



Pop-Up Park Event Requirements

	20+ Attendance	50+ Attendance	250+ Attendance
Approval Needed	Resident Committee	Resident Committee + Visit Indy	Resident Committee + Visit Indy + City Special Events Permit
Visit Indy Staffing	None required		Visit Indy representative must be on site during the duration of the event and has the authority to immediately stop or alter any event or plan at their discretion. Scheduling their attendance well in advance of the event is required.
Hours	Sunrise to Sunset		
Park Rules	The posted rules on the park site and its website must be abided by and enforced by event sponsors.		
Tents/Canopies	<ul style="list-style-type: none"> No open flame is permitted under any tent or canopy. Temporary canopies (no sidewalls) are limited in size to 400 square feet each. Temporary tents are limited in size to 200 square feet each. 		
Event Insurance	None required	<ul style="list-style-type: none"> A certificate of insurance must be provided to Visit Indy no later than 30 days prior to the event. The certificate must list "Visit Indy/Tourism Tomorrow Indy" and "Indianapolis Airport Authority" as additional insured. The address for Visit Indy/TTI is 200 S Capitol Ave Suite 300, Indianapolis, IN 46225 and the address for the Airport Authority is 7800 Colonel H. Weir Cook Memorial Dr, Indianapolis, IN 46241. The certificate must identify the event date and name. Coverage should be determined by your insurance agent based on their evaluation of your event nature, size, and risk. While larger events are expected to need to exceed these amounts, the following coverage <u>minimums</u> are required: <ul style="list-style-type: none"> Commercial General Liability <ul style="list-style-type: none"> Each Occurrence: \$1,000,000 Damage to Rented Premises (Each Occurrence): \$1,000,000 Medical Expenses (Any one person): \$5,000 Personal & Adv Injury: \$1,000,000 General Aggregate: \$2,000,000 Products Comp/Op Aggregate: \$2,000,000 	

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Crossing Guard	None required	<ul style="list-style-type: none"> • An executed contract or written agreement for crossing guard services must be provided to Brad Beaubien at Visit Indy no later than 15 days prior to the event. • The crossing guard must remain on duty during the entire duration of when participants may be attending. • You are not permitted to close any street • The crossing guard services must be provided by an on-duty IMPD law enforcement officer OR an off-duty ILEA-certified officer hired individually or through a licensed security guard agency. They should have a vehicle with activated police flashing lights. Volunteers should in no way attempt to stop traffic or indicate safe crossing. 	
Parking Restrictions	<ul style="list-style-type: none"> • If the event is expected to draw people who are driving, the on-site parking area should be reserved for VIPs and disabled-placarded vehicles. The parking area is too small to accommodate two-way traffic caused by cars having to turn around when the 4 spaces are filled, and the exit onto White River Parkway is too dangerous for people to be slowly entering/exiting from while distracted looking for alternative parking. • Event sponsors should clearly communicate parking on Belmont Avenue or in Mozel Sanders Park to their attendees. • Event sponsors should block, sign, staff, or otherwise restrict the parking entrance to enforce. • On-street parking on the shoulder of White River Parkway should not be permitted for safety, and in no way should the bike lane be blocked. 		<ul style="list-style-type: none"> • The on-site parking area will be limited to 4 disabled-placard/plate vehicles and 2 food trucks. • Someone must be dedicated during the entire event to gatekeeping the entrance. • Use of the IPS School 63 Parking Lot with approval or other parking areas in Mozel Sanders Park are encouraged. • On-street parking on the shoulder of White River Parkway should not be permitted for safety, and in no way should the bike lane be blocked.
Alcohol	Must be served by a state-licensed caterer with proof of license provided to Visit Indy prior to event.		
Trash/Cleanup	All trash must be removed from the park and all litter cleaned up. No dumpsters are permitted on the park site. The park does not have DPW or commercial trash collection service.		
Portable Restrooms	No additional required	Larger events should expect to provide additional portable restrooms. The two on-site can typically accommodate up to 100 people. As a rule of thumb, you should have one restroom for every 50 attendees, with additional needed for longer events.	