



Town of Greentown

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Town of Greentown Event Planning Guide and Requirements

To stage an event or activity in Town of Greentown owned property, public streets, and right of ways managed by the Town of Greentown, you must have an approved event permit. This guide has been designed to assist you in developing your event plan while informing you of your responsibilities and other permits that may be required. This ensures public safety and amenity in Greentown's public space.

The event organizer is responsible for determining whether or not additional state permits or licenses are required for the event and applying for the additional permits or licenses well in advance of the planned event so that the necessary documentation and safety inspections can be completed to protect public safety. Additional permit or license may include, but not limited to, the Amusement and Entertainment Permit and Music and Public Performance Licensing as required.

An event organizer is responsible for compiling an event plan and submitting a draft at the beginning of the road closure and facility use application process. The size, scope and complexity of an event will determine what elements to include in the event plan. This guide outlines the compulsory requirements, as well as other areas you may need to address. Please note that this is not an exhaustive list, and you may be required to provide additional information.

Completing the event plan is your responsibility.

Event Planning Checklist:

- Event Details Overview
- Certificate of Event Liability Insurance
- Vendor Information
- Event Running Sheet / Schedule
- Site Plan Map
- Good Neighbor Notification Plan
- Crowd Management Plan

- Traffic Management Plan
- Emergency and Risk Management Plan
- Waste Management Plan
- Utilities Management Plan

Event Details Overview

The event details overview section of your event plan should provide a high-level summary to give the town of Greentown a broader understanding of your event, your event time line, and the impact your event will have on the town residents, businesses, and visitors to Greentown.

Information in your event details overview should include:

- Event name
- Event location(s)
- Description of your event
- Main purpose of your event
- Event times and dates (including set-up and tear-down)
- Road closure requests
- Overview of your event's key entertainment, live performers, and activities
- How the event is being promoted
- Estimated attendance

Certificate of Event Liability Insurance

Event organizers must make sure they have a public liability insurance policy underwritten by an insurance broker/company authorized to conduct insurance business. A Certificate must be provided showing that the proposed event is fully covered for a minimum of \$2 million. Event organizers are required to obtain copies of current certificates from sub-contractors providing event services (e.g., performers, stage rental companies, fireworks, vendors). The event organizer must provide certificate of insurance at least 2 weeks prior to event.

Vendors

If your event includes any form of selling in a public place, a vendor list will need to be completed, outlining vendor contact details, a description of items for sale, and all vendors must be listed on the required detailed site plan. Forms of selling include, but are not limited to goods, services, food, beverage, carnival rides, entry tickets and merchandise.

Event Running Sheet

A running sheet sets the timing and sequence of your event so that the Town of Greentown knows what is happening and when. A good running sheet includes a timeline of the event

production schedule, set-up and tear-down timing, road closure timing, event timings, locations, and program details.

If your event includes vendors, your event running sheet must include an approved time and date for vendor inspection prior to the start of the event. This time and date must be arranged with the Indiana Department of Homeland Security. Please note vendors are also subject to a Health Department inspection. Event organizers must coordinate this inspection with the county health department.

Site Plan Map

You must provide the Town of Greentown and public authorities with your site plan during pre-event planning. In the initial stages of planning, a draft site plan is acceptable. Your site plan should be clear and drawn to scale. The site plan must identify the location of all aspects of the event including the event itself, equipment, activities, permanent and temporary infrastructure, crowd control infrastructure, road closure barricade/barriers, fencing, generators, amenities, parking and no parking area, pedestrian and vehicle access routes, water/restroom facilities, seating, emergency access, emergency operations center, licensed areas, food outlets, alcohol outlets, and merchandise stalls.

Correct site selection is a critical success factor for an event. The site you select should match your expectations of size, location, and available facilities. Crowd and infrastructure capacities vary depending on the chosen site with only some being easily accessible and in close proximity to transport. The submitted site plan should consider turf protection measures and other nearby venues/events that may have an impact on your event.

Please note that a site meeting with relevant Town of Greentown authorities may be requested by the town to make sure that the site is suitable and meets your event's needs and requirements. The more complex your event, the more likely it is that pre and post event site meetings will be required.

Good Neighbor Notification Plan

To minimize any impact on surrounding businesses and residents, communication is required and is vital to the success of your event.

A formal letter must be sent to all businesses and residents within the event footprint. It is the event organizer's responsibility to make sure that adequate business and resident notification is conducted.

- Your letter must include the following details:
- Name, date, and location of your event (including set-up and tear-down times),
- Purpose of the event,

- Expected number of participants,
- Activities being conducted as part of the event,
- What the likely disruptions to residents and businesses will be with respect to noise, transport, and road closures,
- Contact number for further information or queries.

Your first letter must be written as a 'proposal' (keeping in mind that your event has not yet been approved by the Town of Greentown) and a draft submitted to the Town of Greentown for approval before distribution.

Small scale events may choose to hang door hangers in residential areas impacted by the event.

These must be approved by the Town of Greentown and must be placed no later than two weeks prior to the event. The Town of Greentown can help determine which events require a formal letter versus door hangers.

Crowd Management Plan

Event organizers must develop a crowd management plan outlining your crowd control strategy. In the situation where the crowd becomes unruly, it is the event organizer's responsibility to implement the crowd management plan; however, if you cannot control the situation, emergency services will take over. Your crowd management planning must take into account all elements of your event.

Traffic Management Plan

If your event impacts on any street, whether through a full street closure or a 'block and hold' arrangement, the Town of Greentown will require the submission of an approved traffic management plan and a street closure request form.

Traffic management planning includes determining how to ensure that all traffic is accounted for, and impacts covered through your event traffic management plans.

Your traffic management plan must include:

- Locations of diversion and closure signs, road closures, barricades, traffic controllers;
- Positioning of variable message signs (if used);
- Time and date for installation and dismantle of infrastructure;
- Timing of road closures and re-openings;
- Implementation and management of closures and openings;
- Emergency access routes which must be discussed with emergency management personnel.

Emergency and Risk Management Plan

Any event, regardless of size, will have risks associated with it and it is important that the event organizer has considered potential risks and measures that will mitigate the risk. Town of Greentown needs all event organizers to undertake a risk analysis, to make sure that you manage and control the risks posed by your event. The plan must include identification and measurement of the risks, together with the proposed management and mitigation strategies of those risks.

If your event is large or complex, several emergency services may need to be present. You may also need to develop an emergency response plan in consultation with the Town of Greentown Police, Greentown Fire Department, and Howard County EMA.

The following is a list of things you should take into consideration as part of your emergency and risk management plan.

First Aid

You shall develop a first aid plan outlining how you will manage an incident if one were to occur. This may include the involvement of on-site first aid providers and/or other pre-hospital care providers (if you request their attendance). It is essential that you provide parking for emergency service vehicles and include this in your site plan.

First aid providers need to be suitably equipped to do their job and have access to a facility, in which they can work. Consider patient confidentiality and dignity. The best advice is to approach a recognized body that provides such services, to determine the minimum level of first aid you will require at your event.

Evacuation plan

Part of your emergency plan shall include an evacuation plan. This plan is a map of the event area, clearly indicating all evacuation points, meeting points, and emergency services' locations. It shall also highlight how the crowd will be informed of any evacuation need and who will be the person that is charged with this responsibility.

Weather Contingency Plan

The Town of Greentown's public places are outdoor sites; meaning events will be subject to weather conditions. It is important to consider the impacts of the weather on your event and put into place plans to account for the various conditions that may occur. All events should consider contingency plans for weather and make sure this is part of their risk management planning. Event organizers are advised to monitor long range forecasts, leading up to their event.

Safety and Security

Safety is of high importance to the Town of Greentown. The nature of your event and anticipated crowd numbers will determine the type of security you require. It is important to design a security plan with security providers to clarify roles and responsibilities related to event security. The main responsibilities of security staff are likely to include

crowd management, asset protection, managing lost children and handling confiscated items.

Safe and Healthy Crowded Places

All event organizers, who plan events involving large numbers of the general public or high-profile attendees need to address security issues with the town, who then will facilitate communication with the Greentown Police and relevant authorities.

Event Operations Center

Regardless of the size of your event, it is likely that you will need to have set aside an area where your staff and volunteers can meet for debriefs and/or meetings, as well as run the operations of your event. This needs to be detailed on your site map.

Major events held in the Town of Greentown may require an Event Operations Center (EOC), which is an operations area where a member of the event organizing team, public authorities, stakeholders, service providers and staff gather to manage the event.

There are four requirements for the EOC:

- A representative of the event organization must be present in the EOC at all times,
- The representative must be authorized and prepared to act on behalf of the event organizer in all matters,
- Those present must be able to immediately address any problems arising during the event
- the event organizer must be responsible for the logging of incidents throughout the event

A contact list of all EOC representatives, must be provided to the town.

Your organization must absorb the cost of the EOC. Public authorities are responsible for their own laptops and communications.

Waste Management Plan

You will need to produce and implement a waste management plan for your event. This is required and the Town of Greentown is not responsible for trash pickup. As events have the potential to draw increased crowds to streets, parks and other public spaces, this puts extra demand on the Town of Greentown's usual public trash bins and street cleaning services. It is your responsibility to assess your event and arrange for suitable street cleaning and waste collection.

You are also responsible for coordinating waste management resources and facilities to areas affected by the event, including those outside of the permitted area, where Town of Greentown's normal services cannot access. This includes all areas affected by road closures.

For most events, it is likely that additional trash bins will be required.

At the conclusion of the event, all displays, and promotional material, excess trash, hazardous materials, and other equipment associated with the staging of your event, are to be removed and the area left in a clean and tidy condition. If the Town of Greentown is required to undertake any reinstatement, additional cleaning, or removal of trash or other materials, you may incur a charge to restore the area to its pre-event condition.

Waste, including vendor cooking grease, is not to be poured into storm drains, under any circumstance. Failure to properly store, transport, or dispose of grease shall result in said food vendor being held liable for all costs associated with the repair, replacement, and cleaning of damaged surfaces and areas.

Utilities Management

The event organizer is responsible for proper coverage of electrical cords, water lines, and all other tripping hazards, across streets and sidewalks. Accidents, as a result of electrical cords, water lines, and other trip hazards not being properly covered, is the responsibility of event organizer.

Property damage arising from the event or activity remains the responsibility of the event organizer and repair costs will be sought from the permit holder and/or event owner. The permit holder and/or event owner remains responsible for any damage incurred by third parties, suppliers, event patrons and any contracted service providers.

Event Planning Requirements and Application Approved by The Greentown Town Council on August 20, 2024.