

# Special Event Permit Harrison County Parks

The undersigned makes application to conduct a special event at the following park location:

- Hayswood Nature Reserve
- Buffalo Trace Park
- Battle of Coryon
- South Harrison Park
- Other \_\_\_\_\_

Contact

Information:

EVENT NAME: \_\_\_\_\_

Applicant Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Today's

Date:

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

Mailing Address

Street: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Cell \_\_\_\_\_ Alternate: \_\_\_\_\_

Email

\_\_\_\_\_ @ \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Event Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Will you:

Collect an entry fee? Y N

Set up tents, canopies or stages? Y N

Use a sound system or PA? Y N

Require vehicle access to grass areas? Y N

Provide security or traffic control? Y N

If this event is a walk/race, have you secured permits for road use/crossings from appropriate township/state highway departments? Y N

To help promote this event on social media, please share photos or a logo:

live@harrisoncountyparks.com

During or after the event, photos can be shared on Facebook

Please submit a Certificate of Insurance for the event

The permittee hereby agrees to hold the County of Harrison harmless for any and all claims

for damages, injuries to persons or property resulting from the conduct of this event.

Signature: \_\_\_\_\_

Park use: \_\_\_\_\_

Received date \_\_\_\_\_ Approved \_\_\_\_\_ Not approved

\_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_

## Harrison County Parks Special Event Guidelines and Application

What is a special event:

Any organized public or private event that requires use of park areas and or facilities beyond the normal operating procedures of Harrison County Parks department.

Why is a Special Event Permit needed:

Parks are held in the public trust. It is important that park sites be used properly and are available to the public at all times in acceptable condition.

When is a Special Events Permit required?

- The site requested has not been designated as a normal site for large group gatherings
- Admission is controlled either by donations, entry fees or tickets
- Anything is sold
- Tents, canopies or stages are brought in
- The event is advertised as a public event
- The event is organized by a caterer
- Special vehicle access is requested
- Additional electricity, restroom, or garbage facilities are required

Normal costs for park facilities:

If your event will require use of one or more shelter houses, you must reserve and pay for these facilities. Contact the Park Office for assistance.

### What park regulations and event guidelines should we be aware of?

- Alcohol is not permitted in county parks
- Sound from music or public address systems must be limited to the area reserved for the event
- Food concessions must display an approved Health Department certificate on site
- Public liability insurance for bodily injury or property damage in the sum of \$1 million dollars naming Harrison County Park as an additional insured must be provided. A copy of the certificate must be included with the application.
- Vehicle access to grass areas may be granted but must be limited as much as possible.
- Security and traffic control during the event are the responsibility of the permittee.

### How do I schedule a special event?

Your application will be reviewed by the park staff and may require a review by the Harrison County Park Board if it is of a large scale.

If your Special Event Permit application is approved, you may be required to meet with the park staff to review special needs.

### Questions?

If you have questions, please contact us by:

Phone: 812 738-8236

Fax: 812 738-6623

Email:

[general.hcp@gmail.com](mailto:general.hcp@gmail.com)

Information about Harrison County Parks is available online at

[harrisoncountyparks.com](http://harrisoncountyparks.com)

Our office is located at 245 Atwood Street Suite 210 Corydon In 47112

8 am to 4:30 pm