cancelled prior to the event.

4. **Clean-up.** Participant/Organizer shall be responsible for maintenance of the Property in connection with the event and shall remove from the Property all trash and debris accumulated during the event, and shall return the Property to the City in the same condition as received. If the Property is not returned in the same condition, Participant/Organizer agrees to pay actual costs of clean-up.

5. **Authority to Enter Agreement.** Each party warrants that the individual signing this Agreement has the legal power, right, and authority to make this agreement and bind each respective party.

6. Amendment or Modification. No supplement, modification, or amendment to this agreement shall be binding unless executed in writing and signed by both parties.

CITY OF FRANKLIN, INDIANA

By _____
City of Franklin, Mayor

ATTEST:

Printed Name: _____

Title: _____

PARTICIPANT/ORGANIZER/VENDOR

By Angela Harris
Participant/Organizer/Vendor Signature

ATTEST:

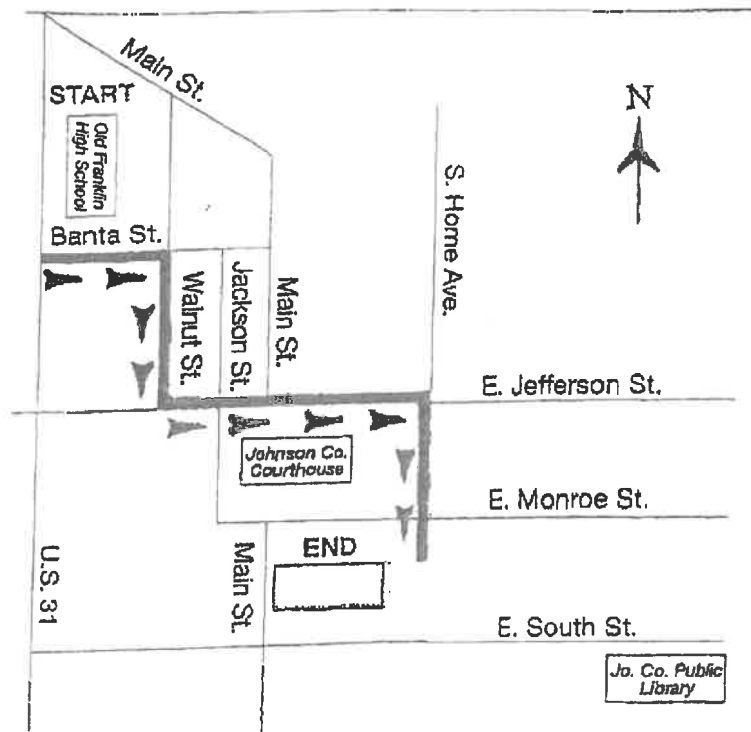
Parks & Recreation Staff Signature

Printed Name: _____

Title: _____

Johnson County 4-H Fair PARADE ROUTE

Parade starts at the Franklin Middle School (old High School) and ends at the Johnson County Prosecutor's Office.



****NOTE TO LARGE GROUPS and 4-H CLUBS****

Due to Limited Parking Space –There will be NO PARKING for Extra Vehicles in the Parking Lots (Parade line-up areas)

The weather is usually very hot! Please plan ahead!

****Restrooms will be available in the Franklin Middle School Bldg door #20S****