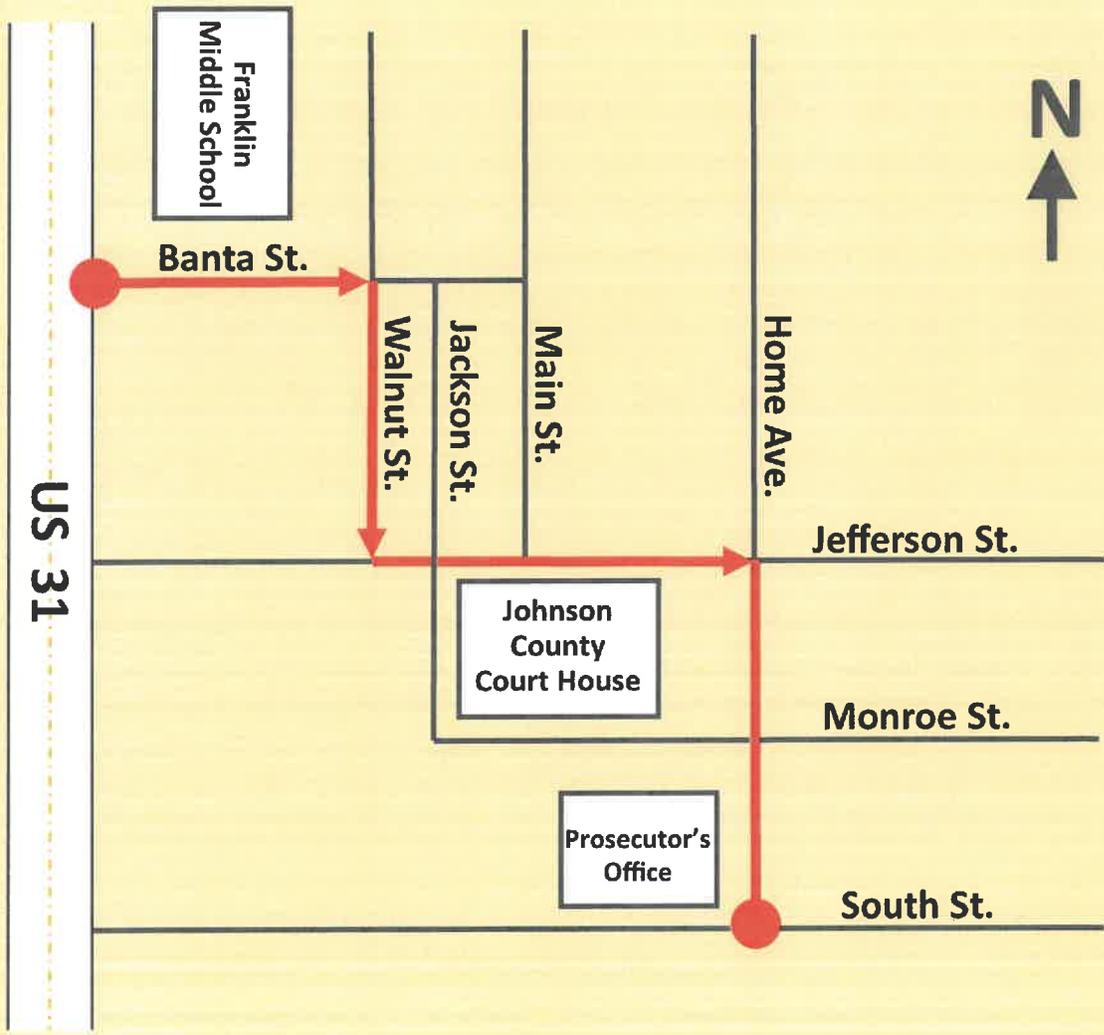


**AGENDA RESERVATION REQUEST**

**CITY OF FRANKLIN  
BOARD OF PUBLIC WORKS AND SAFETY**  
Please type or print

<b>Date Submitted:</b>	28 March 2024	<b>Meeting Date:</b>	01 April 2024
<b>Contact Information:</b>			
<b>Requested by:</b>	Chief Joshua Snyder		
<b>On Behalf of Organization or Individual:</b>	Fire Department		
<b>Telephone:</b>	317.736.3650		
<b>Email address:</b>	<a href="mailto:jsnyder@franklin.in.gov">jsnyder@franklin.in.gov</a>		
<b>Mailing Address:</b>	1800 Thornburg Lane, Franklin, IN 46131		
<b>Describe Request:</b>			
2024 Fair Parade			
<b>List Supporting Documentation Provided:</b>			
<b>Who will present the request?</b>			
<b>Name:</b>	Chief Joshua Snyder	<b>Telephone:</b>	317.736.3650

*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.*



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

day of  
3-27-24 by and between the City of Franklin Board of Public Works ("the City") and ("the  
Month-Day-Year 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 Board  
Vendor Name

WHEREAS, in exchange for making the Property available to JC Fair Board for such purposes, the  
City requires and JC Fair Board agrees to hold harmless and indemnify the City from any claims and/or  
Vendor Name Vendor Name  
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 JC Fair Board to use the above  
Vendor Name Vendor Name  
described property for the purposes set forth herein, JC Fair Board (individual) and/or  
Vendor Name

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 Analle D Bradley  
Participant/Organizer/Vendor Signature

ATTEST: \_\_\_\_\_

Parks & Recreation Staff Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## 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](mailto:hjohnston@franklin.in.gov).

### EVENT ORGANIZER

Organization: Johnson County Fair Contact Name: Shalee Bradley  
Contact Phone: 317-775-4447 Contact E-mail: Shalee.L.Bradley@gmail.com

### EVENT DETAILS

- Festival
- Run/Walk

Name: Johnson County Fair Parade  
Date: 7/13/24 Time: 1pm-4pm  
Location: parade route attached Event Website: JoloFairIN.com

- 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

Street Closings and times:

- Santa to Walnut morning of July 13<sup>th</sup>
- Walnut to Jefferson \_\_\_\_\_
- Jefferson to Home \_\_\_\_\_
- Home to Monroe \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- 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 attached
- 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:

