

SPECIAL EVENTS PERMIT

APPLICATION PROCEDURES

Applications for permits must be filed with the Town of Winfield not less than sixty (60) days prior to the proposed activity date. Applications are accepted on a first-come, first-served basis. Dates will not be held without receiving an application. Only one date per application unless event is consecutive days.

- A non-refundable processing fee of \$25.00 to cover the administrative costs must accompany any and all applications.
- A cleaning deposit of \$100.00 is required.
- The Applicant is required to provide Comprehensive General Liability Insurance.
- The applicant will be required to compensate the Town for any incidental costs (i.e., utilities, coordination, monitoring, increased police and fire protection or other staff costs).
- NO activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all Town Police, Fire Department and County Public Health codes.
- Applicant must provide a drawing/detailed map to include the area to be used, entries and exits (if closed), set-up structures (i.e., bleachers, fences, display concessions, etc.)
- After receipt of the application and the \$25.00 filing fee, the application will be forwarded to the Police Department, Fire Department, and Public Works for approval. This process is usually completed within three weeks.
- Applicants are required to provide solid waste disposal services to keep the event area free of trash and litter.

Once the Town has reviewed the application, a letter will be sent to the applicant listing all fees, conditions, deadlines and requirements that must be met. Failure to meet deadlines and terms may result in cancellation of event. If you have any questions, please call the Town Clerk Treasurer at (219) 662-2665.

Your event MAY be posted to the Town website at the sole discretion of the Town of Winfield; the Town reserves the right to determine the content of its web and social media posting. Award of a special event permit does NOT ensure posting of the event to the Town's web and social media.

Town of Winfield
Special Events Permit
Clerk-Treasurer's Office
10645 Randolph St.
Winfield, IN 46307

Date Received: _____

PLEASE PRINT LEGIBLY

Event Sponsor / Organization: _____

Event Title: _____

Event Location: _____

Event Date(s): _____ Start Time: _____ End Time: _____

Applicant Name: _____ Title: _____

Phone Number: _____ Email: _____

Describe the event and its purpose in detail:

Person in charge on day of event: _____ Cell #: _____

Estimated Attendance: _____ Estimated Participants: _____

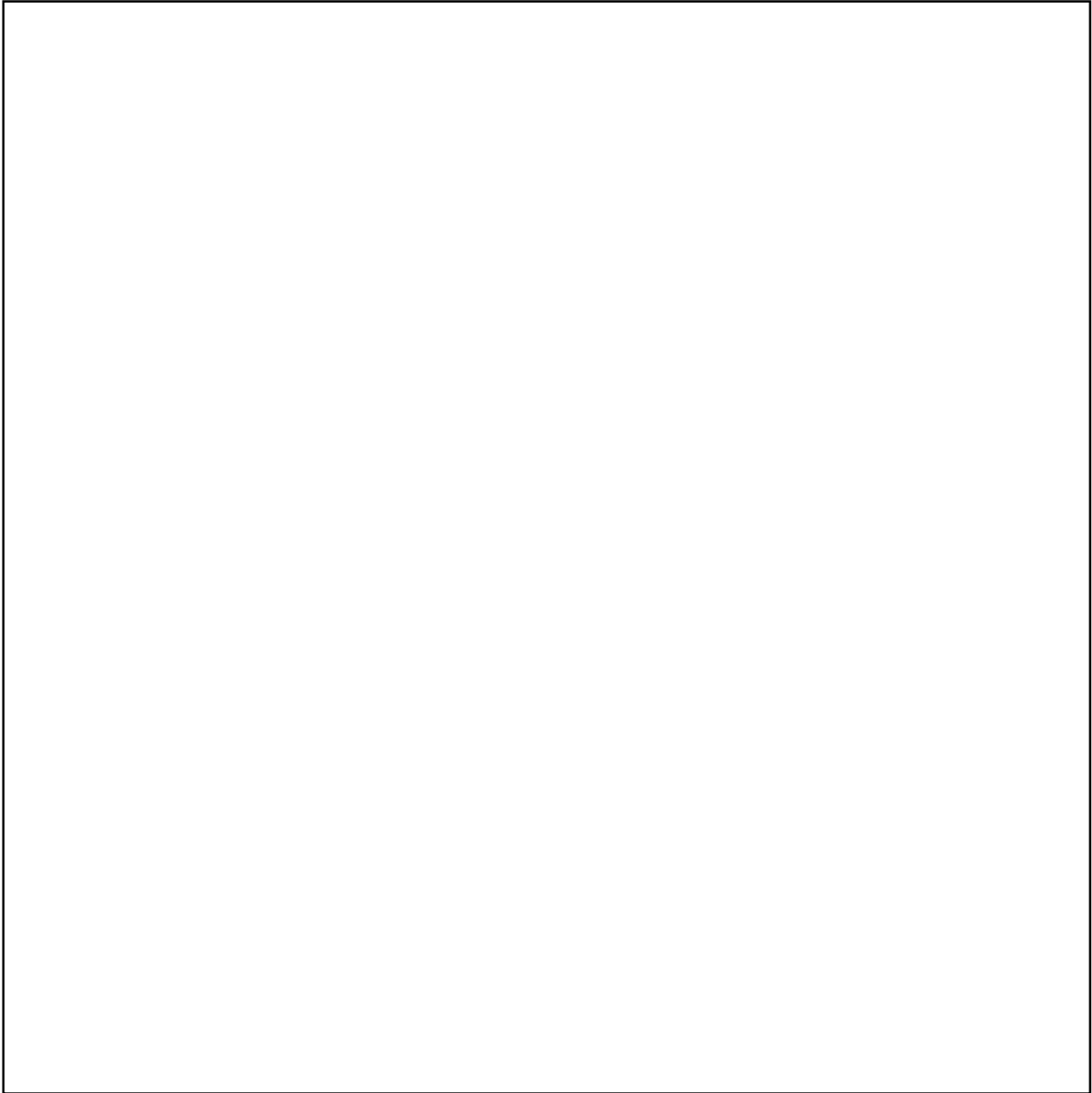
Admission Fee: YES NO \$_____ Participant Fee: YES NO \$_____

