



## West Lafayette Parks and Recreation Department Process for Special Event

Overview - A Special Event Application is required if your gathering has any of the following elements:

- |  |                                |
|--|--------------------------------|
| 100 or more participants   | Walks/Runs/Parades             |
| Any advertising or sponsorship activities  | Admission fees are charged     |
| Tents, Stages, Inflatables   | Specific location reservations |
| Selling and/or distributing food, goods or merchandise (this includes classes or boot camps) |                                |

Groups using West Lafayette Parks and Recreation property for their event are required to pay a \$250.00 Special Event fee. Non-Profit groups may receive a 50% discount – must submit a copy of their 501-C3 certification. Fee covers five (5) hours.

1. Choose a specific location and date for your event. You are encouraged to choose an alternative location and/or date if your first choice is not available. If you are unsure whether or not an application is required for your event, please call (765) 775-5110.
2. Complete all sections of the West Lafayette Parks and Recreation Department (WLPRD) Special Event application. All proposed activities and events are subject to the approval of the WLPRD and may require approval by the West Lafayette Park Board (WLPB). The WLPB meets monthly – please contact us for meeting dates and location. Any advertising, vendors or sales may need approval from the WLPB.
3. Submit the completed application by U.S. mail, delivery in person, fax or email. If submitting by e-mail or fax, call to confirm receipt if you don't receive a response. Submittal of an application does not grant you a permit or confirmation to conduct your planned event; all applications are subject to review. Completed applications with requested documentation and/or additional information must be submitted at least six weeks prior to your event; otherwise, applications will be denied or late fees may apply.  
*Please note: Applications will be processed beginning January 10 (or the first business day after 1/10), of the current year beginning at 8:00a.m. Applications submitted by mail, email and fax, and all applications received prior to 8:00a.m. on January 10, will not be processed until January 10.*
4. Upon receiving your completed application, the WLPRD will contact you to inform you of the status of your application. You will be informed of fees that must be paid along with any additional documentation requirements (i.e. certificate of insurance). The WLPRD reserves the right to require additional information or documentation regarding the applicant, applicants' company, sponsoring company/organization, cosponsors, event participants, event vendors, event activities, or the event itself. Moreover, the WLPRD may postpone approval of event permits until receipt of additional requested information or documentation. Failure to submit requested information or documentation in a timely manner may be cause for denial of a park special event. Facilities will be tentatively reserved until event has been approved by WLPRD.

*Remember: Entire Application Must Be Completed in Full*

5. The WLPRD processes applications for permits in order of receipt.

6. **Insurance:** During any special event, permit applicant shall maintain the following insurance in full force and effect.

General Liability insurance is required for all public special events. All General Liability Insurance must be provided by the event applicant, no exceptions. The following insurance requirements are provided by MBAH Insurance on behalf of the WLPB and the City of West Lafayette.

**Commercial General Liability (Occurrence Form)**

|  |             |
|--|-------------|
| Each Occurrence  | \$1,000,000 |
| Products/Completed Operations Aggregate                | \$2,000,000 |
| General Aggregate (other than Prod/Comp Ops Liability) | \$2,000,000 |
| Personal & Advertising Injury Liability                | \$1,000,000 |

- Name The City of West Lafayette, Indiana AND the West Lafayette Parks & Recreation Board as an Additional Insured.

**Automobile Liability**

|                       |             |
|-----------------------|-------------|
| Combined Single Limit | \$1,000,000 |
|-----------------------|-------------|

- Name The City of West Lafayette, Indiana AND the West Lafayette Parks & Recreation Board as an Additional Insured.

**Workers Compensation and Employer's Liability**

|                           |                         |
|---------------------------|-------------------------|
| Workers Compensation      | State Statutory Limits  |
| Employer's Liability      |                         |
| Bodily Injury by Accident | \$100,000 Each Accident |
| Bodily Injury by Disease  | \$500,000 Policy Limit  |
| Bodily Injury by Disease  | \$100,000 Each Employee |

**Umbrella Liability**

|                               |             |
|-------------------------------|-------------|
| Each Occurrence and Aggregate | \$1,000,000 |
|-------------------------------|-------------|

All coverages must be placed with an insurance company with an A.M. Best rating of A-VII or better.

Please forward your certificate within 10 days to: City of West Lafayette, 222 N. Chauncey Ave..  
West Lafayette, Indiana 47906

7. Applicants are required to inform the WLPRD in writing of any and all amendments to the original application prior to the event day.

8. Once all the WLPRD requirements have been fulfilled, including receipt of all documents and full payment, the Special Event application may be approved.

9. Please note: Costs incurred promoting and marketing events prior to the issuance of an approved Special Event and changes/modifications relative to the event from the WLPRD and/or other City of West Lafayette departments is at the sole expense and risk of the Event Organizer.

Submit the complete Special Event Permit Application to: West Lafayette Parks and Recreation  
222 N. Chauncey Ave.

West Lafayette, IN 47906

*Reminder: Entire Application Must Be Completed In FULL*