Board of Public Works and Safety

Agenda Item

Cover Sheet

MEETING DATE: March 26, 2024

☒ Consent Agenda Item

☐ New Item for Discussion

☐ Previously Discussed Item

☐ Miscellaneous

ITEM #: 6

INITIATED BY: René Gulley

☒ Information Attached

☐ Bring Paperwork from Previous Meeting

☐ Verbal

☐ No Paperwork at Time of Packets

THE CITY OF
NOBLESVILLE
EST. 1823

TO: Noblesville Board of Public Works and Safety

FROM: René Gulley, Operations Manager Street Department

SUBJECT: Board to consider alley activations for the annual Brunch and Blooms

DATE: March 26, 2024

Attached you will find a request from Kelly McVey with the Indiana Peony Festival to celebrate our state flower. The annual Brunch and Blooms will be held on Saturday, May 18th from 10am to 4pm. This event will be in conjunction with the Indiana Peony Festival in Seminary Park, but will direct foot traffic to the central business district. They will activate the north, east, and south alleys with vendors and 2 port-o-lets in each. They will also utilize the north/south alley that is south of Conner Street between South 9th Street and South 10th Street as well as a portion of the east/west alley that is east of South 9th Street between Conner Street and Maple Avenue.

The committee recommends the Board of Public Works approve this alley activation.

ENCR-0115-2024

RECEIVED FEB 07 2024 BY: TC

Application- Special Event Encroachment Permit

1. ENCROACHMENT LOCATION INFORMATION

Address or Location of Special Event: Downtown Noblesville - Alleys

All Events: A map detailing placement of event (site map) will be required for all events. If your event contains a program of various locations, your proposed route must also be attached to this application.

2. APPLICANT CONTACT INFORMATION

Organization: Indiana Peony Festival Contact Name: Kelly McCoy

Address: 7101 Oakview Circle City: Noblesville State: IN Zip: 46062

Phone: 317-903-9555 Email: ipfkelly@gmail.com Non-Profit: Yes ☑ No ☐

3. EVENT LOGISTICS

Name of Event: Brunch & Blooms

Type of Event: Concert ☐ Entertainment ☑ Environmental ☐ Block Party ☐
Cultural ☐ Sports ☐ Walk/Run/Fitness ☐ Reunion ☐
Fundraiser ☐ Other (please explain)

What is the purpose of the event? (Please explain and attach a detailed copy of your agenda or planned activities)

To bring people from festival to downtown

Event Requirements: Traffic Control/Security ☑ EMS Presence ☐ Event Barricades ☑
Trash Pickup ☑ Park Facilities* ☐

Requested date/time for event:

Starting Date: May 18 Ending Date: May 18 Start Time: 10 am End Time: 4 pm

Set-up Date/Time: 7 am Tear Down Date/Time: 4:30 - 5 pm

Total number of anticipated participants (including volunteers, spectators, runners, etc): 20,000 - Same as festival

Is this a first time event for you or the sponsoring organization at this location? Yes ☐ No ☑

Do you plan to erect temporary structures such as stages, tents, booths, tables, bounce houses, etc for this event?

Yes ☑ No ☐ If yes, please describe: yes tents, tables

Based upon size, location, and nature of your event you may require additional City resources. These resources will be assessed and required by various City personnel and the cost will be reflected in your permit fee. For more information on fees for special events click here.

See reverse side for terms and conditions of approval

*Requires an additional application/permit

THE APPLICANT IS RESPONSIBLE FOR ENSURING THAT THE FOLLOWING REGULATIONS ARE MET AT ALL TIMES. FAILURE TO MEET ANY OF THE FOLLOWING WILL RESULT IN THE DENIAL OR REVOCATION OF THIS PERMIT AND POSSIBLE ENFORCEMENT ACTION BEING TAKEN AS OUTLINED BY THE CITY OF NOBLESVILLE CODE OF ORDINANCES.

1. Encroachment permits are required for any obstruction, use, or activity within a public right-of-way or city easement.
2. The undersigned shall notify the Designated Department(s) a minimum of 14 days prior to the time the activity is to take place in order to assure the existence of available resources.
3. In cases where the activities authorized by the permit will interfere with traffic flow on streets, the application will be assessed by the Noblesville Police Department, Noblesville Fire Department, and the Noblesville Street Department to determine number of necessary City personnel and/or equipment and a fee will be assigned based on number of persons/equipment and the total number of hours for the event.
4. The applicant shall hold harmless and indemnify the City of Noblesville from, for and against any claim of any person in tort, contract, or otherwise arising out of the act or omissions of the applicant, their agents, representatives, participants, etc.
5. Any applications for encroachments under this section must include a site plan that details specifically the number and location of encroachments. Site plans should also include identification of uses on each section of their location or route.
6. All applications must be approved by the Board of Public Works and Safety and may be subject to conditions set out by the Board, and are not eligible for an administrative approval.
7. All applicants shall be required to submit to the Designated Department proof of insurance for general liability within the (10) business days that states that the City of Noblesville, Indiana is listed as an additional co-insured. The minimum insurance requirement shall be $1,000,000 per occurrence, $300,000 per person, and $50,000 for legal unless the Board of Public Works and Safety decides to reduce or increase the amounts.

2-5-24

DATE

Kelly McCoy

SIGNATURE OF APPLICANT

Kelly McCoy - Indiana Peony Festival

NAME OF APPLICANT (PRINTED)

SUBSCRIBED AND SWORN to me, a Notary Public in and for said County and State, this _____

Day of _____, 20_____.

My Commission Expires:

_____

Printed:_____

NOTARY PUBLIC
A resident of _____ County, IN.

Brunch & Blooms - Alley activations and port-o-lets

2/26/2024, 9:30:38 AM

1:1,200

0 0.01 0.02 0.04 mi

0 0.015 0.03 0.06 km

centerlines

Parcels

Sam Zinski |

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Martin & Martin Insurance Agency
62 S 9th Street
Noblesville IN 46060

CONTACT NAME: Jenna Romens
PHONE (A/C, No, Ext):
FAX (A/C, No): (317)703-1115
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : ERIE INS CO	26263
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Indiana Peony Festival Inc
7161 Oakview Circle
Noblesville IN 46062

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			Q61-0151002	12/01/2023	12/01/2024	EACH OCCURRENCE	$ 1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1000000
							MED EXP (Any one person)	$ 5000
							PERSONAL & ADV INJURY	$ 1000000
							GENERAL AGGREGATE	$ 2000000
							PRODUCTS - COMP/OP AGG	$ 2000000
								$
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
City Of Noblesville
16 South 10th Street
Noblesville IN 46060

Fax: Email:

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Jenna Romens

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