



## The Plaza Event Application

Date Submitted: \_\_\_\_\_

An event contract from Southeast Neighborhood Development (SEND) will be executed upon availability of the Fountain Square Plaza and approval of proposed event.

Submit application to [send@sendcdc.org](mailto:send@sendcdc.org) or 3230 Southeastern Avenue, Indianapolis, IN 46203

- Approved activities at the Fountain Square Plaza are directed around a family atmosphere.
- All event sponsors and participants are to conduct themselves, ensure the conduct of their guests, and run their event in a manner that compliments a family environment; inappropriate language, excessive drinking; nudity will not be tolerated. Smoking and weapons are prohibited.
- Event organizers are responsible for all necessary licenses, liability insurance (if required) and permitting including food, beverage and vending.
- SEND will review event applications and determine if organizer must obtain insurance.
  - If any event expects 100 or more in attendance or if alcohol is served, insurance is required and must be provided by the event organizer.
- Event equipment is the sole responsibility of the event organization team. SEND is not responsible for any loss or damage to organizer's property.
- The Plaza is available for private events.
- Events must comply with the City of Indianapolis' noise ordinance, 10pm, Sunday – Thursday; 11pm, Friday & Saturday
- All events must comply with Marion County Public Health guidelines for events.

The Plaza rental fees:

1-4 hours rental \$200

4-8 hours rental \$400

8-12 hours \$600

- Includes set-up and tear down
- Community partnerships available
- Some events may require additional fees
- Access to electricity is available.



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Name of Event: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Event Day, Date, Time: \_\_\_\_\_

Brief explanation of event:

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Est. total attendance: \_\_\_\_\_ Will the event have: food  alcohol  vending

Electricity needed: Y / N

Event Contact 1: \_\_\_\_\_

Email: \_\_\_\_\_ Cell#: \_\_\_\_\_

Event Contact 2: \_\_\_\_\_

Email: \_\_\_\_\_ Cell#: \_\_\_\_\_

**A site map & clean-up plan must be included with the application.**

**If the event application is accepted by SEND, an event agreement must be signed and submitted with payment and if required, proof of insurance & permits to SEND for final approval.**