Will alcohol be served / sold on premise? YES NO

If alcohol is being served, Indiana State Alcohol Beverage laws and permits must be complied with and obtained and verified by the Town (attach copy). Winfield Police Department may require security officer(s) to be present during the event (mandatory if alcohol is served).

Unusual rowdiness or physical / verbal abuse toward employees, patrons, or Town property and/or any illegal activity, including the serving of alcohol beverages to minors, may result in immediate termination of the event. Music and noise must be kept at reasonable levels during the event. The area must be clear of all trash and all supplies removed at the end of the event. Tents and other structures are subject to approval by the Town.

Please provide a detailed drawing or map, to include the area to be used, entries and exits, and set-up structures, in the box below. Label all roads and structures.



Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approvals:

Clerk Treasurer: _____

Town Marshal: _____

LOFS Fire Chief: _____

Winfield Street Dept.: _____

IC 7.1-5-10-5: It is illegal to barter, give away, exchange, furnish, or sell an alcoholic beverage without a valid permit

IC 7.1-5-8-6: It is illegal to bring alcoholic beverages into a business or place of public entertainment for the purpose of consuming, displaying, selling, furnishing, or giving it away to another person, or for the purpose of having it served to you.

Temporary Beer/Wine Permits

- Anyone over age 21 can apply for permit
- Allows for beer and wine only, no spirits
- Costs \$50 per day (no rain dates allowed)
- Original application, floor plan, and payment needs to be received by our office a minimum of fifteen (15) days prior to the event. Failure to do so can result in denial of permit or require you to drive to ATC Headquarters in Indianapolis in order to get permit
- A licensed bartender is required to serve, pour, and dispense any alcoholic beverages; if you do not have someone available that has a permit you can apply for a Temporary Employee Permit which is \$5 per person per day
- If minors (persons under 21) will be present at event, separation is required around the bar. Minimum separation allowed is stanchions/theater rope. Non-alcoholic beverages will need to be made available at another location for minors to access.

Catering Permits/Type 222

- Restaurants/bars that have a three-way permit (beer/wine/liquor) can apply for a supplemental catering permit (type 222) for \$150 each year
- 222 permits allow for bars/restaurants to cater alcoholic beverages for events off of their licensed premises (e.g. church halls, community centers)
- Each time a location wishes to use their catering permit they must submit a request to cater an event to their local Excise district
- Any events that are open to the public (e.g. community festivals, concerts) local law enforcement agency must be notified
- Requests are supposed to be submitted at least fifteen (15) days in advance; should something come up on short notice please contact your local office prior to sending the request and be prepared to give the reason why it's being sent late

If you would like to search for bars/restaurants in your area that have a valid catering permit you can do so by going to www.in.gov/atc and clicking on "Tobacco Certificate Search" in the upper right of the page. You can do a search by city or county, and specify the permit type as "catering". When the results appear you can click on each one to see which locations are valid (expiration date has not passed)

Indiana State Excise Police District 1 Office
52422 County Road 17
Bristol, IN 46507
Phone – 574/264-9480
Fax – 574/264-9348
E-mail – dist1@atc.in.gov